

AGENDA
COMMITTEE OF THE WHOLE MEETING
Wednesday, May 8, 2024 @ 5:30 PM
Council Chambers, 1 Parklane Drive, Strathmore AB

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1. CALL TO ORDER	
1.1. Economic Developers Alberta Award	
2. CONFIRMATION OF AGENDA	
3. DELEGATIONS	
Members of the public and community organizations are welcome to attend a Committee of the Whole Meeting as a delegation to present an item to Town Council for consideration. If you are interested in attending as a delegation please fill out the Delegation Request form that can be located on the Town's website and submit it to: lsadmin@strathmore.ca by noon, seven (7) days before a Committee of the Whole Meeting.	
4. CONFIRMATION OF MINUTES	
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Request for Decision - RFD-24-079 - Pdf	
5. BUSINESS	
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5.3. 2025 Capital and Operating Budget Timelines	104 - 107
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6. QUESTION AND ANSWER PERIOD	
7. CLOSED MEETING	
7.1. Property Tax Rate Strategy – Advice from officials – FOIP S. 24 (1)(b)(i)	
7.2. Council/CAO Dialogue – Advice from officials – FOIP S. 24(1)(b)(i)	
8. ADJOURNMENT	



Request for Decision

To: Council

Staff Contact: Veronica Anderson, Legislative Services Officer

Date Prepared: April 10, 2024

Meeting Date: May 8, 2024

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

RECOMMENDATION: THAT Council adopt the April 10, 2024 Committee of the Whole Meeting Minutes as presented in Attachment I.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the April 10, 2024 Committee of the Whole Meeting are given to Council for adoption.

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

N/A

POLICY:

N/A

IMPLEMENTATION:

N/A

BACKGROUND:

N/A

KEY ISSUE(S)/CONCEPT(S):

N/A

DESIRED OUTCOMES:

N/A

COMMUNICATIONS:

Once signed, the April 10, 2024 Committee of the Whole Meeting Minutes will be posted on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may adopt the recommended motion.

2. Council may provide further direction regarding the Committee of the Whole Meeting Minutes.

ATTACHMENTS:

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

Claudette Thorhaug, Legislative Services Officer

Approved
- 15 Apr
2024

Johnathan Stratthdee, Manager of Legislative Services

Approved
- 23 Apr
2024



MINUTES COMMITTEE OF THE WHOLE MEETING

6:00 PM - Wednesday, April 10, 2024

Council Chambers, 1 Parklane Drive, Strathmore AB

COUNCIL PRESENT:

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

STAFF PRESENT:

Jamie Dugdale (Director of Infrastructure, Operations, and Development Services), Mark Pretzlaff (Director of Community and Protective Services), Kara Rusk (Director of Strategic, Administrative, and Financial Services), and Johnathan Strathdee (Manager of Legislative Services)

1. **CALL TO ORDER**

Mayor Fule called the April 10, 2024 Committee of the Whole Meeting to order at 6:00 p.m.

2. **CONFIRMATION OF AGENDA**

Resolution No. 019.04.24A

Moved by Councillor Peterson

THAT Council adopt the April 10, 2024 Committee of the Whole Meeting Agenda as amended:

Deletion:

3.1 Potential Emergent Expenditures Prioritization Discussion and Update on Financial Reserves – Advice from officials – FOIP S. 24(1)(a)

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

6.2 Fire Services Bylaw - Update

Addition:

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

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

AGAINST: None.

CARRIED

3. CLOSED MEETING**Resolution No. 020.04.24A**

Moved by Councillor Peterson

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

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

AGAINST: None.

CARRIED

3.1. Council Dialogue – Advice from officials – FOIP S. 24(1)(b)(i)**Resolution No. 021.04.24A**

Moved by Councillor Wegener

THAT Council move out of Camera at 8:06 p.m.

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

AGAINST: None.

CARRIED

4. DELEGATIONS

None.

5. CONFIRMATION OF MINUTES**5.1. Committee of the Whole Meeting Minutes – March 13, 2024****Resolution No. 022.04.24A**

Moved by Councillor Wiley

THAT Council adopt the March 13, 2024 Committee of the Whole Meeting Minutes as presented in Attachment I.

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

AGAINST: None.

CARRIED

6. **BUSINESS**

6.1. **Regional Emergency Management Bylaw – Update**

6.2. **Alberta Municipalities Resolution 2024 – Alberta First Responders Radio Communications System Equipment Funding Discussion**

7. **QUESTION AND ANSWER PERIOD**

None.

8. **ADJOURNMENT**

Mayor Fule adjourned the April 10, 2024 Committee of the Whole Meeting at 8:38 p.m.

Mayor

Director of Strategic, Administrative,
and Financial Services



Request for Decision

To: Town Council

Staff Contact: Donna McCallum, Operations Manager

Date Prepared: May 2, 2024

Meeting Date: May 8, 2024

SUBJECT: Cemetery Bylaw No. 23-31

RECOMMENDATION: Information for Council.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Community Wellness

The cemetery has a historical connection to the community as it provides insight into our past.

An updated cemetery bylaw will allow staff to provide an improved, focused, and efficient service that supports a respectful experience.

Financial Sustainability

The proposed bylaw (23-31) will enable staff to maintain the cemetery effectively and continue to plan and manage long-term growth.

SUSTAINABILITY

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

IMPLICATIONS OF RECOMMENDATION:

The proposed bylaw (23-31) will provide clear direction for clients, visitors, contractors, and administrators of the cemetery. It provides oversight on conduct, work within the cemetery, the ability to recover costs, and guidance for record keeping in accordance with the Cemeteries Act and Regulations. The proposed bylaw (23-31) aligns the Town with industry best practices. Aligning with industry best practices simplifies the Town processes as the industry, through trial and error, has established effective ways to maximize time, improve quality of work and productivity plus ensures the safety and well being of everyone. Industry standards are generally accepted and known; this means that anyone who has any interactions with our cemetery can anticipate expectations regarding interments, work and conduct to be like other cemeteries in our region. Implementing the proposed bylaw (23-31) will require work upfront to manage existing grave decorations, however, once stabilized, these tasks should moderate to a normal workflow that can be absorbed into the current administrative and operational day to day activities. The proposed bylaw (23-31) will enable staff to easily preserve the safety and dignity of the cemetery.

The optional bylaw (24-12) provided on November 1st, 2023, provides flexibility with placement of grave decorations not normally allowed in most cemeteries. It includes recommendations regarding quality, placement, and securement of these decorations. Although the optional bylaw (24-12) is flexible, it will impact administrative and operational staff and could have an affect on service levels in other areas. As more people are interred and visitors become aware of the flexibility in placement of grave decorations, the dedication to maintain the cemetery will become challenging. An increase to future staffing will be likely. Current trends at the cemetery indicate that once one person puts out grave decorations, others will follow, and this can easily get out of control.

The suggested amendments to the optional bylaw (24-12) will have a consequential impact on administrative and operational staff. The safety and dignity of the cemetery will be compromised which could lead to a reputational and liability risk. The dedication to manage the permitting process and too much flexibility in the rules will be demanding and an increase to staffing will be needed.

BACKGROUND:

Date	Title	Action
December 2019	Cemetery Master Plan	Accepted as information
October 11, 2023	Cemetery bylaw update	Presentation
October 18, 2023	Request for decision	Received two readings
November 1, 2023	Request for decision	Deferred to May 8, 2024
March 6, 2024	Notice of motion	Amendments to attachment II, provided November 1st, 2023, Regular Council

Date	Title	Action Meeting
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The Cemetery Master Plan provided an analysis on operations, demand and need, financial sustainability and benchmarks for products, services, and prices. It contains a comprehensive summary that offered short term and long-term goals on how the Town could strive to achieve an exceptional, financially sustainable cemetery service. To support many of these goals, one of the recommendations of the Master Plan was to update the Cemetery Bylaw.

In October 2023, Administration presented information regarding the cemetery as well as a proposed cemetery bylaw (23-31). During these meetings there were meaningful discussions on many improvements that are needed in the bylaw to ensure a clear understanding of all conduct and operations within the cemetery.

On November 1st, 2023, Administration returned with an amended version of the proposed bylaw (23-31) and were seeking third reading. Administration had also received feedback from citizens and people who had loved ones interred in the cemetery who were looking for more flexibility in the bylaw with regards to placement of grave decorations. Based on this feedback staff offered an optional bylaw for Council to consider. This optional bylaw allows grave decorations not normally allowed in most cemeteries, but does have recommendations regarding quality, placement, and securement of these decorations. This version allows ground crews to still maintain the cemetery with an ability to work around the decorations without damaging them.

On March 6th a Notice of Motion was brought forward with a request for Administration to prepare a bylaw with amendments to the optional bylaw.

Both proposed and the optional bylaw include recommended updates to accommodate changes that align with the Cemeteries Act and to ensure that fees were in keeping with the required administrative and operational requirements of running the cemetery.

KEY ISSUE(S)/CONCEPT(S):

The current bylaw is outdated (14-16). Definitions and interment methods have changed and require updating. The Town has not been financially sustainable with its cemetery operations, and they need to be aligned with the Cemeteries Act and Regulations to ensure staff are managing records and disputes of ownership appropriately. Maintenance and upkeep have been challenging due to many grave decorations impeding maintenance and have caused liability issues with regards to safety in the cemetery

DESIRED OUTCOMES:

Administration have proposed a clear, concise bylaw (23-31) that provides guidance for all who visit, work in, or wish to be interred in our cemetery. This proposed bylaw (23-31) will enable administrators of the cemetery to easily provide an improved, focused, and efficient valuable

service that supports a respectful proficient experience. The proposed bylaw (23-31) will empower administration to work towards a fiscally responsible cemetery.

COMMUNICATIONS:

Administration will communicate with any people affected with any changes and provide appropriate time for people to process the changes requested.

ALTERNATIVE ACTIONS/MOTIONS:

Additional Administrative Items

Administration received additional feedback from our legal advisor, and it has been recommended to adjust the following in section 11 of proposed Bylaw 23-31:

11.4. Burial rights in the Cemetery sold directly by the Town of Strathmore for real value shall not be resold on the open market. If the purchaser of such burial rights offers to sell the unused plot back to the Town of Strathmore, the Town shall purchase the plot for the purchase price calculated in accordance with the General Regulations under the Cemeteries Act.

11.5. For clarity, Section 11.4 shall not apply to burial rights in the Cemetery that have been issued by the Town, but not sold directly, in recognition of a previous donation to the Roman Catholic Diocese of Calgary or for a nominal consideration. Such burial rights shall not be sold on the open market. If the purchaser of such burial rights offers to sell the unused plot back to the Town of Strathmore, the Town shall purchase the plot for \$xxx.xx (price to be determined when we return with the bylaw at a regular council meeting).

Administrative adjustments to proposed Bylaw 23-31 to align with the fees bylaw (23-32)

"Resident greater than ten years" means a person who currently resides in the Town of Strathmore and has for greater than ten years.

"Resident less than ten years" means a person who currently resides in the Town of Strathmore and has for less than ten years.

"Resident sub region" means a person who currently resides in Wheatland County.

"Non resident" means a person who resides outside of the Town of Strathmore or Wheatland County.

Feedback from monument installation companies requesting additional clarity in monument installations.

"Foundation" means a rectangular concrete slab that is flush with the ground that supports the base and the monument.

"Base" means a footing of concrete to support a monument.

Section 8 will need adjustments to accommodate these definitions.

Based on the Council's input, staff will return with a new bylaw incorporating changes accordingly.

ATTACHMENTS:

[Attachment I: Cemetery Bylaw No. 23-31](#)

[Attachment II: Cemetery Bylaw No. 24-12](#)

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

Approved
- 03 May
2024

Kevin Scoble, Chief Administrative Officer

Approved
- 03 May
2024

**BYLAW NO. 23-31**
**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**
**BYLAW NO. 23-31
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**
**A BYLAW WITH RESPECT TO MANAGEMENT AND ADMINISTRATION OF THE
STRATHMORE CEMETERY.**

WHEREAS the Town of Strathmore is the owner of the Cemetery situated at Plan 9612032, Block C;

AND WHEREAS Council deems it necessary and expedient to have certain regulations pertaining to the management and administration of the Cemetery;

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

1. SHORT TITLE

1.1. This Bylaw may be cited as the "Cemetery Bylaw".

2. PURPOSE

2.1 The purpose of this bylaw is to establish the management and administration of the Strathmore Cemetery.

3. DEFINITIONS

3.1. In this Bylaw:

- a) "Adult" means any person seven years of age or over;
- b) "Authorized representative" means the plot owner, or in the event the plot owner is deceased, the person that has the right to control interment rights for a purchased plot, in the order of priority as outlined within section 11(2) of the *Cemeteries Act* General Regulation;
- c) "Base" means a foundation or footing of concrete to support a monument;
- d) "Burial permit" means a burial permit issued under the *Vital Statistics Act*, Alberta;

**BYLAW NO. 23-31**

**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

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- e) "Burial plot" means an interment space in ground measuring four feet (4') by 10 feet (10') in size as identified on a plan of the Cemetery and shown on record in the office of the Cemetery Coordinator;
 - f) "Business days" means Monday to Friday 8:30 a.m. to 4:30 p.m. excluding weekends and holidays.
 - g) "Cemetery" means the land that is set apart or used as a place for the burial of dead human bodies or cremated human remains or in which dead human bodies or other human remains are buried and that is managed by the Town of Strathmore;
 - h) "Cemetery Coordinator" means the person(s) employed by the Town of Strathmore who is designated to administer and oversee the Strathmore Cemetery affairs;
 - i) "Child" means a person from two years of age to six years of age inclusive;
 - j) "Cremation plot" means a single burial plot measuring two feet (2') by three feet (3') in size for the purpose of the burial of cremated human remains;
 - k) "Columbarium" means a structure containing niches that is designed for storing the ashes of dead human bodies that have been cremated;
 - l) "Disinterment" means the authorized removal of dead human remains or cremated human remains from a burial plot, double depth plot, cremation plot or niche;
 - m) "Double depth plot" means those burial plots designated and constructed to a depth which will accommodate two bodies in separate caskets at the same or different times in such a manner that one casket is placed above the other;
 - n) "Field of Honour" means an area of the Cemetery set aside and reserved for the interment of veterans;
 - o) "Flat grave marker" means a memorial constructed of bronze, marble or granite or other approved material for memorial purposes placed at the head of a burial plot set level into the

ground;

- p) "Grave decoration" means anything that is placed on a plot or columbarium for memorial purposes;
- q) "Grave subsidence" means sinking of a grave;
- r) "Holiday" means all general and statutory holidays identified by the Town of Strathmore, the Province of Alberta and/or the Country of Canada;
- s) "Infant" means a person from the day of birth up to one year of age inclusive;
- t) "Interment" means the burial or placement of dead human remains, or cremated human remains, in a plot;
- u) "Interment right" means the right to require or direct interment or disinterment of human remains or cremated remains in a burial plot, double depth plot, cremation plot or niche;
- v) "Monument" means a structure of granite, marble, or stone which projects above the level of the surrounding ground, to a maximum height of three feet (3') and a maximum width of two and a half feet (2'.5") and one foot deep (1')
- w) "Niche" means a compartment within a columbarium designed for storing the ashes of human remains that have been cremated;
- x) "Plot" means a burial plot, double depth plot, cremation plot, or niche ~~or grave plot~~ as defined in this bylaw;
- y) "Ribbon" means a continuous strip of concrete used for the placement of monuments;
- z) "Resident" shall mean a person; 1. Who resides within the service area a) at the time of their demise or b) at the time they make an application to purchase a plot/niche. Or who owns a property within the service area or is the current spouse or dependant child of a person who owns a property in the service area a) at the time of their demise or b) at the time they make an application to purchase a plot/niche. Or who previously resided or owned property within

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**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

the service area for a period of not less than fifteen (15) consecutive years. A person meeting this criterion may apply to purchase a plot/niche at the resident rate set in the fees bylaw, provided a properly executed affidavit of residency is submitted at the time of purchase.

- aa) "Rights certificate" means a document issued by the Town either prior to or upon the passing of this Bylaw, that conveys the right to use a plot upon payment by the purchaser. Ownership of any space remains with the Town of Strathmore. Formerly known as "Deed";
- bb) "Service area" means the Town of Strathmore or Wheatland County;
- cc) "Town" means the Municipal Corporation of the Town of Strathmore;
- dd) "Urn" means a container used for storing cremated human remains;
- ee) "Vehicle" means a device in, on or by which a person or thing may be transported or drawn on a highway and includes a combination of vehicles but does not include a mobility aid; and
- ff) "Veteran" has the same meaning given to it in the *War Veterans Allowance Act* (Canada) and the regulations under that Act.

4. RULES OF INTERPRETATION

1. The headings in this Bylaw are for guidance purposes and convenience only.
2. Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
3. In this Bylaw, a citation of or reference to any act or regulation of the Province of Alberta or of Canada, or of any other bylaw of the Town, is a citation of or reference to that act, regulation, or bylaw as amended, whether amended before or after the commencement of the act, regulation or bylaw in which the citation or reference occurs.
4. Nothing in this Bylaw relieves a person from complying with any provision of any provincial or federal legislation or regulation, other bylaw or any requirement of

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**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

any lawful permit, order or licence.

5. ADMINISTRATION

1. The Cemetery Coordinator(s) shall have control over all matters concerning the organization, operation, and management of the Cemetery, including:
 - a) preparing and maintaining all records and files necessary for the proper administration, operation and management of the Cemetery;
 - b) overseeing the general maintenance of the Cemetery;
 - c) reviewing, issuing and administering contracts, applications, permits and other documents relating to the Cemetery;
 - d) authorizing an interment or disinterment;
 - e) coordinating, supervising and directing the work of all employees, contractors, and suppliers relating to the Cemetery;
 - f) dividing the Cemetery into blocks or sections, including imposing restrictions on the types and forms of memorials or other markers; and
 - g) with the approval of the Town Chief Administrative Officer, establishing from time to time such further policies, procedures and regulations respecting the Cemetery as is deemed necessary to ensure the safe and proper management of the Cemetery in accordance with this Bylaw.
2. The Town has the sole management of the affairs of the Cemetery and the Council may amend this bylaw from time to time.
3. The Town may, by agreement with a society, church or other organization reserve a section of the cemetery to be used exclusively for the interment of deceased members of the society, church or other organization.
4. The Cemetery Coordinator(s) or his/her designate shall have charge and be responsible for the care and maintenance of the Cemetery, according to the provisions of this bylaw and in accordance with the *Cemeteries Act* (Alberta) and the Regulations under that Act.
5. The Cemetery Coordinator, or designate, shall be responsible for the selling of plots in the Cemetery, keeping and making of all records required by law

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**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

and as ordered by Council.

6. The Town shall keep available for public inspection during regular office hours, a copy of the Cemetery Plan which shall show the area for interment-
purposes subdivided into section, block and plots.
7. The Cemetery Coordinator shall issue a rights certificate to each purchaser of a plot and will be responsible to collect all fees as set in the Town Fees Bylaw pertaining to the sale, transfer, opening and closing of each plot.
8. A rights certificate, and the rights granted thereunder, shall not be sold, transferred, or disposed of in any way by any person without the written consent of the Cemetery Coordinator.
9. In the case of dispute of ownership, controlling rights shall be recognized in accordance with the *Cemeteries Act* (Alberta) General Regulation. The burden of proof is on the person asserting the rights, not the Town of Strathmore.
10. All persons employed in the construction and erecting of, monuments, bases, columbarium's, niche covers or doing other work in the Cemetery, whether employed by the Town or not, shall be subject to the policies and procedures put in place by the Town respecting work within the Cemetery.
11. If the Town for any reason deems a previously purchased plot unusable, the Town will supply a similar plot at no additional cost to the rights holder and the original plot shall revert to the Town.
12. The Cemetery Coordinator shall ensure that a plot of the Cemetery is made available for the burial of indigent persons as required by the *Cemeteries Act* (Alberta) and the regulations under that Act.
13. Authorized representatives shall keep their records up to date with the Town.

6. INTERMENT

1. Only dead human remains, or cremated human remains shall be interred in the Cemetery.
2. An application for interment shall include:
 - a) the name, age, date of birth, and date of death of the deceased



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OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

person;

- b) a copy of the burial permit;
 - c) the time and date of the funeral;
 - d) the location of the plot or niche where the person is to be interred;
 - e) the name and mailing address of the authorized representative;
 - f) payment of all applicable fees and charges as set out in the Fees Bylaw;
 - g) all other information the Cemetery Coordinator deems necessary or appropriate.
3. No person shall apply to be interred in any plot unless the person is the registered rights holder of the plot, has received written consent from the rights holder or is the agent of the rights holder, or unless where the plot is held by two or more persons, the surviving person or persons consent thereto in writing.
 4. All applications for an interment must be made a minimum of seventy-two (72) hours before the time of interment, unless approved by the Cemetery Coordinator. This notice does not include weekends and holidays.
 5. No interments or disinterment shall take place on a Sunday or holiday, unless the interment is necessary to comply with the *Public Health Act governing communicable diseases* or other special circumstances, which, in the Town, warrants departure from this Act.
 6. A maximum of two (2) casket burials per plot shall be allowed in a single burial plot providing the first burial is of sufficient depth to allow for a second burial.
 7. Maximum of one (1) cremation burial per plot shall be allowed in each cremation plot in the cremation section.
 8. A maximum of six (6) cremation urns shall be allowed in a single burial plot in addition to one (1) casket.
 9. A maximum of two (2) cremation urns shall be allowed in a single niche.

10. The Funeral Director or other person officiating at the interment shall be responsible for the supply and operation of lowering devices and the supply and placement of mats, wreaths, flowers, etc., around the plot.
11. The Town shall not be responsible for the condition of cremated human remains or the container of the cremated human remains if a permanent outer box was not used at the time of interment.
12. Plots may only be opened for interments by persons employed by the Town and under the direction of the Town and no person or persons not in the employment or direction of the Town shall open any plot for the purpose of interring or disinterring a body.
13. Scattering of cremated remains is not permitted in the Cemetery.
14. In the case of an interment of an infant or child, the opening and closing fee will be that of a child as set in the fees bylaw.

7. DISINTERMENT

1. Disinterment must be authorized by the owner of the rights certificate or the authorized representative. Approval must be provided in writing to the Town of Strathmore.
2. No human remains or cremains shall be disinterred from the Cemetery unless the Cemetery Coordinator has received:
 - a) a written request for disinterment from the authorized representative;
 - b) payment of all applicable fees and charges as set out in the Fees Bylaw;
 - c) in the case of human remains, a disinterment permit issued in accordance with section 42 of the *Vital Statistics Act* (Alberta).
3. The authorized representative requesting a disinterment shall give complete and precise written instructions. The Town shall not be liable or responsible for any errors or omissions in relation to a disinterment when the instructions provided to the Town were incomplete, incorrect or lacked specificity.
4. No person other than the Cemetery Coordinator(s) or designate(s) shall open a plot or niche or make a disinterment in the Cemetery.
5. No casket, urn or container may be opened without a Court Order or the

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IN THE PROVINCE OF ALBERTA**

written consent of the authorized representative.

6. The Town is not responsible for damage to any casket, urn or container sustained during disinterment.
7. The authorized representative shall be responsible for all costs associated with disinterment.
8. Upon approval, disinterment/reinterment of caskets will be the responsibility of the customer to select a funeral home of their choice for this service. The funeral home will be responsible for bringing the casket to the surface.
9. The Town of Strathmore will be responsible for digging to the depth of the concrete liner, vault, casket, or urn.
10. If there is no concrete liner, casket, or the liner cannot be recovered from the plot, additional shoring will be required at an additional fee to ensure safe access to the plot.
11. In the case of a disinterment, double the amount of the opening and closing fee will be charged.
12. The Town of Strathmore staff are not permitted to enter plots for any reason.
13. The Town of Strathmore staff are not to handle human remains.
14. Disinterment's of caskets or in ground cremains will not occur from November 1st to April 30th unless an exception is granted by the Town.

8. INSTALLATION OF MONUMENTS, MARKERS AND NICHE COVERS

1. No person can erect a monument or flat grave marker until the Town of Strathmore has approved the design, descriptions, and a permit for the erection of such a monument has been issued. Any monument company must contact the Cemetery Coordinator a minimum of three (3) business day prior to the date and time a monument is to be installed. Base installation is the responsibility of the monument company to install.
2. Repairs and replacements of bases are the responsibility of the authorized representative.

3. Full Size Burial Plot

-
- a) All Monuments sitting on a full-size burial plot must not exceed a maximum height of three feet (3'), including the base, maximum depth of one foot (1') including the base and a maximum width of two and half feet (2'.5") not including the base. In certain sections of the Cemetery where no ribbon or base is present the Cemetery Coordinator may approve alternate sizes. Where there is a ribbon or base present, all monuments will be placed upon this base or ribbon.
 - b) In the case where multiple cremated interments are placed within a full-size plot, one flat grave marker may be placed within the boundaries of the plot and must be level with the ground.

4. Cremation Plots

- a) Flat grave markers which must be flush with the ground must be no larger than two feet (2') wide by one and a half feet (1'.5") tall.
 - b) All bases, monuments and flat grave markers shall be confined within the boundaries of a burial plot and shall be placed in such a manner as to maintain proper alignment.
 - c) Only one (1) monument will be allowed on each burial plot. In the case where there is more than one interment, one (1) flat grave marker, flush with the ground may be placed at each grave in addition to the monument.
 - d) All monuments must be installed on a concrete base and the concrete base must be at least four inches (4") wider than the widest portion of the monument and must be of sufficient strength and depth to properly support the monument. The concrete base must be installed flush with the ground, except where there is a ribbon present.
5. Installations of monuments, flat grave markers or base work shall only occur from May 1st until October 31st, Monday to Friday, excluding weekends and holidays and shall only be installed between the hours of 8:30 a.m. and 4:30 p.m.
6. The authorized representative, is responsible for the proper condition and replacement of monuments and markers and the Town assumes no liability or responsibility for loss or damage to any monument, including but not limited to, damage through acts of vandalism, natural erosion, or damage caused by third parties.

7. The Town of Strathmore will make reasonable efforts to provide written notice to the authorized representative of any disrepair of markers or monuments that pose a safety risk. The authorized representative will be provided 30 days to contact the Town with a repair, removal, or replacement plan. If no contact is made, the Town will remove the unsafe marker or monument and will hold it for three additional months. If no contact is made at the expiry of three months of the removal, the Town will dispose of the monument or marker.
8. All Monument work is subject to review, inspection, and approval by the Cemetery Coordinator.
9. Ownership of gravestones, flat grave markers, and monuments belong to the estate of the deceased person(s).
10. No burial plot, double depth plot or cremation plot shall be covered by a full or partial cement grave cover.
11. Existing plots that do not meet current grave cover specifications will be grandfathered, however, if the plot requires repairs or removal of any grandfathered items deemed prohibited the authorized representative within this Bylaw will be required to meet current regulations.

9. MAINTENANCE, PLANTING, CONSTRUCTION AND WORK

1. The Town will act in a respectful manner when conducting all maintenance, planting, construction, and work in the Cemetery. No disrespect is intended to facilitate these activities.
2. The Town will be responsible for mitigating grave subsidence after a casket or cremation burial. Depending on site conditions, some plots may need to be topped up several times and can take up to one year to settle. Once the plot has stabilized seeding and establishment of the grass will occur.
3. The Town will be responsible for seeding of plots, grave surfaces, re-seeding, when necessary, any cultivation that may be necessary in connection with such seeding and re-seeding, watering, seasonal cutting of grass and weeds, keeping plots in neat condition and of good appearance, and such other work as may be authorized by the Cemetery Coordinator.
4. Live flowers left at the time of interment will be left for a minimum of one week.
5. The Town of Strathmore will remove items subject to decomposition once

visibly decomposed. Items that do not decompose but have become unsightly or on the list of items not allowed in the Cemetery will be removed without notice and held for a minimum of one month. After one month has passed the item will be disposed of.

6. The Town reserves the right to remove any items that are prohibited, that pose a safety hazard, become unsightly, impede maintenance operations, or pose a safety risk to visitors, authorized representatives, or staff without prior notice.
7. The Town will make every reasonable effort to keep records of items that have been removed from burial plots.
8. The Town of Strathmore is not responsible for lost, stolen or damaged items.
9. Vehicles in the Cemetery shall keep to the roads provided except Town Cemetery employees or authorized representatives in the performance of their work. Vehicles shall maintain a speed of 15km per hour or less.
10. The Town of Strathmore will be responsible for clearing the Cemetery roads of snow. Every effort will be made to minimize windrows on plots; however, it is sometimes unavoidable.
11. The Town of Strathmore will be responsible for clearing snow to access plots for interments in the winter. Every effort will be made to minimize windrows on plots; however, it is sometimes unavoidable.
12. The Town of Strathmore will not be responsible for clearing snow for visitation of individual plots.
13. To facilitate Cemetery operations, the Town of Strathmore may drive or walk on plots. This will be avoided when possible.
14. To facilitate the opening of a plot, the Town may need to temporarily move monuments. Every effort will be made to return the monument to its proper location in a timely manner.
15. The Town may direct or permit any monument to be removed for repairs and any other structure in the Cemetery to be removed if it is in a state of disrepair that is unsightly or dangerous. The Town will make reasonable efforts to determine that no interested person or relative of the deceased are prepared to make the repairs and that no other contract arrangements are in place.

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16. The Town of Strathmore is responsible for the repair and replacement of ribbons for monuments.
 17. The Town of Strathmore will be responsible for repairs to damaged monuments and plots caused by gross negligence during work done by the Town.

10. FIELD OF HONOUR

1. The Town of Strathmore maintains a Field of Honour section for the burial of service and ex-service men and women of the Canadian Armed Forces.
2. In order to confirm that a deceased person is eligible to be interred in the Field of Honour, the authorized representative must provide the Cemetery Coordinator the following information:
 - a) the deceased person's service number; and
 - b) a copy of supporting documents from Veterans Affairs Canada; or
 - c) an affidavit identifying the deceased person as a veteran.
3. A spouse may be interred in a veteran's plot in a double depth plot. All plots within the Field of Honor shall have a maximum of two (2) interments.
4. For a spouse not qualifying as a veteran, but interred in the same plot, the name and date of the spouse may be engraved on the headstone, or a brass plate may be attached.
5. Only headstones, consistent with those approved by Veterans Affairs Canada are permitted.
6. Burial plots, double depth plots and cremation plots shall not be reserved in the Field of Honour.

11. SALE OF PLOTS

1. Council is hereby authorized to adopt by Bylaw, tariffs, and charges to be made for the purchase of a plot and the opening and closing of the plot in the Cemetery, as deemed necessary from time to time.
2. The cost of a plot includes maintenance of the plot but does not include the placement, maintenance, or removal of Monuments or flat grave

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markers.

3. All plots shall be held and disposed of free from the provisions of the Land Titles Act.
4. Burial rights in the Cemetery shall be sold to the Town of Strathmore at 85% of the current market value as per Regulations in the Cemeteries Act.
5. The Town shall have the right to refuse to sell the use of more than four(4) single plots or niches to any one individual or estate;
6. The right to use any vacant space may be transferred, upon approval from the Cemetery Coordinator, provided that:
 - a) The Authorized Representative signifies, in writing to the Town to transfer their rights to another person;
 - b) The Town provided with the full particulars of the name, address, or other description of the person to whom such transfer is desired to be made; and
 - c) After the transfer is implemented, any interment made in the plot shall be subject to interment fees as set in the fees bylaw.

12. PRE-PURCHASE OF BURIAL PLOT(S)

1. A purchaser of burial plots is permitted to choose the section of the Cemetery, but choice of the burial plot is not permitted. The next available burial plot will be used at the time of need.
2. Pre-purchase of a burial plot is not permitted in the Field of Honour.

13. VISITATION

1. The public may visit the Cemetery at any time between the hours of 8:30 a.m. and sunset.
2. Vehicles shall be driven with care and shall be restricted to the-roads provided. Vehicles should drive no faster than 15 km. per hour or less.
3. The owner of a moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the Cemetery.
4. The Town of Strathmore is not responsible for lost, stolen or damaged memorial tributes and has no responsibility for the care of memorial tributes. As the Cemetery is a public space it is recommended not to place memorial

tributes.

5. The authorized representative is responsible for the appearance and upkeep of memorial tributes.
6. Grave decorations placed at the Cemetery shall be affixed to the monument.
7. No person shall bury an animal in the cemetery.
8. No person shall bring an animal into the cemetery except where the animal remains within a vehicle.
9. Section 13.8 does not apply to a service dog as defined in the *Service Dogs Act* in the possession and control of an owner who holds an identification card proving ownership of the service dog for his or her use.
10. No person shall, while in the Cemetery willfully destroy, mutilate, deface, damage, injure, write upon, or remove any monument, flat grave marker, or other structure placed in the Cemetery.
11. Persons within the Cemetery shall use only the walkways, and no one is permitted to walk upon or across plots, except Cemetery staff in the performance of their work. The Town expressly disclaims liability for any injuries sustained by anyone violating this rule.
12. No person shall erect, construct, or place upon or around a plot or in any part of the Cemetery any bases, full or partial cement grave covers, curbs, fences, railings, walls, copings, coping stones, trellises, statues, benches, oversized decorations (crosses, large plaques etc.) glass objects (glass encased wreathes, stands, holders, vase, receptacles, jar, bottle, pot), ceramic objects, china, lawn ornaments, toys, metal objects, lights, permanent plantings, permanent structures or any other structures or objects that may pose a danger or safety hazard.
13. Permanent in ground Cemetery vases that are made of granite, bronze or metal craft with coating are permitted to be affixed to or beside the flat grave marker at the head of the burial plot. The Town of Strathmore is not responsible for vases that become damaged due to temperature extremes, people, wildlife, or maintenance activities. Vases that are broken are considered a safety hazard and will be removed.
14. No person in any part of the Cemetery except those employed by the Town and under

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the direction of the Town shall in any part of the Cemetery plant any shrubs, hedges, trees, grass, or flowers.

15. No person shall care for or cultivate any plot without the consent of the Cemetery Coordinator.
16. No person shall hang, tie, or attach by any means any items to trees, bushes, or benches in or around a plot or any other location in the Cemetery.
17. No person shall remove, destroy, prune, or interfere with any trees, shrubs, plants, or flowers in the Cemetery.
18. No person shall remove any object erected, maintained, planted, or placed in the Cemetery with exception to those employed by the Town and under the direction of the Town.
19. The Town of Strathmore reserves the right to remove any memorial that is offensive.

14. OFFENCES AND PENALTIES

1. A person who contravenes any provision of this Bylaw is guilty of an offence.
2. A person who is guilty of an offence is liable to a fine in an amount not less than that established in this section and not exceeding \$10,000.00.
3. Under no circumstances shall a person contravening any provision of this Bylaw be subject to the penalty of imprisonment.
4. A peace officer is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act* to any person who the peace officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
5. If a violation ticket is issued in respect of an offence, the violation ticket may:
 - a) specify the fine amount established by this Bylaw for the offence; or
 - b) require a person to appear in court without the alternative of making a voluntary payment.
6. A person who commits an offence may:

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- a) if a violation ticket is issued in respect of the offence; and
 - b) if the violation ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a supervisor of the Alberta Court of Justice on or before the initial appearance date indicated on the violation ticket, the specified penalty set out on the violation ticket.

15. FEES AND RATES

- 1. See Bylaw #13-21 Fees Bylaw

16. GENERAL

- 1. Bylaw # 14-16 and all amendments thereto are hereby rescinded.

17. EFFECTIVE DATE

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

READ A FIRST TIME this 18 day of October, 2023.

READ A SECOND TIME this 18 day of October, 2023.

READ A THIRD AND FINAL TIME this 18 day of October, 2023.



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IN THE PROVINCE OF ALBERTA

MAYOR

CHIEF ADMINISTRATIVE OFFICER



BYLAW NO. 24-12
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BYLAW NO. 24-12

THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

A BYLAW WITH RESPECT TO MANAGEMENT AND ADMINISTRATION OF THE STRATHMORE CEMETERY.

WHEREAS the Town of Strathmore is the owner of the Cemetery situated at Plan 9612032, Block C;

AND WHEREAS Council deems it necessary and expedient to have certain regulations pertaining to the management and administration of the Cemetery;

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

1. SHORT TITLE

- 1.1. This Bylaw may be cited as the "Cemetery Bylaw".

2. PURPOSE

- 2.1 The purpose of this bylaw is to establish the management and administration of the Strathmore Cemetery.

3. DEFINITIONS

- 3.1. In this Bylaw:

- a) "Adult means" any person seven years of age or over;
- b) "Affixed" means securely attach or fasten something to something else;
- c) "Authorized representative" means the plot owner, or in the event the plot owner is deceased, the person that has the right to control interment rights for a purchased plot, in the order of priority as outlined within section 11(2) of the *Cemeteries Act* General Regulation;
- d) "Base" means a foundation or footing of concrete to support a monument;

- e) "Burial permit" means a burial permit issued under the *Vital Statistics Act*, Alberta;
- f) "Burial plot" means an interment space in ground measuring four feet (4') by ten feet (10') in size as identified on a plan of the Cemetery and shown on record in the office of the Cemetery Coordinator;
- g) "Business days" means Monday to Friday 8:30 a.m. to 4:30 p.m. excluding weekends and holidays;
- h) "Cemetery" means the land that is set apart or used as a place for the burial of dead human bodies or cremated human remains or in which dead human bodies or other human remains are buried and that is managed by the Town;
- i) "Cemetery Coordinator" means the person(s) employed by the Town of Strathmore who is designated to administer and oversee the Strathmore Cemetery affairs;
- j) "Child" means a person from two years of age to six years of age inclusive;
- k) "Cremation plot" means a single burial plot measuring two feet (2') by three feet (3') in size for the purpose of the burial of cremated human remains;
- l) "Columbarium" means a structure containing niches that is designed for storing the ashes of dead human bodies that have been cremated;
- m) "Disinterment" means the authorized removal of dead human remains or cremated human remains from a burial plot, double depth plot, cremation plot or niche;
- n) "Double depth plot" means those burial plots designated and constructed to a depth which will accommodate two bodies in separate caskets at the same or different times in such a manner that one casket is placed above the other;
- o) "Field of Honour" means an area of the Cemetery set aside and reserved for the interment of veterans;
- p) "Flat grave marker" means a memorial constructed of bronze, marble or

granite or other approved material for memorial purposes placed at the head of a burial plot set level into the ground;

- q) "Grave decoration" means anything that is placed on a plot or columbarium for memorial purposes;
- r) "Grave subsidence" means sinking of a grave;
- s) "Holiday" means all general and statutory holidays identified by the Town of Strathmore, the Province of Alberta and/or the Country of Canada;
- t) "Interment" means the burial or placement of dead human remains, or cremated human remains, in a plot;
- u) "Infant" means a person from the day of birth up to one year of age inclusive;
- v) "Interment right" means the right to require or direct interment or disinterment of human remains or cremated remains in a burial plot, double depth plot, cremation plot or niche;
- w) "Monument" means a structure of granite, marble, or stone which projects above the level of the surrounding ground, to a maximum height of three feet (3') and a maximum width of two and a half feet (2.5') and one foot deep (1');
- x) "Niche" means a compartment within a columbarium designed for storing the ashes of human remains that have been cremated;
- y) "Plot" means a burial plot, double depth plot, cremation plot, or niche as defined in this bylaw;
- z) "Resident" means a person:
 - 1. Who resides within the service area:
 - a) at the time of their demise, or
 - b) at the time they make an application to purchase a plot/niche.
 - 2. Or who owns a property within the service area or is the current



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spouse or dependent child of a person who owns a property in the service area:

- a) at the time of their demise, or
 - b) at the time they make an application to purchase a plot/niche.
3. Or who previously resided or owned property within the service area for a period of not less than fifteen (15) consecutive years. A person meeting this criterion may apply to purchase a plot/niche at the resident rate set in the fees bylaw, provided a properly executed affidavit of residency is submitted at the time of purchase.
- aa) "Ribbon" means a continuous strip of concrete used for the placement of monuments;
 - bb) "Rights certificate" means a document issued by the Town either prior to or upon the passing of this Bylaw, that conveys the right to use a plot upon payment by the purchaser. Ownership of any space remains with the Town of Strathmore. Formerly known as "Deed";
 - cc) "Service area" means within the Town of Strathmore or Wheatland County;
 - dd) "Town" means the Municipal Corporation of the Town of Strathmore;
 - ee) "Urn" means a container used for storing cremated human remains;
 - ff) "Vehicle" means a device in, on or by which a person or thing may be transported or drawn on a highway and includes a combination of vehicles but does not include a mobility aid; and
 - gg) "Veteran" has the same meaning given to it in the *War Veterans Allowance Act* (Canada) and the regulations under that Act.

4. RULES OF INTERPRETATION



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- 4.1. The headings in this Bylaw are for guidance purposes and convenience only.
- 4.2. Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 4.3. In this Bylaw, a citation of or reference to any act or regulation of the Province of Alberta or of Canada, or of any other bylaw of the Town, is a citation of or reference to that act, regulation, or bylaw as amended, whether amended before or after the commencement of the act, regulation, or bylaw in which the citation or reference occurs.
- 4.4. Nothing in this Bylaw relieves a person from complying with any provision of any provincial or federal legislation or regulation, other bylaw or any requirement of any lawful permit, order, or license.

5. ADMINISTRATION

- 5.1. The Cemetery Coordinator shall have control over all matters concerning the organization, operation, and management of the Cemetery, including:
 - a) preparing and maintaining all records and files necessary for the proper administration, operation, and management of the Cemetery;
 - b) overseeing the general maintenance of the Cemetery;
 - c) reviewing, issuing, and administering contracts, applications, permits, and other documents relating to the Cemetery;
 - d) authorizing an interment or disinterment;
 - e) coordinating, supervising, and directing the work of all employees, contractors, and suppliers relating to the Cemetery;
 - f) dividing the Cemetery into blocks or sections, including imposing restrictions on the types and forms of memorials or other markers; and
 - g) with the approval of the Town Chief Administrative Officer, establishing from time to time such further policies, procedures and regulations respecting the Cemetery as is deemed necessary to ensure the safe and proper management of the Cemetery in accordance with this Bylaw.

- 5.2 The Town has the sole management of the affairs of the Cemetery and the Council may amend this bylaw from time to time.
- 5.3 The Town may, by agreement with a society, church or other organization reserve a section of the cemetery to be used exclusively for the interment of deceased members of the society, church, or other organization.
- 5.4 The Cemetery Coordinator or his/her designate shall have charge and be responsible for the care and maintenance of the Cemetery, according to the provisions of this bylaw and in accordance with the *Cemeteries Act* (Alberta) and the Regulations under that Act.
- 5.5 The Cemetery Coordinator, or designate, shall be responsible for the selling of plots in the Cemetery, keeping and making of all records required by law and as ordered by Council.
- 5.6 The Town shall keep available for public inspection during regular office hours, a copy of the Cemetery Plan which shall show the area for interment-purposes subdivided into section, block, and plots.
- 5.7 The Cemetery Coordinator shall issue a rights certificate to each purchaser of a plot and will be responsible to collect all fees as set in the Town Fees Bylaw pertaining to the sale, transfer, opening and closing of each plot.
- 5.8 A rights certificate, and the rights granted thereunder, shall not be sold, transferred, or disposed of in any way by any person without the written consent of the Cemetery Coordinator.
- 5.9 In the case of dispute of ownership, controlling rights shall be recognized in accordance with the *Cemeteries Act* (Alberta) General Regulation. The burden of proof is on the person asserting the rights, not the Town.
- 5.10 All persons employed in the construction, erecting of monuments, bases, columbarium, niche covers or doing other work in the Cemetery, whether employed by the Town or not, shall be subject to the policies and procedures put in place by the Town respecting work within the Cemetery.
- 5.11 If the Town for any reason deems a previously purchased plot unusable, the Town will supply a similar plot at no additional cost to the rights holder and the original plot shall revert to the Town.
- 5.12 The Cemetery Coordinator shall ensure that a plot of the Cemetery is made



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available for the burial of indigent persons as required by the *Cemeteries Act* (Alberta) and the regulations under that Act.

5.13 Authorized representatives shall keep their records up to date with the Town.

6. INTERMENT

6.1. Only dead human remains, or cremated human remains shall be interred in the Cemetery.

6.2. An application for interment shall include:

- a) the name, age, date of birth, and date of death of the deceased person;
- b) a copy of the burial permit;
- c) a completed contract for burial;
- d) the time and date of the funeral;
- e) the location of the plot or niche where the person is to be interred;
- f) the name and mailing address of the authorized representative;
- g) payment of all applicable fees and charges as set out in the Fees Bylaw;
- h) all other information the Cemetery Coordinator deems necessary or appropriate.

6.3. No person shall apply to be interred in any plot unless the person is the registered rights holder of the plot, has received written consent from the rights holder or is the agent of the rights holder, or unless where the plot is held by two or more persons, the surviving person or persons consent thereto in writing.

6.4. All applications for an interment must be made a minimum of seventy-two (72) hours before the time of interment, unless approved by the Cemetery Coordinator. This notice does not include weekends and holidays.

6.5. No interments or disinterment shall take place on a Sunday or holiday, unless



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the interment is necessary to comply with the *Public Health Act* governing communicable diseases or other special circumstances, which, in the Town, warrants departure from this Act.

- 6.6. A maximum of two (2) casket burials per plot shall be allowed in a single burial plot providing the first burial is of sufficient depth to allow for a second burial.
- 6.7. A maximum of one (1) cremation burial per plot shall be allowed in each cremation plot in the cremation section.
- 6.8. A maximum of six (6) cremation urns shall be allowed in a single burial plot in addition to one (1) casket.
- 6.9. A maximum of two (2) cremation urns shall be allowed in a single niche.
- 6.10. The Funeral Director or other person officiating at the interment shall be responsible for the supply and operation of lowering devices and the supply and placement of mats, wreaths, flowers, etc., around the plot.
- 6.11. The Town shall not be responsible for the condition of cremated human remains or the container of the cremated human remains if a permanent outer box was not used at the time of interment.
- 6.12. Plots may only be opened for interments by persons employed by the Town and under the direction of the Town and no person or persons not in the employment or direction of the Town shall open any plot for the purpose of interring or disinterring a body.
- 6.13. Scattering of cremated remains is not permitted in the Cemetery.
- 6.14. In the case of an interment of an infant or child, the opening and closing fee will be that of a child as set in the Fees Bylaw.

7. DISINTERMENT

- 7.1. Disinterment must be authorized by the owner of the rights certificate or the authorized representative. Approval must be provided in writing to the Town.
- 7.2. No human remains or cremains shall be disinterred from the Cemetery unless the Cemetery Coordinator has received:



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- a) a written request for disinterment from the authorized representative;
 - b) payment of all applicable fees and charges as set out in the Fees Bylaw;
 - c) in the case of human remains, a disinterment permit issued in accordance with section 42 of the *Vital Statistics Act* (Alberta).
- 7.3. The authorized representative requesting a disinterment shall give complete and precise written instructions. The Town shall not be liable or responsible for any errors or omissions in relation to a disinterment when the instructions provided to the Town were incomplete, incorrect, or lacked specificity.
- 7.4. No person other than the Cemetery Coordinator shall open a plot or niche or make a disinterment in the Cemetery.
- 7.5. No casket, urn or container may be opened without a Court Order or the written consent of the authorized representative.
- 7.6. The Town is not responsible for damage to any casket, urn or container sustained during disinterment.
- 7.7. The authorized representative shall be responsible for all costs associated with disinterment.
- 7.8. Upon approval, disinterment/reinterment of caskets will be the responsibility of the customer to select a funeral home of their choice for this service. The funeral home will be responsible for bringing the casket to the surface.
- 7.9. The Town will be responsible for digging to the depth of the concrete liner, vault, casket, or urn.
- 7.10. If there is no concrete liner, casket, or the liner cannot be recovered from the plot, additional shoring will be required at an additional fee to ensure safe access to the plot.
- 7.11. In the case of a disinterment, double the amount of the opening and closing fee will be charged.
- 7.12. The Town staff are not permitted to enter plots for any reason.
- 7.13. The Town staff are not to handle human remains.



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- 7.14. Disinterment's of caskets or in ground cremains will not occur from November 1st to April 30th unless an exception is granted by the Town.

8. INSTALLATION OF MONUMENTS, MARKERS AND NICHE COVERS

- 8.1. No person can erect a monument or flat grave marker until the Town has approved the design, descriptions, and a permit for the erection of such a monument has been issued. Any monument company must contact the Cemetery Coordinator a minimum of three (3) business day prior to the date and time a monument is to be installed. Base installation is the responsibility of the monument company to install.
- 8.2. Repairs and replacements of bases are the responsibility of the authorized representative.
- 8.3. Full Size Burial Plot
- a) Monuments sitting on a full-size burial plot are recommended to not exceed a maximum height of three feet (3'), including base, maximum depth of one foot (1') including base and a maximum width of two and a half feet (2.5') not including the base. The Cemetery Coordinator, at their discretion, can prevent monuments considered to be too large for: safety reasons; deemed to impede other plots; or prevent landscaping and maintenance. Where there is a ribbon or base present, all monuments will be placed upon the base or the ribbon.
 - b) In the case where multiple cremated interments are placed within a full-size plot, one flat grave marker may be placed within the boundaries of the plot and must be level with the ground.
- 8.4. Cremation Plots
- a) Flat grave markers must be flush with the ground and not impede other plots or landscaping and maintenance.
 - b) All bases, monuments and flat grave markers shall be confined within the boundaries of a burial plot and shall be placed in such a manner as to maintain proper alignment.
 - c) Only one (1) monument will be allowed on each burial plot. In the case where there is more than one interment, one (1) flat grave marker,

flush with the ground may be placed at each grave in addition to the monument.

- d) All monuments must be installed on a concrete base and the concrete base must be at least four inches (4") wider than the widest portion of the monument and must be of sufficient strength and depth to properly support the monument. The concrete base must be installed flush with the ground, except where there is a ribbon present.
- 8.5. Installations of monuments, flat grave markers or base work shall only occur from May 1st until October 31st, Monday to Friday, excluding weekends and holidays and shall only be installed between the hours of 8:30 a.m. and 4:30 p.m.
- 8.6. The authorized representative, is responsible for the proper condition and replacement of monuments and markers and the Town assumes no liability or responsibility for loss or damage to any monument, including but not limited to, damage through acts of vandalism, natural erosion, or damage caused by third parties.
- 8.7. The Town will make reasonable efforts to provide written notice to the authorized representative of any disrepair of markers or monuments that pose a safety hazard. The authorized representative will be provided 30 days to contact the Town with a repair, removal, or replacement plan. If no contact is made, the Town will remove the unsafe marker or monument and will hold it for three additional months. If no contact is made at the expiry of three months of the removal, the Town will dispose of the monument or marker.
- 8.8. All Monument work is subject to review, inspection, and approval by the Cemetery Coordinator.
- 8.9. Ownership of gravestones, flat grave markers, and monuments belong to the authorized representative.
- 8.10. No burial plot, double depth plot or cremation plot shall be covered by a full or partial grave cover.
- 8.11. Existing plots that do not meet current grave cover, monument, or flat grave marker specifications will be grandfathered; however, if the plot requires repairs or removal of any grandfathered items deemed prohibited the authorized representative within this Bylaw will be required to meet current regulations.



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9. MAINTENANCE, PLANTING, CONSTRUCTION AND WORK

- 9.1. The Town will act in a respectful manner when conducting all maintenance, planting, construction, and work in the Cemetery. No disrespect is intended to facilitate these activities.
- 9.2. The Town will be responsible for mitigating grave subsidence after a casket or cremation burial. Depending on site conditions, some plots may need to be topped up several times and can take up to one year to settle. Once the plot has stabilized seeding and establishment of the grass will occur.
- 9.3. The Town will be responsible for seeding of plots, grave surfaces, re-seeding, when necessary, any cultivation that may be necessary in connection with such seeding and re-seeding, watering, seasonal cutting of grass and weeds, keeping plots in neat condition and of good appearance, and such other work as may be authorized by the Operations Manager or Cemetery Coordinator.
- 9.4. The Town reserves the right to remove any items, that impede maintenance operations, or pose a safety hazard to visitors, authorized representatives, or staff without prior notice.
- 9.5. The Town will make every reasonable effort to keep records of items that have been removed from burial plots.
- 9.6. The Town is not responsible for lost, stolen or damaged items.
- 9.7. Vehicles in the Cemetery shall keep to the roads provided except Town Cemetery employees or authorized representatives in the performance of their work. Vehicles shall maintain a speed of 15km per hour or less.
- 9.8. The Town will be responsible for clearing the Cemetery roads of snow. Every effort will be made to minimize windrows on plots; however, it is sometimes unavoidable.
- 9.9. The Town will be responsible for clearing snow to access plots for interments in the winter. Every effort will be made to minimize windrows on plots; however, it is sometimes unavoidable.
- 9.10. The Town will not be responsible for clearing snow for visitation of individual plots.



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- 9.11. To facilitate Cemetery operations, the Town may drive or walk on plots. This will be avoided when possible.
- 9.12. To facilitate the opening of a plot, the Town may need to temporarily move monuments. Every effort will be made to return the monument to its proper location in a timely manner.
- 9.13. The Town may direct or permit any monument to be removed for repairs and any other structure in the Cemetery to be removed if it is in a state of disrepair that is unsightly or dangerous. The Town will make reasonable efforts to determine that no interested person or relative of the deceased are prepared to make the repairs and that no other contract arrangements are in place.
- 9.14. The Town is responsible for the repair and replacement of ribbons for monuments.
- 9.15. The Town will be responsible for repairs to damaged monuments and plots caused by gross negligence during work done by the Town.

10. FIELD OF HONOUR

- 10.1. The Town maintains a Field of Honour section for the burial of service and ex-service men and women of the Canadian Armed Forces.
- 10.2. In order to confirm that a deceased person is eligible to be interred in the Field of Honour, the authorized representative must provide the Cemetery Coordinator the following information:
 - a) the deceased person's service number; and
 - b) a copy of supporting documents from Veterans Affairs Canada; or
 - c) an affidavit identifying the deceased person as a veteran.
- 10.3. A spouse may be interred in a veteran's plot in a double depth plot. All plots within the Field of Honor shall have a maximum of two (2) interments.
- 10.4. For a spouse not qualifying as a veteran, but interred in the same plot, the name and date of the spouse may be engraved on the headstone, or a brass plate may be attached.
- 10.5. Only headstones, consistent with those approved by Veterans Affairs Canada

are permitted.

- 10.6. Burial plots, double depth plots and cremation plots shall not be reserved in the Field of Honour.
- 10.7. Wreaths and flags may be placed at the head of the burial plot in the days leading up to and on Remembrance Day.

11. SALE OF PLOTS

- 11.1. Council is hereby authorized to adopt by Bylaw, tariffs, and charges to be made for the purchase of a plot and the opening and closing of the plot in the Cemetery, as deemed necessary from time to time.
- 11.2. The cost of a plot includes maintenance of the plot but does not include the placement, maintenance, or removal of monuments or flat grave markers.
- 11.3. All plots shall be held and disposed of free from the provisions of the Land Titles Act.
- 11.4. Burial rights in the Cemetery shall be sold to the Town at 85% of the current market value as per Regulations in the Cemeteries Act.
- 11.5. The Town shall have the right to refuse to sell the use of more than four (4) single plots or niches to any one individual or estate.
- 11.6. The right to use any vacant space may be transferred, upon approval from the Cemetery Coordinator, provided that;
 - a) The licensee or their authorized representative signifies in writing to the Town to transfer their rights to another person; and
 - b) The Town is provided with the full particulars of the name, address, or other description of the person to whom such transfer is desired to be made; and
 - c) After the transfer is implemented, any interment made in the plot shall be subject to interment fees as set in the Fees Bylaw.



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12. PRE-PURCHASE OF BURIAL PLOT(S)

12.1. A purchaser of burial plots is permitted to choose the section of the Cemetery. The Cemetery Coordinator at their discretion can accommodate requests for specific plots when possible; however, the Town cannot guarantee accommodation of all requests.

12.2. Pre-purchase of a burial plot is not permitted in the Field of Honour.

13. VISITATION

13.1. The public may visit the Cemetery at any time ~~that Strathmore's regular parks are open.~~

13.2. Vehicles shall be driven with care and shall be restricted to the roads provided. Vehicles should drive no faster than 15 km per hour or less.

13.3. The owner of a moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the Cemetery.

13.4. The Town is not responsible for lost, stolen or damaged memorial tributes or grave decorations and has no responsibility for the care of grave decorations or memorial tributes. The Town is not responsible for grave decorations that become damaged due to temperature extremes, people, wildlife, or maintenance activities. As the Cemetery is a public space it is recommended not to place grave decorations.

13.5. Live flowers will be left in affixed vases until desiccated.

13.6. Live and artificial flowers can be left on plots after interments until the plot has settled and grass is established or until the monument and base is installed with an affixed vase. Flowers placed on plots cannot be in a vase and flowers will be removed from the plot once desiccated or unsightly. In the winter living or artificial flowers must be placed at the head of the plot so as not to become a safety hazard.

13.7. The authorized representative is responsible for the appearance and upkeep of memorial tributes and grave decorations.

13.8. ~~Grave decorations placed at the Cemetery shall be affixed to the monument or the base of the monument and must not overhang the~~



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~~base of the monument. If a ribbon is in place for a monument, grave decorations can be affixed to the ribbon but must be within the parameters of the burial plot as defined in this bylaw and must not overhang the ribbon or encroach into adjacent plots.~~

- 13.9. ~~The Town recommends that affixed grave decorations such as, but not limited to statues, crosses, plaques, and vases be made of granite, marble, metal craft with coating or as the same material as the monument. The Town recommends that these items be purchased and installed at the same time as the purchase of the monument to ensure safety and durability of the grave decoration. Items made with glass, ceramic and china are not recommended to be affixed to the monument, base of the monument, or the ribbon as these items do not secure well and easily break.~~
- 13.10. Any grave decorations that were permanently affixed, that are no longer properly affixed, become detached, are broken, or cause a safety hazard will be the responsibility of the authorized representative. These items will be removed immediately and placed in storage. The Town will make reasonable efforts to provide written notice to the authorized representative of any disrepair of the grave decorations. The authorized representative will be provided 30 days to contact the Town with a repair or replacement plan. If no contact is made, the Town will hold it for an additional ninety days. If no contact is made at the expiry of ninety days of the removal, the Town will dispose of the grave decoration.
- 13.11. Free-standing grave decorations that are placed in affixed grave decorations or on monuments, bases of monuments or on the ribbon that blow away, fall off, break, become unsightly or become unsafe may be removed without notice and will be placed in storage. The Town will make reasonable efforts to determine which plot the decoration is from and contact the authorized representative to inform them of the disrepair of the free-standing decoration. If no contact is made the Town will hold the decoration for ninety days. If no contact is made with the authorized representative after the expiry of ninety days, the Town will dispose of the free-standing grave decoration. Cans with liquid, bottles with liquid, cups with liquid, food and tobacco products will be removed and disposed of without notice.
- 13.12. Seasonal decorations shall be allowed to be placed ~~on the monument, base of the monument, ribbon, on or beside a flat grave marker~~ one

week prior to a holiday but cannot impede maintenance or be a safety hazard. Seasonal decorations that are still in place one week from the conclusion of the holiday will be removed and disposed of without notice.

- 13.13. ~~Any grave decorations adorning a plot outside the parameters of a ribbon, base, or flat grave marker and that are not affixed on the monument, base or flat grave marker will be removed without notice prior to the removal and will be placed in storage. The Town will make reasonable efforts to contact the authorized representative to collect the grave decorations. If no contact is made the Town will hold the decoration for ninety days. If no contact is made with the authorized representative after the expiry of ninety days, the Town will dispose of the grave decoration.~~
- 13.14. No person shall erect, construct, or place upon or around a plot or in any part of the Cemetery any bases, full or partial grave covers, curbs, fences, railings, walls, copings, coping stones, trellises, **benches** or candles.
- 13.15. No person shall bury an animal in the cemetery.
- 13.16. No person shall bring an animal into the cemetery except where the animal remains within a vehicle.
- 13.17. Section 13.8 does not apply to a service dog as defined in the *Service Dogs Act* in the possession and control of an owner who holds an identification card proving ownership of the service dog for his or her use.
- 13.18. No person shall, while in the Cemetery willfully destroy, mutilate, deface, damage, injure, write upon, or remove any monument, flat grave marker, or other structure placed in the Cemetery or any fence, railing or wood installed for protection or ornamentation.
- 13.19. Persons within the Cemetery shall use only the walkways, and no one is permitted to walk upon or across plots, except Cemetery staff in the performance of their work. The Town expressly disclaims liability for any injuries sustained by anyone violating this rule.
- 13.20. ~~Permanent in ground Cemetery vases and other grave decorations that are made of granite, bronze or metal craft with coating are permitted to be affixed to or beside the flat grave marker at the head of the burial plot. The authorized representative is responsible for vases and other~~



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~~grave decorations affixed to the flat grave marker. The Town is not responsible for vases or other grave decorations that become damaged due to temperature extremes, people, wildlife, or maintenance activities. Vases and other grave decorations that are unsightly or are broken are considered a safety hazard and will be removed immediately and placed in storage. The Town will make reasonable efforts to provide written notice to the authorized representative of any disrepair of the vase or decoration. The authorized representative will be provided 30 days to contact the Town with a repair or replacement plan. If no contact is made, the Town will hold it for an additional ninety days. If no contact is made at the expiry of ninety days of the removal, the Town will dispose of the vase grave decoration.~~

- 13.21. No person in any part of the Cemetery except those employed by the Town and under the direction of the Town shall in any part of the Cemetery plant any shrubs, hedges, trees, grass, or flowers.
- 13.22. No person shall ~~care for or~~ cultivate any plot without the consent of the Cemetery Coordinator.
- 13.23. No person shall hang, tie, or attach by any means any items to trees, bushes, or benches in or around a plot or any other location in the Cemetery.
- 13.24. No person shall remove, destroy, prune, or interfere with any trees, shrubs, plants, or flowers in the Cemetery.
- 13.25. No person shall remove any object erected, maintained, planted, or placed in the Cemetery with exception to those employed by the Town and under the direction of the Town.
- 13.26. ~~Any memorial tribute or grave decoration considered offensive will be brought to Council for the possibility of removal.~~

Add as likely 13.8 Grave decorations such as, but not limited to, statues, crosses, plaques, benches, and vases must be made of granite, marble, metal craft or another equally durable material. Items made of glass, ceramic, china, or other easily breakable material will be removed immediately and placed in storage. The town will make reasonable efforts to provide written notice to the authorized representative of any disrepair of the grave decorations. The authorized representative will be provided 30 days to contact the Town with a repair or replacement plan. If no contact is made, the Town will hold it for an additional 90



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days. If no contact is made at the expiry of 90 days of the removal, the Town will dispose of the grave decoration.

14. OFFENCES AND PENALTIES

- 14.1. A person who contravenes any provision of this Bylaw is guilty of an offence.
- 14.2. Under no circumstances shall a person contravening any provision of this Bylaw be subject to the penalty of imprisonment.
- 14.3. A peace officer is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act* to any person who the peace officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 14.4. Where there is a minimum penalty listed for an offence in Schedule "A" to this Bylaw, that amount is the minimum penalty for the offence.
- 14.5. In the event of a second offence in Schedule "A" within a twelve (12) month period, the minimum and specified penalty shall double. In the event of a third and subsequent offences within a twelve (12) month period, the minimum specified penalty shall triple.
- 14.6. If a violation ticket is issued in respect of an offence, the violation ticket may:
 - a) specify the fine amount established by this Bylaw for the offence; or
 - b) require a person to appear in court without the alternative of making a voluntary payment.
- 14.7. A person who commits an offence may:
 - a) if a violation ticket is issued in respect of the offence; and
 - b) if the violation ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a supervisor of the Alberta Court of Justice on or before the initial appearance date indicated on the violation ticket, the specified penalty set out on the violation ticket.



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15. FEES AND RATES

15.1. The Cemetery Fees will be located in the Strathmore Fees Bylaw.

16. GENERAL

16.1. Bylaw # 14-16 and all amendments thereto are hereby rescinded.

17. EFFECTIVE DATE

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

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

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

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

 Mayor

 Chief Administrative Officer



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Schedule "A" - Penalties

Section	Description of Offence	Minimum Penalty	Specified Penalty
6	Scattering of cremated remains	\$150	\$200
7	Unauthorized disinterment of a body	\$250	\$300
7	Unauthorized disinterment of cremated remains	\$250	\$300
8	Erecting a monument or flat grave marker without a permit	\$150	\$200
8	Installation of an unapproved monument or flat grave marker	\$150	\$200
8	Unauthorized work in Cemetery after hours, weekends, winter	\$150	\$200
8	Install grave covers	\$150	\$200
9	Unauthorized vehicles driving off of roads	\$150	\$200
13	Erect, construct, place bases, grave covers, curbs, fences, railings, walls, copings, coping stones, trellises, benches or candles.	\$150	\$200



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13	Bury and animal in the cemetery	\$150	\$200
13	Bring an unauthorized animal into the Cemetery	\$150	\$200
13	Destroy, mutilate, deface, damage, injure, write upon, or remove any monument, flat grave marker, fence, railing, or other structure placed in the Cemetery	\$250	\$300
13	Enter areas set apart	\$150	\$200
13	Cultivate without permission	\$150	\$200
13	Interfere with trees, shrubs, flowers, plants, or benches	\$150	\$200



Request for Decision

To: Town Council

Staff Contact: Kate Bakun, Planner

Date Prepared: April 10, 2024

Meeting Date: May 8, 2024

SUBJECT: Garden and Garage Suites Discussion

RECOMMENDATION: Information for Council.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Development Services is continuing discussions with the Council regarding garden and garage suites. Our goal is to establish clear and understandable regulations for these suites, which may help meet some of our Strategic Priorities.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

By providing clear regulations for the construction and management of garden and garage suites, we can potentially offer new types of housing within our municipality.

SOCIAL SUSTAINABILITY:

By providing support for different kinds of homes, we can welcome people with various needs, and create a community where more people feel included.

ENVIRONMENTAL SUSTAINABILITY:

Rules for garden and garage suites help protect the environment by encouraging eco-friendly buildings and more efficient resource use.

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

We will discuss the proposed regulations for garden and garage suites with Council. Should Council agree, Administration will create a Land Use Bylaw (LUB) amendment for Council's consideration. There will need to be a public hearing as a part of that process.

ORGANIZATIONAL:

Council will need to amend the Land Use Bylaw to allow Garden and Garage Suites in Strathmore.

OPERATIONAL:

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

FINANCIAL:

There are no financial implications at this time, other than staff time needed to write this report. However, if the LUB amendment is adopted, the Town would receive additional revenue from future development and building permit applications.

POLICY:

Should Council wish to move forward with Garage and Garden Suites, Administration will prepare a Land Use Bylaw Amendment regulating garage and garden suites.

IMPLEMENTATION:

Staff prepared a draft summary of regulations for Council's consideration. As a part of the Land Use Bylaw amendment process, a public hearing must be scheduled in the future.

BACKGROUND:

Currently, Strathmore's Land Use Bylaw (LUB) regulates only existing garden suites under Section 3.25 – Garden Suites. There is a block of existing garden suites in Strathmore Lakes, but it's currently not possible to apply for a new garden or garage suite development permit in Town without a site-specific LUB amendment first. We have not received any site-specific LUB amendments for garden or garage suites in over 10 years. However, staff is exploring the process to make it easier for residents to apply for garden and garage suites, pending direction from Town Council.

Previous discussion happened at the February 14, 2024 Committee of the Whole meeting, and staff received questions and comments from Council. Staff are returning to Council with draft regulations and a map showing where some potential garden suites may be applied for by homeowners and applicants.

Adding regulations for garden and garage suites to the LUB is not without risk, and some of the survey responses from 2022 were negative. Administration has received appeals in the past regarding secondary suites (secondary suites are a dwelling unit typically developed in a basement of an existing residence) over privacy, parking, and other related concerns. Similarities can exist between secondary suites, garden suites, and garage suites. Administration is intending to make garden and garage suites a "Discretionary Use", meaning the option for appeal is open for people who do have planning and engineering related concerns.

Some municipalities combine garden or garage suites into one definition, but Administration recommends distinguishing between the two. The main difference between the two lies in the location. For garden suites, the location is in the rear yard, and, for garage suites, they can be situated in both the rear and front yard. Garden suites must be separated from the principal building for privacy purposes, whereas garage suites do not have to be separated. Garden suites should have an internal passageway with a minimum width to facilitate barrier-free access, while garage suites should be above or attached to the garage.

Staff are proposing two definitions be added to the LUB:

- "Garden Suite" means a second dwelling unit on a parcel, used as separate living space that is accessory to the primary dwelling and may be a standalone unit or part of a detached accessory structure.
- "Garage Suite" means a second dwelling unit on a parcel located above or adjacent to a garage structure, serving as separate living space from the principal house.

Staff are also proposing a handful of draft regulations for the suites, which can be summarized as follows:

Adding garden and garage suites to the Land Use Bylaw as a Discretionary Use:

- Garden Suite (R1, R1S, R1N, R2, CR).
- Garage Suite (R1, R1N, R1S, R2, R2X, CR).

Regulations for the lot:

- Location (only for Garden Suite).
- Minimum area of the land lot (not all lots in Town will be eligible)
- Minimum width of the land lot.
- Access to the Suite.
- Minimum distance from the Principal building (only for Garden Suite).
- Additional parking stall.
- Landscaping.

Regulations for the Building:

- Maximum height.
- Architectural style.

Adding options for garden and garage suites in our community, although not a silver bullet, may help with the current housing crisis and may help with Council's strategic goals and priorities. The regulations are still a draft and require discussion with Council. If there is support for Garden and Garage suite regulations, Staff will prepare a Land Use Bylaw amendment and return to Council.

KEY ISSUE(S)/CONCEPT(S):

The key issue is whether Council would like to proceed with allowing garage and garden suites in Town and what regulations should be enacted.

DESIRED OUTCOMES:

For Council to provide direction on a potential amendment to the Town's Land Use Bylaw, regulating garage and garden suites.

COMMUNICATIONS:

If Council chooses to move forward with garage and garden suites, a public hearing will need to be scheduled for a Land Use Bylaw Amendment.

ALTERNATIVE ACTIONS/MOTIONS:

Council can choose not to pursue an amendment to the Land Use Bylaw at this time.

ATTACHMENTS:

[Attachment I: Garden Suite Survey Questions](#)

[Attachment II: Garden Suite Survey Results](#)

[Attachment III: Garden Garage Suites Presentation May 8, 2024](#)

[Attachment IV: Draft Garden & Garage Suites Regulations](#)

Chuck Procter, Manager of Development Services

Approved
- 19 Apr
2024

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

Approved
- 22 Apr
2024

Veronica Anderson, Legislative Services Officer

Approved
- 26 Apr

Johnathan Strathdee, Manager of Legislative Services

2024
Approved
- 02 May

Kevin Scoble, Chief Administrative Officer

2024
Approved
- 03 May
2024



Garden Suite Engagement

There has been interest in allowing Garden Suites throughout Strathmore. Before Staff bring amendments before Council, we are reaching out to our community members to gather feedback on Garden Suites.

We'll start with a few questions to get to know you better.

1. What neighbourhood do you live in?

If you're unsure of your neighbourhood, please type your street name:

2. What is your age range?

- ☐ <19 years
- ☐ 20-35 years
- ☐ 36-55 years
- ☐ 56-70 years
- ☐ 71+ years

3. What type of house do you live in?

- ☐ Single family dwelling
- ☐ Semi-detached or Duplex
- ☐ Townhouse or Rowhouse
- ☐ Apartment/Condo building
- ☐ Manufactured home
- ☐ Other (please specify)

4. Do you currently

- ☐ Rent
- ☐ Own your place of residence
- ☐ Other (please specify)

5. Please describe your interest in Garden Suites

- ☐ I'm interested in building one on my property
- ☐ I'm interested in finding out more about Garden Suites
- ☐ I'm interested in living in one
- ☐ I'm interested in the regulations
- ☐ I'm interested in providing input
- ☐ I'm a Developer or Builder in Town and my clients have been interested
- ☐ I'm a Realtor and my clients have been interested
- ☐ I don't want to see new Garden Suites constructed

Other (please specify)

Protection of Privacy - Personal information provided is collected in accordance with Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (the FOIP Act) and will be protected under Part 2 of that Act. It will be used for purposes relating to processing the Garden Suite survey results. Should you require further information about collection, use and disclosure of personal information, please contact: Legislative Services department for the Town of Strathmore 403-934-3133 or FOIP@strathmore.ca.



Garden Suite Engagement

Garden Suites are a type of dwelling unit. They are separate from the primary dwelling unit on a parcel, are found in the back yard, and are smaller than the primary dwelling. They may be a single storey or two storeys and they can be built onto an existing garage.

See below an example of two types of Garden Suites from Canmore:



6. Given the above description, would you like to see Garden Suites in your neighbourhood?

- ☐ Yes
- ☐ No
- ☐ Unsure

7. What have you heard about garden suites?

8. Please indicate whether you agree or disagree with the following statements

	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree
Garden Suite parking must be on the property, street parking is unacceptable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Garden Suites must have their own driveways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Garden Suites must have access to a laneway	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Only properties with a single family dwelling may have a Garden Suite	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Garden Suites must be no bigger than 90m ² (size of 6 parking stalls)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. What should be the maximum height of a Garden Suite?

- ☐ 1 storey (approximately 3m + height of roof)
- ☐ 2 storeys (approximately 6m + height of roof)
- ☐ Other (please specify)

10. Should a home based business be allowed in Garden Suites?

- ☐ Yes
- ☐ No
- ☐ Some home based businesses are acceptable (please list)

11. Respecting neighbourhood character will be an important part of any Garden Suite regulations. Please indicate which of the following neighbourhood characteristics are of utmost importance to you.

- ☐ Trees/landscaping
- ☐ Privacy
- ☐ Views
- ☐ Other(s) (please list)
- ☐ Building aesthetic
- ☐ Density

12. If you are considering a Garden Suite, for what purpose would you build it?

- ☐ To house an elderly relative
- ☐ To house your growing family
- ☐ To house a caregiver (eg. nanny or health care aide)
- ☐ To generate income
- ☐ Other (please specify)

13. If you are interested in being notified of additional engagement opportunities, of the results from the survey, or of when the report will be going before Council, please enter your name and email to be added to the contact list.

Name

Email Address

Protection of Privacy - Personal information provided is collected in accordance with Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (the FOIP Act) and will be protected under Part 2 of that Act. It will be used for purposes relating to processing the Garden Suite survey results. Should you require further information about collection, use and disclosure of personal information, please contact: Legislative Services department for the Town of Strathmore 403-934-3133 or FOIP@strathmore.ca.

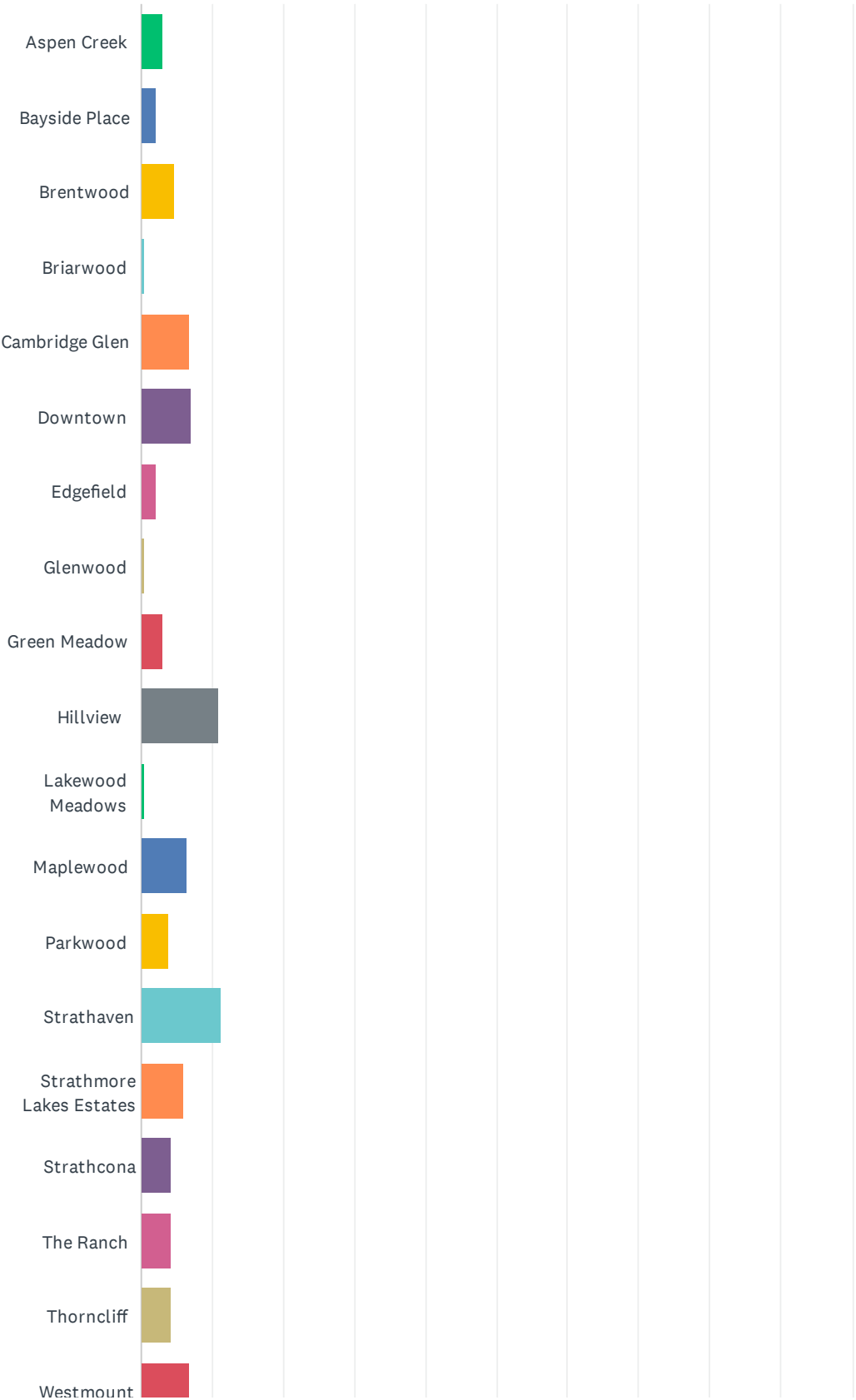


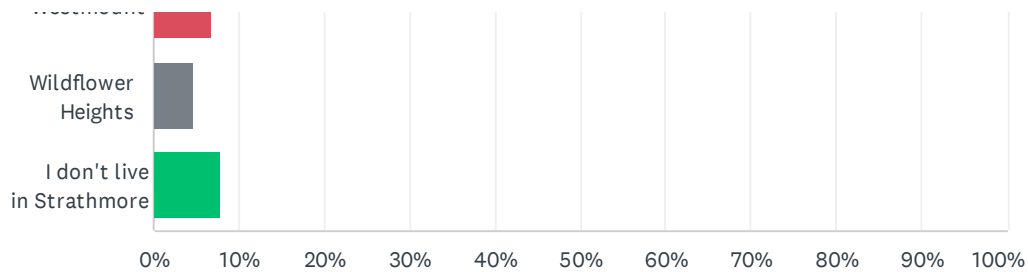
Garden Suite Engagement

Thank you so much for your feedback. You can keep up to date on survey results and other engagement opportunities by checking out www.strathmore.ca/garden-suites

Q1 What neighbourhood do you live in?

Answered: 238 Skipped: 19





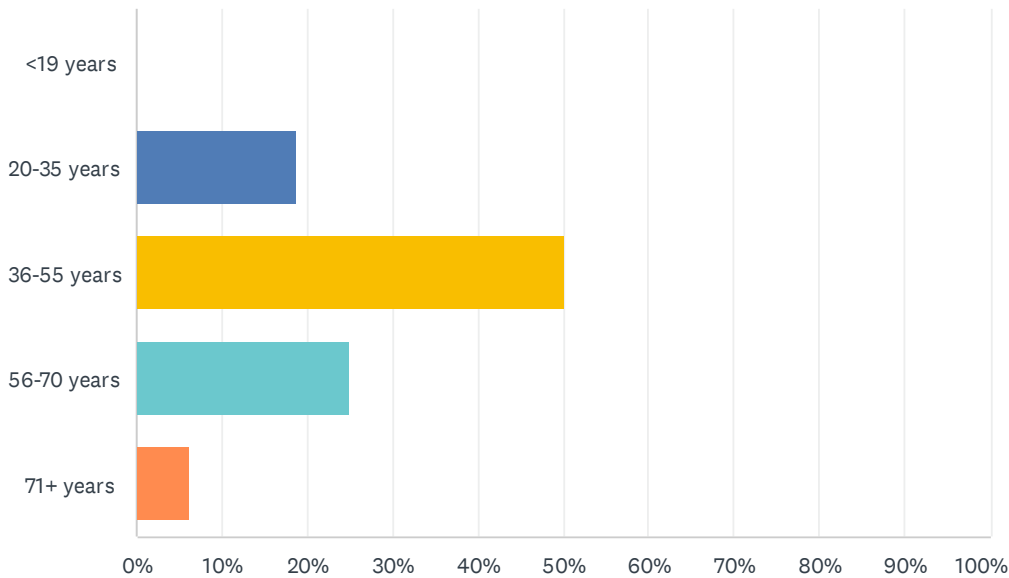
ANSWER CHOICES	RESPONSES	
Aspen Creek	2.94%	7
Bayside Place	2.10%	5
Brentwood	4.62%	11
Briarwood	0.42%	1
Cambridge Glen	6.72%	16
Downtown	7.14%	17
Edgefield	2.10%	5
Glenwood	0.42%	1
Green Meadow	2.94%	7
Hillview	10.92%	26
Lakewood Meadows	0.42%	1
Maplewood	6.30%	15
Parkwood	3.78%	9
Strathaven	11.34%	27
Strathmore Lakes Estates	5.88%	14
Strathcona	4.20%	10
The Ranch	4.20%	10
Thorncliff	4.20%	10
Westmount	6.72%	16
Wildflower Heights	4.62%	11
I don't live in Strathmore	7.98%	19
TOTAL		238

#	IF YOU'RE UNSURE OF YOUR NEIGHBOURHOOD, PLEASE TYPE YOUR STREET NAME:	DATE
1	Centre street	9/3/2022 9:39 AM
2	Ranch Estates Modular Home Park	9/3/2022 7:11 AM
3	Thornburn	9/2/2022 7:46 PM

4	Seniors way	9/2/2022 5:43 PM
5	Centre Street	9/2/2022 5:01 PM
6	Ranchwood Lane	8/31/2022 2:04 PM
7	Centre Street	8/18/2022 10:10 AM
8	Rural north of town	8/17/2022 10:30 PM
9	Maple tree way	8/16/2022 4:57 PM
10	First Avenue	8/15/2022 12:22 PM
11	Wildflower Ranch	8/15/2022 12:15 AM
12	Canal Gardens	8/7/2022 10:04 AM
13	parklane dr	8/6/2022 8:33 PM
14	Crystal Ridge Cove	8/5/2022 8:33 PM
15	Thomas place	8/4/2022 4:51 PM
16	cheadle	8/4/2022 4:56 AM
17	I live in wheatland county but work in town	8/3/2022 10:45 PM
18	Crystal Ridge.	8/3/2022 8:56 PM
19	Wildflower Ranch, not Wildflower Heights... does that even exist?	8/3/2022 8:39 PM
20	Thornbriar Green	8/3/2022 4:57 PM
21	Im just outside of town across george freeman trail	8/3/2022 11:38 AM
22	Range Road 253	7/22/2022 9:26 AM

Q2 What is your age range?

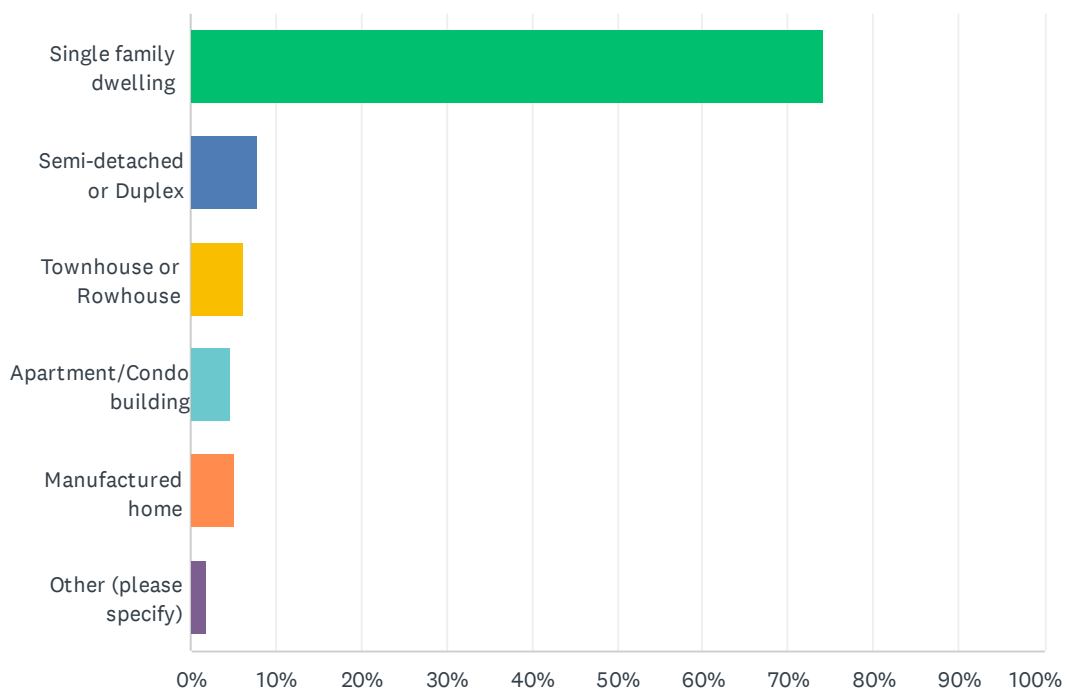
Answered: 257 Skipped: 0



ANSWER CHOICES	RESPONSES	
<19 years	0.00%	0
20-35 years	18.68%	48
36-55 years	50.19%	129
56-70 years	24.90%	64
71+ years	6.23%	16
TOTAL		257

Q3 What type of house do you live in?

Answered: 256 Skipped: 1

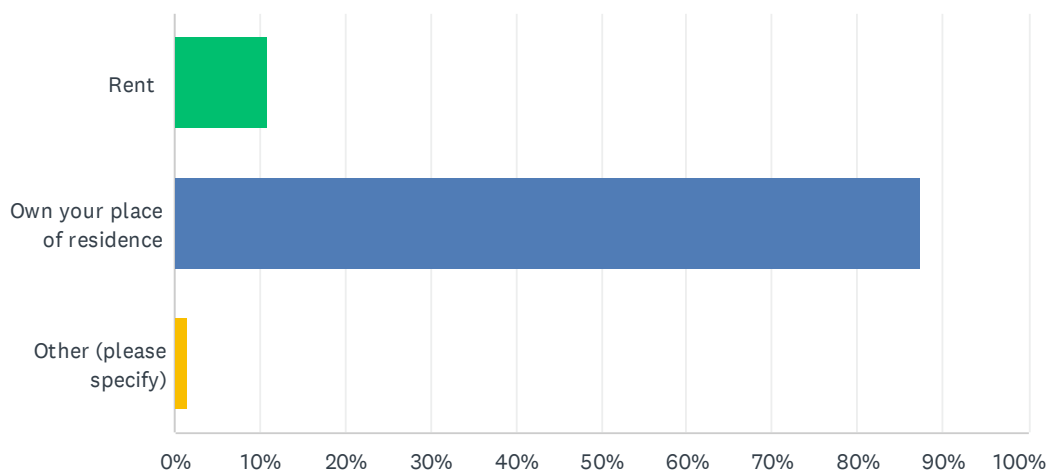


ANSWER CHOICES	RESPONSES	
Single family dwelling	74.22%	190
Semi-detached or Duplex	7.81%	20
Townhouse or Rowhouse	6.25%	16
Apartment/Condo building	4.69%	12
Manufactured home	5.08%	13
Other (please specify)	1.95%	5
TOTAL		256

#	OTHER (PLEASE SPECIFY)	DATE
1	4 plex	9/3/2022 9:39 AM
2	Mobile home	9/1/2022 11:27 AM
3	Ranch	8/17/2022 10:30 PM
4	We live on a acerage in Wheatland County	8/16/2022 11:53 AM
5	Mother-in-law suite	8/3/2022 7:21 PM

Q4 Do you currently

Answered: 256 Skipped: 1

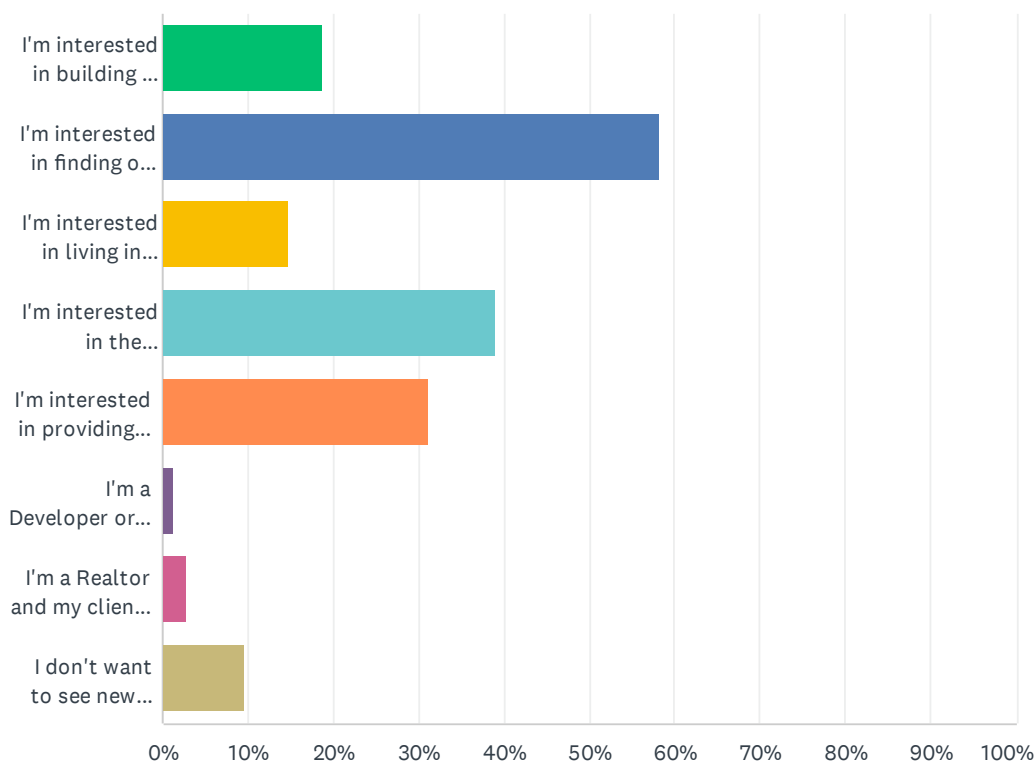


ANSWER CHOICES	RESPONSES	
Rent	10.94%	28
Own your place of residence	87.50%	224
Other (please specify)	1.56%	4
TOTAL		256

#	OTHER (PLEASE SPECIFY)	DATE
1	Live with parents	8/17/2022 7:54 PM
2	Live with my parents, because who can afford to rent these days	8/17/2022 3:12 PM
3	Own and rent to tenants	8/16/2022 6:02 PM
4	live with family	8/15/2022 9:51 AM

Q5 Please describe your interest in Garden Suites

Answered: 251 Skipped: 6



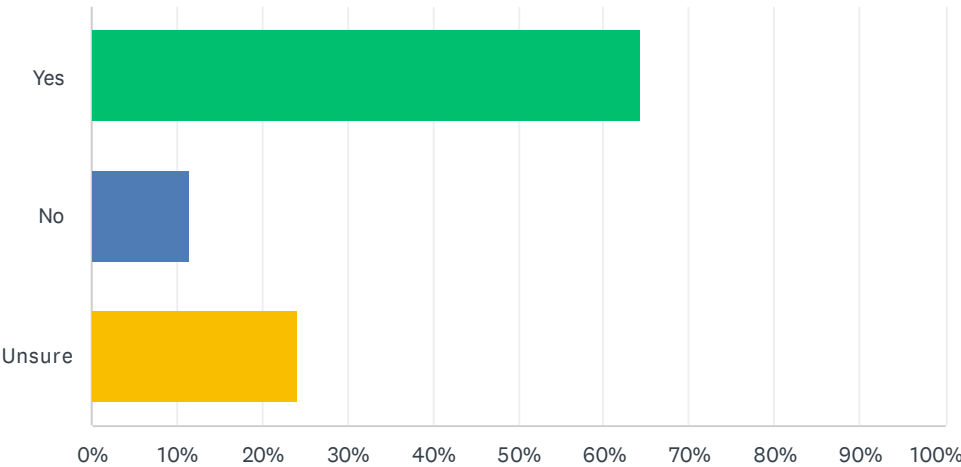
ANSWER CHOICES	RESPONSES	
I'm interested in building one on my property	18.73%	47
I'm interested in finding out more about Garden Suites	58.17%	146
I'm interested in living in one	14.74%	37
I'm interested in the regulations	39.04%	98
I'm interested in providing input	31.08%	78
I'm a Developer or Builder in Town and my clients have been interested	1.20%	3
I'm a Realtor and my clients have been interested	2.79%	7
I don't want to see new Garden Suites constructed	9.56%	24
Total Respondents: 251		

#	OTHER (PLEASE SPECIFY)	DATE
1	Parking becomes an issue, as will property value decreases	9/5/2022 4:45 PM
2	I'm interested in providing people with affordable living.	9/5/2022 12:07 PM
3	Just curious	9/2/2022 5:43 PM
4	Just want to give my input	9/2/2022 4:25 PM

5	Too much congestion on the streets for parking and lack of care for yards if not an owner.	9/2/2022 3:53 PM
6	I'm interested because I want the Town of Strathmore to be instrumental in providing affordable housing	8/31/2022 2:04 PM
7	I want to know how it would impact my property should it come to my neighborhood	8/21/2022 5:16 PM
8	Interested in living in one because it's probably the only housing I'll ever be able to afford	8/17/2022 3:12 PM
9	Would be great to see more 3 bedroom affordable homes built in the 200k to 300k	8/16/2022 1:44 PM
10	Worried about parking problems	8/16/2022 12:49 PM
11	W	8/7/2022 10:19 PM
12	Considered purchasing a property with one in the past	8/6/2022 8:10 PM
13	I have no interest in having one but have no issue with them.	8/6/2022 7:14 PM
14	As a senior I'm interested in converting my detached garage into a garden suite	8/6/2022 2:20 PM
15	I'm a landlord with property in other towns and would be interested to see how this may work for us in Strathmore.	8/4/2022 6:10 AM
16	There is a housing shortage in town and this may provide affordable options.	8/3/2022 4:57 PM
17	Family member living in Strathmore	8/3/2022 4:34 PM
18	I would like to build one as part of a garage, have it close to the front of my property with the suite ground level facing the back yard.	8/3/2022 1:27 PM
19	I would like to see these garden suites situated in a deeper lot. Eg 50'x130'	7/25/2022 12:57 AM
20	I wouldn't say I'm interested in building one persay, BUT I could definitely see myself being interested one day.	7/18/2022 9:04 AM

Q6 Given the above description, would you like to see Garden Suites in your neighbourhood?

Answered: 208 Skipped: 49



ANSWER CHOICES	RESPONSES	
Yes	64.42%	134
No	11.54%	24
Unsure	24.04%	50
TOTAL		208

Q7 What have you heard about garden suites?

Answered: 181 Skipped: 76

#	RESPONSES	DATE
1	good if the lot size, parking and general access are ok	9/6/2022 10:21 AM
2	Not much until now. But am very interested to know more!	9/5/2022 9:45 PM
3	Not much but they make sense.	9/5/2022 12:10 PM
4	Yes	9/4/2022 9:59 PM
5	Nothing	9/4/2022 3:58 PM
6	New to me.	9/3/2022 11:12 AM
7	Not much. Just learning more about them	9/3/2022 9:43 AM
8	I like to think of them as a Mother-in-law suite and they could work to provide cheaper housing options.	9/3/2022 8:37 AM
9	Nothing.	9/3/2022 8:34 AM
10	Good	9/3/2022 8:23 AM
11	When I use to live in Edmonton, homeowners were talking about building one for their self	9/2/2022 8:43 PM
12	They would be nice for extra income or family member that can not afford full size home.	9/2/2022 5:47 PM
13	Nothing	9/2/2022 5:42 PM
14	Possible solution to lack of housing.	9/2/2022 5:04 PM
15	Nothing	9/2/2022 5:03 PM
16	They are good to keep family close.	9/2/2022 4:28 PM
17	A great place for aging inlaws to be close to family but still have independence. Affordable for seniors on fixed income to build on their child's land instead of buying their own lot that they would have to care for.	9/2/2022 2:44 PM
18	They can be rentals	9/2/2022 2:25 PM
19	Nothing	9/1/2022 11:39 AM
20	I am very familiar with several in Canmore	8/31/2022 2:08 PM
21	Sounds like a basement suite idea so yes	8/21/2022 5:20 PM
22	Good demand for them and would stop the urban sprawl also Good for aging parents and kids remaining in the residence since cost of housing is so expensive	8/21/2022 3:50 PM
23	Nothing	8/21/2022 2:13 PM
24	They can make housing more affordable.	8/21/2022 12:21 PM
25	Nothing	8/19/2022 3:36 AM
26	?	8/18/2022 3:30 PM
27	They provide much needed affordable rental housing. They also help homeowners with their finances.	8/18/2022 3:20 PM
28	Affordable	8/17/2022 10:33 PM
29	nothing	8/17/2022 7:25 PM
30	my neighbor has something similar in her backyard	8/17/2022 3:09 PM

31	Nothing	8/17/2022 12:56 PM
32	It is a good option to have parents live nearby to help them out.	8/17/2022 9:27 AM
33	Nothing	8/17/2022 3:35 AM
34	Affordable	8/16/2022 10:24 PM
35	Nothing until this piece on Facebook	8/16/2022 10:17 PM
36	Affordable, convenient, economical and cozy little homes	8/16/2022 7:26 PM
37	They are one component of an affordable housing plan	8/16/2022 7:16 PM
38	Nothing until now.	8/16/2022 7:16 PM
39	Small	8/16/2022 6:05 PM
40	Not much but have children who can't find affordable rentals	8/16/2022 5:05 PM
41	Nothing much	8/16/2022 5:02 PM
42	Provide affordable housing to renters and helps owners with mortgage	8/16/2022 3:27 PM
43	They provide additional income for home owners but allow for affordable housing in some situations	8/16/2022 1:46 PM
44	Helpful for aging parents	8/16/2022 1:29 PM
45	awesome for seniors and low income families!	8/16/2022 1:13 PM
46	A lot of crime problems as people apply for them and then use them as drug houses.	8/16/2022 1:07 PM
47	That many urban areas are looking into their viability, especially where space for expansion is a problem. Parking is also a problem	8/16/2022 12:52 PM
48	Nothing	8/16/2022 12:15 PM
49	Nothing	8/16/2022 12:10 PM
50	Nothing	8/16/2022 12:08 PM
51	No	8/16/2022 12:08 PM
52	Nothing until now	8/16/2022 11:59 AM
53	Not much	8/16/2022 11:31 AM
54	I have heard them called something different.	8/16/2022 11:13 AM
55	Nothing	8/16/2022 11:09 AM
56	Not too much. I thought they would be built on land other than on someone else's land or on top of a garage	8/16/2022 10:54 AM
57	Nothing	8/16/2022 10:41 AM
58	Nothing	8/16/2022 10:38 AM
59	A great way to increase housing options, have more affordable housing, increase density/less sprawl, and make a mortgage more affordable	8/16/2022 10:33 AM
60	Its like a tiny house.....but concerns are for maintenance	8/16/2022 10:18 AM
61	Altho a nice idea, I am concerned about over crowding a neighbourhood.	8/16/2022 10:17 AM
62	This is the first I have heard of them, but think it's a wonderful idea for more housing options. The rental crisis is a huge barrier to many, and I think this could solve some of those problems specifically for those looking for affordable housing.	8/16/2022 10:09 AM
63	They're a great solution for providing people with rental space and owners with additional income.	8/16/2022 10:02 AM
64	it would help families with young adults who can't yet afford a place of their own	8/16/2022 10:01 AM

65	Nothing	8/16/2022 9:58 AM
66	They are an excellent way to stay connected with family who may own the primary residence, to feel safe, secure.	8/16/2022 9:56 AM
67	Can be used for elderly parent/s to have them close by and independent.	8/16/2022 8:20 AM
68	Nothing	8/15/2022 2:49 PM
69	Great Opportunity for aging parents and demographics	8/15/2022 12:25 PM
70	They are awesome	8/15/2022 11:51 AM
71	Nothing	8/15/2022 10:14 AM
72	I have hear parking can be an issue . I would lime to see these suits made conditional to also having off street parking in order to rудuce residential congestion	8/15/2022 9:56 AM
73	Not really much	8/15/2022 9:55 AM
74	They are secondary living dwellings that are detached from the main dwelling unit	8/15/2022 8:57 AM
75	Not.much bit they are really cool!	8/15/2022 7:24 AM
76	Nothing	8/15/2022 7:23 AM
77	Affordable option for those struggling to find housing, especially in safer neighbourhoods.	8/15/2022 6:27 AM
78	Just what you told me on the previous page, but it seems like a separate livable space you could earn rental income and help the housing lacking issue or use for yourself.	8/15/2022 6:12 AM
79	Nothing really	8/15/2022 5:34 AM
80	never	8/15/2022 3:41 AM
81	New to me	8/14/2022 11:56 PM
82	They help seniors stay in their homes longer With someone living in one (family) to be able to assist And also to be able to afford to stay	8/14/2022 11:48 PM
83	Just a little, but I can see it being a valuable asset to housing accommodations, seniors aging in their homes, health and home care, safe first homes for children or for adults requiring supervision, university students, nurses, etc.	8/14/2022 11:32 PM
84	Not much	8/14/2022 11:29 PM
85	Not much except in a general way	8/11/2022 12:19 PM
86	Nothing. There is no talk in town about this.	8/11/2022 8:17 AM
87	Not much but neighbourhoods are built with very little room between units already.	8/10/2022 7:38 PM
88	Just what you shared. And know the ones that in lake estate's	8/9/2022 4:48 PM
89	Not by that name.	8/8/2022 11:53 PM
90	First time hearing about them	8/8/2022 11:23 PM
91	Nothing so far but I would love to see them as this is a fantastic way to extend elderly parents living at home!	8/8/2022 7:29 PM
92	Great for extended family members	8/8/2022 2:35 PM
93	Great small space living. Also great way to help elderly relatives as well as young adults	8/8/2022 1:58 PM
94	Good income support or a way to keep families together sharing a property	8/7/2022 6:16 PM
95	Nothing	8/7/2022 12:52 PM
96	I am originally from Europe and they are very common there	8/7/2022 11:41 AM
97	I live next to some	8/7/2022 10:39 AM
98	Not much	8/7/2022 10:16 AM

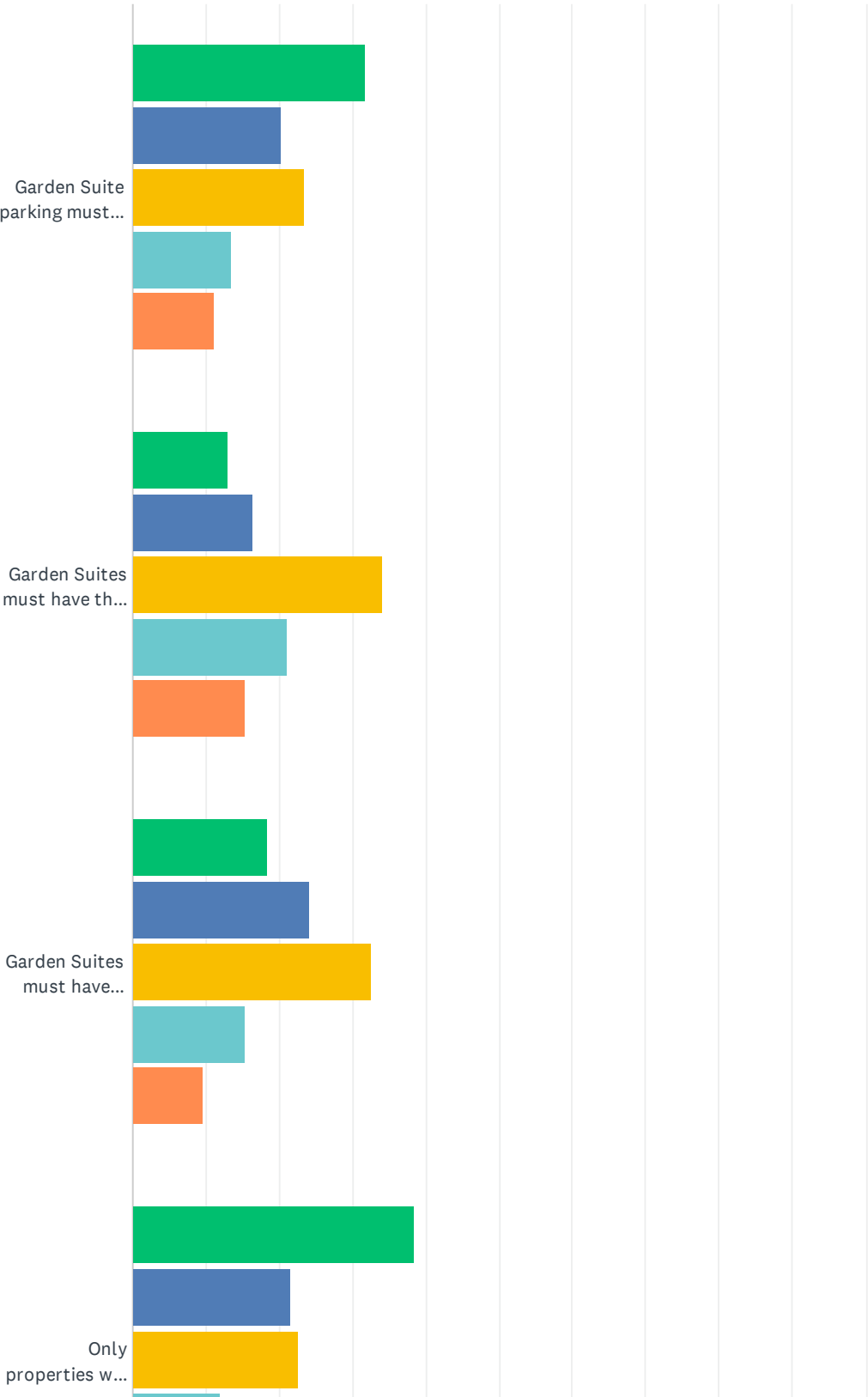
99	I know they can provide affordable housing	8/7/2022 10:05 AM
100	Nothing	8/7/2022 9:20 AM
101	Can be a source of additional income for homeowners. Done well, they look beautiful. Aids in our rental crisis.	8/7/2022 8:29 AM
102	Great idea for in-laws and more affordable	8/7/2022 7:24 AM
103	Are there regulations on who you are allowed to rent them to? Family only?	8/7/2022 7:01 AM
104	Nothing yet	8/6/2022 9:16 PM
105	na	8/6/2022 8:36 PM
106	Great way to support family members who need a bit of extra help (ex aging parents or family members with disabilities) Can provide rental income	8/6/2022 8:13 PM
107	Nothing	8/6/2022 7:18 PM
108	Good idea for very low density areas. Concerns with parking, noise, animals, becomes high density, income property could turn 1 lot into several families living there. Better suited for large average type lots or lots zoned R2 R3 high density.	8/6/2022 4:31 PM
109	Not much	8/6/2022 2:25 PM
110	Nothing	8/6/2022 2:05 PM
111	They are a nice option for people who are renting but would like the freedom of a single unit dwelling	8/6/2022 1:44 PM
112	I like the idea, but along Lakeside Views, where I live, there isn't room for them as the yards are small.	8/6/2022 8:47 AM
113	little	8/5/2022 1:51 PM
114	It's good for seniors to age in place and have the opportunity to be near family.	8/5/2022 10:08 AM
115	In Aspen we don't have laneways and I would be condemned about parking	8/5/2022 8:44 AM
116	Nothing	8/5/2022 2:28 AM
117	Online & through the community	8/4/2022 10:44 PM
118	Just what I have read on Facebook today.	8/4/2022 10:23 PM
119	Nothing	8/4/2022 4:57 PM
120	Good for students, seniors, help with housing shortage, but maybe create parking issues	8/4/2022 4:18 PM
121	Nothing, but I feel like it could cause additional issues with crowding and available parking due to increased persons in a given area designed for less.	8/4/2022 3:40 PM
122	Affordable housing	8/4/2022 12:53 PM
123	Just from survey	8/4/2022 11:55 AM
124	I'm from the Lower Mainland, BC. In Vancouver they have allowed 'garden suites', although they do not call them that.	8/4/2022 10:05 AM
125	Good as additional accommodations for elderly family	8/4/2022 7:48 AM
126	I hadn't heard this term before	8/4/2022 7:41 AM
127	Nothing	8/4/2022 7:05 AM
128	Nothing	8/4/2022 6:14 AM
129	I had never heard of them before. But it appears to be similar to a "coach house" style above the garage.	8/4/2022 6:14 AM
130	They are a great way to increase population, without creating a larger development footprint.	8/4/2022 5:42 AM
131	Not much	8/3/2022 11:51 PM

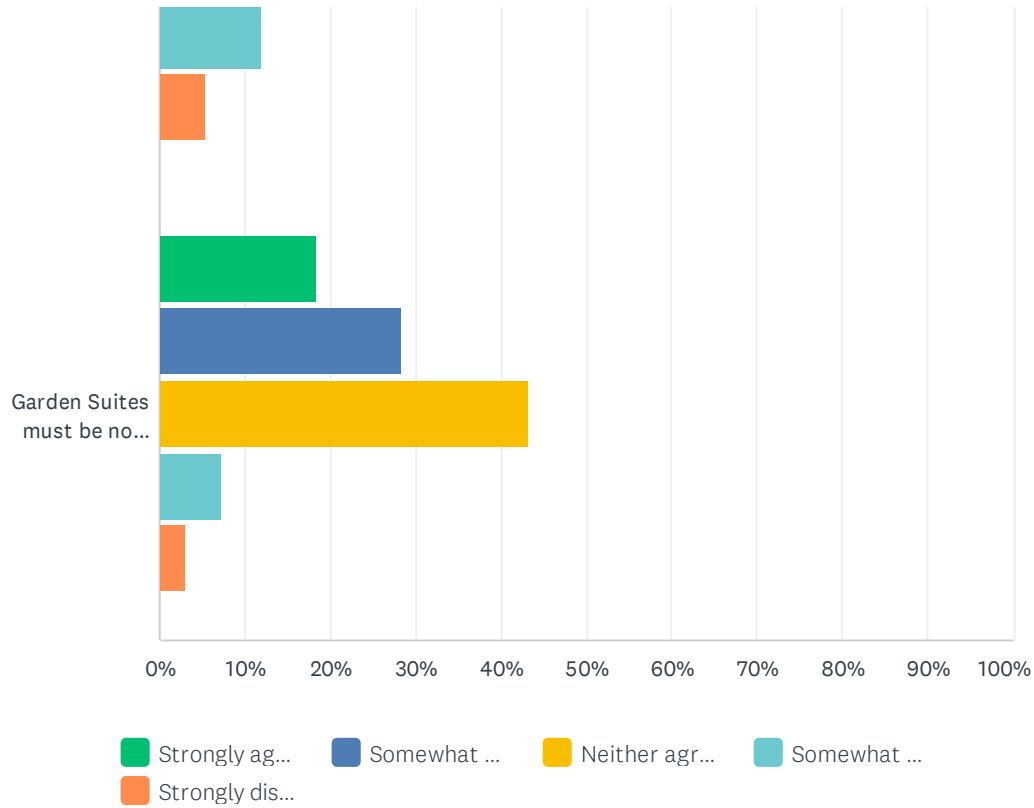
132	Another example of generational living. A great way to incorporate keeping our seniors with family longer or to provide affordable living option.	8/3/2022 10:50 PM
133	Not a whole lot	8/3/2022 9:59 PM
134	Huge benefits	8/3/2022 9:32 PM
135	Can offer affordable living, good for "mother-in-law" suites, nannies, etc. Also good for rental income as well as more availability for renters.	8/3/2022 9:28 PM
136	what i've read so far	8/3/2022 9:00 PM
137	They are also called mother in law suites.	8/3/2022 8:59 PM
138	This is the first I've heard of them.	8/3/2022 8:44 PM
139	Not much, I know a few exist in Strathmore Lakes	8/3/2022 8:41 PM
140	Not much	8/3/2022 7:59 PM
141	Nothing	8/3/2022 7:50 PM
142	They are definitely a valuable asset to not only the homeowner but the community as a whole. Multi-faceted benefits! Would be amazing for care givers of elderly family members or for individuals with special needs who can live in their own home with care close at hand	8/3/2022 7:44 PM
143	Only what was stated in here	8/3/2022 7:27 PM
144	Not much. Like when Fonzie lived over the garage in Happy Days?	8/3/2022 7:21 PM
145	Not too much	8/3/2022 7:20 PM
146	Nothing	8/3/2022 6:59 PM
147	That they provide lower income housing, allow families to care for aging or disabled members while still maintaining privacy for both parties, decrease urban sprawl, allow young adults to save money living at home while still having independence.	8/3/2022 6:18 PM
148	Nothing	8/3/2022 6:09 PM
149	First heard about it	8/3/2022 6:07 PM
150	It's a great way to add an extra income, it's also great for people with elderly family.	8/3/2022 5:26 PM
151	What I'm learning today.	8/3/2022 5:24 PM
152	I have some friends who have elder parents living in them. It is working out well for them.	8/3/2022 4:59 PM
153	Provide secondary housing options, increade rental properties and can increase homes value when done properly.	8/3/2022 4:40 PM
154	Good places for seniors wanting to live independently,	8/3/2022 4:36 PM
155	They're a fantastic option for multigenerational families, increasing household income, and providing more rental options in strathmore (we have a HUGE rental crisis in this town)	8/3/2022 4:33 PM
156	It's another word for granny suite	8/3/2022 4:29 PM
157	Not much!	8/3/2022 4:15 PM
158	I lived in Vancouver and we called them carriage houses, they were great	8/3/2022 4:02 PM
159	I believe them to be environmentally beneficial - using the land wisely and economically. It is also beneficial for families who wish to remain close to their parents/grandparents. Other benefits, of course, are increased property value and rental income for property owners.	8/3/2022 3:56 PM
160	Ideal if the yard is large enough	8/3/2022 3:43 PM
161	Not much	8/3/2022 3:43 PM
162	I think they are a great way to increase low income housing, rental options, make home ownership more affordable by creating rental properties, and increase population density which is better for environment, they also allow for the tiny home movement to exist in an urban area	8/3/2022 3:41 PM

163	They are great and affordable	8/3/2022 1:39 PM
164	Not much other than would be a great addition for company or one of our parents to live in if they need it	8/3/2022 1:38 PM
165	Nothing	8/3/2022 1:33 PM
166	Just info in this survey	8/3/2022 1:30 PM
167	Nothing	8/3/2022 12:40 PM
168	I've heard that they can offer low-income housing options and support homeowners by providing a second income. However, with current rental prices I'm worried about lack of appropriate construction/living conditions and high prices for garden suites.	8/3/2022 12:10 PM
169	That they both provide a refuge or place of escape for family members when needed, space for guests outside of taking up home space, and that they can be an excellent alternative to having grandparents or other family members live directly with you entirely when needed.	8/3/2022 11:45 AM
170	Just seen them on HGTV	8/3/2022 11:05 AM
171	Great for affordable housing, as well as generating an extra income on space that isnt being used.	8/3/2022 8:15 AM
172	Absolutely nothing	8/2/2022 7:00 PM
173	Nothing	7/29/2022 5:19 PM
174	They are an excellent option for families that have relatives that want to live close to them as well as home owners looking for some extra income	7/27/2022 6:16 AM
175	Becoming an option for alternative living spaces ie: tiny homes, affordability as infrastructure in place already	7/26/2022 7:29 PM
176	Not much	7/25/2022 2:29 PM
177	I have seen great designs. It increases the density in areas that are suitable. Parking needs to be considered.	7/25/2022 2:13 PM
178	Parking is a problem.	7/25/2022 1:03 AM
179	They are a great alternative to allow seniors, especially, the opportunity to live on their own but allow caregivers the opportunity to assist them when needed and keep an eye on them. Also great, for singles looking for affordable housing.	7/22/2022 9:31 AM
180	nothing	7/19/2022 8:15 AM
181	not a lot	7/14/2022 3:03 PM

Q8 Please indicate whether you agree or disagree with the following statements

Answered: 208 Skipped: 49

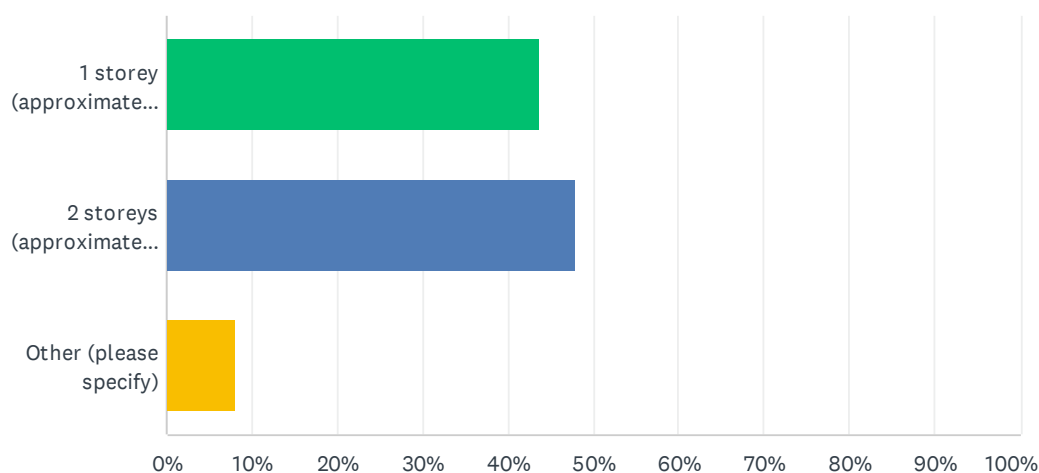




	STRONGLY AGREE	SOMEWHAT AGREE	NEITHER AGREE NOR DISAGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	TOTAL	WEIGHTED AVERAGE
Garden Suite parking must be on the property, street parking is unacceptable	31.73% 66	20.19% 42	23.56% 49	13.46% 28	11.06% 23	208	2.52
Garden Suites must have their own driveways	12.98% 27	16.35% 34	34.13% 71	21.15% 44	15.38% 32	208	3.10
Garden Suites must have access to a laneway	18.27% 38	24.04% 50	32.69% 68	15.38% 32	9.62% 20	208	2.74
Only properties with a single family dwelling may have a Garden Suite	38.46% 80	21.63% 45	22.60% 47	12.02% 25	5.29% 11	208	2.24
Garden Suites must be no bigger than 90m2 (size of 6 parking stalls)	18.27% 38	28.37% 59	43.27% 90	7.21% 15	2.88% 6	208	2.48

Q9 What should be the maximum height of a Garden Suite?

Answered: 208 Skipped: 49



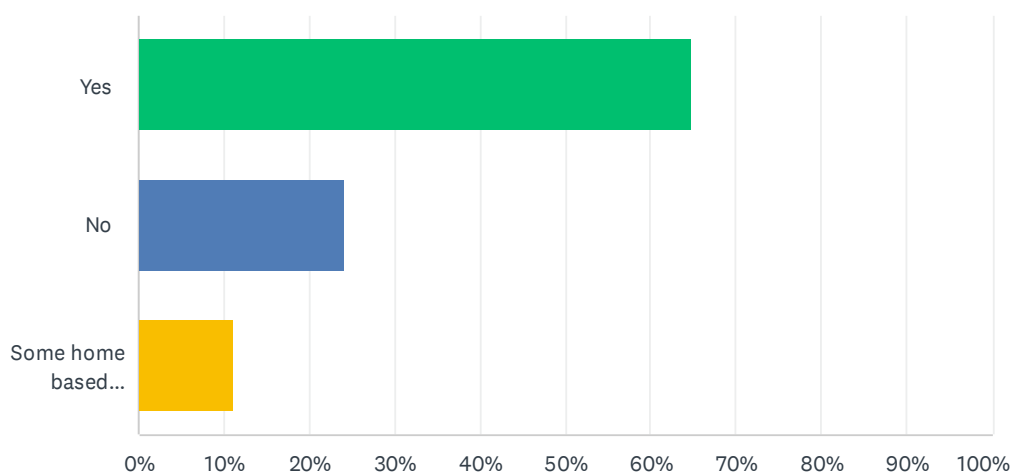
ANSWER CHOICES	RESPONSES	
1 storey (approximately 3m + height of roof)	43.75%	91
2 storeys (approximately 6m + height of roof)	48.08%	100
Other (please specify)	8.17%	17
TOTAL		208

#	OTHER (PLEASE SPECIFY)	DATE
1	Should reflect the community where it is located and the property it is on.	9/2/2022 6:45 PM
2	I am looking at this as senior housing so steps would not work	9/1/2022 11:39 AM
3	1 storey, unless built above an unattached garage	8/31/2022 2:08 PM
4	No higher than primary dwelling unit	8/21/2022 8:27 PM
5	I think 1 story or over a garage is acceptable	8/21/2022 2:13 PM
6	As tall as the current home on the property.	8/18/2022 3:20 PM
7	Based on Strathmore Rental site they should be large enough to accommodate 3 beds	8/16/2022 1:46 PM
8	1 and 2 storey options.....above a detached garage also works	8/15/2022 12:25 PM
9	Should not be allowed	8/10/2022 7:38 PM
10	1 storey if ground level separate. 2 if above a garage	8/5/2022 8:38 PM
11	Unsure	8/4/2022 4:57 PM
12	depends on the development in the neighborhood. A 2 storey may not work in certain areas... IE it would be the tallest structure.	8/3/2022 9:00 PM
13	Not taller than the primary building	8/3/2022 8:41 PM
14	I like the option of a in-between, where you could have a small loft	8/3/2022 4:40 PM
15	Both answers	8/3/2022 4:15 PM

16	I don't care	8/3/2022 12:10 PM
17	One story unless added to existing garage	7/26/2022 7:29 PM

Q10 Should a home based business be allowed in Garden Suites?

Answered: 207 Skipped: 50



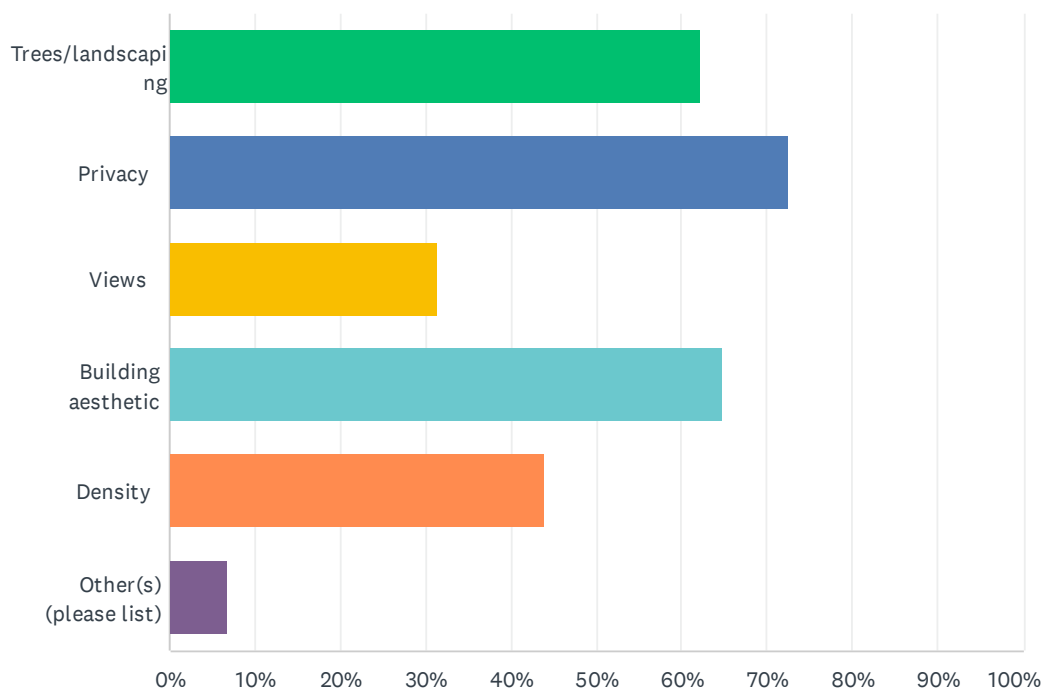
ANSWER CHOICES	RESPONSES	
Yes	64.73%	134
No	24.15%	50
Some home based businesses are acceptable (please list)	11.11%	23
TOTAL		207

#	SOME HOME BASED BUSINESSES ARE ACCEPTABLE (PLEASE LIST)	DATE
1	I don't care as long as street parking is not used and no business signage	8/21/2022 5:20 PM
2	Avon or other such home based businesses	8/16/2022 10:17 PM
3	Hair salon	8/16/2022 12:08 PM
4	No high vehicle/parking traffic business	8/16/2022 10:41 AM
5	Basically any except maybe dayhome. Occasional clients or non-in person businesses should be fine	8/16/2022 10:33 AM
6	hair stylists, manicure, dog groomers	8/16/2022 10:17 AM
7	Sales Consultant	8/15/2022 12:25 PM
8	Esthetics, massage etc	8/15/2022 7:24 AM
9	Small business	8/14/2022 11:56 PM
10	As long as it does not interfere with neighbors	8/11/2022 12:19 PM
11	Example would be business that would require minimal to no long term parking unless it was a private drive way	8/8/2022 7:29 PM
12	Nothing where additional people would be coming or going	8/7/2022 8:29 AM
13	Internet based yes, store front no	8/6/2022 7:18 PM
14	Home office type, without frequent client visitation	8/6/2022 1:44 PM

15	Ones that don't have a lot of traffic coming & going everyday.	8/6/2022 8:47 AM
16	Something which is not anticipated to generate traffic and / or noise in the area. Must be contained within the suite.	8/5/2022 1:51 PM
17	Ones that do not have a lot of foot traffic	8/4/2022 10:23 PM
18	Those that do not require any clients to come to the property	8/4/2022 4:18 PM
19	some do not have numerous customers coming and going so no worries there.	8/4/2022 10:05 AM
20	Admin jobs, no service jobs like nail salons	8/3/2022 9:59 PM
21	Where there isn't alot of customer traffic	8/3/2022 8:44 PM
22	Service businesses where the owner goes out to meet customers at their sites.	8/3/2022 4:59 PM
23	Not sure, some that wouldn't have continual traffic.	8/3/2022 3:43 PM

Q11 Respecting neighbourhood character will be an important part of any Garden Suite regulations. Please indicate which of the following neighbourhood characteristics are of utmost importance to you.

Answered: 207 Skipped: 50



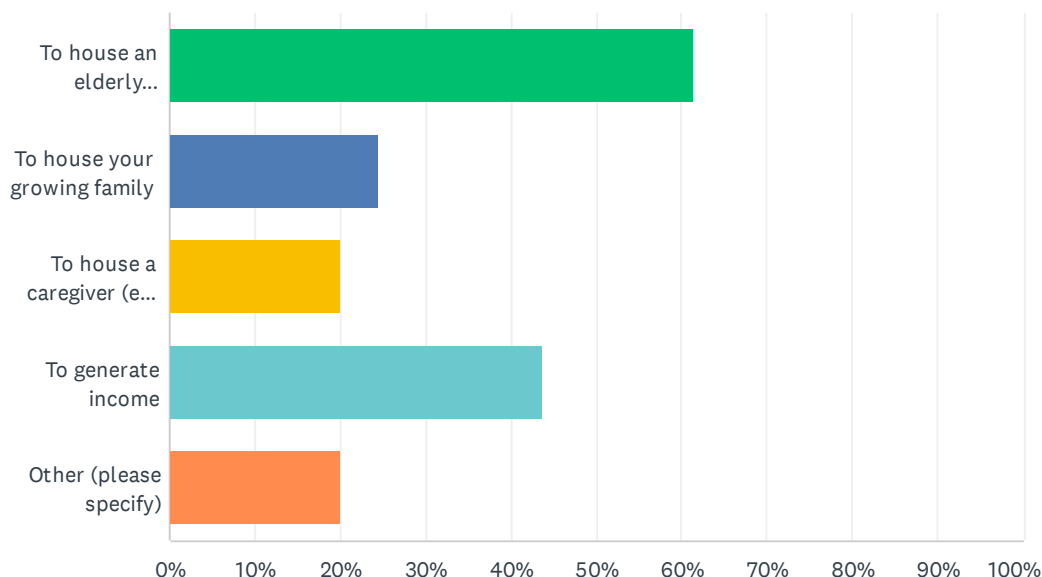
ANSWER CHOICES	RESPONSES	
Trees/landscaping	62.32%	129
Privacy	72.46%	150
Views	31.40%	65
Building aesthetic	64.73%	134
Density	43.96%	91
Other(s) (please list)	6.76%	14
Total Respondents: 207		

#	OTHER(S) (PLEASE LIST)	DATE
1	Overall lot coverage	9/2/2022 6:45 PM
2	Manicured yard	9/2/2022 4:28 PM
3	Noise	9/2/2022 2:25 PM
4	Ability for kids to safely play without increased traffic	8/21/2022 5:20 PM
5	H	8/21/2022 2:13 PM

6	Parking	8/21/2022 12:21 PM
7	That all building codes are followed. Otherwise we need them.	8/18/2022 3:20 PM
8	Parking--population over crowding--noise level	8/16/2022 10:17 AM
9	site specific	8/15/2022 12:25 PM
10	As long as property is kept up and neighbors are not bothered by the people who live there	8/11/2022 12:19 PM
11	Building styles	8/5/2022 2:28 AM
12	the current neighbourhood has no 'character' Not sure what you are wanting --with no alleys there is little privacy from your neighbour, trees come and go, the town is mostly flat so few have a view, density makes sense --don't have to run utilities for miles	8/4/2022 10:05 AM
13	Garden Suites should not be seen from public amenities, i.e. MR or Parks spaces	8/3/2022 8:41 PM
14	I feel someone's right to build a structure on their property is more important than one's neighbor having the right to the view or very specific building aesthetic standards being met (though a minimum would be understandable, it seems this could be taken too far).	8/3/2022 11:45 AM

Q12 If you are considering a Garden Suite, for what purpose would you build it?

Answered: 199 Skipped: 58



ANSWER CHOICES	RESPONSES	
To house an elderly relative	61.31%	122
To house your growing family	24.62%	49
To house a caregiver (eg. nanny or health care aide)	20.10%	40
To generate income	43.72%	87
Other (please specify)	20.10%	40
Total Respondents: 199		

#	OTHER (PLEASE SPECIFY)	DATE
1	I'm not going to build one.	9/5/2022 12:10 PM
2	Kids to live in before buying their own home, while still having their own space.	9/2/2022 2:44 PM
3	I am interested in possibly being in one, not building	9/1/2022 11:39 AM
4	N/A	8/21/2022 8:27 PM
5	I have no property to build on but would like to live in one	8/16/2022 10:17 PM
6	Guest house.	8/16/2022 7:26 PM
7	not interested for us having one on our property	8/16/2022 1:13 PM
8	Not interested in them at all	8/16/2022 1:07 PM
9	Run a business	8/16/2022 11:31 AM
10	I would only like to rent if possible - what is the cost of buying it?	8/16/2022 10:54 AM

11	Eventually to house a relative but for the time being to generate income	8/16/2022 10:33 AM
12	Assist with low income housing crisis	8/16/2022 10:18 AM
13	I am not at this time.	8/16/2022 10:17 AM
14	Any of these options would be a benefit	8/16/2022 10:09 AM
15	She shed	8/15/2022 2:49 PM
16	Not building	8/15/2022 11:51 AM
17	Possible business	8/15/2022 9:56 AM
18	Home based business	8/15/2022 12:18 AM
19	I cannot build one with my type of property but if I could it would be for a family member or as	8/11/2022 12:19 PM
20	Not considering it	8/10/2022 7:38 PM
21	Also young adults. They are living everywhere in town now, from tents to trailers	8/8/2022 1:58 PM
22	Not considering	8/7/2022 9:20 AM
23	To live in once all kids move out and rent our single family home.	8/7/2022 8:29 AM
24	na	8/6/2022 8:36 PM
25	To house a adult child	8/5/2022 8:38 PM
26	Unsure	8/4/2022 4:57 PM
27	I'm not interested in building one	8/3/2022 9:59 PM
28	Home based business	8/3/2022 9:28 PM
29	all of the above	8/3/2022 9:00 PM
30	To build something that complements the property.	8/3/2022 8:59 PM
31	Not considering one	8/3/2022 7:50 PM
32	Not considering building one	8/3/2022 7:20 PM
33	I would like to see more housing options in town.	8/3/2022 4:59 PM
34	I have a special needs son and this would be a great independence living option for him. Prior to him living in it I would rent it out	8/3/2022 4:40 PM
35	Not considering on at this time.	8/3/2022 4:29 PM
36	I am not considering a Garden Suite	8/3/2022 3:56 PM
37	I would live in it.	8/3/2022 3:43 PM
38	And/or as a guest room when family comes to visit	8/3/2022 1:38 PM
39	I would consider using one for all of the above, including a little escape to do work from home or even crafts in a quiet place.	8/3/2022 11:45 AM
40	To create a heated workshop space that could potentially house a guest	7/18/2022 9:07 AM



Strathmore

GARDEN & GARAGE SUITES

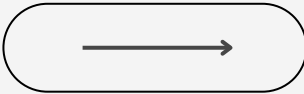
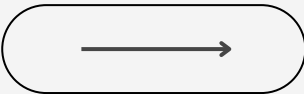


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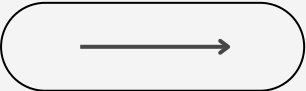
01	EXAMPLES OF ADDITIONAL SUITES Basement. Garden suite. Garage suite
02	BACKGROUND / CONTEXT Terminology, public engagement, and previous staff presentation before councils.
03	MAIN DIFFERENCES IN REGULATIONS BETWEEN GARDEN & GARAGE SUITE About unique characteristics for each Suites.
04	EXAMPLES Definition of the Garden Suite and practical examples
05	EXAMPLES Definition of the Garage Suite and practical examples

06	MAP WITH POTENTIAL GARDEN SUITES Potential land parcels where Garden Suites could be developed.
07	GARDEN SUITES Key requirements for Garden Suites.
08	GARAGE SUITES Key requirements for Garage Suites.
09	RESULT Draft Garden & Garage Suites Regulations



01

EXAMPLES OF ADDITIONAL SUITES



1. BASEMENT



01

2. GARDEN SUITE



02

2. GARAGE SUITE



03

02

BACKGROUND / CONTEXT

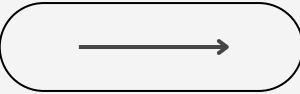
TERMINOLOGY: SECONDARY SUITE / **GARDEN SUITE** / **GARAGE SUITE** / LANEWAY HOME (HOUSE) / BACKYARD SUITE / ACCESSORY SUITE / TINY HOME / ACCESSORY DWELLING UNIT / GUEST HOUSE / IN-LAW SUITE / ACCESSORY DWELLING UNIT / CARRIAGE HOUSE / GRANNY FLAT



- Current LUB. Garden suite.
- Council requested a presentation on Garden Suites.
- Staff's presentation.
- Results of Public engagement.

CHALLENGES

- The challenging forecast of housing affordability across the country
- Increasing Property Values.
- Increasing housing crisis.
- The absence of precise and clear regulations for garden and garage suites



03

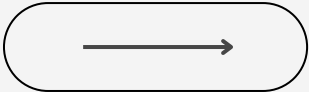
MAIN DIFFERENCES IN REGULATIONS BETWEEN GARDEN & GARAGE SUITE

GARDEN SUITE

Location: rear yard
Separation: shall be separated from the principal dwelling unit by a minimum of 4.0 m and a minimum of 1.5 m from all other buildings
Internal pathway: should have a minimum width of 1.2 m to facilitate barrier-free access and should integrate seamlessly with the adjacent sidewalk, on-site surface parking areas, main and secondary dwelling entrances, garage entrances, porches, decks, and other access points between primary and garden units.

GARAGE SUITE

Location: according to LUB
Architectural: above or attached to garage



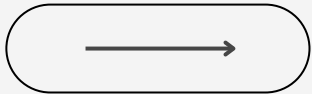
04



Garden suites are typically detached structures located in the backyard of a property. They are self-contained units designed for living and can be used for rental purposes. These units are becoming more popular in cities with housing shortages as a way to increase housing density.



Garden Suite means second a Dwelling Unit on a parcel, to be used as a separate accommodation that is accessory to the primary dwelling and may be a standalone unit or be a part of a detached accessory structure.



05



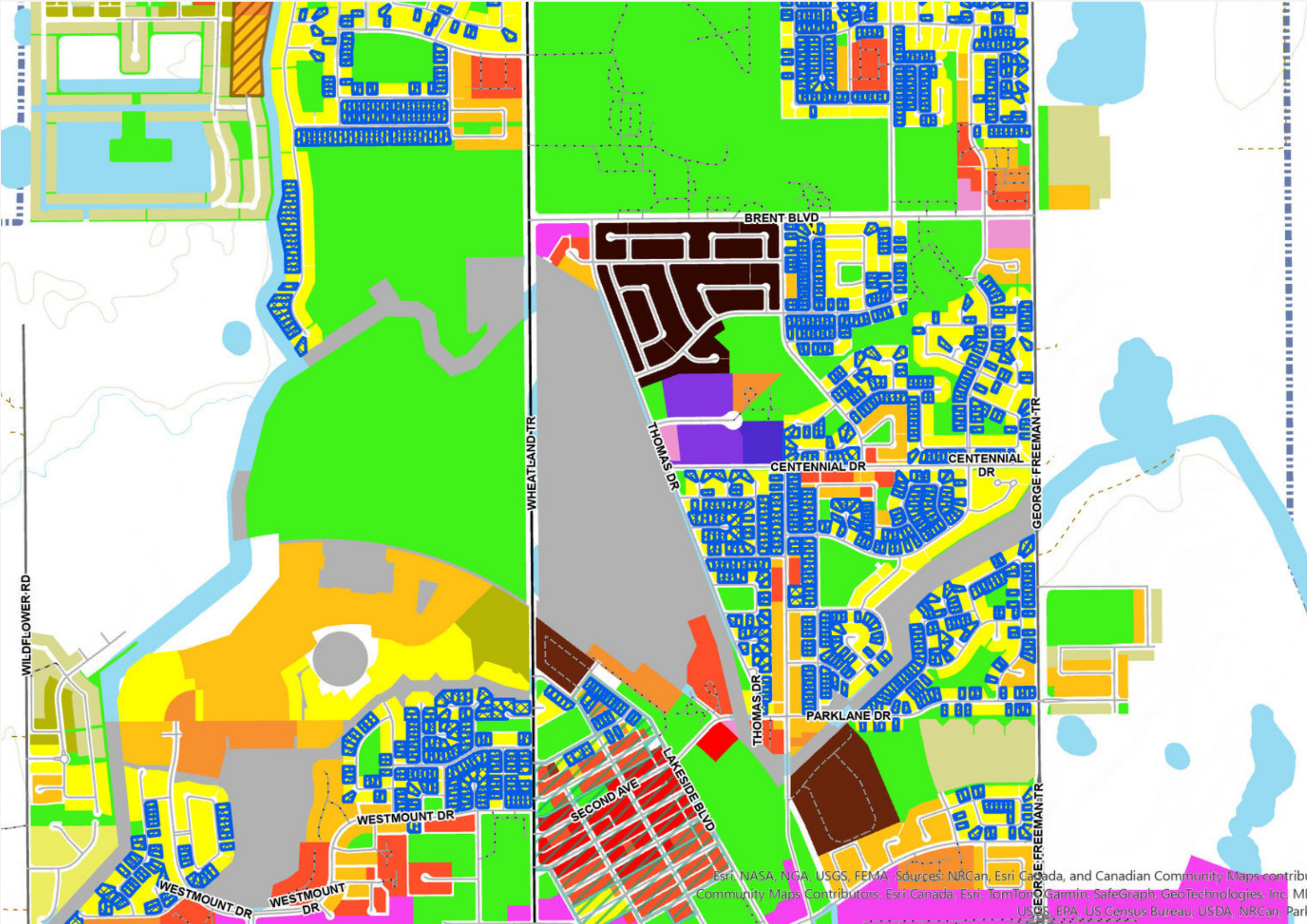
It is often constructed as an extension or separate structure, adjacent to or above a garage. Garage suites have become increasingly popular in recent years as a way to maximize the use of space on a property and provide additional housing options.




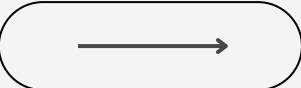
Garage suite means second a Dwelling Unit on a parcel located above or adjacent to a garage structure, it serves as a separate living space from the principal house.

MAP WITH POTENTIAL GARDEN SUITES

06



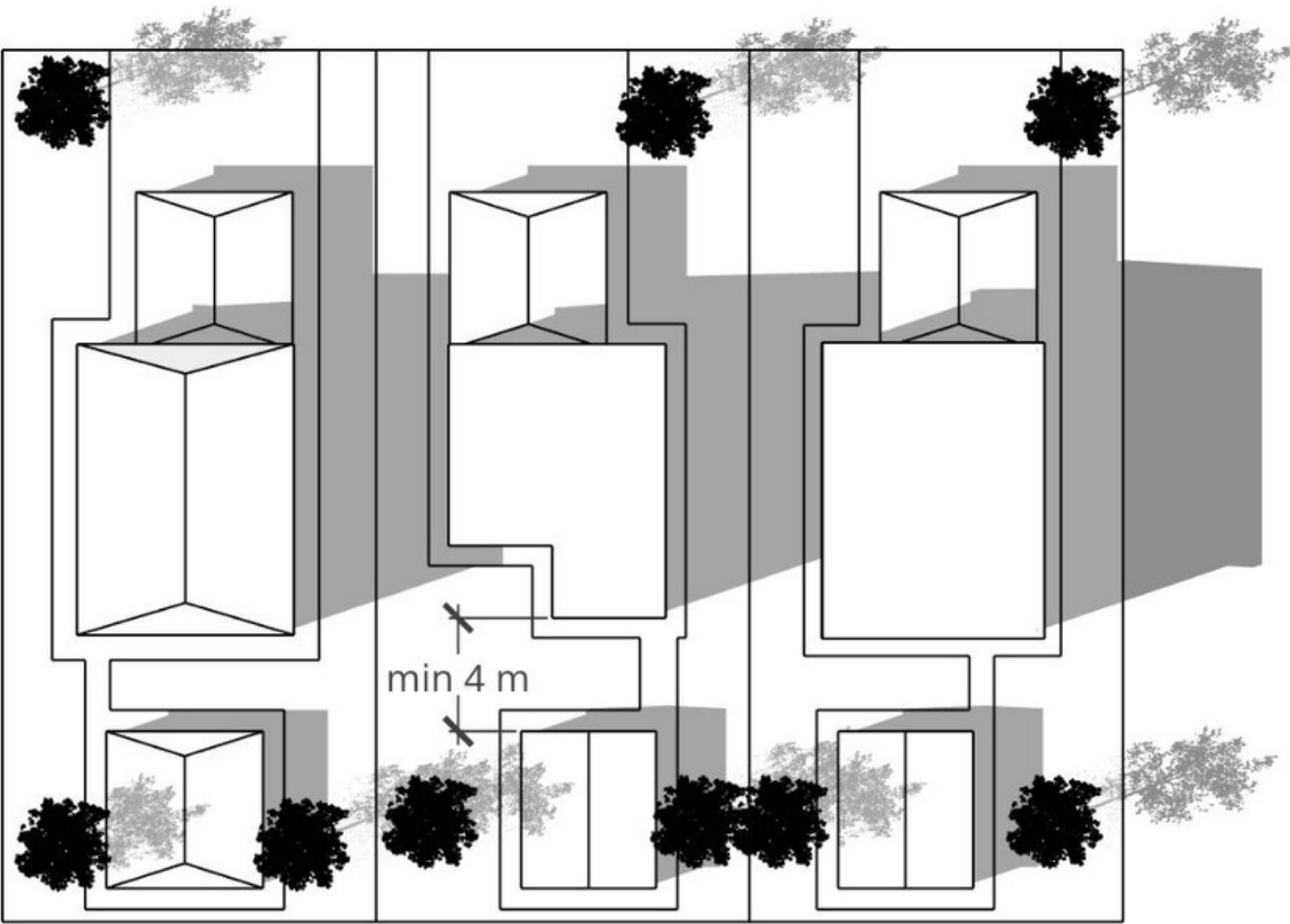
 - Parcels with potential garden suites



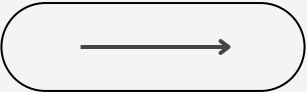
GARDEN SUITES

Garden Suite as a **Discretionary Use** could be constructed in **R1, R1N, R1S, R2, CR Districts.**

- A Garden Suite requires a Development Permit and Building Permit.
- The land lot should be more than **400 m²** in lot area.
- The land lot should have an average Site Width of more than **10 m**.
- A Garden Suite shall be located only in a **Rear Yard**.
- A Garden Suite shall **not exceed the Height** of the primary residence on the same lot.
- Any Garden Suite shall be separated from the principal residence by a minimum of **4 m** and a minimum of **1.5 m** from all other Buildings.
- Internal pathways should have a minimum width of **1.2 m** to facilitate barrier-free access.
- A Garden Suite shall provide a minimum of **one additional on-site parking stall**.
- Minimum Yard Setbacks – Garden Suite:
 - a. Rear Yard - No Laneway Access – 1.5 m.
 - b. Rear Yard - With Laneway Access – 2 m.
 - c. Side Yard – 1.5 m.



DEVELOPMENT SERVICES

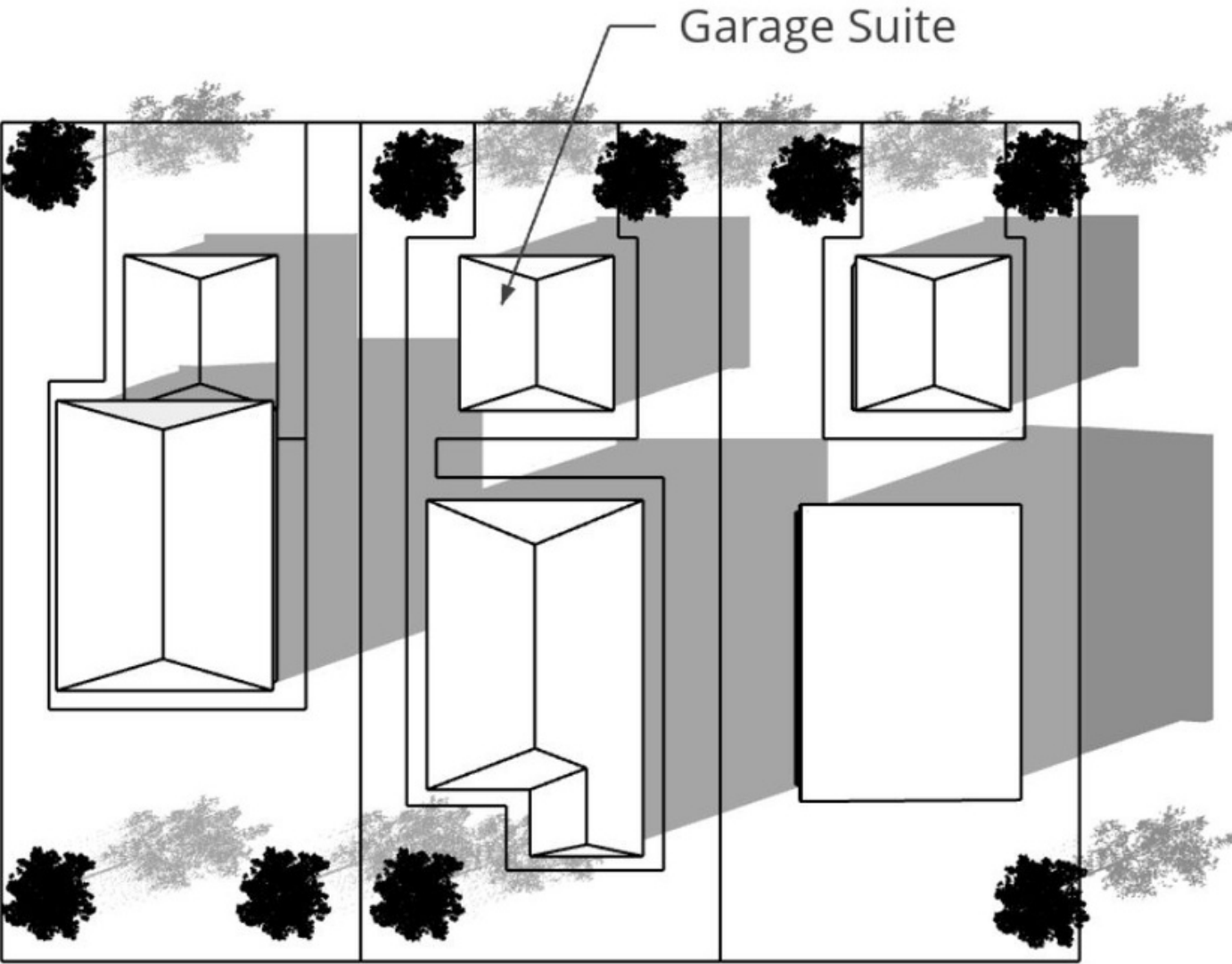


GARAGE SUITES

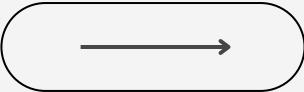
Garage Suite as a Discretionary Use could be constructed in **CR, R1, R1N, R1S, R2, R2X Districts.**

Requirements:

- A Garage Suite requires a **Development Permit and Building Permit.**
- The land lot should be more than **400 m²** in lot area.
- The lot should have an average Site Width of more than **10 m.**
- A Garage Suite shall **not exceed the Height** of the primary residence on the same lot.
- Internal pathways should have a minimum width of **1.2 m** to facilitate barrier-free access.
- A Garage Suite shall provide a minimum of **one additional on-site parking stall.**
- Minimum Yard Setbacks:
 - a. Rear Yard - No Laneway Access: 1.5 m.
 - b. Rear Yard - With Laneway Access: 2 m.
 - c. Side Yard: 1.5 m.



DEVELOPMENT SERVICES



RESULT

09

G 80. Garden Suite: means second Accessory Dwelling Unit on a parcel, to be used as a separate accommodation that is accessory to the primary dwelling and may be a standalone unit.

3.25.b. Garden Suites:

1. A Garden Suite requires a Development Permit and Building Permit.
2. Only one Garden or Garage shall be allowed per lot which must be detached from the primary residence.
3. The subdivision and strata-titling of Garden Suites is prohibited.
4. A Garden Suite is only allowed in conjunction with a one single-detached house or one semi-detached house and is not allowed on a lot containing multi-unit housing (e.g. duplex, triplex, fourplex, townhome, apartment).
5. A primary residence should be constructed prior Garden Suite.
6. A Garden Suite shall not be constructed on any site less than 400 m² in lot area.
7. A Garden Suite shall not be constructed on any lot having an average Site Width less than 10 meters.
8. A Garden Suite shall be located only in a Rear Yard.
9. A Garden Suite shall not be constructed within the Front Yard of the primary residence.
10. A Garden Suite shall not exceed the Height of the primary residence on the same lot.
11. A Garden Suite shall have a residential character and shall be finished in a manner compatible with the character and appearance of the principal residence. The appearance and quality of the finishing materials of the Garden Suite shall reflect the fact that it is a residential Dwelling Unit.
12. Any lot containing a Garden Suite shall only be allowed to have one mailing address.
13. Any Garden Suite shall be separated from the principal residence by a minimum of 4 meters and a minimum of 1.5 meters from all other Buildings.
14. Internal pathways should have a minimum width of 1.2 meters to facilitate barrier-free access and should integrate seamlessly with the adjacent sidewalk, on-site surface parking areas, main and secondary dwelling entrances, garage entrances, porches, decks, and other access points between primary residence and Garden Suite.
15. Any Garden Suite shall comply with the National Building Code Alberta Edition Alberta Fire Codes, and all other applicable and relevant provincial and municipal regulations.
16. A Garden Suite application must demonstrate how it:
 - a. Retains the privacy of adjacent primary residences (e.g. window placement, landscaping, outdoor amenity space);
 - b. Considers the shadow that the Garden Suite will cast and mitigates any negative effects;
 - c. Fits within the existing character of the neighborhood (e.g. façade, roof, design of building, height, massing, placement on the lot);
 - d. Retains existing landscaping or provides new landscaping; and,
 - e. Provides year-round access through a hard surfaced pathway or driveway.
17. A Garden Suite requires a Development Permit and Building permit,
18. A Garden Suite shall provide a minimum of one additional on-site parking stall.
19. On a lot where a Garden Suite is to be located, only one servicing connection per utility will be permitted. The Utilities must be first connected to the primary residence and then fed to the Garden Suite.
20. A Garden Suite is a Discretionary Use and only permitted within certain Districts under Section 4.0 - Zone Provisions of this Land Use By-law.
21. A Home Occupation within a Garden Suite will be reviewed on a case-by-case basis to ensure that their potential impact to the neighborhood including noise and traffic generated by the Home Occupation is minimized and mitigated where determined to be necessary.
22. Land Use Districts:
 - a. Discretionary in R1, R1N, R1S, R2, CR
23. Minimum Yard Setbacks – Garden Suite
 - a. Rear yad (no laneway access) – 1.5m
 - b. Rear yard (with laneway access) – 2m*
 - c. Side yard – 1.5m

Garden Suite subsection under land use districts under "other site requirements".

G 79. Garage Suite means second Accessory Dwelling Unit on a parcel located above or adjacent to a garage structure, it serves as a separate living space from the principal house.

3.25. a. Garage Suites:

1. A Garage Suite requires a Development Permit and Building Permit.
 2. Only one Garage or Garden Suite shall be allowed per lot and may be detached from the primary residence.
 3. The subdivision and strata-titled of Garage Suites is prohibited.
 4. A Garage Suite is only allowed in conjunction with a one single or semi-detached dwelling and is not allowed on a lot for a multi-unit development (duplex, triplex, fourplex, townhome, apartment).
 5. A Primary residence should be constructed prior Garage suite.
 6. A Garage Suite shall not be constructed on any site less than 400m² in area.
 7. A Garage Suite shall not be constructed if an average site width less than 10 m.
 8. A Garage Suite shall not exceed the height of the primary residence on the same site.
 9. A Garage Suite shall have a residential character and shall be finished in a manner compatible with the character and appearance of the principal building. The appearance and quality of the finishing materials of the Garage suite shall reflect the fact that it is a dwelling unit.
 10. Internal pathways should have a minimum width of 1.2 m to facilitate barrier-free access and should integrate seamlessly with the adjacent sidewalk, on-site surface parking areas, main and secondary dwelling entrances, garage entrances, porches, decks, and other access points between primary and Garage units.
 11. Garage Suites shall comply with the National Building Code Alberta Edition Alberta Fire Codes, and all other relevant provincial and municipal regulations.
 12. Any lot containing a Garage Suite shall only be allowed to have one mailing address.
 13. A Garage Suite application must show how it:
 - a. Retains the privacy of adjacent primary residences (e.g. window placement, landscaping, outdoor amenity space).
 - b. Considers the shadow the unit will cast and mitigates any negative effects.
 - c. Fits with the character of the neighborhood (e.g. facade, roof, design of building, height, massing, placement on the lot).
 - d. Retains existing landscaping or provides new landscaping.
 - e. Provides year-round access through a hard surfaced pathway or driveway.
 14. A Garage Suite shall provide a minimum of one additional on-site parking stall.
 15. The entrance to a Garage Suite that is attached to or developed above a garage shall be separate from the entrance to the garage portion of the structure either by a common indoor landing or directly from the exterior of the structure.
 16. On a lot where a Garage Suite is to be located, only one servicing connection per utility will be permitted. The Utilities must be first connected to the primary residence and then fed to the Garage Suite.
 17. A Garage Suite is a Discretionary Use and only permitted within certain Districts under Section 4.0 - Zone Provisions of this Land Use By-law.
 18. A Home Occupation within any Garage Suite will be reviewed on a case-by-case basis to ensure that their potential impact to the neighborhood, including but not limited to noise and traffic generated by the Home Occupation is minimized and mitigated where determined to be necessary.
- Land Use Districts:
- a. Discretionary in CR, R1, R1N, R1S, R2, R2X
- Minimum Yard Setbacks – Garage Suite
- b. Rear yard (no laneway access) – 1.5m
 - c. Rear yard (with laneway access) – 2m*
- * If being built on an existing garage that does not meet the 2m setback, the second storey shall be designed in such a manner to reduce the appearance of height, such as lowering the height of the primary façade or stepping the roofline.
- d. Side yard – 1.5m

Garage Suite subsection under land use districts under "other site requirements".



Strathmore

THANK YOU!



G 79. Garage Suite means second Accessory Dwelling Unit on a parcel located above or adjacent to a garage structure, it serves as a separate living space from the principal house.

3.25. a. Garage Suites:

1. A Garage Suite requires **a Development Permit and Building Permit**.
2. Only **one** Garage **or** Garden Suite shall be allowed per lot and may be detached from the primary residence.
3. The subdivision and strata-titled of Garage Suites is **prohibited**.
4. A Garage Suite is only allowed in conjunction with **a one single or semi-detached dwelling** and is not allowed on a lot for a multi-unit development (duplex, triplex, fourplex, townhome, apartment).
5. A Primary residence should be constructed **prior** Garage suite.
6. A Garage Suite shall not be constructed on any site less than **400m²** in area.
7. A Garage Suite shall not be constructed if an average site width less than **10 m**.
8. A Garage Suite **shall not exceed the height of the primary residence** on the same site.
9. A Garage Suite shall have **a residential character** and shall be finished in a manner compatible with the character and appearance of the principal building. The appearance and quality of the finishing materials of the Garage suite shall reflect the fact that it is a dwelling unit.
10. Internal pathways should have a minimum width of **1.2 m** to facilitate **barrier-free access** and should integrate seamlessly with the adjacent sidewalk, on-site surface parking areas, main and secondary dwelling entrances, garage entrances, porches, decks, and other access points between primary and Garage units.
11. Garage Suites shall comply with **the National Building Code Alberta Edition Alberta Fire Codes, and all other relevant provincial and municipal regulations**.
12. Any lot containing a Garage Suite shall only be allowed to have **one mailing address**.
13. A Garage Suite application must show how it:
 - a. Retains the privacy of adjacent primary residences (e.g. window placement, landscaping, outdoor amenity space).
 - b. Considers the shadow the unit will cast and mitigates any negative effects.
 - c. Fits with the character of the neighborhood (e.g. facade, roof, design of building, height, massing, placement on the lot).
 - d. Retains existing landscaping or provides new landscaping.
 - e. Provides year-round access through a hard surfaced pathway or driveway.
14. A Garage Suite shall provide a minimum of **one additional on-site parking stall**.
15. The entrance to a Garage Suite that is attached to or developed above a garage shall be separate from the entrance to the garage portion of the structure either by a common indoor landing or directly from the exterior of the structure.
16. On a lot where a Garage Suite is to be located, only **one servicing connection per utility will be permitted**. The Utilities must be first connected to the primary residence and then fed to the Garage Suite.
17. A Garage Suite is **a Discretionary Use** and only permitted within certain Districts under Section 4.0 - Zone Provisions of this Land Use By-law.
18. A Home Occupation within any Garage Suite will be reviewed on a case-by-case basis to ensure that their potential impact to the neighborhood, including but not limited to noise and traffic generated by the Home Occupation is minimized and mitigated where determined to be necessary.

Land Use Districts:

- a. Discretionary in **CR, R1, R1N, R1S, R2, R2X**

Minimum Yard Setbacks – Garage Suite

- b. Rear yard (no laneway access) – **1.5m**
- c. Rear yard (with laneway access) – **2m***

* If being built on an existing garage that does not meet the 2m setback, the second storey shall be designed in such a manner to reduce the appearance of height, such as lowering the height of the primary façade or stepping the roofline.

- d. Side yard – **1.5m**

Garage Suite subsection under land use districts under “other site requirements”.



G 80. Garden Suite: means second Accessory Dwelling Unit on a parcel, to be used as a separate accommodation that is accessory to the primary dwelling and may be a standalone unit.

3.25.b. Garden Suites:

1. A Garden Suite requires a Development Permit and Building Permit.
2. Only **one** Garden **or** Garage shall be allowed per lot which must be detached from the primary residence.
3. The subdivision and strata-titling of Garden Suites is **prohibited**.
4. A Garden Suite is only allowed in conjunction with **a one single-detached house or one semi-detached house** and is not allowed on a lot containing multi-unit housing (e.g. duplex, triplex, fourplex, townhome, apartment).
5. A primary residence should be constructed **prior** Garden Suite.
6. A Garden Suite shall not be constructed on any site less than **400 m²** in lot area.
7. A Garden Suite shall not be constructed on any lot having an average Site Width less than **10 meters**.
8. A Garden Suite shall be located only in **a Rear Yard**.
9. A Garden Suite shall not be constructed within the Front Yard of the primary residence.
10. A Garden Suite **shall not exceed the Height** of the primary residence on the same lot.
11. A Garden Suite shall have **a residential character** and shall be finished in a manner compatible with the character and appearance of the principal residence. The appearance and quality of the finishing materials of the Garden Suite shall reflect the fact that it is a residential Dwelling Unit.
12. Any lot containing a Garden Suite shall only be allowed to have **one mailing address**.
13. Any Garden Suite shall be separated from the principal residence by a minimum of **4 meters** and a minimum of **1.5 meters** from all other Buildings.
14. Internal pathways should have a minimum width of **1.2 meters** to facilitate **barrier-free access** and should integrate seamlessly with the adjacent sidewalk, on-site surface parking areas, main and secondary dwelling entrances, garage entrances, porches, decks, and other access points between primary residence and Garden Suite.
15. Any Garden Suite shall comply with **the National Building Code Alberta Edition Alberta Fire Codes, and all other applicable and relevant provincial and municipal regulations**.
16. A Garden Suite application must demonstrate how it:
 - a. Retains the privacy of adjacent primary residences (e.g. window placement, landscaping, outdoor amenity space);
 - b. Considers the shadow that the Garden Suite will cast and mitigates any negative effects;
 - c. Fits within the existing character of the neighborhood (e.g. façade, roof, design of building, height, massing, placement on the lot);
 - d. Retains existing landscaping or provides new landscaping; and,
 - e. Provides year-round access through a hard surfaced pathway or driveway.
17. A Garden Suite requires **a Development Permit and Building permit**,
18. A Garden Suite shall provide a minimum of **one additional on-site parking stall**.
19. On a lot where a Garden Suite is to be located, only **one servicing connection per utility will be permitted**. The Utilities must be first connected to the primary residence and then fed to the Garden Suite.
20. A Garden Suite is **a Discretionary Use** and only permitted within certain Districts under Section 4.0 - Zone Provisions of this Land Use By-law.
21. A Home Occupation within a Garden Suite will be reviewed on a case-by-case basis to ensure that their potential impact to the neighborhood including noise and traffic generated by the Home Occupation is minimized and mitigated where determined to be necessary.
22. Land Use Districts:
 - a. Discretionary in **R1, R1N, R1S, R2, CR**
23. Minimum Yard Setbacks – Garden Suite
 - a. Rear yad (no laneway access) – **1.5m**
 - b. Rear yard (with laneway access) – **2m***
 - c. Side yard – **1.5m**

Garden Suite subsection under land use districts under “other site requirements”.



Request for Decision

To: Council

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

Date Prepared: April 29, 2024

Meeting Date: May 8, 2024

SUBJECT: 2025 Capital and Operating Budget Timelines

RECOMMENDATION: Information for Council.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

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

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

N/A

ORGANIZATIONAL:

The 2025 Budget Guidelines allows staff to plan for the development of the 2025 budget in a timely and efficient manner.

OPERATIONAL:

N/A

FINANCIAL:

N/A

POLICY:

Administration will be updating the Budget Policy in the coming months.

IMPLEMENTATION:

2025 Budget Timelines will be shared with the Town's Leadership Team following this meeting. Next steps include Budget Instruction Memo distribution, staff budget software refresher training, and asset management training to align the 2025 Budget preparation with the Town's overall Asset Management Plan.

BACKGROUND:

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

KEY ISSUE(S)/CONCEPT(S):

For Council to receive this report for information.

DESIRED OUTCOMES:

A successful budget process that produces an accurate and reliable fiscal plan for 2024 and beyond.

COMMUNICATIONS:

The Budget Timelines will be communicated to staff throughout the organization.

ALTERNATIVE ACTIONS/MOTIONS:

For information only.

ATTACHMENTS:

[Attachment I: 2025 Budget Timeline](#)

Riley Brolly, Manager of Financial Planning, Budgeting & Reporting	Approved - 30 Apr 2024
Leana Ashbacher, Senior Manager of Financial Services	Approved - 30 Apr 2024
Kara Rusk, Director of Strategic, Administrative, and Financial Services	Approved - 02 May 2024
Veronica Anderson, Legislative Services Officer	Approved - 02 May 2024
Johnathan Strathdee, Manager of Legislative Services	Approved - 03 May 2024
Kevin Scoble, Chief Administrative Officer	Approved - 03 May 2024

BUDGET TIMELINE
2025 Operating Budget and 2026-2029 Operating Plan and 2025 Capital Budget with 2026-2034 Capital Plan

ACTIVITY		Areas of Responsibility/Leading	MAY					JUNE					JULY					AUGUST					SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER				
			1	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23					
Preparation	1	Present Initial Budget Timeline to SLT - Tuesday, April 30	Budget																																							
	2	Budget Timeline to LT - Tuesday, May 7	Budget																																							
	3	Council Committee of the Whole - Introduction of the Budget Timelines - Wednesday, May 08	Budget/SLT																																							
	4	Preparation Meeting for SLT Workshop - Scope Discussion Tuesday, May 21	Budget/SLT																																							
	5	Develop Operating Business Case & Capital Project Templates	Budget																																							
	6	Citizen Satisfaction Survey Release (CITSAT) Monday, June 3	Budget/Leg. Services																																							
	7	2025 Budget Instruction Memo distributed to Departments - Monday, June 3 - Budgets Open/Fees Bylaw Open	Budget/SAFS/CAO																																							
	8	Questica Refresher Training for Staff - Monday, June 3 - Questica Demonstration & Training	Budget/All Depts																																							
	9	Asset Management Training for Staff - Monday, June 3 Demonstration & Training	Budget/All Depts																																							
	10	Update Budget Policy & Present to SLT - Tuesday, June 4	SAFS/Budget																																							
	11	Asset Management Training for Staff - Thursday, June 6 Demonstration & Training	Budget/All Depts																																							
	12	Asset Management Training for Staff - Tuesday, June 11 Demonstration & Training	Budget/All Depts																																							
	13	Council Workshop - Initial Mandate Discussion - Wednesday, June 12	Council/SLT																																							
		Confirm with Council on Capital Prioritization, Guiding Principles (Revenues, Expenses, Reserves, Debt reduction)																																								
		Budget Policy (June 12)																																								
		Guiding Principles policy (June 12)																																								
		Service Level Inventory (June 12)																																								
	14	Questica Refresher Training for Staff - Monday, June 17 - Questica Demonstration & Training	Budget/All Depts																																							
	15	Meeting with HR discuss current positions (Step Increases)/Benefit Rate adjustments - Tuesday, July 16	Budget/HR																																							
	16	DRAFT - CITSAT Survey Results to SLT - Monday, August 12	Budget/Leg. Services/SLT																																							
	17	Council Requests Submitted to Administration for Consideration in the Budget - Friday, August 16	Council/SLT/Finance																																							
	18	Operating & Capital Budget Business Cases Due - Friday, August 23	All Departments																																							
	19	Capital Prioritization Committee - Tuesday, September 03 - Committee	SLT/Managers/Budget																																							
	20	Capital Prioritization Committee - Wednesday September 04 - Committee	SLT/Managers/Budget																																							
	21	Capital Prioritization Committee - Thursday September 05 - Committee	SLT/Managers/Budget																																							
	22	Half-day Workshop with SLT - Review Budget Package - Tuesday, September 10	SLT/Budget/Managers (Invite)																																							
	23	Department Fees & Charges Completion - Friday, September 13	Budget/All Depts																																							
	24	Half-day Workshop with SLT - Review Budget Package - Tuesday, September 17	SLT/Budget/Managers (Invite)																																							
	25	CITSAT Survey Results to Council - Wednesday, September 18	Budget/Leg. Services/SLT																																							
	26	Half-day Workshop with SLT - Review Budget Package - Thursday, September 19	SLT/Budget/Managers (Invite)																																							
	27	Half-day Workshop with SLT - Review Budget Package - Tuesday, September 24	SLT/Budget/Managers (Invite)																																							
	28	2025 Rate Bylaw to Council Wednesday, October 02	Budget/All Depts																																							
	29	Half-day Workshop with SLT- Review Budget Package - Thursday, October 03	SLT/Budget/Managers (Invite)																																							
	30	Community Group Funding Requests - Wednesday, October 23	Council/SLT/Budget																																							
	31	Budget Department Summary out to Council with Business Cases, Friday, November 1	Council/SLT/Budget																																							
	32	Council Meeting - Intro to Budget Wednesday, November 06	Budget/Departments																																							
	33	Citizen Budget Cafe's (Coffee with Council) - Tuesday, November 12	Communications																																							
	34	Council Budget Information Requests Due Friday, November 15	Council/Budget/SLT/Departments																																							
	35	Council Meeting Budget Deliberations - Tuesday, November 19	Council/Budget/SLT/Departments																																							
36	Council Meeting Budget Deliberations - Thursday, November 21	Council/Budget/SLT/Departments																																								
37	Council Meeting Budget Deliberations - Wednesday, November 27	Council/Budget/SLT/Departments																																								
38	Council Meeting Potential Approval of 2025 Budget - Wednesday, December 04	Council/SLT/Budget																																								
39	Communicate Approved Budget to the Public Thursday, December 05	Budget/Communications																																								

Questica Considerations
Initial Function Questica Budget 'promoted' to Directors for Functional Review
Revised Function Questica Budget 'promoted' to Directors for Corporate Review
Initial Corporate Questica budget 'promoted' to CAO/SLT or Corporate Review
Final Corporate Questica budget 'promoted' to CAO for Approval/Finance for finalization