

**AGENDA  
REGULAR COUNCIL MEETING  
Wednesday, July 3, 2024 @ 6:00 PM  
Council Chambers, 1 Parklane Drive, Strathmore AB**

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<b>1. CALL TO ORDER</b>	
1.1. Traditional Land Acknowledgement for the First Meeting in July (Sootaikisom)	
<b>2. CONFIRMATION OF AGENDA</b>	
<b>3. PUBLIC HEARING</b>	
3.1. Land Use Bylaw Amending Bylaw No. 24-14 (Garden and Garage Suites) <a href="#">Request for Decision - RFD-24-128 - Pdf</a>	3 - 57
<b>4. PUBLIC COMMENTS</b>	
Members of the public are welcome to provide comments regarding items on the agenda in person during the Council meeting, virtually, or in writing. Should you wish to provide public comments, please fill out the Request to Speak at a Council Meeting form that can be located on the Town's website and submit it to: lsadmin@strathmore.ca by the end of the day on the Sunday before the Council meeting. In order to ensure procedural fairness, Council requests that the public refrain from speaking on items that have been or will be heard through a public hearing process.	
<b>5. DELEGATIONS</b>	
Members of the public and community organizations are welcome to attend a Regular Council Meeting as a delegation to present an item to Town Council for consideration. If you are interested in attending as a delegation please fill out the Delegation Request form that can be located on the Town's website and submit it to: lsadmin@strathmore.ca by noon seven (7) days before a Regular Council Meeting.	
5.1. RCMP Q4 Quarterly Report & 2024-2025 Policing Priorities <a href="#">Request for Decision - RFD-23-133 - Pdf</a>	58 - 76
<b>6. CONSENT AGENDA</b>	
7.1 Regular Council Meeting Minutes – June 19, 2024	
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10.2.2 WHMB Minutes - Regular Meeting – April 18, 2024	
<b>7. CONFIRMATION OF MINUTES</b>	
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9.1. WHMB Letter of Support <a href="#">Request for Decision - RFD-24-115 - Pdf</a>	176 - 184

**10. COUNCILLOR INFORMATION & INQUIRIES**

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10.2. BOARD AND COMMITTEE REPORTS

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10.2.2. WHMB Minutes – Regular Meeting – April 18, 2024 190 - 194  
[WHMB Minutes – Regular Meeting – April 18, 2024](#)

10.3. QUESTION AND ANSWER PERIOD

10.4. ADMINISTRATIVE INQUIRIES

10.5. NOTICES OF MOTION

10.5.1. Racial Equality Review – Councillor Montgomery 195  
[Racial Equality Review – Councillor Montgomery](#)

**11. CORRESPONDENCE**

**12. CLOSED MEETING**

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

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

**13. ADJOURNMENT**



# Request for Decision

To: Town Council

Staff Contact: Kate Bakun, Planner

Date Prepared: June 17, 2024

Meeting Date: July 3, 2024

**SUBJECT:** Land Use Bylaw Amending Bylaw No. 24-14 (Garden and Garage Suites) Public Hearing

**RECOMMENDATION:** THAT Council proceed with a Public Hearing for Bylaw No. 24-14 on July 03, 2024, in accordance with Section 692(1) of the *Municipal Government Act, RSA 2000, cM-26*;

AND THAT Council take into consideration all information received at the Public Hearing on July 03, 2024 regarding Bylaw No. 24-14 being a bylaw to amend the Town's Land Use Bylaw No. 14-11.

## STRATEGIC PRIORITIES:



Affordable  
Housing



Climate  
Resiliency



Community  
Development



Community  
Wellness



Economic  
Development



Financial  
Sustainability

## **HOW THE STRATEGIC PRIORITIES ARE MET:**

Development Services is proposing a Land Bylaw Amendment regarding garden and garage suites. Our goal is to implement clear and understandable regulations for these suites, which may help meet some of our Strategic Priorities.

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## 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.

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### **IMPLICATIONS OF RECOMMENDATION:**

#### **GENERAL:**

Administration has created a Land Use Bylaw (LUB) amendment for Council's consideration. A public hearing will be needed as 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 and future reports. However, if the LUB amendment is adopted, the Town would receive additional revenue from future development and building permit applications.

#### **POLICY:**

The First reading was held on June 05, 2024.

Staff advertised the public hearing in accordance with Section 606 of the *Municipal Government Act* and a summary of the public engagement is as follows:

- June 12, 2024 - Notice of Public Hearing was posted to the Town's website.
- June 12, 2024 - Notice of Public Hearing was posted to the Strathmore Times
- June 19, 2024 - Notice of Public Hearing was posted to the Strathmore Times
- June 20, 2024 - Notice of Public Hearing was posted to Facebook
- June 25, 2024 - Notice of Public Hearing was posted to Facebook

Administration has created a Land Use Bylaw (LUB) amendment for Council's consideration. The amendment proposes to add Garden and Garage Suites to Strathmore's LUB as a Discretionary Use in our low density districts.

Staff believe several policies of the Town's Municipal Development Plan (MDP) 2014 apply or could be interpreted to support the proposed amendments:

3.2.1 The Town of Strathmore shall ensure that all new development shall provide a wide range of housing type to meet varying housing needs based on income and lifestyle.

3.2.7 The Town supports a range of seniors housing, including but not limited to independent living, assisted living and extended care facilities, in the private, non-profit and government sectors where appropriate.

3.2.14 The Town supports the development of home businesses and home office establishments in residential districts as a secondary use to the dwelling unit where impacts to neighbours are minimal.

3.2.16 Secondary Suites are considered an appropriate method of providing additional, and affordable, housing in all residential districts if the additional parking requirements can be met and if the secondary suite meets all safety and building codes.

#### **IMPLEMENTATION:**

Administration has created a Land Use Bylaw (LUB) amendment for Council's consideration. As a part of the Land Use Bylaw amendment process, a public hearing must be scheduled.

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#### **BACKGROUND:**

The First reading was held on June 05, 2024.

Staff advertised the public hearing in accordance with Section 606 of the *Municipal Government Act* and a summary of the public engagement is as follows:

- June 12, 2024 - Notice of Public Hearing was posted to the Town's website.
- June 12, 2024 - Notice of Public Hearing was posted to the Strathmore Times
- June 19, 2024 - Notice of Public Hearing was posted to the Strathmore Times
- June 20, 2024 - Notice of Public Hearing was posted to Facebook
- June 25, 2024 - Notice of Public Hearing was posted to Facebook

Topics regarding garden & garage suites were discussed with Council on the following dates:

- October 12, 2022 Committee of the Whole (a survey was posted on the Town's website and results were presented to Council).
- February 14, 2024 Committee of the Whole (Staff presented some examples of garden and garage suites to Council)
- May 8, 2024 Committee of the Whole (draft LUB regulations were prepared in the agenda package for Council)

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 are exploring the process to make it easier for residents to apply for garden and garage suites.

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. The draft regulations are in alignment with similar communities in Alberta.

Staff are proposing two definitions be added to the LUB:

- Garage Suite means a 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 Building.
- Garden Suite: means a second Accessory Dwelling Unit on a parcel, to be used as a separate accommodation that is accessory to the Principal Building and may be a standalone unit.

Some municipalities combine garden or garage suites into a single 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 also proposing a handful of draft regulations for the suites, which can be summarized as follows:

Adding "Garden Suite" and "Garage Suite" to the Land Use Bylaw as a Discretionary Use in the following land use districts:

- R1, R1N, R1S, R2, R2X, CR.

Regulations for the lot:

- Location (only for Garden Suites).
- 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 Suites).
- 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 solution, may help with the current housing crisis and may help with Council's and Administration's strategic goals and priorities. Not all lots in Town will be eligible for a new suite, but Staff view receiving a few applications over the next couple years a success, if there is support for the bylaw amendment.

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**KEY ISSUE(S)/CONCEPT(S):**

The provision of a wider range and supply of more housing options for families, seniors, and individuals with special needs is an identified key issue for many municipalities in Alberta. Making it easier for individual property owners to apply for garden and garage suites may help provide a different form of housing in Strathmore.

**DESIRED OUTCOMES:**

THAT Council proceed with a Public Hearing for Bylaw No. 24-14 on July 03, 2024, in accordance with Section 692(1) of the *Municipal Government Act, RSA 2000, cM-26*;

AND THAT Council take into consideration all information received at the Public Hearing on July 03, 2024 regarding Bylaw No. 24-14 being a bylaw to amend the Town's Land Use Bylaw No. 14-11.

**COMMUNICATIONS:**

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

**ALTERNATIVE ACTIONS/MOTIONS:**

Council may support the recommendation to proceed with second and third readings prior to enacting the proposed bylaw, or Council can choose to not complete second and third readings of the proposed bylaw, in which case the application will be deemed to have been refused.

**ATTACHMENTS:**

[Attachment I: Land Use Amending Bylaw No. 24-14 \(Garage and Garden Suites\)](#)  
[Attachment II: June, 12, 2024 - Strathmore Times](#)  
[Attachment III: Garden Suite Survey Questions](#)  
[Attachment IV: Garden Suite Survey Results](#)  
[Attachment V: Garden & Garage Suites Presentation](#)

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Chuck Procter, Manager of Development Services	Approved - 20 Jun 2024
Jamie Dugdale, Director of Infrastructure, Operations, and Development Services	Approved - 21 Jun 2024
Veronica Anderson, Legislative Services Officer	Approved - 24 Jun 2024
Johnathan Strathdee, Manager of Legislative Services	Approved - 26 Jun 2024
Kevin Scoble, Chief Administrative Officer	Approved - 27 Jun 2024



**BYLAW NO. 24-14**  
**OF THE TOWN OF STRATHMORE**  
**IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 24-14**  
**OF THE TOWN OF STRATHMORE**  
**IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA**  
**TO AMEND THE LAND USE BYLAW NO. 14-11.**

**WHEREAS** the *Municipal Government Act*, being *Chapter M-26*, of the *Revised Statutes of Alberta 2000* and amendments thereto provides authority for the Town to regulate such matters; and,

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

1. Bylaw No. 14-11 is amended by:
  - 1.1. "Amending "Section 3 - General Provisions – All Zones: 3.25 - Garden Suites" to read "Section 3 – General Provisions – All Zones 3.25 Garden and Garage Suites".;
  - 1.2. Deleting "78. Garden Suite" from Section 2 Definitions.
  - 1.3. Adding the following Definition to Section 2 - Definitions:
 

"78. Garage Suite means a 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 Building"

And

"78.A. Garden Suite means a second Accessory Dwelling Unit on a parcel, to be used as a separate accommodation that is accessory to the Principal Building and may be a standalone unit.";

And

"2.A. Accessory Dwelling Unit is a Secondary Residential Unit located on the same lot as a Principal Building. Accessory Dwelling Units are self-contained living spaces that include their own kitchen, bathroom, and sleeping areas."
  - 1.4. Amending Section 3.9 - Off-Street Parking, Loading, and Vehicle Stacking by adding the following to Table 3.9A – Parking Requirements:

Use Class	Minimum Required Parking
Garden or Garage Suite	A minimum of one (1) on-site parking stalls shall be provided for a Garden or Garage Suite in addition to the required parking stalls for the Principal Building



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

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1.5. By entirely deleting and replacing Section 3.25 - Garden and Garage Suites with the following:

" 1. Garage Suites:

- a. A Garage Suite requires a Development Permit and Building Permit.
- b. Only one Garage or Garden Suite shall be allowed per lot.
- c. A Garage Suite may be detached from the Principal Building.
- d. The subdivision and strata-titled of a Garage Suite is prohibited.
- e. A Garage Suite is only allowed in conjunction with a one single or semi-detached dwelling.
- f. A Principal Building should be constructed prior Garage suite.
- g. A Garage Suite shall not be constructed on any site less than 400 m<sup>2</sup> in area.
- h. A Garage Suite shall not be constructed on a lot having an average Site Width of less than 10 m.
- i. A Garage Suite shall not exceed the Height of the Principal Building on the same site.
- j. 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 residential Accessory Dwelling Unit.
- k. 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 Principal Building and then fed to the Garage Suite.
- l. Any Garage Suite shall be separated a minimum of 1.5 meters from all other Accessory Buildings.
- m. Internal pathways should 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 Principal Building and Garage Suite.
- n. A Garage Suite shall comply with the National Building Code Alberta Edition and Alberta Fire Codes and all other applicable provincial and municipal regulations.
- o. A Garage Suite application for Development Permit must demonstrate how it:



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- a. Retains the privacy of adjacent Principal Buildings (e.g. window placement, landscaping, outdoor amenity space).
  - b. Considers the shadow the Accessory Dwelling Unit will cast and mitigate 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.
- p. A Garage Suite shall provide a minimum of one additional on-site parking stall, as required under Table 3.9A - Parking Requirements.
- q. 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.
- r. A Home Occupation within a Garage Suite will be reviewed at the Development Permit stage 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.
- s. Minimum Yard Setbacks – Garage Suite
- a. Rear Yard (no laneway access) – 1.5m
  - b. Rear Yard (with laneway access) – 2m\*
  - c. Side Yard (internal lots) – 1.5m
  - d. Side Yard (corner lots) – 3.0m

\* If the Garage Suite is an addition to an existing Garage that does not meet the 2 m 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.

## 2. Garden Suites:

- a. A Garden Suite requires a Development Permit and Building Permit.
- b. Only one Garden or Garage Suite shall be allowed per lot.
- c. The subdivision and strata-titling of a Garden Suite is prohibited.

- d. A Garden Suite is only allowed in conjunction with a one single-detached house or one semi-detached house.
- e. A Principal Building should be constructed prior Garden Suite.
- f. A Garden Suite shall not be constructed on any site less than 400 m<sup>2</sup> in lot area.
- g. A Garden Suite shall not be constructed on a lot having an average Site Width of less than 10 m.
- h. A Garden Suite shall be located only in a Rear Yard.
- i. A Garden Suite shall not be constructed within the Front Yard of the Principal Building.
- j. A Garden Suite shall not exceed the Height of the Principal Building on the same lot.
- k. A Garden 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 Garden Suite shall reflect the fact that it is a residential Accessory Dwelling Unit.
- l. 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 Principal Building and then fed to the Garden Suite.
- m. A Garden Suite shall be separated from the Principal Building by a minimum of 5 m and a minimum of 1.5 m from all other Accessory Buildings.
- n. Internal pathways should 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 a Principal Building and Garden Suite.
- o. A Garden Suite shall comply with the National Building Code Alberta Edition and Alberta Fire Codes, and all other applicable provincial and municipal regulations.
- p. A Garden Suite application for Development Permit must demonstrate how it:
  - a. Retains the privacy of adjacent Principal Buildings (e.g. window placement, landscaping, outdoor amenity space).
  - b. Considers the shadow that the Garden Suite will cast and mitigates any negative effects.



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- 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.
  - e. Provides year-round access through a hard surfaced pathway or driveway.
- q. A Garden Suite shall provide a minimum of one additional on-site parking stall, as required under Table 3.9A - Parking Requirements.
- r. A Home Occupation within a Garden Suite will be reviewed at the Development Permit stage 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.
- s. Minimum Yard Setbacks – Garden Suite
- a. Rear yard (no laneway access) – 1.5m
  - b. Rear yard (with laneway access) – 2m
  - c. Side yard (internal lots) – 1.5m
  - d. Side Yard (corner lots) – 3.0m"

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

#### 1.6. Section 4 Land Use District Provisions

Adding "Garage Suite" as a Discretionary Use in the following Land Use Districts:

- 4.1. R1– Single Detached Residential District;
- 4.2. R1N – Single Detached (Narrow Lot) District;
- 4.3. R1S – Single Detached Residential (Small Lot) District;
- 4.4. R2 – Low Density Residential District;
- 4.5. R2X – Medium Density Attached Housing District;
- 4.9. CR – Country Residential District.



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**IN THE PROVINCE OF ALBERTA**

**1.7. Section 4 Land Use District Provisions**

Adding "Garden Suite" as a Discretionary Use in the following Land Use Districts:

- 4.1. R1– Single Detached Residential District;
- 4.2. R1N – Single Detached (Narrow Lot) District R1S;
- 4.3. R1S – Single Detached Residential (Small Lot) District;
- 4.4. R2 – Low Density Residential District;
- 4.5. R2X – Medium Density Attached Housing District;
- 4.9. CR – Country Residential District."

**READ A FIRST TIME** this 5th day of June, 2024

**PUBLIC HEARING HELD** this \_\_\_\_ day of \_\_\_\_\_, 2024

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_, 2024

**READ A THIRD AND FINAL TIME** this \_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Director of Strategic, Administrative  
 and Financial Services



Upcoming Council Meetings

June 12, 2024 | 6 P.M.  
June 19, 2024 | 6 P.M.  
July 3, 2024 | 6 P.M.

Committee of the Whole  
Regular Meeting of Council  
Regular Meeting of Council

Come Say Hi

Hearing from the community is really important to us, so you're welcome at any Council or Committee of the Whole meeting. You do not need to call ahead or register to observe Strathmore Council in action. There is ample public seating and additional standing room if needed. You can also watch livestreamed meetings online as they happen, or catch up later on YouTube.



Outdoor Water Restrictions | FAQ

On the evening of Wednesday, June 5, 2024, an extensive water main break occurred in the community of Bowness in Calgary. This was a significant break on a critical water main that moves water across the city.

Why are there water restrictions in Strathmore?

Calgary has notified their neighboring communities, including Strathmore, of a water main break affecting water supply. They've implemented Stage 4 outdoor water restrictions and since Strathmore's water supply comes from Calgary, the Town is doing the same.

What does Stage 4 outdoor water restrictions mean?

Residents are asked to immediately stop outdoor water usage. All outdoor water use is temporarily banned, and indoor water conservation is strongly encouraged.

How long will the restrictions be in place?

The duration of these restrictions is not yet known. More information will be provided as soon as we receive it.

Is indoor water use restricted?

To help do our part, we encourage all residents to voluntarily decrease indoor water usage.

Is there a boiling water advisory?

There are no boil water advisories in effect within the Town of Strathmore and water remains safe to drink.

How can I help?

Here are some examples of ways you can pitch-in through indoor water conservation:

- Use dishwasher and washing machine only when required and with full loads.
- Turn off the tap when brushing teeth or shaving.
- Limit showers to five minutes or less and keeping baths shallow.
- Scrape plates clean rather than rinsing food off.
- Turn off humidifiers and ice machines, delay washing vehicles,
- Businesses using large volumes of non-essential water, such as laundromats and car washes, are being asked to reduce water use.
- Businesses using water to deliver a product or service that is life sustaining for people and animals are exempt. Other exemptions include any businesses that must use water to meet health code standards, such as health centres and restaurants.

Is there a fire ban?

There is currently no fire ban. Strathmore's fire suppression capabilities remain unaffected.

Are any Town facilities affected?

To support outdoor water restrictions and voluntary indoor water restrictions, the Strathmore Aquatic Centre is closed until further notice. The Strathmore Motor Products Sports Centre and the Strathmore Family Centre Arena will maintain regular operating hours, but showers are closed.

What about car washes?

All residents and businesses have been asked to reduce water use where possible. The water ban applies to outdoor watering and car washes are classified as ab indoor business and currently fall outside of the restrictions. The Town has contacted all local car wash businesses and asked if they would help out. Some have closed their automatic washers, others are asking customers to defer non-essential washes. Car washes are considered part of public health, in certain situations, when cleanliness is required to provide a service.

I see somebody watering, what do I do?

Some people might be using non-potable water from a rain barrel or holding tank. Others might have WID water rights or a well. Talk to them, they may not be aware of the restrictions. If you have questions about this or wish to express a concern, contact Municipal Enforcement who always strive to take an education-first approach.

How do I stay up to date on the situation?

- Visit [Strathmore.ca/Water](https://strathmore.ca/Water) for up-to-date information  
- Check our [Facebook](#) page for updates  
- Sign up for [Strathmore Emergency Alerts](#) (powered by Voyent Alert!)  
- Visit the Alberta Government's Emergency Alert [website](#).



Land Use Ammendment

Upcoming Public Hearing

**Purpose:** to permit Garden and Garage Suites as a discretionary use.

Bylaw #24-14

Staff have created a comprehensive Land Use Bylaw amendment addressing Garden and Garage Suites. These regulations propose adding Garden and Garage Suites as a Discretionary Use to several of our lower density residential land use districts, making it possible for some residents to apply for a Development Permit for a Garden or Garage Suite on their property. There are a number of regulations proposed, including minimum lot area, minimum site width, maximum height, parking regulations, servicing of the proposed suite, and more. The regulations are based on an analysis of citizens' needs and inquiries, as well as a comparison of existing regulations across Alberta and Canada.

Public Hearing Process:

A copy of the proposed Bylaws may be inspected by the public during regular office hours, 8:30 am to 4:30 pm, Monday to Friday at the Town Office (1 Parklane Drive, Strathmore, AB), or can be found on the Town website (<https://strathmore.ca/en/town-hall/public-hearings.aspx>). Please contact the Town Office if you would like an opportunity to review and provide input on the proposed amendments prior to the Public Hearing.

The Public Hearing will be held via ZOOM AND in Council Chambers, Strathmore Municipal Building, 1 Parklane Drive, Strathmore Alberta on **Wednesday, July 3rd, 2024**, commencing at 6:00pm with procedures in accordance with the *Municipal Government Act*, Section 199 and the Town of Strathmore Council Procedural Bylaw #23-17 and amendments thereto. Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any of the proposed bylaw may present suggestions or concerns by making a submission to the public hearing. Please contact Please contact Legislative Services at [lsadmin@strathmore.ca](mailto:lsadmin@strathmore.ca) by 12:00 noon on **Wednesday, June 26th, 2024**, in order to register to present.

Written submissions to the Public Hearing or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Planning and Development Department prior to 12:00 noon on Wednesday, **June 26th, 2024** as outlined in Bylaw #23-17 and amendments thereto. If your written submission is not received by this time, please provide fifteen (15) copies for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes.

Please note that written submissions will become public documents once submitted to the Town, unless otherwise requested.

Please contact Legislative Services at (403) 934 3133 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.





## 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 <sup>2</sup> (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
- ☐ Building aesthetic
- ☐ Privacy
- ☐ Density
- ☐ Views
- ☐ Other(s) (please list)

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**

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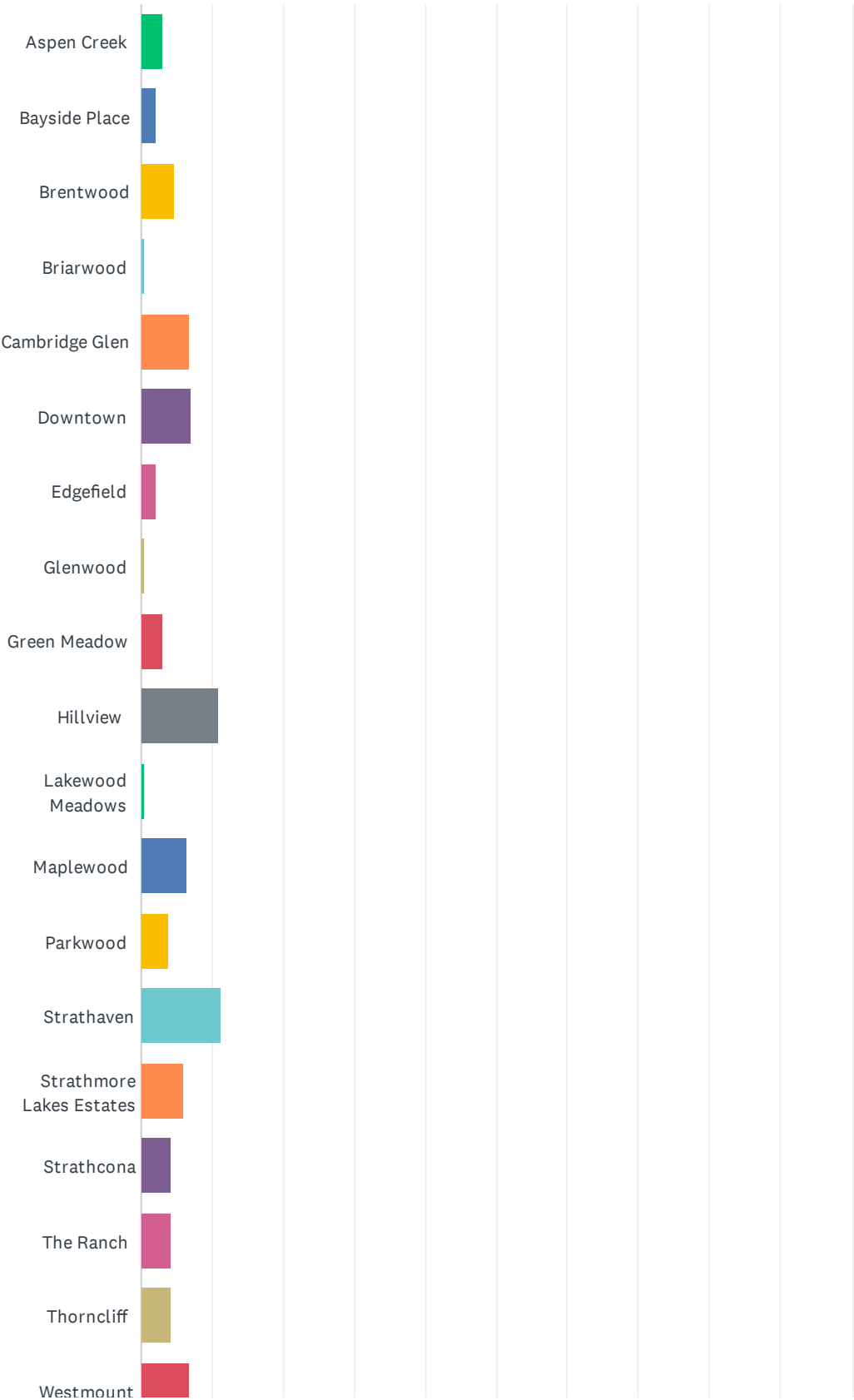


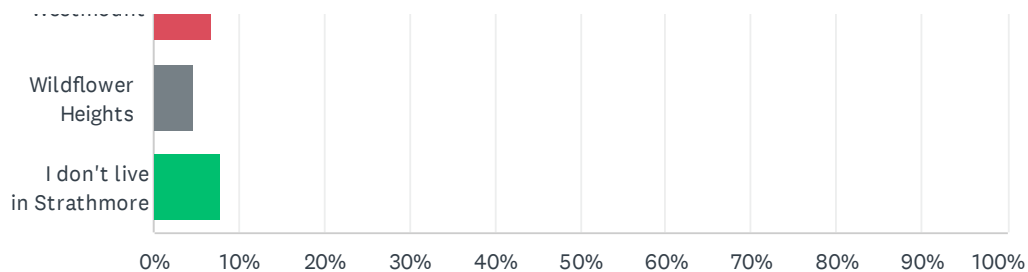
## Garden Suite Engagement

**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](http://www.strathmore.ca/garden-suites)**

# Q1 What neighbourhood do you live in?

Answered: 238    Skipped: 19





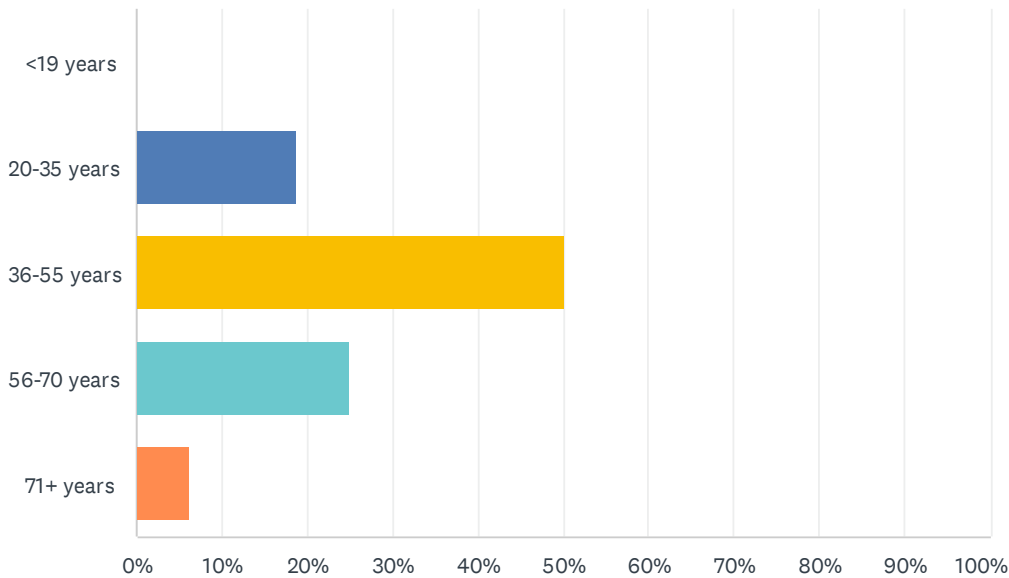
ANSWER CHOICES	RESPONSES	
Aspen Creek	2.94%	7
Bayside Place	2.10%	5
Brentwood	4.62%	11
Briarwood	0.42%	1
Cambridge Glen	6.72%	16
Downtown	7.14%	17
Edgefield	2.10%	5
Glenwood	0.42%	1
Green Meadow	2.94%	7
Hillview	10.92%	26
Lakewood Meadows	0.42%	1
Maplewood	6.30%	15
Parkwood	3.78%	9
Strathaven	11.34%	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?

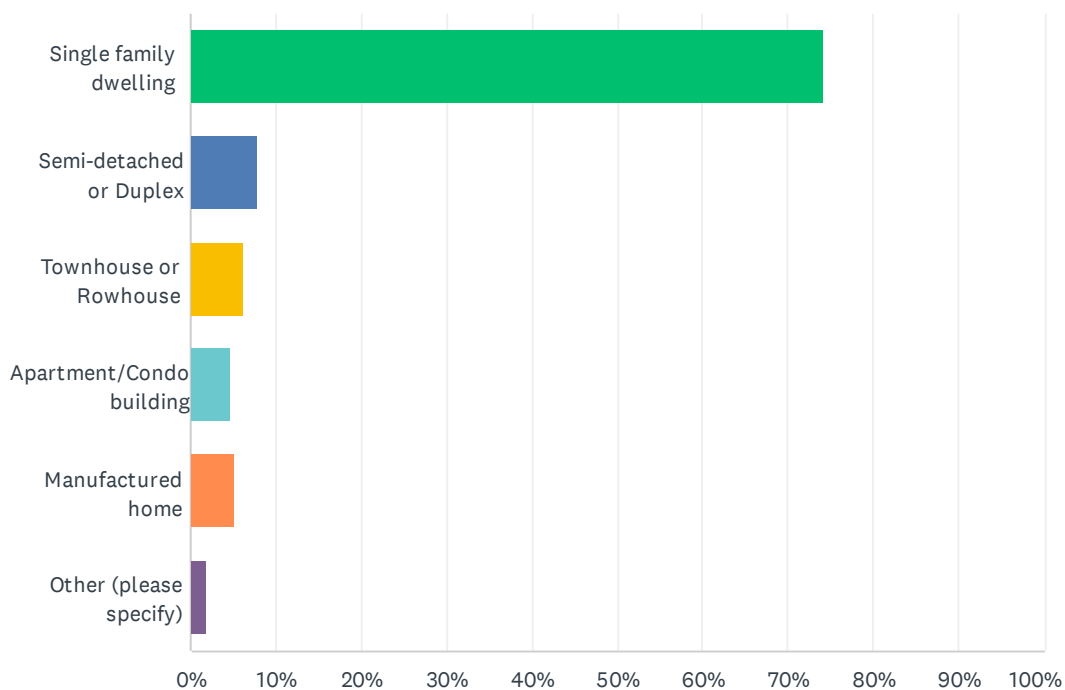
Answered: 257    Skipped: 0



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

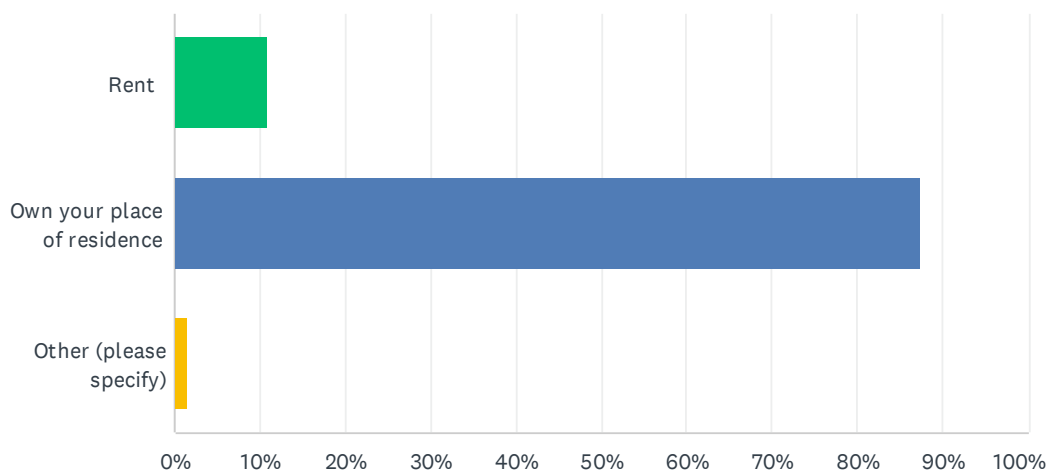


ANSWER CHOICES	RESPONSES	
Single family dwelling	74.22%	190
Semi-detached or Duplex	7.81%	20
Townhouse or Rowhouse	6.25%	16
Apartment/Condo building	4.69%	12
Manufactured home	5.08%	13
Other (please specify)	1.95%	5
<b>TOTAL</b>		<b>256</b>

#	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

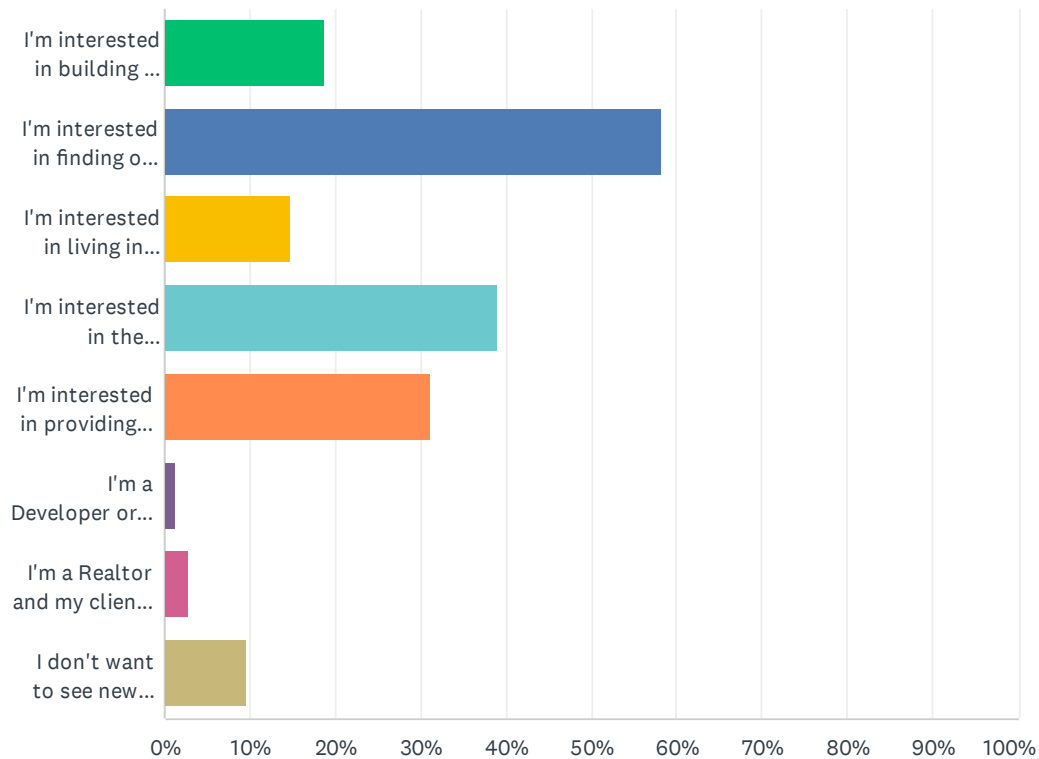


ANSWER CHOICES	RESPONSES	
Rent	10.94%	28
Own your place of residence	87.50%	224
Other (please specify)	1.56%	4
TOTAL		256

#	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



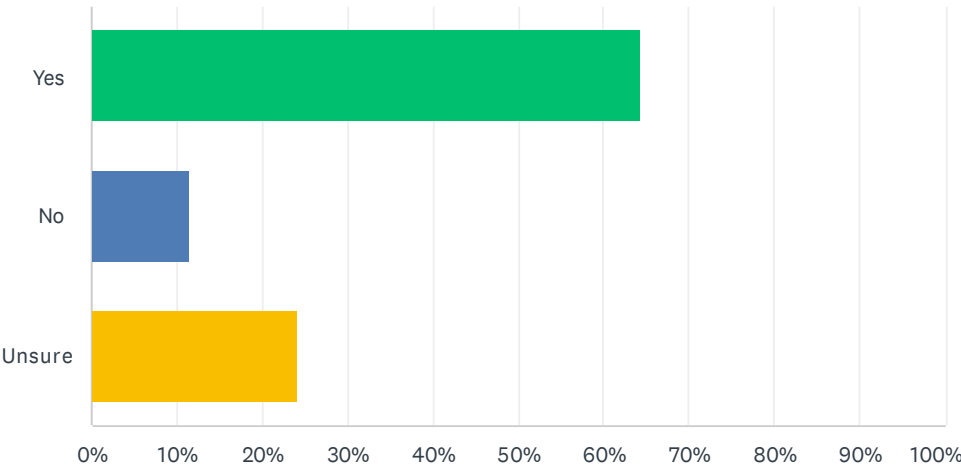
ANSWER CHOICES	RESPONSES	
I'm interested in building one on my property	18.73%	47
I'm interested in finding out more about Garden Suites	58.17%	146
I'm interested in living in one	14.74%	37
I'm interested in the regulations	39.04%	98
I'm interested in providing input	31.08%	78
I'm a Developer or Builder 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 propert 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 grind 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

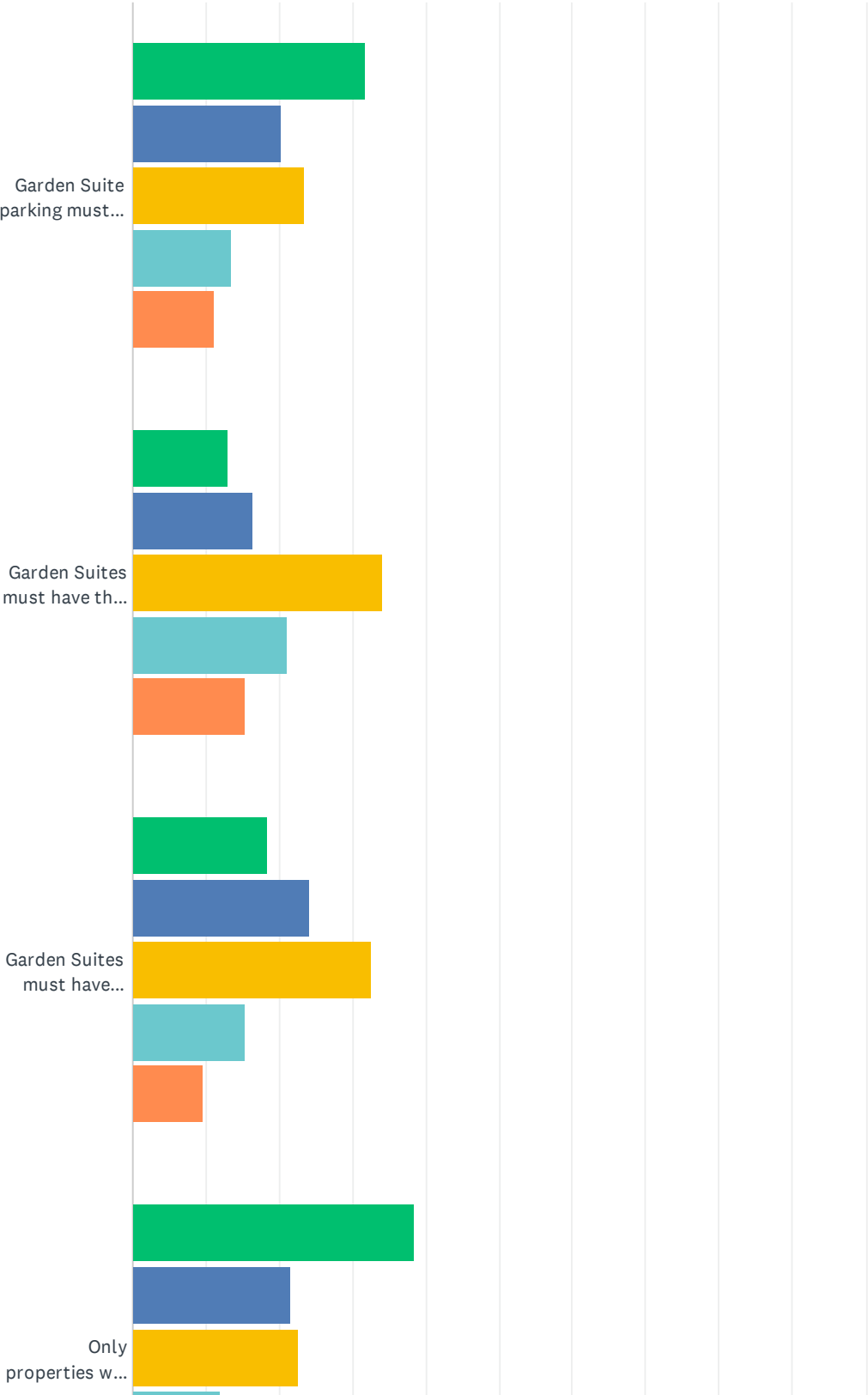
99	I know they can provide affordable housing	8/7/2022 10:05 AM
100	Nothing	8/7/2022 9:20 AM
101	Can be a source of additional income for homeowners. Done well, they look beautiful. Aids in our rental crisis.	8/7/2022 8:29 AM
102	Great idea for in-laws and more affordable	8/7/2022 7:24 AM
103	Are there 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

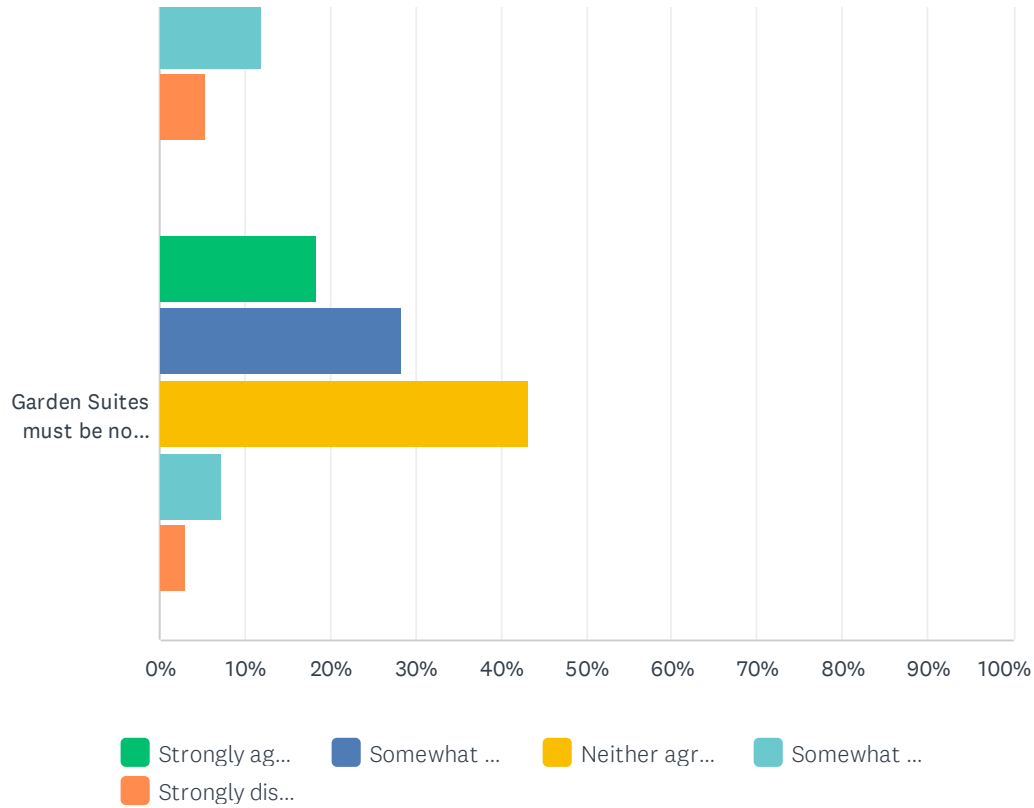
132	Another example of generational living. A great way to incorporate keeping our seniors with family longer or to provide affordable living option.	8/3/2022 10:50 PM
133	Not a whole lot	8/3/2022 9:59 PM
134	Huge benefits	8/3/2022 9:32 PM
135	Can offer affordable living, good for "mother-in-law" suites, 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

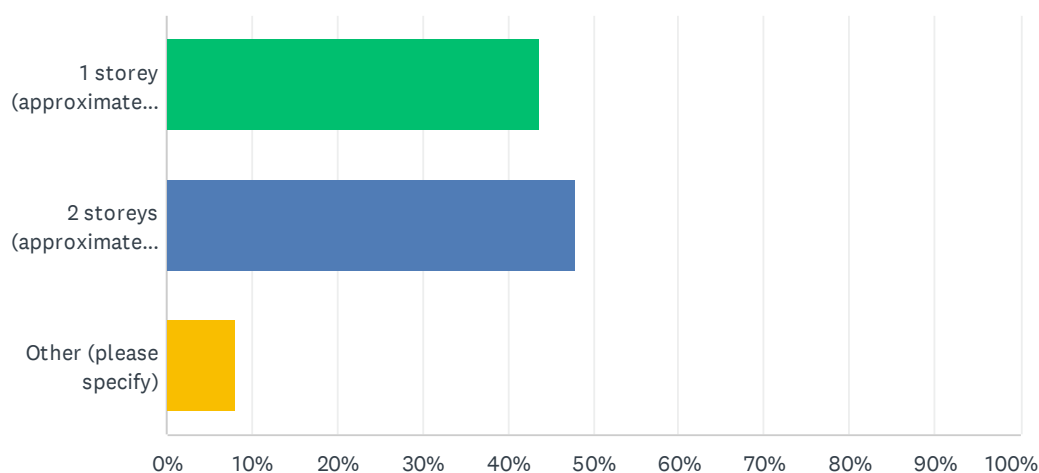




	STRONGLY AGREE	SOMEWHAT AGREE	NEITHER AGREE NOR DISAGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	TOTAL	WEIGHTED AVERAGE
Garden Suite parking must be on the property, street parking is unacceptable	31.73% 66	20.19% 42	23.56% 49	13.46% 28	11.06% 23	208	2.52
Garden Suites must have their own driveways	12.98% 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



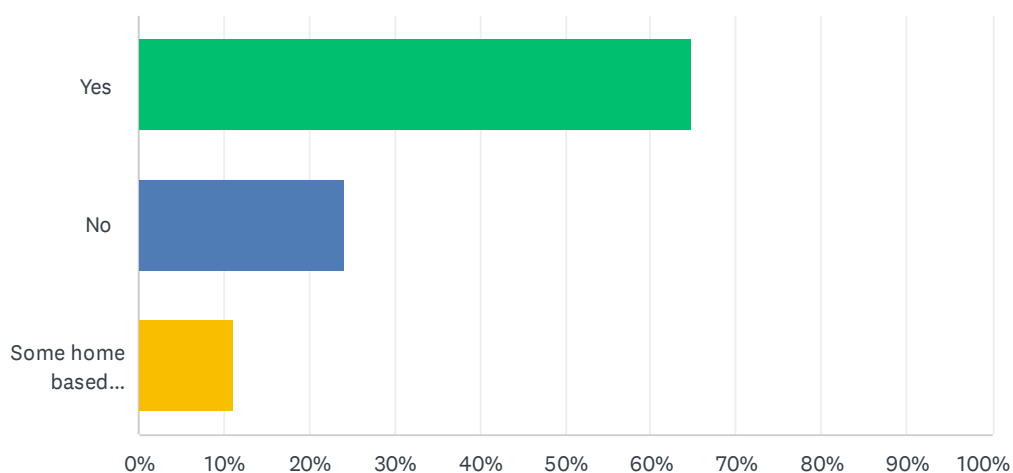
ANSWER CHOICES	RESPONSES	
1 storey (approximately 3m + height of roof)	43.75%	91
2 storeys (approximately 6m + height of roof)	48.08%	100
Other (please specify)	8.17%	17
<b>TOTAL</b>		<b>208</b>

#	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



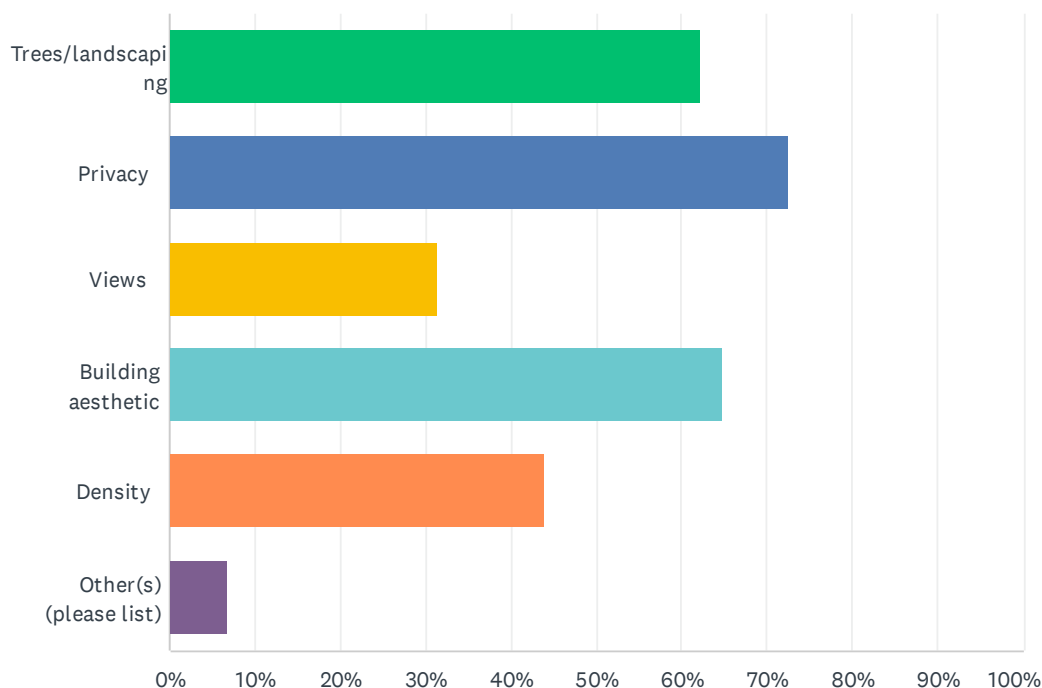
ANSWER CHOICES	RESPONSES
Yes	64.73% 134
No	24.15% 50
Some home based businesses are acceptable (please list)	11.11% 23
TOTAL	207

#	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



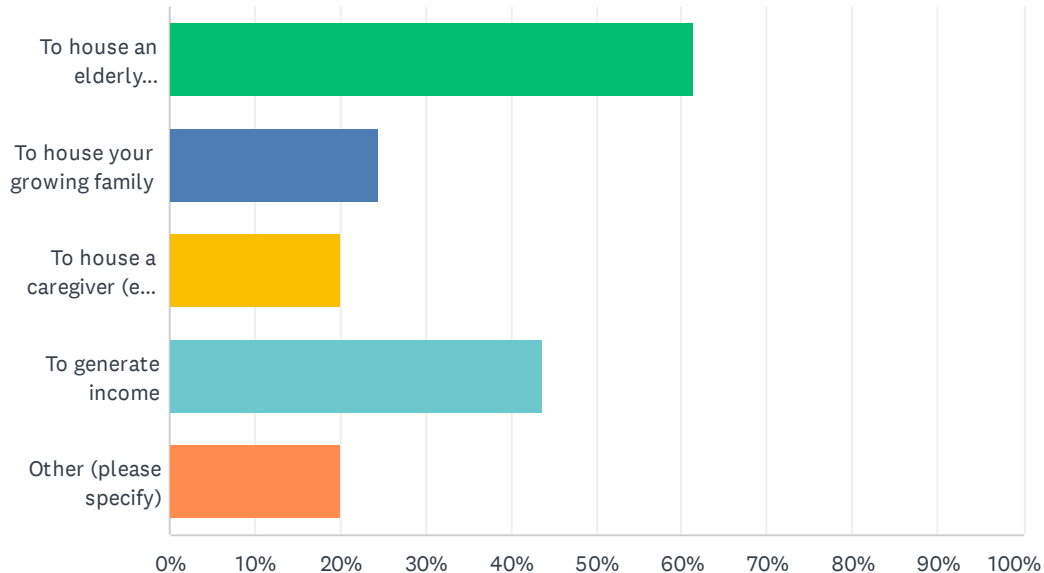
ANSWER CHOICES	RESPONSES
Trees/landscaping	62.32% 129
Privacy	72.46% 150
Views	31.40% 65
Building aesthetic	64.73% 134
Density	43.96% 91
Other(s) (please list)	6.76% 14
Total Respondents: 207	

#	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**

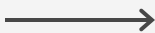
# TABLE OF CONTENTS

01	DISCRETIONARY USE & DEVELOPMENT PERMIT Information about Discretionary Use and Development Permit	05	EXAMPLES Definition of the Garage Suite and practical examples
02	BUILDING PERMIT Information about Building Permit Requirements	06	GARAGE SUITES Brief requirements to Garage Suites
03	EXAMPLES Definition of the Garden Suite and practical examples	07	STEP BY STEP GUIDE Step by step guide for creating garden or garage suites in the town of Strathmore (if the bylaw is adopted by town council)
04	GARDEN SUITES Brief requirements to Garden Suites	08	MAP WITH POTENTIAL GARDEN SUITES Potential land parcels where Garden Suites could be developed.

01

▪ **Discretionary Use** means the use of land, buildings, or structures listed in the column captioned 'Discretionary Uses' in each Land Use District appearing in this Bylaw, for which a Development Permit may be issued at the discretion of the Approving Authority.

- Additionally, for all projects that will be developed under Discretionary Use, adjacent landowners will be notified and can appeal.
- That is why we always ask our developers and clients to talk and discuss their future plans with their neighbours, due to create a healthy and friendly environment in the Town.



▪ **Development Permit** means an application for a development that conforms to the Land Use Bylaw, which may be refused or approved with or without conditions by the Development Officer or the Approving Authority.

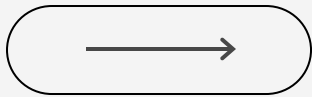
- Every second Accessory Dwelling Unit approved in Strathmore is added to a Municipal Suite registry program. The Registry is shared with members of the public and the Fire Department to ensure each dwelling is properly documented in the case of an Emergency.
- Each approved second Accessory Dwelling Unit will receive a door sticker which is applied on the front door of the primary dwelling, advising of the approved second Accessory Dwelling Unit .

02

- **Building Permits** are required for most major construction projects. These projects include **new buildings, additions,** renovations, alterations, repairs, relocations, demolitions, or the change of use in an existing building.

**NOTE:** The Safety Codes Act requires that all contractors and homeowners in Alberta obtain permits prior to starting any work on buildings covered by the current edition of the Alberta Building Code.

Depending on the nature and scope of your project, you may also require one or more of the following permits: **electrical plumbing gas permit private sewage systems heating and ventilation.**



**Required plans information.** Before starting any construction, you must submit plans with your building permit application to your municipality or permit provider. The plans may include any combination or all of the following:

- site plan
- foundation plan
- floor plans
- elevations
- cross-section

03



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.



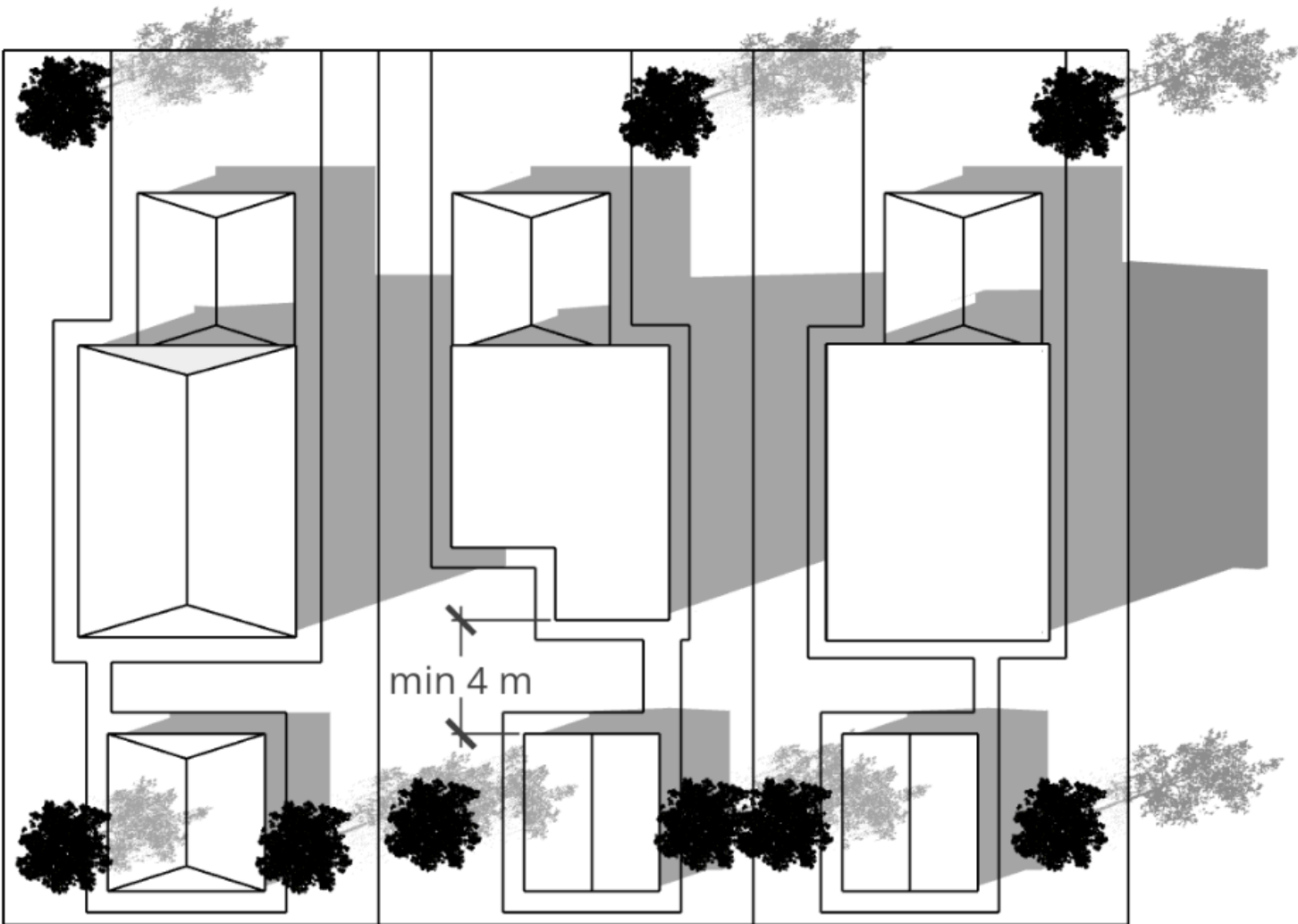
**Garden Suite** a second Accessory Dwelling Unit on a parcel, to be used as a separate accommodation that is accessory to the Principal Building and may be a standalone unit.

04

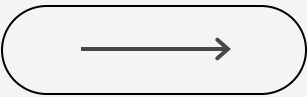
# GARDEN SUITES

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

- A Garden Suite requires a **Development Permit and Building Permit.**
- The land lot should be more than **400 m<sup>2</sup>** 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 Principal Building on the same lot.
- Any Garden Suite shall be separated from the Principal Building by a minimum of **5 m** and a minimum of **1.5 m** from all other Accessory 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





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 a 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 Building.

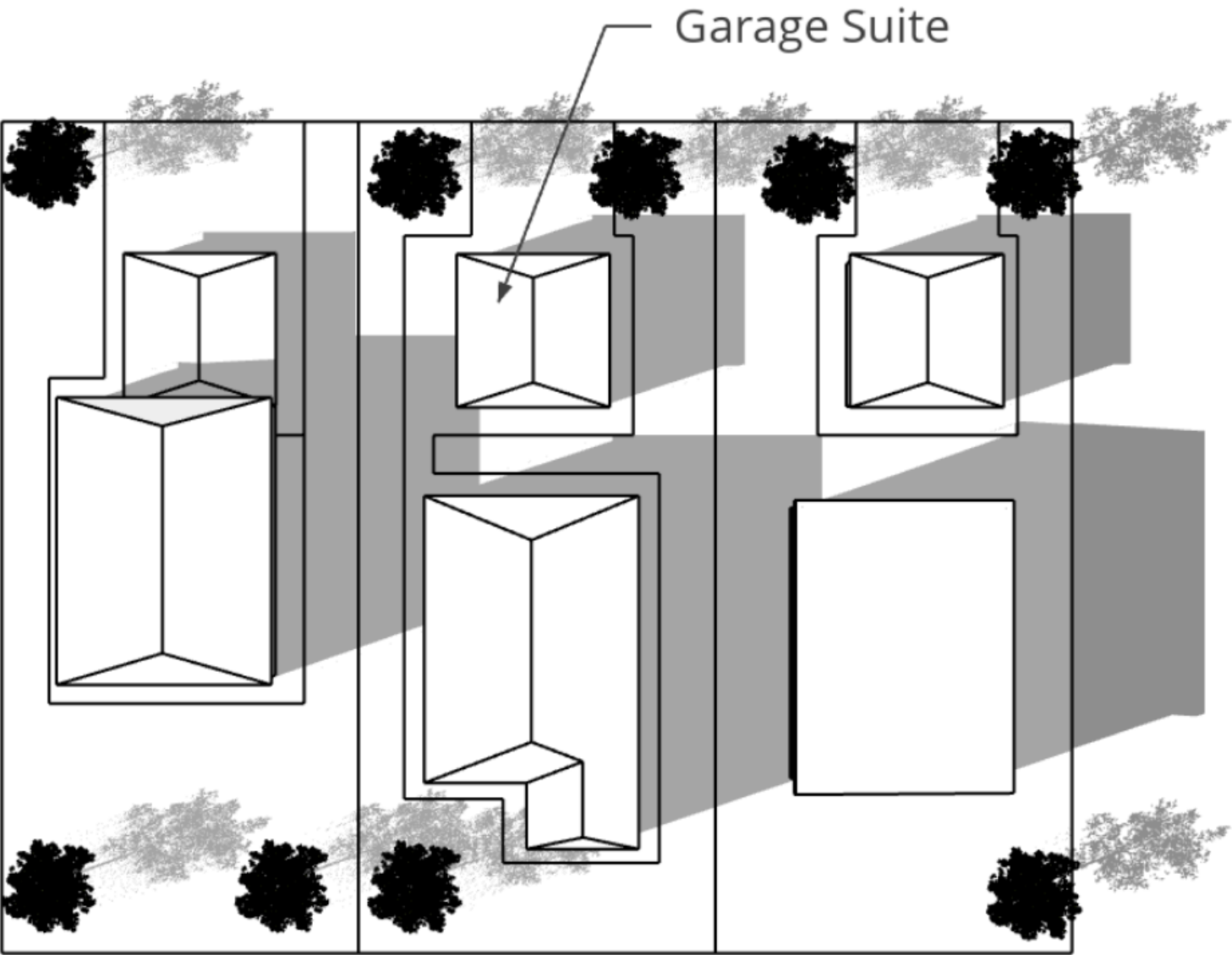
06

# GARAGE SUITES

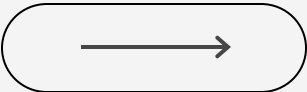
Garage Suite as a **Discretionary Use** could be constructed in **R1, R1N, R1S, R2, R2X, CR Districts**.

Requirements:

- A Garage Suite requires a **Development Permit and Building Permit**.
- The land lot should be more than **400 m<sup>2</sup>** 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 Principal Building 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



# STEP BY STEP GUIDE FOR CREATING GARDEN OR GARAGE SUITES IN THE TOWN OF STRATHMORE (IF THE BYLAW IS ADOPTED BY TOWN COUNCIL)

07

## Step 2: Verify Land Lot Size and Width

2. The land lot area is required to exceed 400 m<sup>2</sup>.
2. The land lot is required to have an average Site Width of more than 10 m.

## Step 4: Calculate Site Coverage

4. Check the Site Coverage in your District and calculate if it is possible to develop an Accessory Dwelling Unit.

## Step 6: Apply for Building and Utility Permits

6. Once the Town has issued your Development Permit, apply for the required Building Permit and Utility Permits.
6. Ensure the Accessory Dwelling Unit is constructed in accordance with the National Building Code, Alberta Edition and all other relevant legislation federal, provincial, and municipal legislation.

## Step 1: Check Land Use District

1. The proposed second Accessory Dwelling Unit must be located in the appropriate Land Use District.
1. If the Accessory Dwelling Unit isn't in an appropriate Land Use District, a redesignation application must be adopted by Council before proceeding.

## Step 3: Check Separation Distances (only for Garden Suites)

3. Ensure the distance between the Principal Building and the future Garden Suite is at least 5 m.
3. Ensure the future Garden Suite is at least 1.5 m away from all other Accessory Buildings.

## Step 5: Development Permit Approval

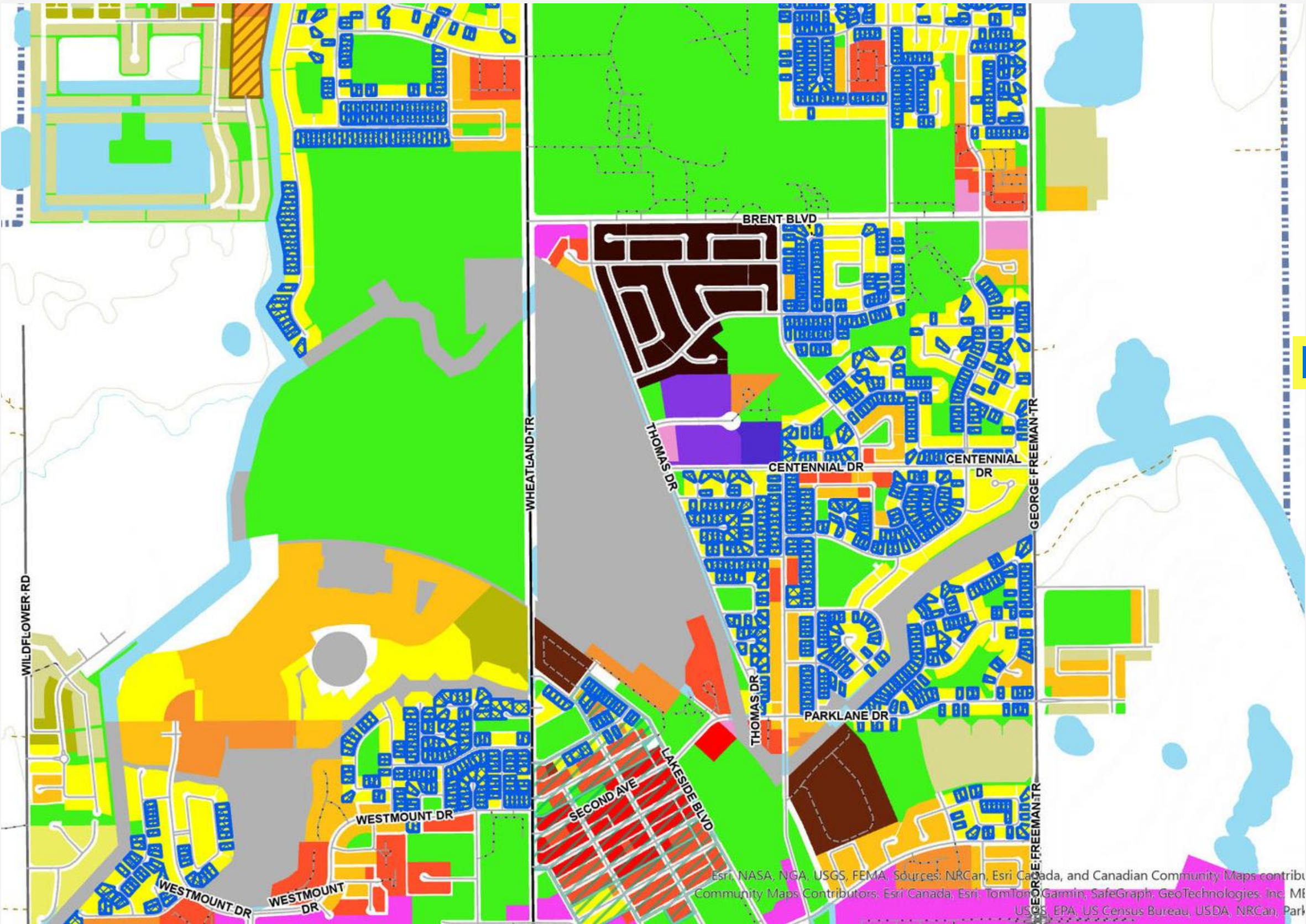
5. Once your proposed Accessory Dwelling Unit is located in an allowable Land Use District, submit a Development Permit to the Planning Department for approval.
5. Please note that adjacent landowners are notified of a decision and there is an appeal period. After the appeal period, the development permit is issued.


## Step 7: Arrange for Garbage Collection and Utility Billing

7. For garbage collection, contact the Utility Department and request a second bin, disclosing that it is for a second Accessory Dwelling Unit.
7. Your Utility Bill covers Water, Sewage, and Garbage Collection. For more information on structuring your Utility Bills for a second Accessory Dwelling Unit, contact the Utility Department at 403-934-3133.

MAP WITH POTENTIAL GARDEN SUITES

08



 - Parcels with potential garden suites





# Strathmore

## THANK YOU!



# Request for Decision

To: Council

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

**Date Prepared:** June 3, 2024

**Meeting Date:** July 3, 2024

**SUBJECT:** RCMP Q4 Quarterly Report & 2024-2025 Policing Priorities

**RECOMMENDATION:** THAT Council approve the 2024-2025 RCMP Policing Priorities for the Town of Strathmore.

## STRATEGIC PRIORITIES:



Affordable  
Housing



Climate  
Resiliency



Community  
Development



Community  
Wellness



Economic  
Development



Financial  
Sustainability

## HOW THE STRATEGIC PRIORITIES ARE MET:

As part of its Strategic Plan, Council has prioritized the maintenance, protection, and improvement of Community Wellness services that support optimum lifestyles for residents of Strathmore.

Endorsing the RCMP's policing priorities supports greater community safety and wellbeing through a focus on crime prevention, traffic safety, increased visibility and community engagement.

---

## SUSTAINABILITY

### ECONOMIC SUSTAINABILITY:

N/A

### SOCIAL SUSTAINABILITY:

N/A

**ENVIRONMENTAL SUSTAINABILITY:**

N/A

---

**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:**

The RCMP Detachment Commander will provide a quarterly report to Council and annually, bring forward policing priorities for Council to endorse.

**ORGANIZATIONAL:**

N/A

**OPERATIONAL:**

N/A

**FINANCIAL:**

N/A

**POLICY:**

N/A

**IMPLEMENTATION:**

N/A

---

**BACKGROUND:**

Strathmore RCMP detachment commander, Staff Sergeant Wielgosz will report and provide an update on the activities within the RCMP detachment area from January 2024 to March 2024.

In addition, annually policing priorities are established annually to ensure the RCMP is appropriately addressing those policing issues that are identified as the most important to Strathmore. This may require, for example, realigning resources, implementing target-specific training, or focusing on strategic initiatives. Establishing policing priorities does not mean the RCMP will stop policing or addressing other issues, complaints, or priorities.

The recommended priorities were developed through:

- Internal analysis of current and anticipated crime trends;

- Community consultation through various methods such as the Community Group Liaison program, and School Liaison program; and
  - Consultation with elected officials during delivery of quarterly update reports.
- 

**KEY ISSUE(S)/CONCEPT(S):**

Detachment Commander, Staff Sergeant Mark Wielgosz has identified the following policing priorities for 2024-2025:

1. Property Crime: Maintaining and or reducing instances of break and enters, theft of motor vehicles, and theft from motor vehicles from historical averages;
2. Traffic Safety: Maintaining and or reducing instances of reportable and injury collisions from historical averages; and
3. Community Engagement.

These priorities will be achieved through various methods including but not limited to:

- Crime reduction/prevention strategies;
- Enhanced visibility;
- Road safety initiatives;
- Engagement with community groups, schools, and involvement in local events; and
- Delivery of services in Community Policing model.

**DESIRED OUTCOMES:**

That Council accept the Q4 Quarterly report and approve the policing priorities identified by Detachment Commander, Staff Sergeant Mark Wielgosz.

**COMMUNICATIONS:**

These reports will be posted on the Town's website.

**ALTERNATIVE ACTIONS/MOTIONS:**

N/A

**ATTACHMENTS:**

[Attachment I: 2023-2024-Q4 REPORT-WIELGOSZ-240628](#)

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Johnathan Strathdee, Manager of Legislative Services

Approved  
- 28 Jun  
2024

Kevin Scoble, Chief Administrative Officer

Approved  
- 28 Jun

2024

# STRATHMORE MUNICIPAL POLICING REPORT

QUARTER 4 and Year End

January 1, 2024 – March 31, 2024



Prepared by:  
Staff Sergeant Mark Wielgosz  
Detachment Commander  
Strathmore – Langdon RCMP



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Canada



## 2023-2024 ANNUAL PERFORMANCE PLAN INITIATIVES - QUARTERLY AND YEAR END RESULTS

**1. Reduce Property Crimes** – Reduction in theft of vehicles, theft from vehicles, and break and enter by 5% from the five year historical average.

The goal of this priority is to maintain or reduce the historical five year crime levels through use of the following strategies.

### Habitual Offender Management

A habitual offender management program (HOM) remains in effect to target habitual or high impact offenders residing in our Detachment area. Enforcement and monitoring efforts are undertaken to ensure offenders comply with ordered conditions or face consequence for non-compliance. Offenders are selected based upon the following factors:

- Volume of crime they commit;
- Seriousness of the crimes they commit;
- Likelihood of reoffending; and
- Impact of their crime on the community.

During this quarter, Strathmore Detachment monitored 12 habitual offenders.

Offender/Property 1: Property identified as frequented by HOM offenders and property crime. (Rocky View County) Results of checks conducted:

- Three – Stolen vehicles recovered.
- Three persons arrested for violating release conditions.
- Five persons arrested on outstanding warrants.
- One person arrested for trespassing.
- One stolen vehicle recovered after use of a spike belt. Two suspects arrested.
- Two search warrants executed for a stolen bike and a RV travel trailer.

Offender 2: Identified for sexual offences, high risk to the community. The offender was found in compliance during checks. Conditions have expired, now monitored in persons of interest category. (Langdon)

Offender 3: Identified on release bound by a CSO in relation to drug trafficking. The offender was found in compliance with conditions during checks this period. (Strathmore)

Offender 4: Identified on release for multiple break and enters along with prescription fraud. Found in compliance during checks this quarter. (Strathmore)

Offender 5: Identified on release for theft, property, and drug related charges. Found in compliance during checks and eventually moved out of the area this quarter. No longer monitored. (Strathmore)





Offender 6: Identified on release bound by a CSO in relation to several fraud over \$5,000 charges. Found in compliance during checks and moved out of the area this quarter. (Strathmore)

Offender 7: Identified on release for several weapons, drug, and property offences. Offender found out of compliance this quarter. They were arrested, charged, and remained in custody at the close of this quarter. (Wheatland County)

Offender 8: Identified on release for several weapons and drug offences. Offender moved into the drug court program and now residing in Calgary. No longer monitored. (Strathmore)

Offender 9: Identified on release/probation for property offences and identity fraud. Subject arrested and held in custody on unrelated new charges. Monitoring will continue to determine when or if released and where. (Wheatland County)

Offender 10: Identified on release for several property offences and bound by monitoring conditions. Offender arrested on other charges and remained in custody for the quarter. (Rocky View County)

Offender 11: Identified on release bound by a CSO in relation to a mischief charge stemming from a larger arson investigation. Offender found in compliance with conditions during checks this quarter. (Strathmore)

Offender 12: Identified on release bound by a CSO in relation to an impaired driving causing bodily harm conviction. Offender found in compliance with conditions during checks this quarter. Removed from monitoring as no longer met criteria for the program. (Strathmore)

During this quarter, Strathmore members documented over 40 offender checks to ensure compliance with release conditions. Year to date over 285 checks were documented.

### **Persons of Interest Program**

Outside of the offender management program, Strathmore RCMP monitors persons in the community involved in organized crime or at large on various types of release such as parole, probation, and interim release on open criminal matters. Persons are identified on the potential risk to the community, severity of offences they are accused of, or likelihood to reoffend.

Partnerships with Calgary Police Service, Federal Parole Board, Provincial Probation Officers, and RCMP intelligence units are leveraged to remain cognizant of offenders moving in and out of Strathmore and the surrounding area.

This program is carried out by Strathmore General Investigation Section (GIS), which has been expanded to include rural areas with the addition of a rural resource. The unit consists of three





members strategically focused on:

- Drug trafficking activity;
- Serious persons crimes;
- Habitual offender management; and
- High value property crime in both rural and municipal areas.

### Security Screw Program

The Security Screw Program is now active for Strathmore and surrounding communities. The program involves provision of security fasteners to area residents without charge at select locations.

Current locations are:

- Strathmore RCMP Detachment;
- Strathmore Fire Department;
- Strathmore Ford;
- Strathmore Motor Products; and
- Strathmore Dodge.
- Rocky View County – Langdon Detachment

Community response has been positive and several fasteners have been installed at all locations.

### Operation Cold Start

Operation Cold Start was carried out at Detachments throughout the Province between January 8 to 12 this year in Strathmore. A goal of the program was to bring awareness to the public regarding vehicle theft prevention. Members conducted patrols throughout the community during the morning hours looking for unattended idling vehicles. Once located, effort was made to contact the owner to have a discussion on prevention efforts. In the absence of vehicle owners, informative pamphlets were left behind. Results of the campaign in Strathmore were:

- Idling with Keys / Unlocked: 26
- Idling with Keys / Locked: 21
- Interactions with Owners: 19

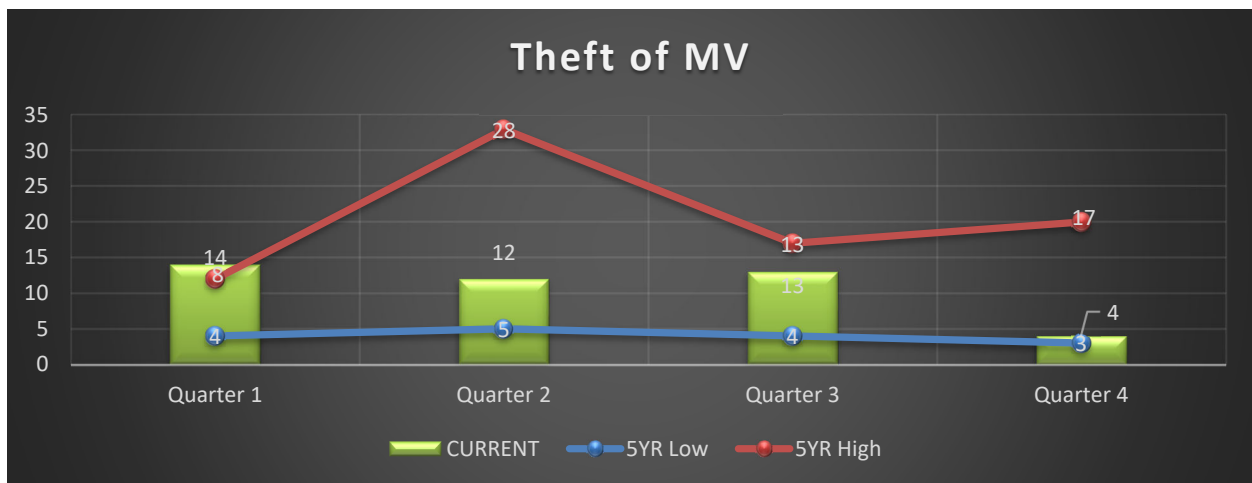
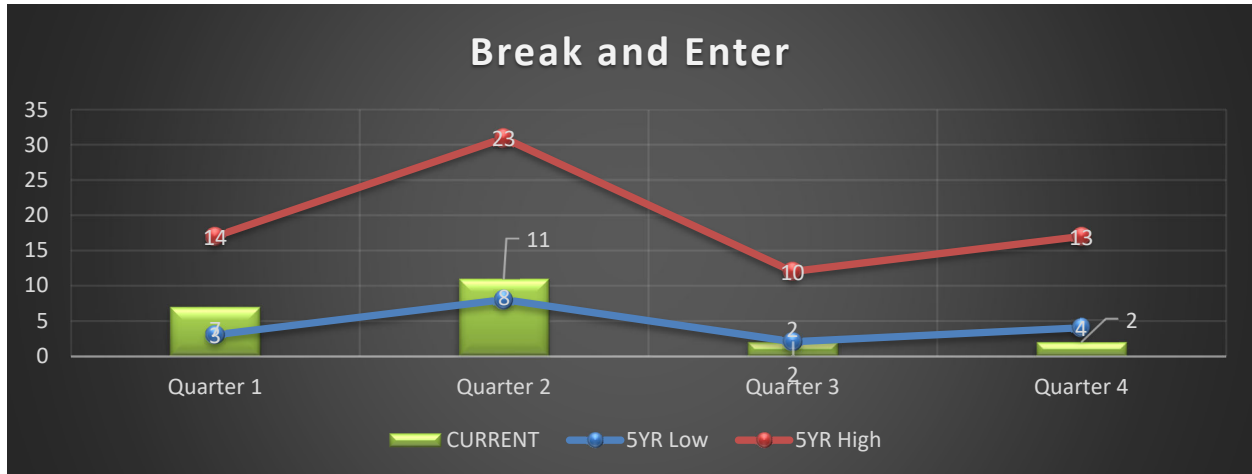
Efforts by the participating members undoubtedly had a positive effect with reducing vehicle theft during this period and provided an opportunity to have informative discussions with vehicle owners. Observations made highlighted the need for our residents to ensure their vehicles are secure to help prevent theft.

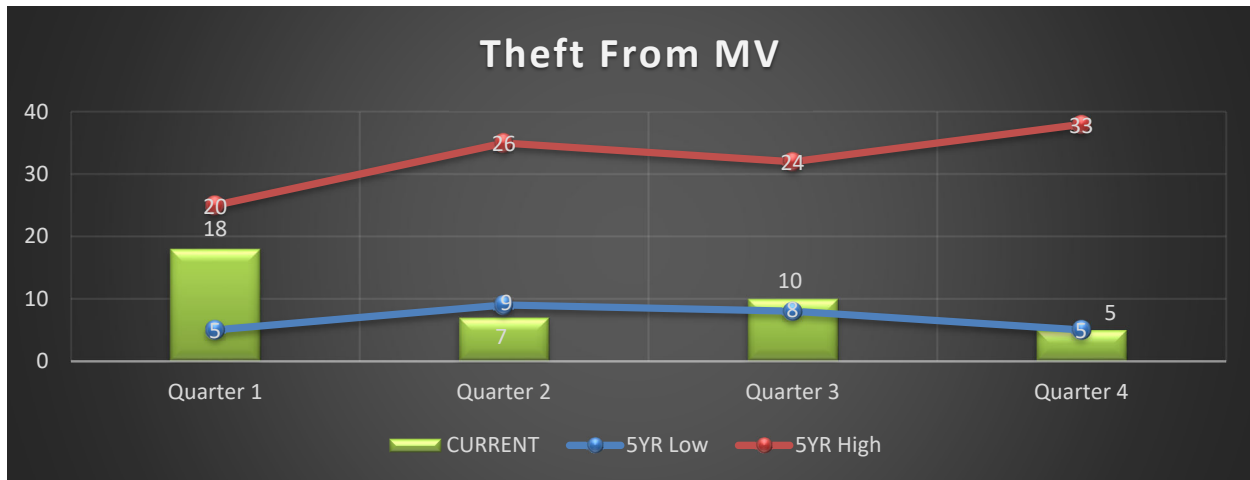




### Crime Prevention Through Environmental Design (CPTED) and Business Outreach Program

At present, this program is available upon request or referral by front line members to assess properties to help prevent and deter victimization.



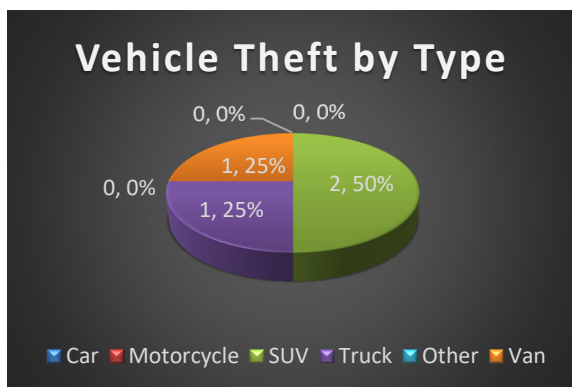


Results for Q4 in the selected areas in comparison to the same time frame last year including comparisons to the preceding five fiscal year average:

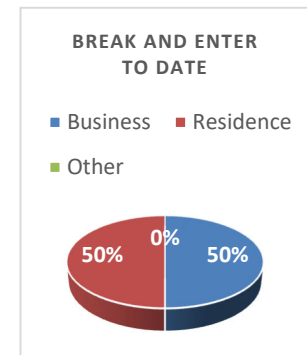
	FY22/23 to FY23/24	5 Year Average
<u>Break and Enter</u>		
Q4	Down from 7 to 2 (-71%)	Down from 8 to 2 (-75%)
<u>Theft of Motor Vehicle</u>		
Q4	Down from 15 to 4 (-73%)	Down from 11 to 4 (-64%)
<u>Theft from Motor Vehicle</u>		
Q4	Unchanged at 5 (=%)	Down from 15 to 5 (-67%)

Break and Enter: Occurrences this quarter were below the same time frame last year and historical averages. One break in occurred at a residence, the other at a business in which the offender was apprehended and charged in other matters.

Theft of MV: Theft of MV were reduced by more than half this quarter compared to the same time frame last year. w an increase this quarter with pickup trucks stolen in 46% of occurrences. Of the 13 thefts:



- 2 were attempted thefts;
- 1 was recovered in Calgary;
- 1 was recovered on the same street as the theft;
- 1 was a crime of opportunity (25%).





Theft from MV:

- 3 were crimes of opportunity (60%);
- No catalytic converters were stolen this period; and
- 1 was a license plate theft.

Overall thefts from vehicles are down from last year and in the range for our historical averages.

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**Year End Results:**

	FY22/23 to FY23/24	5 Year Average
<u>Break and Enter</u>		
YTD	Down from 29 to 21 (-28%)	Down from 38 to 21(-45%)
<u>Theft of Motor Vehicle</u>		
YTD	Up from 40 to 43 (+7.5%)	Up from 38 to 43 (+13%)
<u>Theft from Motor Vehicle</u>		
YTD	Down from 51 to 39 (-24%)	Down from 59 to 39 (-34%)

Year end results were met with mainly positive results exceeding our objectives in two of three categories. Break and enter and theft from MV matters were reduced from the year prior and from five year averages by higher than targeted values reaching six year lows. Theft of MV was slightly increased over last year and from our five year averages. The increase is mainly attributed to a spike of activity in Q1 of this year with the temporary presence of active auto theft offenders in the community. A secondary contributing cause were crimes of opportunity which was a factor in half of the thefts in Q1 and remained a persistent factor throughout the year.

**2. Traffic Safety –** Reduction of both injury and overall collisions.

The goal of this priority is to maintain or reduce the historical five year crime levels through use of the following strategies.

**Traffic Safety/Enforcement**

**ENFORCEMENT RESULTS THIS QUARTER AND YEAR TO DATE**

Violations: 73 (303 YTD)

Suspensions in both municipal and rural areas:

- 13 x Immediate Roadside Sanction





- alcohol/drug suspensions (84 YTD)
- 4 x 72hr suspensions; (24YTD)
  - 0 x 24hr suspensions; (3 YTD)
  - 0 x GDL suspensions; (7 YTD)
  - 3 Disqualified/Suspended drivers; and (27 YTD)
  - 0 Criminal Impaired Driving Charges (5 YTD)

### Check Stop Program *(in and around Strathmore)*

Nothing to report this quarter.

### Year End Results:

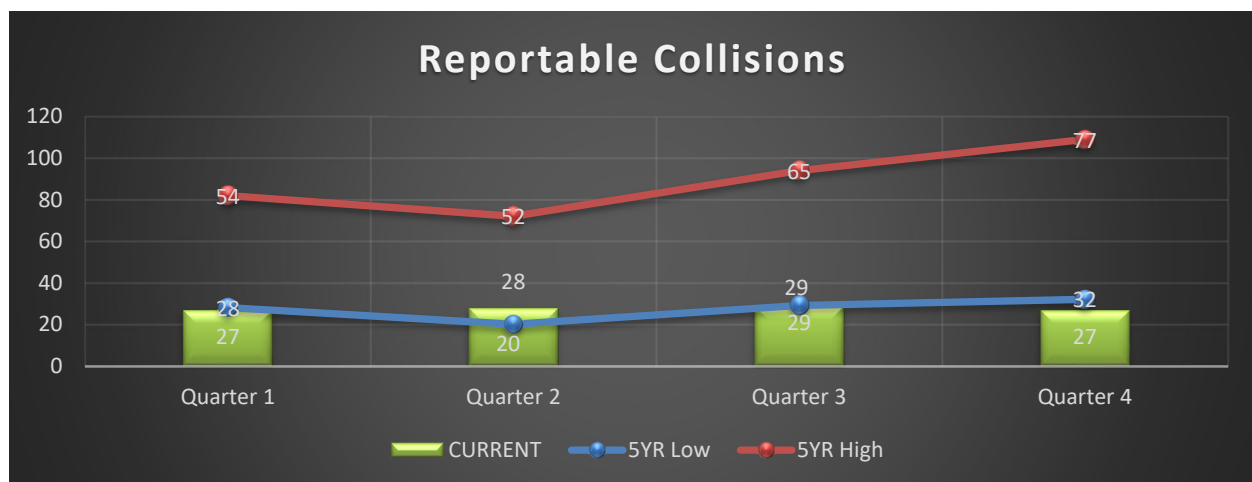
This year 9 documented check stops were conducted in Strathmore and the Surrounding areas which resulted in:

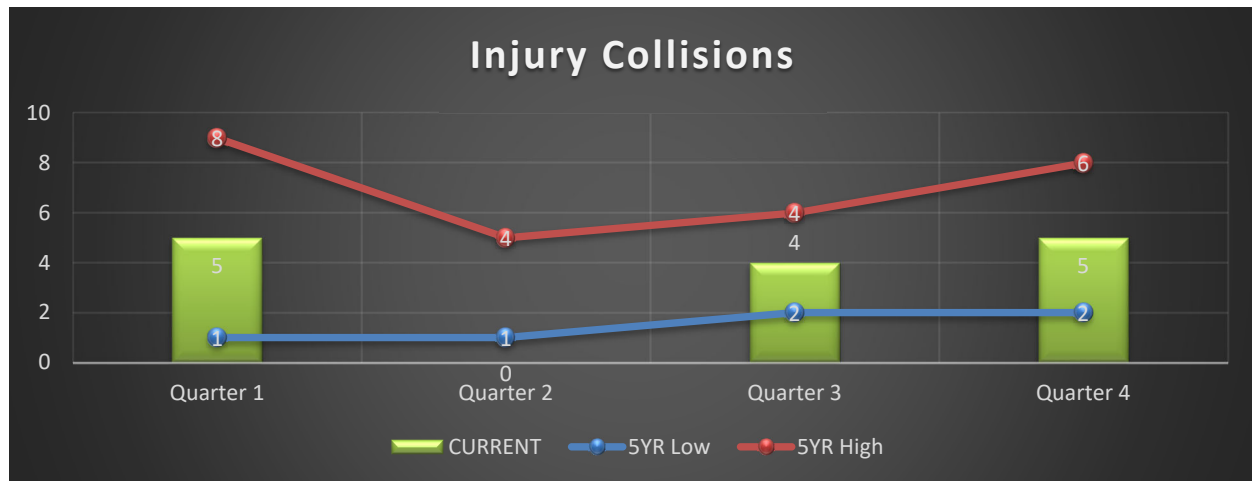
- Violations: 4
- IRS: 24hr: 3
- IRS GDL: 1
- IRS Drugs: 1
- Mandatory Alcohol Screening: 820
- Total Vehicles Checked: 820

### Bar Walk Program

Strathmore members conduct foot patrols through licensed establishments to maximize visibility in an effort to prevent, detect, and deter criminal activities. Criminal activity may include Gaming Liquor and Cannabis Act infractions, Illicit drug offences, or impaired driving. During this quarter Strathmore members documented over 16 bar walks in local establishments, and 129 for the year.

### Collision Comparisons





Results for Q1 and Q2 in the selected areas in comparison to the same time frame last year including comparisons to the preceding four fiscal year average:

**FY22/23 to FY23/24**

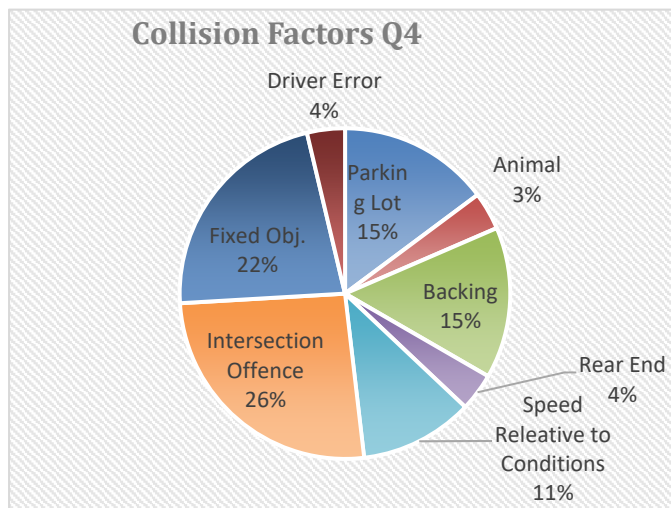
Reportable Collisions:  
**Q4** Down from 32 to 27 (-16%)

Injury Collisions:  
**Q4** Up from 2 to 5 (+150%)

**5yr. Fiscal YR Avg.**

Down from 43 to 27 (-37%)

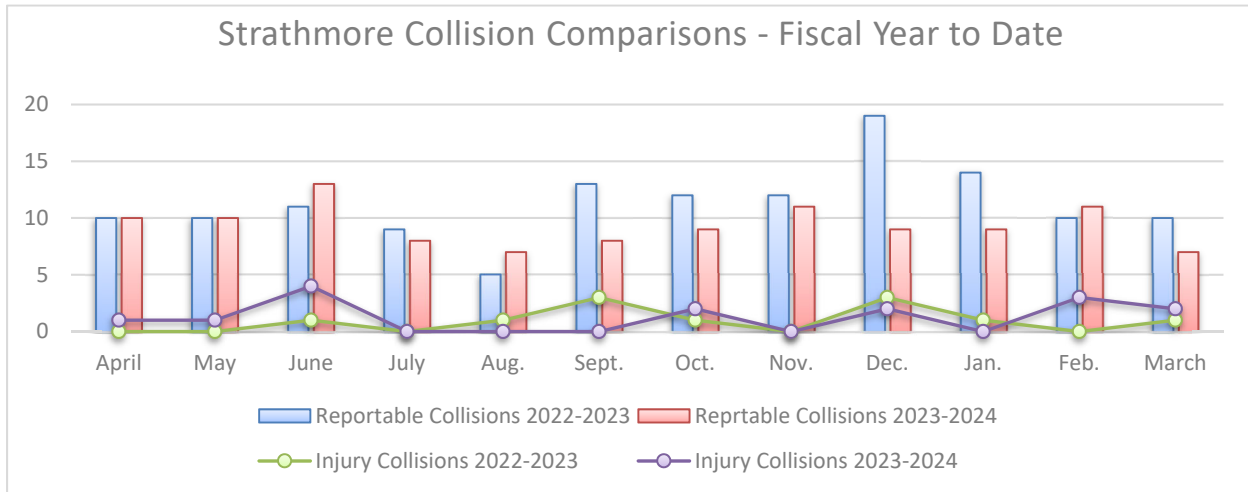
Up from 4 to 5 (+25%)



Reportable collisions were reduced this period from last year and over our five year averages. Injury collisions were slightly elevated from the five year averages. Most collisions occurred at intersections, hitting fixed objects such as lamp posts and parked cars, and in parking lots at low speed.

Injury collisions this quarter involved two pedestrian strikes at low speed in a parking lot, entering an intersection unsafely on two occasions, and the last involved hitting a pot hole.





	FY22/23 to FY23/24	5yr. Fiscal YR Avg.
<u>Reportable Collisions:</u>		
YTD	Down from 124 to 110 (-11%)	Down from 186 to 110 (-41%)
<u>Injury Collisions:</u>		
YTD	Up from 11 to 14 (+27%)	Up from 12 to 14 (+17%)

Road safety initiatives throughout the year have produced positive results in the number of reportable collisions which surpassed targeted goals for this year and reached a six year low. Injury collisions were slightly elevated largely as a result of intersection offences, driver inattentiveness, and speed relative to road conditions.

### 3. Community Engagement and Indigenous Community Engagement

Fostering positive relationships within our community and seeking ways to improve engagement with our residents and indigenous communities is a priority this year. Community support and engagement is essential to the success of crime reduction and community safety initiatives. This is achieved through open communication, trust, and emersion into Strathmore and the surrounding communities as community members ourselves.

#### School Visits

During this quarter, Strathmore members documented visits at Strathmore Schools to interact with students, provide school talks on community safety topics, promote summer youth programs and to welcome the senior girl's basketball team upon their zone tournament victory.





### Attendance at Community Events

**Feb. 28:** Cpl. WASSILL, Cst. BROWN, and Cst. PITT assisted the Strathmore Fire Department by dropping off collection bags as part of a food bank drive for the community.



**March 8:** Cpl. WASSILL, Cst. SOCKETT, and Cst. PITT assisted the Strathmore Fire Department collecting donations door to door for the food bank drive.



**March 8:** Cpl. WASSILL, Cst. SOCKETT and Cst. VILLANUEVA provided a police escort into Strathmore welcoming the senior girls basketball team back from their zone championships.

**March 15:** Cpl. WASSILL attended the provincial basketball tournament at Strathmore High School.

### Community Liaison Program

A community liaison program is in place with a member is assigned to a community group. The purpose of this program is to form a link with community groups to seek feedback on concerns and open channels of communication with respect to education, how to reduce or prevent victimization, and early identification of community cultural issues. There are 17 community groups with liaison members assigned in Strathmore. If a community group would like to request an RCMP liaison, please contact S/Sgt. Mark WIELGOSZ at Strathmore Detachment.





#### 4. Other Initiatives

##### Strathmore Youth and Indigenous Youth Diversion Program

Strathmore Detachment has implemented a youth and Indigenous youth diversion program to give young persons a chance to redeem themselves through restorative justice. The goals of the program include educating and deterring youth from entering the criminal justice system, to provide an opportunity to make recompense for wrongdoing through restorative justice principles, and give young persons an opportunity to learn from their mistakes.

Eligible criminal cases involve first time minor offences such as property crimes. Candidate eligibility is determined on four criteria:

1. Admission of wrongdoing;
2. Expression of legitimate remorse;
3. Willingness to make recompense and participate in youth justice forums; and
4. Victim consent to allow the matter to proceed toward diversion.

Investigating members will determine eligibility as an option to find the best outcome in response to minor criminal matters and prevent repetition of offenses. Activities typically involve volunteerism and soft labour tasks within the community (picking up litter, removing graffiti, shovelling snow for seniors, etc.)

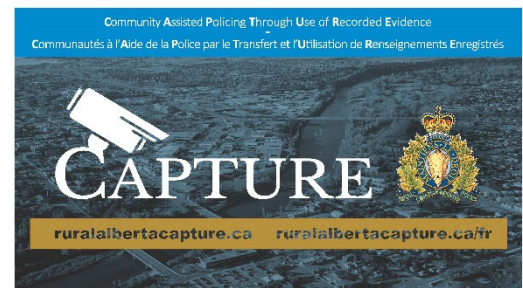
Diversions are also available for Siksika Indigenous youth to participate in programming available on the Nation. Once the agreed upon contributions have been completed, the criminal case is concluded without going to court.

Partnerships have been created with the Town of Strathmore and Siksika Nation to facilitate and monitor restorative measures.

##### Rural Alberta CAPTURE Program

On June 12, 2023 The Alberta RCMP announced the voluntary surveillance camera registry program, called CAPTURE (Community Assisted Policing Through the Use of Recorded Evidence) was available Province wide.

Residents and businesses who have video surveillance, and are willing to share video camera footage when requested, can sign up. This initiative won't replace officers from knocking on doors, but it will help officers track down video evidence in ongoing criminal investigations in RCMP jurisdictions.



Register  
your  
security  
camera

Help police investigate  
crimes and keep your  
community safe.

The registry is voluntary and  
secure. Sign up and help protect  
your property, your family and  
your community.



REGISTER YOUR SURVEILLANCE AT  
[ruralalbertacapture.ca](https://ruralalbertacapture.ca)

Enregistrez  
votre  
caméra  
de sécurité

Aidez la police à enquêter  
sur des crimes et à  
assurer la sécurité de  
votre collectivité.

L'inscription au registre est volontaire  
et sécurisée. Inscrivez-vous pour aider  
à protéger votre propriété, votre  
famille et votre collectivité.



POUR ENREGISTRER VOTRE CAMÉRA  
[ruralalbertacapture.ca/fr](https://ruralalbertacapture.ca/fr)





The program aims to reduce the time an officer needs to search for and gather video evidence when investigating. The CAPTURE program allows a person or business to upload a portion of the video requested. This allows the officer to evaluate the video footage before deciding to ask for a copy.

Strathmore Detachment is now active with the CAPTURE program. To get started, visit [www.ruralalbertacapture.ca](http://www.ruralalbertacapture.ca) and create an account. From there you can enter your contact information and video cameras on the secure site. Your information is not available to the public. If an officer needs to contact you, they will do so by the information provided.

Things to know about the program:

- This is completely voluntary and consent can be withdrawn at any time;
- Registering a camera and contact information allows the RCMP to see a list of security cameras so they can contact the owners during an investigation;
- The video footage on your camera remains your property;
- The RCMP will not have live access to your camera feed. We will only ask for videos already recorded;
- You can share your video footage through the website for an officer to view before they decide if the video will help in their investigation; and
- An officer can provide you with a USB thumb drive to copy your video. An officer can not download the video; they can only view it.

**RCMP ALBERTA**

**ONLINE CRIME REPORTING**  
is now available

**Report it online!**

**YOU CAN FILE A REPORT IF:**

- You have lost something that costs less than \$5000
- Someone has stolen something from you that costs less than \$5000
- Someone has vandalized your property or vehicle and it will cost less than \$5000 to repair it
- The crime happened within the jurisdiction of the Alberta RCMP
- Theft over \$5,000 and accepted from oil, telecommunications, and utility companies.

**YOU CANNOT USE ONLINE CRIME REPORTING IF:**

- There is a witness or suspect
- There are lost or stolen items involving personal identity, firearms, license plates or details

All crimes reported online to the Alberta RCMP will be followed up with a phone call from a police officer within five business days.

[HTTPS://OCRE-SIELC.RCMP-GRC.GC.CA/ALBERTA](https://ocre-sielc.rcmp-grc.gc.ca/alberta)

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

### Online Crime Reporting

Online crime reporting is also available to report minor property crimes or non-emergent matters without the need to call the police or Visit the Detachment. These reports are routed through the Alberta RCMP Call Back Unit who will follow up with complainants. Depending on the complexity of the incident, the report can be forwarded to the appropriate Detachment to continue with the investigation.

The online reporting tool can be accessed at <https://ocre-sielc.rcmp-grc.gc.ca/alberta> or through the Alberta RCMP App





## Alberta RCMP App

The Alberta RCMP App is available through the most app stores. It is free and provides users access to a variety of community safety programs such as the Online Crime Reporting tool, Crime Mapping, Crime Statistics, and media releases to name a few.

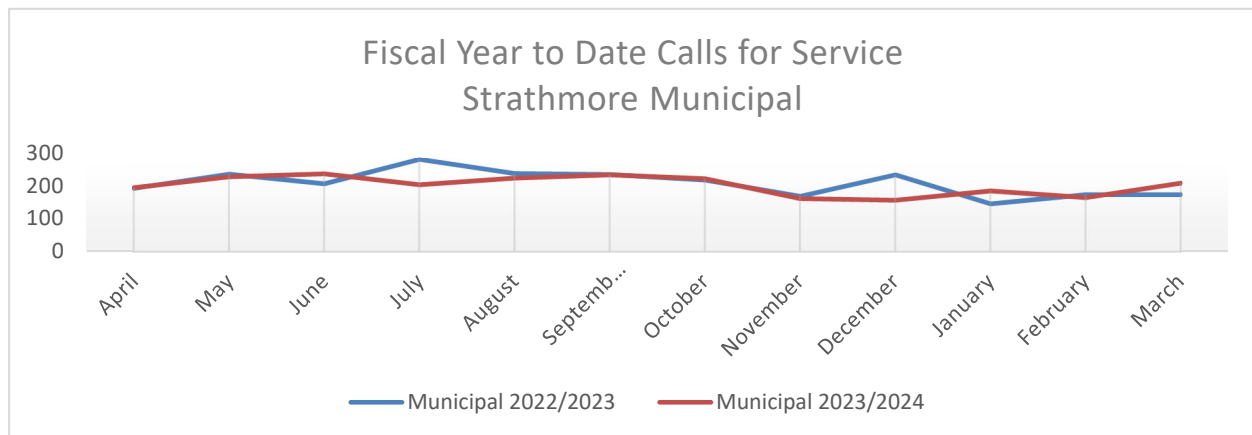


## Watch Clerk Program

With support from the Town of Strathmore, Wheatland County and Rocky View County a watch clerk program was created in late 2017 early 2018. Watch clerks are support staff employees dedicated to supporting front line policing activities within Strathmore and in the Rural areas by completing administrative tasks on behalf of front line members thereby maximizing their ability to actively patrol our area. This program is a valuable investment in community safety.

Each funding partner contributes to the program to fund three clerks with a fourth provincial position reallocated by the Detachment Commander into the pool. All positions are filled and are working independently with their respective watches.

## Fiscal Year to Date Calls for Service



\*\*\* Traffic offences/complaints/investigations were removed as Strathmore Detachment continues use of e-ticketing. E-ticketing creates a file for each roadside stop. Separation of traffic complaints and self generated enforcement was not done. Inclusion of traffic stats may give the appearance of artificially high occurrence numbers.

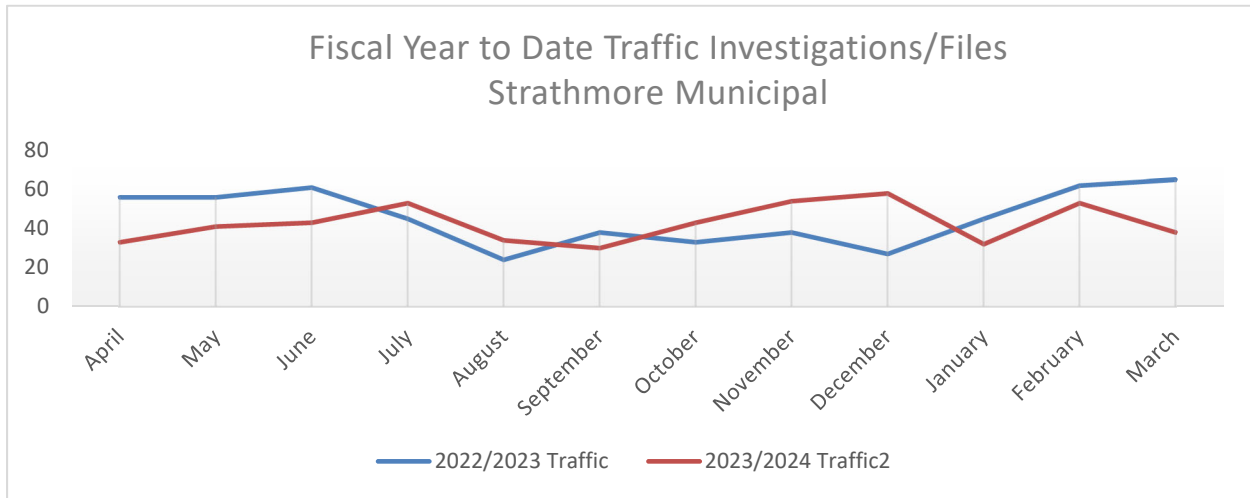
\*\*\* The numbers shown are occurrences within the Town of Strathmore which do not include rural or Langdon files.

In Q4 Strathmore Detachment responded to 556 calls for service within Town limits, up from 491 the year prior, an increase of 13%. Year to date calls for service in Strathmore was 2,410 occurrences down from 2,493 the year prior (-3%)





### Fiscal Year to Date Traffic Offences and Reports



Traffic files in Q4 decreased from 172 to 123 compared to the same time frame last year (-28%). Year to date traffic occurrences were down from 550 to 512 compared to the last fiscal year (-7%).

Staff Sergeant Mark Wielgosz      2024-06-28  
Detachment Commander  
Strathmore-Langdon Detachment





# Request for Decision

**To:** Council

**Staff Contact:** Veronica Anderson, Legislative Services Officer

**Date Prepared:** June 19, 2024

**Meeting Date:** July 3, 2024

**SUBJECT:** Regular Council Meeting Minutes - June 19, 2024

**RECOMMENDATION:** THAT Council adopt the June 19, 2024 Regular Council Meeting Minutes as presented in Attachment I.

## STRATEGIC PRIORITIES:



Affordable  
Housing



Climate  
Resiliency



Community  
Development



Community  
Wellness



Economic  
Development



Financial  
Sustainability

## HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

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## SUSTAINABILITY

### ECONOMIC SUSTAINABILITY:

N/A

### SOCIAL SUSTAINABILITY:

N/A

### ENVIRONMENTAL SUSTAINABILITY:

N/A

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**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:**

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the June 19, 2024 Regular Council Meeting are given to Council for adoption.

**ORGANIZATIONAL:**

N/A

**OPERATIONAL:**

N/A

**FINANCIAL:**

N/A

**POLICY:**

N/A

**IMPLEMENTATION:**

N/A

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**BACKGROUND:**

N/A

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**KEY ISSUE(S)/CONCEPT(S):**

N/A

**DESIRED OUTCOMES:**

N/A

**COMMUNICATIONS:**

Once signed, the June 19, 2024 Regular Council Meeting Minutes will be posted on the Town's website.

**ALTERNATIVE ACTIONS/MOTIONS:**

1. Council may adopt the recommended motion.

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

**ATTACHMENTS:**

[Attachment I: REGULAR COUNCIL - 19 Jun 2024 - Minutes](#)

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Claudette Thorhaug, Legislative Services Officer

Approved  
- 24 Jun  
2024

Johnathan Strathdee, Manager of Legislative Services

Approved  
- 26 Jun  
2024



# MINUTES

## REGULAR COUNCIL MEETING

6:00 PM - Wednesday, June 19, 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 (virtual)

### **STAFF PRESENT:**

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

### **1. CALL TO ORDER**

Mayor Fule called the June 19, 2024 Regular Council Meeting to order at 6:01 p.m.

### **2. CONFIRMATION OF AGENDA**

#### **Resolution No. 143.06.24**

Moved by Councillor Langmaid

THAT Council adopt the June 19, 2024, Regular Council Meeting Agenda as amended:

ADDITION:

8.3 Operating Budget Amendment - Reserve Transfer - June 2024 Calgary Water Main Break

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

**AGAINST:** None.

**CARRIED**

### **3. PUBLIC HEARING**

None.

### **4. PUBLIC COMMENTS**

None.

## 5. **DELEGATIONS**

None.

## 6. **CONSENT AGENDA**

### **Resolution No. 144.06.24**

Moved by Councillor Peterson

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

- 7.1 Regular Council Meeting Minutes – June 5, 2024
- 8.1 Community Improvement Program (CIP) Funding Recommendations
- 8.2 Wheatland County Recreation Cost Sharing Agreement – 2025-2028
- 10.2.1 Strathmore Library Board Meeting Minutes – March 19, 2024
- 10.2.2 Strathmore Library Board Meeting Minutes – April 16, 2024
- 11.1 Strathmore Filipino Canadian Association – Annual Independence Day
- 11.2 Valley Medical Centre – Letter of Thanks

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

**AGAINST:** None.

**CARRIED**

## 7. **CONFIRMATION OF MINUTES**

### **7.1. Regular Council Meeting Minutes – June 5, 2024**

The following motion was adopted by the consent agenda:

THAT Council adopt the June 5, 2024 Regular Council Meeting Minutes as presented in Attachment I.

## 8. **BUSINESS**

### **8.1. Community Improvement Program (CIP) Funding Recommendations**

The following motion was adopted by the consent agenda:

THAT Council approve the following funding through the Community Improvement Program:

- \$3,000.00 to Project H.O.P.E
- \$5,000.00 to the Strathmore Musical Arts Society
- \$1,500 to the Vault Cultural Collective Society
- \$1,950.00 to the Wheatland Whirlers

**8.2. Wheatland County Recreation Cost Sharing Agreement – 2025-2028**

The following motion was adopted by the consent agenda:

THAT Council approve the 2025-2028 recreation cost sharing agreement with Wheatland County;

AND THAT Council authorize Mayor Fule to sign the agreement as presented in Attachment I.

**8.3 Operating Budget Amendment - Reserve Transfer - June 2024 Calgary Water Main Break****Resolution No. 145.06.24**

Moved by Councillor Wiley

THAT Council approves a transfer of \$200,000, from the Financial Stabilization Reserve, to fund operating costs incurred related to the June 2024 Calgary Water Main Break Incident, on the understanding that Administration is currently exploring the possibility of recovery of eligible expenses through the Province's Disaster Recovery Program, or other forms of claim/reimbursement from our partners.

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

**AGAINST:** None.

**CARRIED**

**9. BYLAWS****9.1. Regional Emergency Management Bylaw No. 24-09****Resolution No. 146.06.24**

Moved by Councillor Peterson

THAT Council give First reading to Bylaw 24-09, being the Regional Emergency Management Bylaw.

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

**AGAINST:** None.

**CARRIED**

**Resolution No. 147.06.24**

Moved by Councillor Langmaid

THAT Council give Second reading to Bylaw 24-09, being the Regional Emergency Management Bylaw.

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

**AGAINST:** None.

**CARRIED**

**Resolution No. 148.06.24**

Moved by Councillor Wegener

THAT Council give unanimous consent to give third and final reading to Bylaw 24-09, being the Regional Emergency Management Bylaw.

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

**AGAINST:** None.

**CARRIED**

**Resolution No. 149.06.24**

Moved by Councillor Langmaid

THAT Council give Third reading to Bylaw 24-09, being the Regional Emergency Management Bylaw.

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

**AGAINST:** None.

**CARRIED**

**10. COUNCILLOR INFORMATION & INQUIRIES****10.1. QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS**

None.

**10.2. BOARD AND COMMITTEE REPORTS**

**10.2.1. Strathmore Library Board Meeting Minutes – March 19, 2024**

**10.2.2. Strathmore Library Board Meeting Minutes – April 16, 2024**

### **10.3. QUESTION AND ANSWER PERIOD**

#### **10.3.1 Code of Conduct Inquiry**

##### **Resolution No. 150.06.24**

Moved by Councillor Peterson

That Council direct Administration to give guidance on the procedure for using Code of Conduct Bylaw No. 19-08, and advise on how to properly carry out the original May 15, 2024 motion (Resolution No. 098.05.24), that was rescinded on June 5, 2024 (Resolution 133.06.24);

AND THAT Council be permitted to build recommendations for corrections into the Bylaw;

AND THAT these tasks be completed before the end of September 2024.

##### **Resolution No. 151.06.24**

Moved by Councillor Peterson

THAT Council take a Recess at 6:20 p.m.

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

**AGAINST:** None.

**CARRIED**

Mayor Fule reconvened the meeting at 6:21 p.m.

##### **Resolution No. 150.06.24**

Moved by Councillor Peterson

That Council direct Administration to give guidance on the procedure for using Code of Conduct Bylaw No. 19-08, and advise on how to properly carry out the original May 15, 2024 motion (Resolution No. 098.05.24), that was rescinded on June 5, 2024 (Resolution 133.06.24);

AND THAT Council be permitted to build recommendations for corrections into the Bylaw;

AND THAT these tasks be completed before the end of September 2024.

**WITHDRAWN**

### **10.4. ADMINISTRATIVE INQUIRIES**

None.

**10.5. NOTICES OF MOTION**

None.

**11. CORRESPONDENCE****11.1. Strathmore Filipino Canadian Association – Annual Independence Day****11.2. Valley Medical Centre – Letter of Thanks****12. CLOSED MEETING****Resolution No. 152.06.24**

Moved by Councillor Wegener

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 6:26 p.m.

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

**AGAINST:** None.

**CARRIED**

**12.1. Council/CAO Dialogue – Advice from officials – FOIP S.24(1)(b)(i)****Resolution No. 153.06.24**

Moved by Councillor Langmaid

THAT Council move out of Camera at 7:07 p.m.

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

**AGAINST:** None.

**CARRIED**

**13. ADJOURNMENT**

Mayor Fule adjourned the June 19, 2024 Regular Council Meeting at 7:07 p.m.

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Mayor

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Director of Strategic,  
Administrative and Financial Services



# Request for Decision

**To:** Town Council

**Staff Contact:** Kate Bakun, Planner

**Date Prepared:** June 10, 2024

**Meeting Date:** July 3, 2024

**SUBJECT:** Land Use Bylaw Amending Bylaw No. 24-14 (Garden and Garage Suites)

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

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

## STRATEGIC PRIORITIES:



Affordable  
Housing



Climate  
Resiliency



Community  
Development



Community  
Wellness



Economic  
Development



Financial  
Sustainability

## **HOW THE STRATEGIC PRIORITIES ARE MET:**

Development Services is proposing a Land Bylaw Amendment regarding garden and garage suites. Our goal is to implement clear and understandable regulations for these suites, which may help meet some of our Strategic Priorities.

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## 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.

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#### **IMPLICATIONS OF RECOMMENDATION:**

##### **GENERAL:**

Administration has created a Land Use Bylaw (LUB) amendment for Council's consideration. A public hearing will be needed as 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 and future reports. However, if the LUB amendment is adopted, the Town would receive additional revenue from future development and building permit applications.

##### **POLICY:**

The First reading was held on June 05, 2024.

Staff advertised the public hearing in accordance with Section 606 of the *Municipal Government Act* and a summary of the public engagement is as follows:

- June 12, 2024 - Notice of Public Hearing was posted to the Town's website.
- June 12, 2024 - Notice of Public Hearing was posted to the Strathmore Times
- June 19, 2024 - Notice of Public Hearing was posted to the Strathmore Times
- June 20, 2024 - Notice of Public Hearing was posted to Facebook
- June 25, 2024 - Notice of Public Hearing was posted to Facebook

Administration has created a Land Use Bylaw (LUB) amendment for Council's consideration. The amendment proposes to add Garden and Garage Suites to Strathmore's LUB as a Discretionary Use in our low density districts.

Staff believe several policies of the Town's Municipal Development Plan (MDP) 2014 apply or could be interpreted to support the proposed amendments:

3.2.1 The Town of Strathmore shall ensure that all new development shall provide a wide range of housing type to meet varying housing needs based on income and lifestyle.

3.2.7 The Town supports a range of seniors housing, including but not limited to independent living, assisted living and extended care facilities, in the private, non-profit and government sectors where appropriate.

3.2.14 The Town supports the development of home businesses and home office establishments in residential districts as a secondary use to the dwelling unit where impacts to neighbours are minimal.

3.2.16 Secondary Suites are considered an appropriate method of providing additional, and affordable, housing in all residential districts if the additional parking requirements can be met and if the secondary suite meets all safety and building codes.

#### **IMPLEMENTATION:**

Administration has created a Land Use Bylaw (LUB) amendment for Council's consideration. As a part of the Land Use Bylaw amendment process, a public hearing must be scheduled.

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#### **BACKGROUND:**

The First reading was held on June 05, 2024.

Staff advertised the public hearing in accordance with Section 606 of the *Municipal Government Act* and a summary of the public engagement is as follows:

- June 12, 2024 - Notice of Public Hearing was posted to the Town's website.
- June 12, 2024 - Notice of Public Hearing was posted to the Strathmore Times
- June 19, 2024 - Notice of Public Hearing was posted to the Strathmore Times
- June 20, 2024 - Notice of Public Hearing was posted to Facebook
- June 25, 2024 - Notice of Public Hearing was posted to Facebook

Topics regarding garden & garage suites were discussed with Council on the following dates:

- October 12, 2022 Committee of the Whole (a survey was posted on the Town's website and results were presented to Council).
- February 14, 2024 Committee of the Whole (Staff presented some examples of garden and garage suites to Council)
- May 8, 2024 Committee of the Whole (draft LUB regulations were prepared in the agenda package for Council)

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 are exploring the process to make it easier for residents to apply for garden and garage suites.

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. The draft regulations are in alignment with similar communities in Alberta.

Staff are proposing two definitions be added to the LUB:

- Garage Suite means a 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 Building.
- Garden Suite: means a second Accessory Dwelling Unit on a parcel, to be used as a separate accommodation that is accessory to the Principal Building and may be a standalone unit.

Some municipalities combine garden or garage suites into a single 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 also proposing a handful of draft regulations for the suites, which can be summarized as follows:

Adding "Garden Suite" and "Garage Suite" to the Land Use Bylaw as a Discretionary Use in the following land use districts:

- R1, R1N, R1S, R2, R2X, CR.

Regulations for the lot:

- Location (only for Garden Suites).
- 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 Suites).
- 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 solution, may help with the current housing crisis and may help with Council's and Administration's strategic goals and priorities. Not all lots in Town will be eligible for a new suite, but Staff view receiving a few applications over the next couple years a success, if there is support for the bylaw amendment.

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**KEY ISSUE(S)/CONCEPT(S):**

The provision of a wider range and supply of more housing options for families, seniors, and individuals with special needs is an identified key issue for many municipalities in Alberta. Making it easier for individual property owners to apply for garden and garage suites may help provide a different form of housing in Strathmore.

**DESIRED OUTCOMES:**

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

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

**COMMUNICATIONS:**

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

**ALTERNATIVE ACTIONS/MOTIONS:**

Council may support the recommendation to proceed with second and third readings prior to enacting the proposed bylaw, or Council can choose to not complete second and third readings of the proposed bylaw, in which case the application will be deemed to have been refused.

**ATTACHMENTS:**

[Attachment I: Land Use Amending Bylaw No. 24-14 \(Garage and Garden Suites\)](#)

[Attachment II: June, 12, 2024 - Strathmore Times](#)

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

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

[Attachment V: Garden and Garage Suites Presentation](#)

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Chuck Procter, Manager of Development Services	Approved - 20 Jun 2024
Jamie Dugdale, Director of Infrastructure, Operations, and Development Services	Approved - 25 Jun 2024
Veronica Anderson, Legislative Services Officer	Approved - 26 Jun 2024
Johnathan Strathdee, Manager of Legislative Services	Approved - 26 Jun 2024
Kevin Scoble, Chief Administrative Officer	Approved - 27 Jun 2024



**BYLAW NO. 24-14**  
**OF THE TOWN OF STRATHMORE**  
**IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 24-14**  
**OF THE TOWN OF STRATHMORE**  
**IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA**  
**TO AMEND THE LAND USE BYLAW NO. 14-11.**

**WHEREAS** the *Municipal Government Act*, being *Chapter M-26*, of the *Revised Statutes of Alberta 2000* and amendments thereto provides authority for the Town to regulate such matters; and,

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

1. Bylaw No. 14-11 is amended by:
  - 1.1. "Amending "Section 3 - General Provisions – All Zones: 3.25 - Garden Suites" to read "Section 3 – General Provisions – All Zones 3.25 Garden and Garage Suites".;
  - 1.2. Deleting "78. Garden Suite" from Section 2 Definitions.
  - 1.3. Adding the following Definition to Section 2 - Definitions:
 

"78. Garage Suite means a 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 Building"

And

"78.A. Garden Suite means a second Accessory Dwelling Unit on a parcel, to be used as a separate accommodation that is accessory to the Principal Building and may be a standalone unit.";

And

"2.A. Accessory Dwelling Unit is a Secondary Residential Unit located on the same lot as a Principal Building. Accessory Dwelling Units are self-contained living spaces that include their own kitchen, bathroom, and sleeping areas."
  - 1.4. Amending Section 3.9 - Off-Street Parking, Loading, and Vehicle Stacking by adding the following to Table 3.9A – Parking Requirements:

Use Class	Minimum Required Parking
Garden or Garage Suite	A minimum of one (1) on-site parking stalls shall be provided for a Garden or Garage Suite in addition to the required parking stalls for the Principal Building



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

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1.5. By entirely deleting and replacing Section 3.25 - Garden and Garage Suites with the following:

" 1. Garage Suites:

- a. A Garage Suite requires a Development Permit and Building Permit.
- b. Only one Garage or Garden Suite shall be allowed per lot.
- c. A Garage Suite may be detached from the Principal Building.
- d. The subdivision and strata-titled of a Garage Suite is prohibited.
- e. A Garage Suite is only allowed in conjunction with a one single or semi-detached dwelling.
- f. A Principal Building should be constructed prior Garage suite.
- g. A Garage Suite shall not be constructed on any site less than 400 m<sup>2</sup> in area.
- h. A Garage Suite shall not be constructed on a lot having an average Site Width of less than 10 m.
- i. A Garage Suite shall not exceed the Height of the Principal Building on the same site.
- j. 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 residential Accessory Dwelling Unit.
- k. 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 Principal Building and then fed to the Garage Suite.
- l. Any Garage Suite shall be separated a minimum of 1.5 meters from all other Accessory Buildings.
- m. Internal pathways should 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 Principal Building and Garage Suite.
- n. A Garage Suite shall comply with the National Building Code Alberta Edition and Alberta Fire Codes and all other applicable provincial and municipal regulations.
- o. A Garage Suite application for Development Permit must demonstrate how it:



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- a. Retains the privacy of adjacent Principal Buildings (e.g. window placement, landscaping, outdoor amenity space).
  - b. Considers the shadow the Accessory Dwelling Unit will cast and mitigate 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.
- p. A Garage Suite shall provide a minimum of one additional on-site parking stall, as required under Table 3.9A - Parking Requirements.
- q. 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.
- r. A Home Occupation within a Garage Suite will be reviewed at the Development Permit stage 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.
- s. Minimum Yard Setbacks – Garage Suite
- a. Rear Yard (no laneway access) – 1.5m
  - b. Rear Yard (with laneway access) – 2m\*
  - c. Side Yard (internal lots) – 1.5m
  - d. Side Yard (corner lots) – 3.0m

\* If the Garage Suite is an addition to an existing Garage that does not meet the 2 m 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.

## 2. Garden Suites:

- a. A Garden Suite requires a Development Permit and Building Permit.
- b. Only one Garden or Garage Suite shall be allowed per lot.
- c. The subdivision and strata-titling of a Garden Suite is prohibited.



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**OF THE TOWN OF STRATHMORE**  
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- d. A Garden Suite is only allowed in conjunction with a one single-detached house or one semi-detached house.
- e. A Principal Building should be constructed prior Garden Suite.
- f. A Garden Suite shall not be constructed on any site less than 400 m<sup>2</sup> in lot area.
- g. A Garden Suite shall not be constructed on a lot having an average Site Width of less than 10 m.
- h. A Garden Suite shall be located only in a Rear Yard.
- i. A Garden Suite shall not be constructed within the Front Yard of the Principal Building.
- j. A Garden Suite shall not exceed the Height of the Principal Building on the same lot.
- k. A Garden 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 Garden Suite shall reflect the fact that it is a residential Accessory Dwelling Unit.
- l. 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 Principal Building and then fed to the Garden Suite.
- m. A Garden Suite shall be separated from the Principal Building by a minimum of 5 m and a minimum of 1.5 m from all other Accessory Buildings.
- n. Internal pathways should 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 a Principal Building and Garden Suite.
- o. A Garden Suite shall comply with the National Building Code Alberta Edition and Alberta Fire Codes, and all other applicable provincial and municipal regulations.
- p. A Garden Suite application for Development Permit must demonstrate how it:
  - a. Retains the privacy of adjacent Principal Buildings (e.g. window placement, landscaping, outdoor amenity space).
  - b. Considers the shadow that the Garden Suite will cast and mitigates any negative effects.



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- 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.
  - e. Provides year-round access through a hard surfaced pathway or driveway.
- q. A Garden Suite shall provide a minimum of one additional on-site parking stall, as required under Table 3.9A - Parking Requirements.
- r. A Home Occupation within a Garden Suite will be reviewed at the Development Permit stage 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.
- s. Minimum Yard Setbacks – Garden Suite
- a. Rear yard (no laneway access) – 1.5m
  - b. Rear yard (with laneway access) – 2m
  - c. Side yard (internal lots) – 1.5m
  - d. Side Yard (corner lots) – 3.0m"

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

#### 1.6. Section 4 Land Use District Provisions

Adding "Garage Suite" as a Discretionary Use in the following Land Use Districts:

- 4.1. R1– Single Detached Residential District;
- 4.2. R1N – Single Detached (Narrow Lot) District;
- 4.3. R1S – Single Detached Residential (Small Lot) District;
- 4.4. R2 – Low Density Residential District;
- 4.5. R2X – Medium Density Attached Housing District;
- 4.9. CR – Country Residential District.



**BYLAW NO. 24-14**  
**OF THE TOWN OF STRATHMORE**  
**IN THE PROVINCE OF ALBERTA**

**1.7. Section 4 Land Use District Provisions**

Adding "Garden Suite" as a Discretionary Use in the following Land Use Districts:

- 4.1. R1– Single Detached Residential District;
- 4.2. R1N – Single Detached (Narrow Lot) District R1S;
- 4.3. R1S – Single Detached Residential (Small Lot) District;
- 4.4. R2 – Low Density Residential District;
- 4.5. R2X – Medium Density Attached Housing District;
- 4.9. CR – Country Residential District."

**READ A FIRST TIME** this 5th day of June, 2024

**PUBLIC HEARING HELD** this \_\_\_\_ day of \_\_\_\_\_, 2024

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_, 2024

**READ A THIRD AND FINAL TIME** this \_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Director of Strategic, Administrative  
 and Financial Services



Upcoming Council Meetings

June 12, 2024 | 6 P.M.  
June 19, 2024 | 6 P.M.  
July 3, 2024 | 6 P.M.

Committee of the Whole  
Regular Meeting of Council  
Regular Meeting of Council

Come Say Hi

Hearing from the community is really important to us, so you're welcome at any Council or Committee of the Whole meeting. You do not need to call ahead or register to observe Strathmore Council in action. There is ample public seating and additional standing room if needed. You can also watch livestreamed meetings online as they happen, or catch up later on YouTube.



Outdoor Water Restrictions | FAQ

On the evening of Wednesday, June 5, 2024, an extensive water main break occurred in the community of Bowness in Calgary. This was a significant break on a critical water main that moves water across the city.

Why are there water restrictions in Strathmore?

Calgary has notified their neighboring communities, including Strathmore, of a water main break affecting water supply. They've implemented Stage 4 outdoor water restrictions and since Strathmore's water supply comes from Calgary, the Town is doing the same.

What does Stage 4 outdoor water restrictions mean?

Residents are asked to immediately stop outdoor water usage. All outdoor water use is temporarily banned, and indoor water conservation is strongly encouraged.

How long will the restrictions be in place?

The duration of these restrictions is not yet known. More information will be provided as soon as we receive it.

Is indoor water use restricted?

To help do our part, we encourage all residents to voluntarily decrease indoor water usage.

Is there a boiling water advisory?

There are no boil water advisories in effect within the Town of Strathmore and water remains safe to drink.

How can I help?

Here are some examples of ways you can pitch-in through indoor water conservation:

- Use dishwasher and washing machine only when required and with full loads.
- Turn off the tap when brushing teeth or shaving.
- Limit showers to five minutes or less and keeping baths shallow.
- Scrape plates clean rather than rinsing food off.
- Turn off humidifiers and ice machines, delay washing vehicles,
- Businesses using large volumes of non-essential water, such as laundromats and car washes, are being asked to reduce water use.
- Businesses using water to deliver a product or service that is life sustaining for people and animals are exempt. Other exemptions include any businesses that must use water to meet health code standards, such as health centres and restaurants.

Is there a fire ban?

There is currently no fire ban. Strathmore's fire suppression capabilities remain unaffected.

Are any Town facilities affected?

To support outdoor water restrictions and voluntary indoor water restrictions, the Strathmore Aquatic Centre is closed until further notice. The Strathmore Motor Products Sports Centre and the Strathmore Family Centre Arena will maintain regular operating hours, but showers are closed.

What about car washes?

All residents and businesses have been asked to reduce water use where possible. The water ban applies to outdoor watering and car washes are classified as ab indoor business and currently fall outside of the restrictions. The Town has contacted all local car wash businesses and asked if they would help out. Some have closed their automatic washers, others are asking customers to defer non-essential washes. Car washes are considered part of public health, in certain situations, when cleanliness is required to provide a service.

I see somebody watering, what do I do?

Some people might be using non-potable water from a rain barrel or holding tank. Others might have WID water rights or a well. Talk to them, they may not be aware of the restrictions. If you have questions about this or wish to express a concern, contact Municipal Enforcement who always strive to take an education-first approach.

How do I stay up to date on the situation?

- Visit [Strathmore.ca/Water](https://strathmore.ca/Water) for up-to-date information  
- Check our [Facebook](#) page for updates  
- Sign up for [Strathmore Emergency Alerts](#) (powered by Voyent Alert!)  
- Visit the Alberta Government's Emergency Alert [website](#).



Land Use Ammendment

Upcoming Public Hearing

**Purpose:** to permit Garden and Garage Suites as a discretionary use.

Bylaw #24-14

Staff have created a comprehensive Land Use Bylaw amendment addressing Garden and Garage Suites. These regulations propose adding Garden and Garage Suites as a Discretionary Use to several of our lower density residential land use districts, making it possible for some residents to apply for a Development Permit for a Garden or Garage Suite on their property. There are a number of regulations proposed, including minimum lot area, minimum site width, maximum height, parking regulations, servicing of the proposed suite, and more. The regulations are based on an analysis of citizens' needs and inquiries, as well as a comparison of existing regulations across Alberta and Canada.

Public Hearing Process:

A copy of the proposed Bylaws may be inspected by the public during regular office hours, 8:30 am to 4:30 pm, Monday to Friday at the Town Office (1 Parklane Drive, Strathmore, AB), or can be found on the Town website (<https://strathmore.ca/en/town-hall/public-hearings.aspx>). Please contact the Town Office if you would like an opportunity to review and provide input on the proposed amendments prior to the Public Hearing.

The Public Hearing will be held via ZOOM AND in Council Chambers, Strathmore Municipal Building, 1 Parklane Drive, Strathmore Alberta on **Wednesday, July 3rd, 2024**, commencing at 6:00pm with procedures in accordance with the *Municipal Government Act*, Section 199 and the Town of Strathmore Council Procedural Bylaw #23-17 and amendments thereto. Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any of the proposed bylaw may present suggestions or concerns by making a submission to the public hearing. Please contact Please contact Legislative Services at [lsadmin@strathmore.ca](mailto:lsadmin@strathmore.ca) by 12:00 noon on **Wednesday, June 26th, 2024**, in order to register to present.

Written submissions to the Public Hearing or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Planning and Development Department prior to 12:00 noon on Wednesday, **June 26th, 2024** as outlined in Bylaw #23-17 and amendments thereto. If your written submission is not received by this time, please provide fifteen (15) copies for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes.

Please note that written submissions will become public documents once submitted to the Town, unless otherwise requested.

Please contact Legislative Services at (403) 934 3133 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.





## 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 <sup>2</sup> (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**

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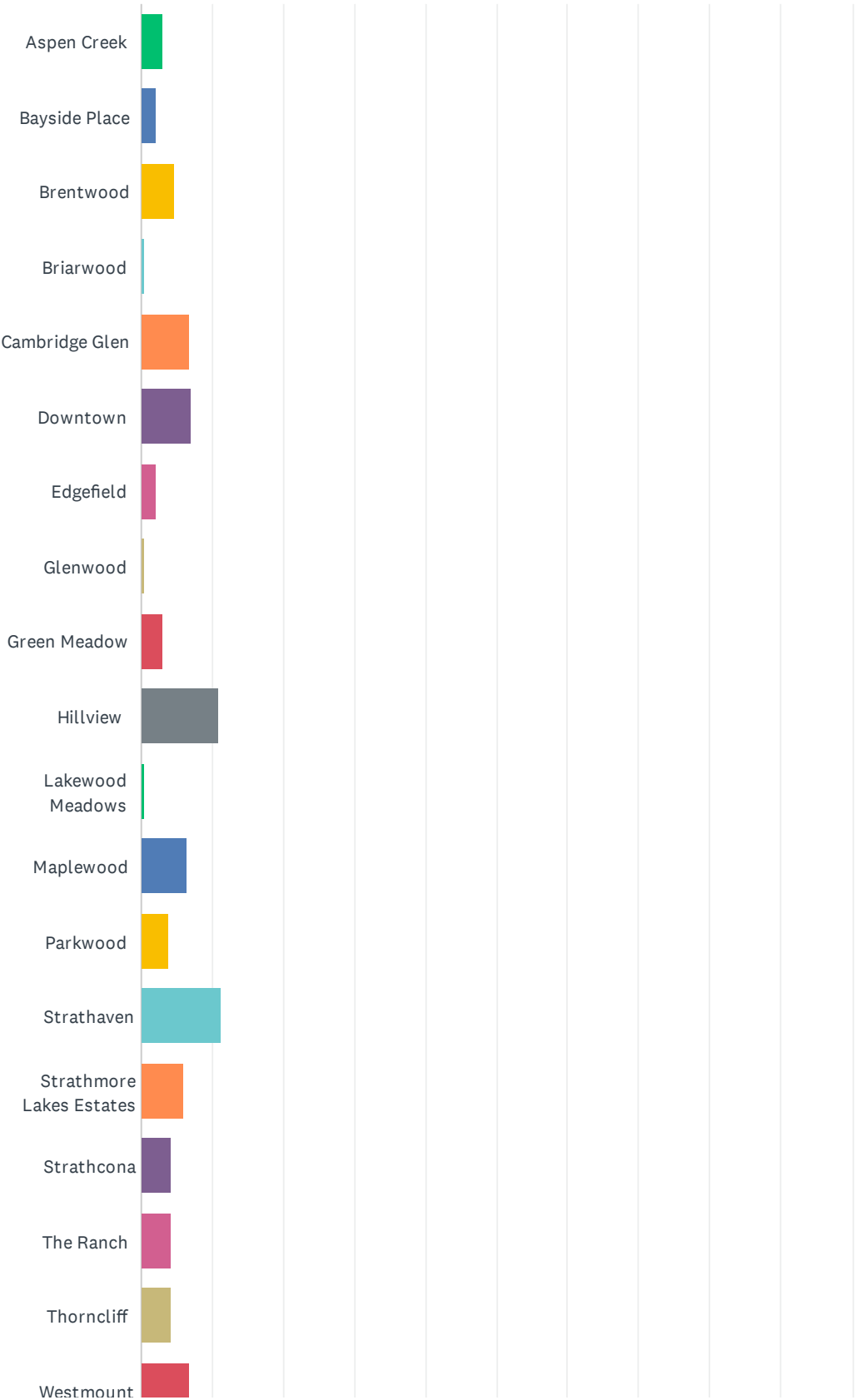


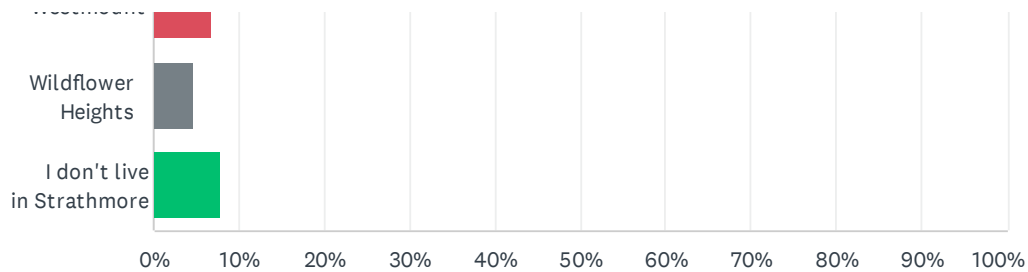
## Garden Suite Engagement

**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](http://www.strathmore.ca/garden-suites)**

# Q1 What neighbourhood do you live in?

Answered: 238    Skipped: 19





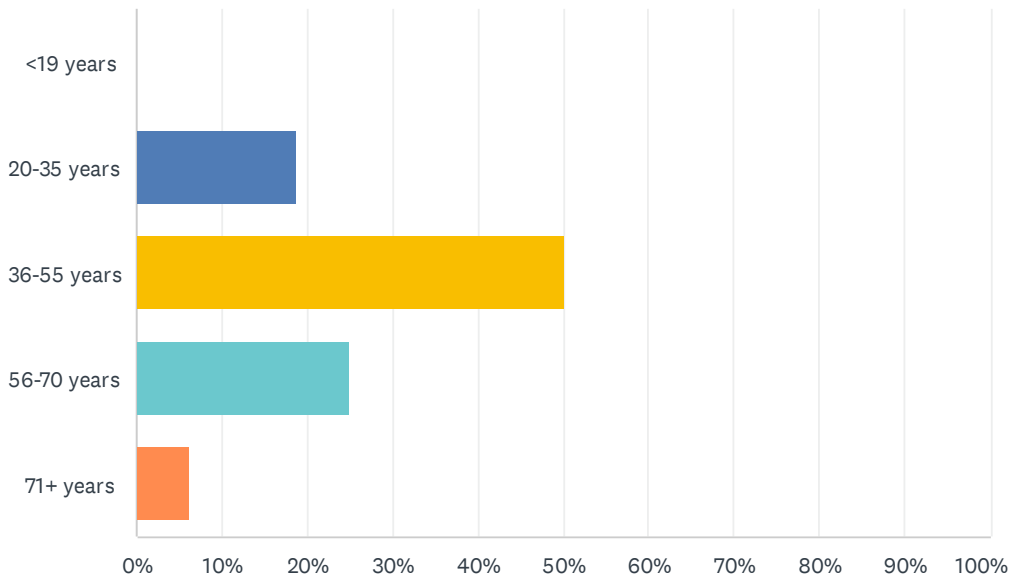
ANSWER CHOICES	RESPONSES	
Aspen Creek	2.94%	7
Bayside Place	2.10%	5
Brentwood	4.62%	11
Briarwood	0.42%	1
Cambridge Glen	6.72%	16
Downtown	7.14%	17
Edgefield	2.10%	5
Glenwood	0.42%	1
Green Meadow	2.94%	7
Hillview	10.92%	26
Lakewood Meadows	0.42%	1
Maplewood	6.30%	15
Parkwood	3.78%	9
Strathaven	11.34%	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
<b>TOTAL</b>		<b>238</b>

#	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?

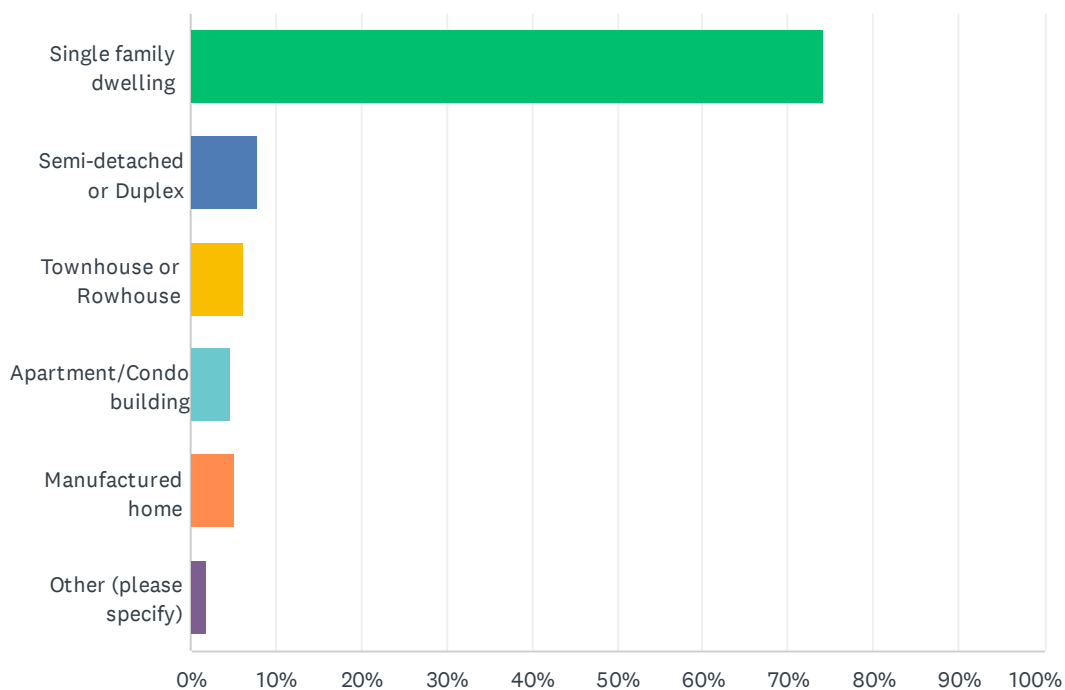
Answered: 257    Skipped: 0



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

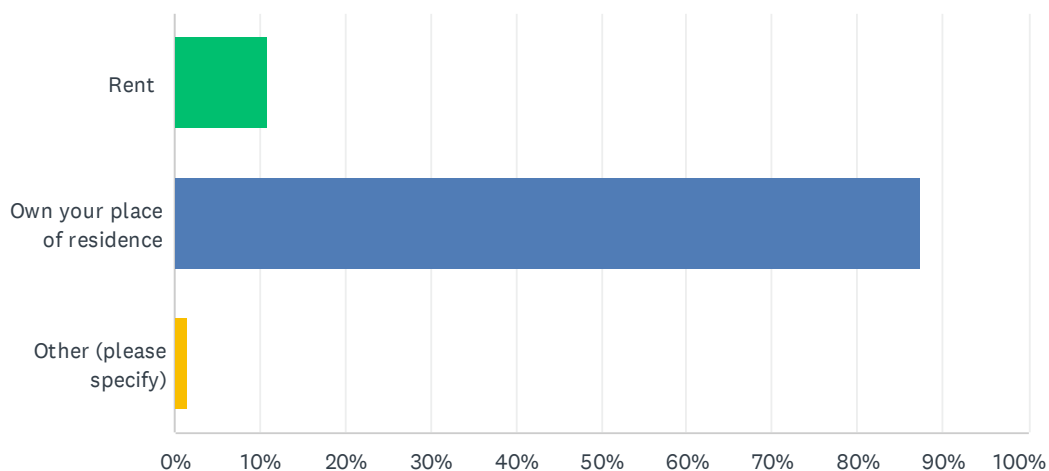


ANSWER CHOICES	RESPONSES	
Single family dwelling	74.22%	190
Semi-detached or Duplex	7.81%	20
Townhouse or Rowhouse	6.25%	16
Apartment/Condo building	4.69%	12
Manufactured home	5.08%	13
Other (please specify)	1.95%	5
<b>TOTAL</b>		<b>256</b>

#	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

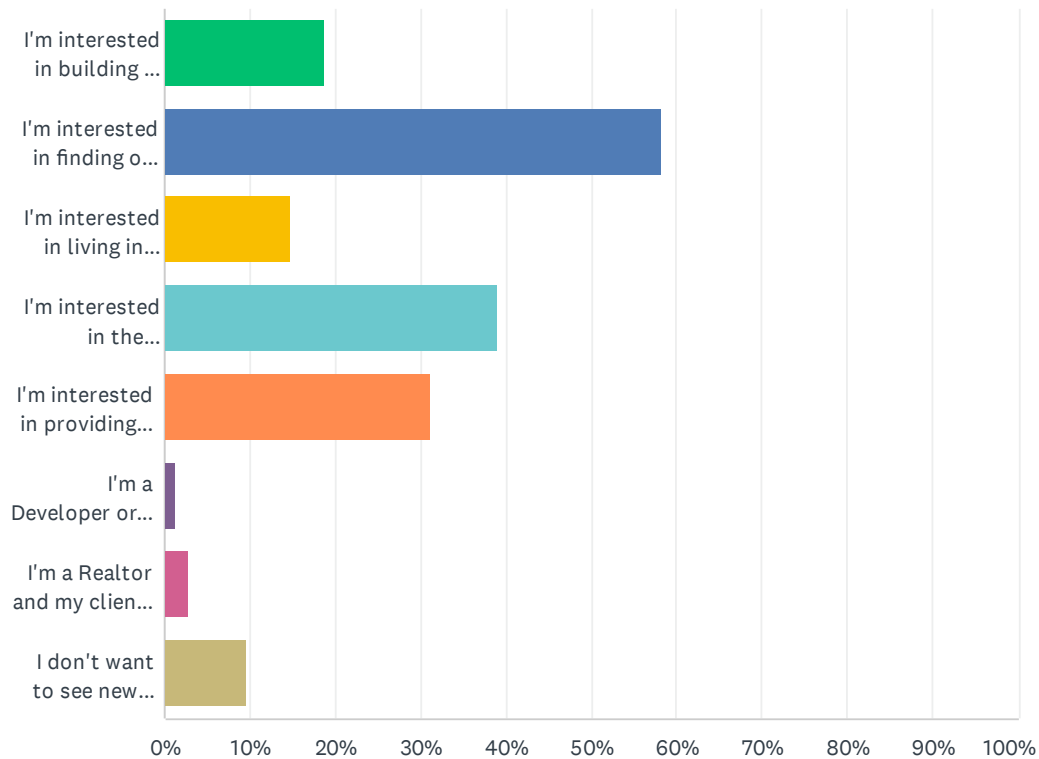


ANSWER CHOICES	RESPONSES	
Rent	10.94%	28
Own your place of residence	87.50%	224
Other (please specify)	1.56%	4
TOTAL		256

#	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



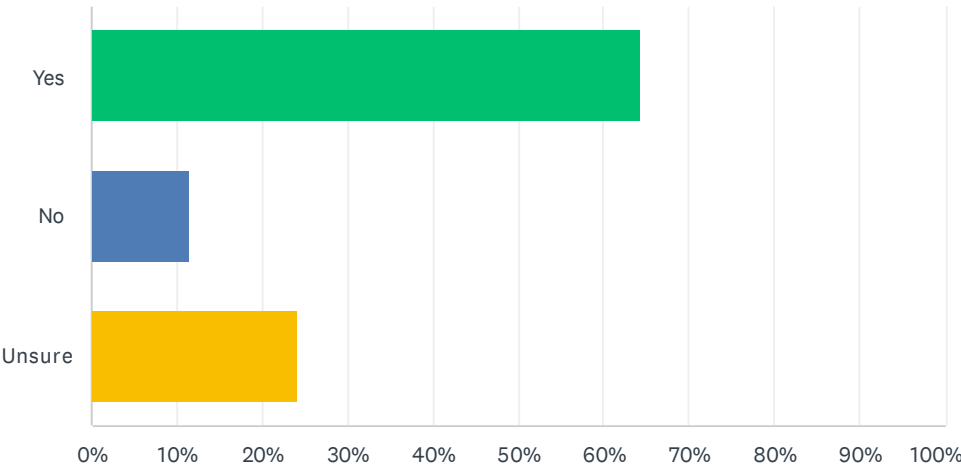
ANSWER CHOICES	RESPONSES	
I'm interested in building one on my property	18.73%	47
I'm interested in finding out more about Garden Suites	58.17%	146
I'm interested in living in one	14.74%	37
I'm interested in the regulations	39.04%	98
I'm interested in providing input	31.08%	78
I'm a Developer or Builder 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 propert 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 grind 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

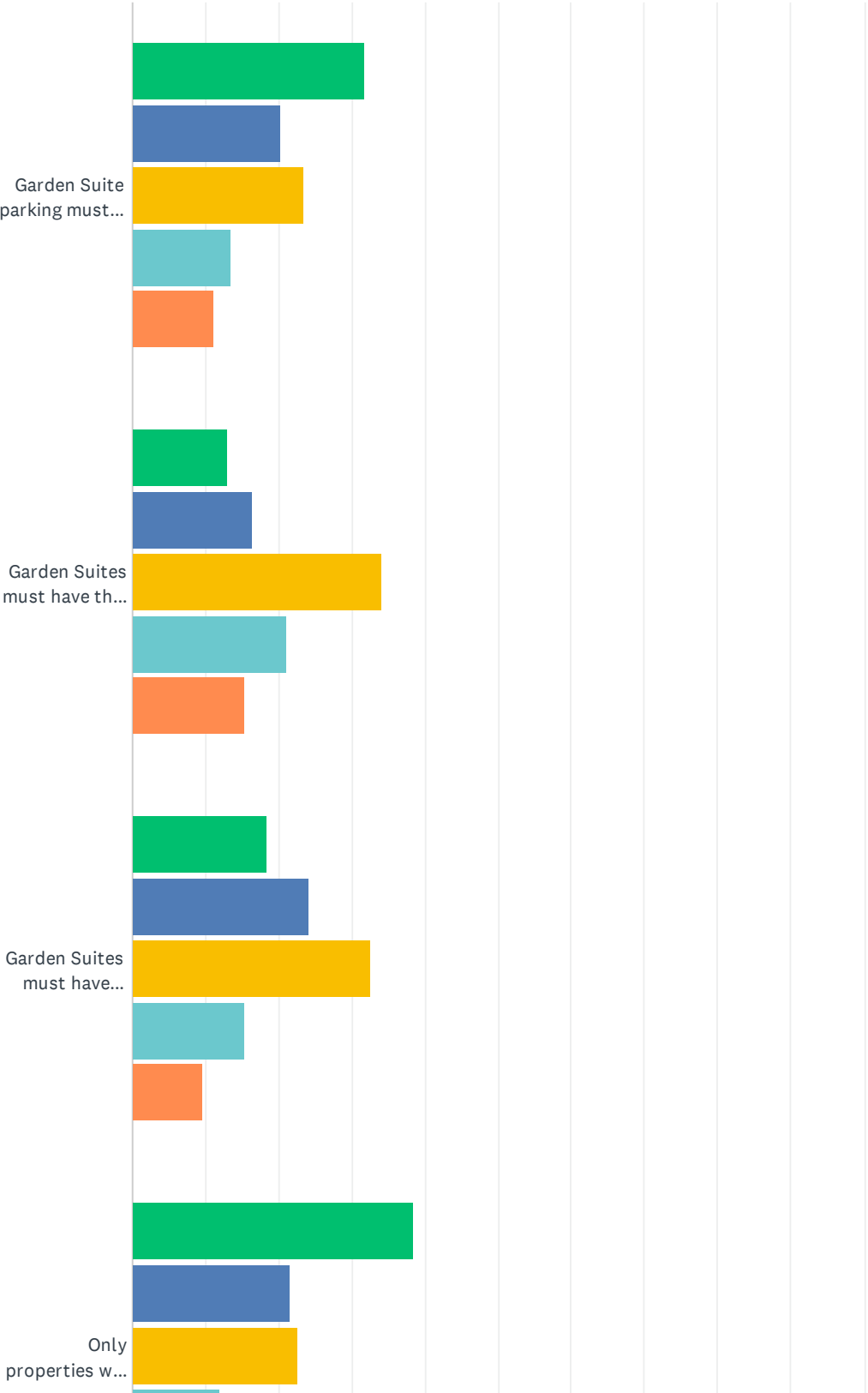
99	I know they can provide affordable housing	8/7/2022 10:05 AM
100	Nothing	8/7/2022 9:20 AM
101	Can be a source of additional income for homeowners. Done well, they look beautiful. Aids in our rental crisis.	8/7/2022 8:29 AM
102	Great idea for in-laws and more affordable	8/7/2022 7:24 AM
103	Are there 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

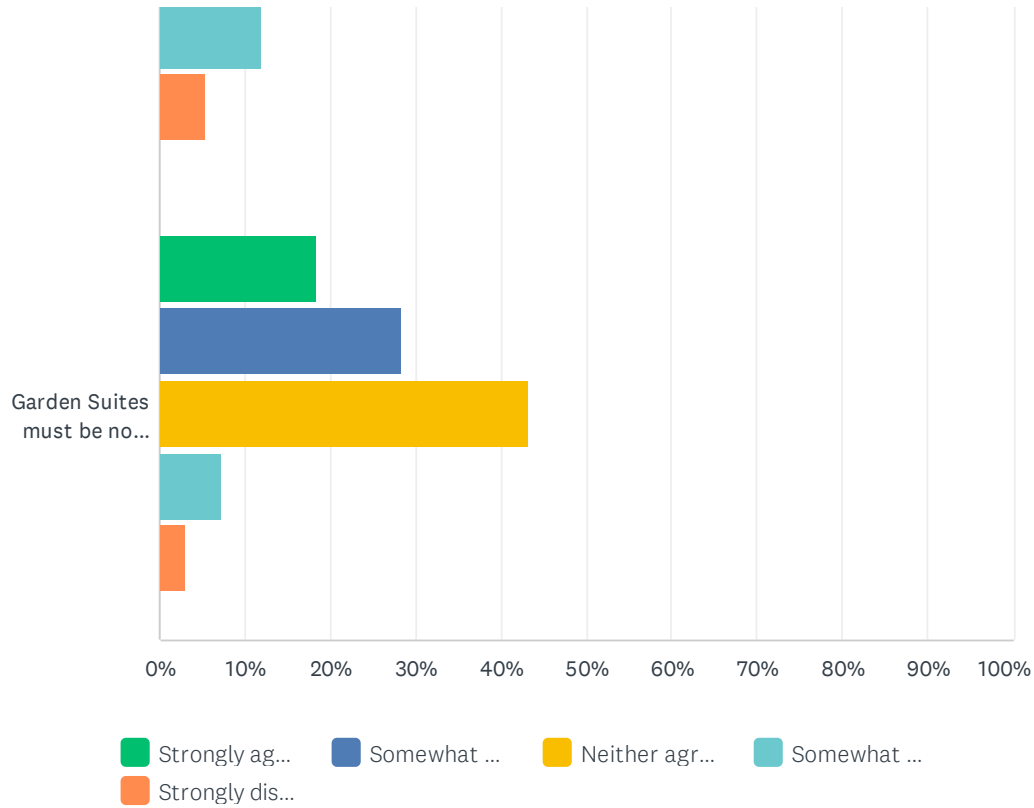
132	Another example of generational living. A great way to incorporate keeping our seniors with family longer or to provide affordable living option.	8/3/2022 10:50 PM
133	Not a whole lot	8/3/2022 9:59 PM
134	Huge benefits	8/3/2022 9:32 PM
135	Can offer affordable living, good for "mother-in-law" suites, 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

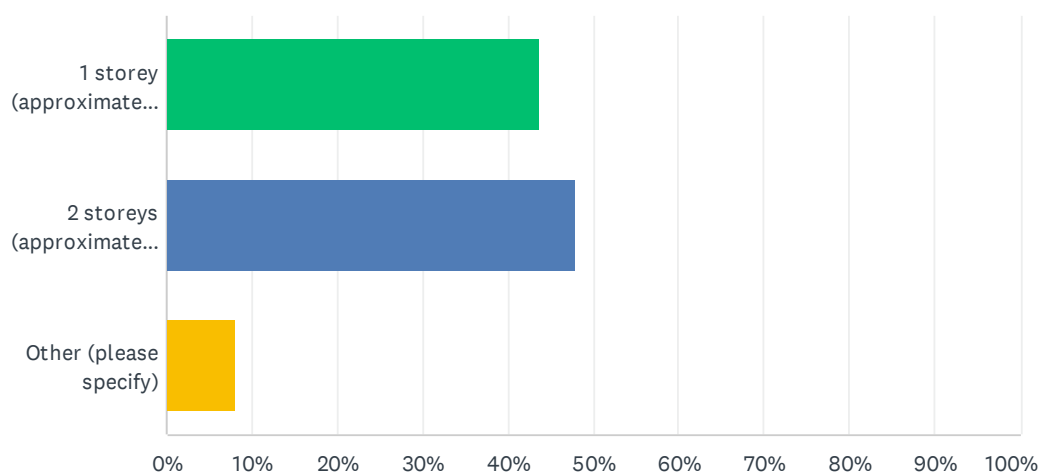




	STRONGLY AGREE	SOMEWHAT AGREE	NEITHER AGREE NOR DISAGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	TOTAL	WEIGHTED AVERAGE
Garden Suite parking must be on the property, street parking is unacceptable	31.73% 66	20.19% 42	23.56% 49	13.46% 28	11.06% 23	208	2.52
Garden Suites must have their own driveways	12.98% 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



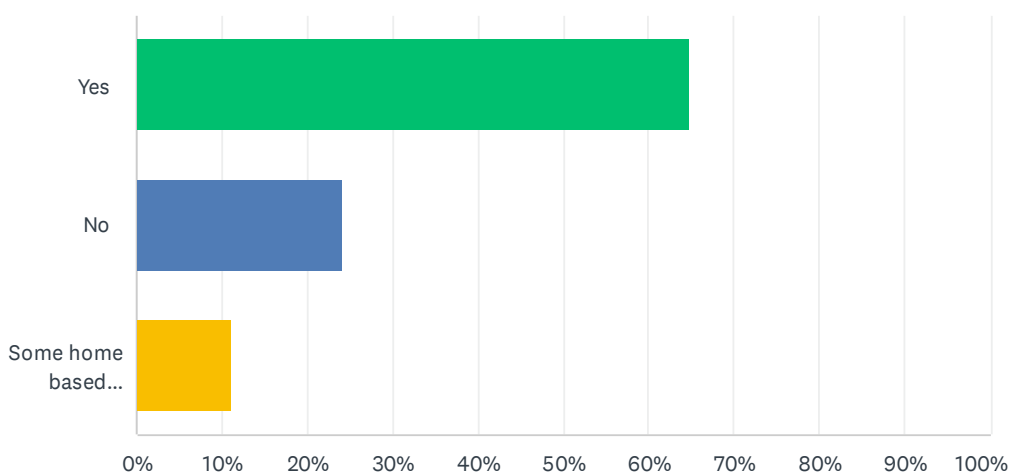
ANSWER CHOICES	RESPONSES	
1 storey (approximately 3m + height of roof)	43.75%	91
2 storeys (approximately 6m + height of roof)	48.08%	100
Other (please specify)	8.17%	17
<b>TOTAL</b>		<b>208</b>

#	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



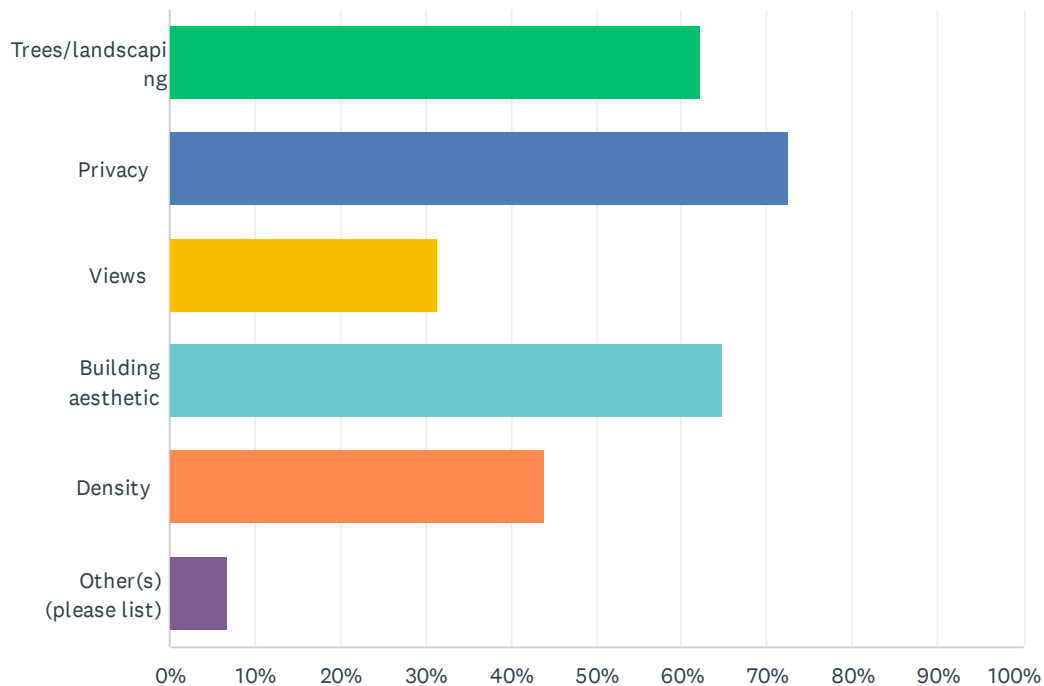
ANSWER CHOICES	RESPONSES	
Yes	64.73%	134
No	24.15%	50
Some home based businesses are acceptable (please list)	11.11%	23
TOTAL		207

#	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



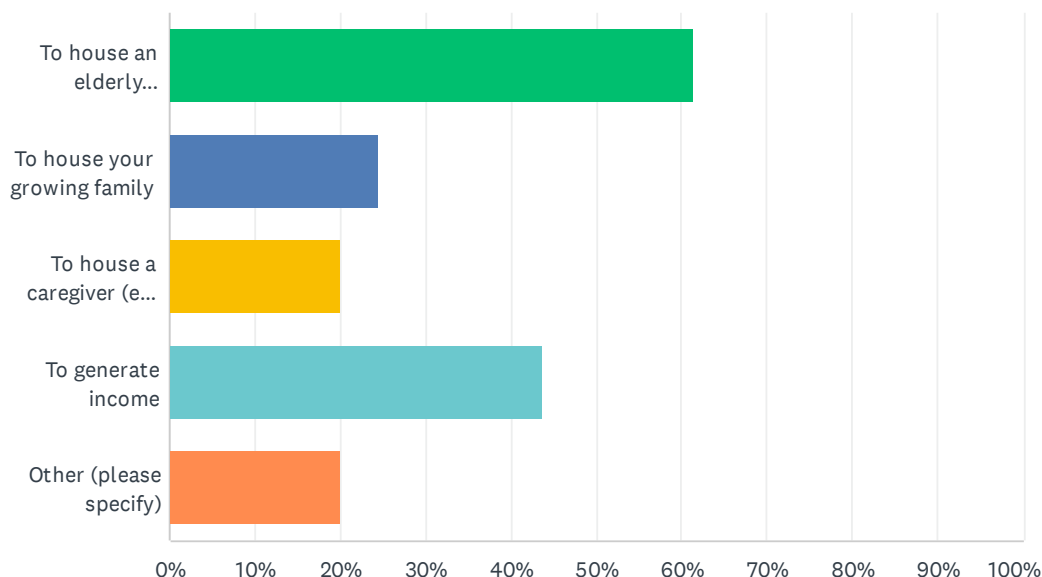
ANSWER CHOICES	RESPONSES	
Trees/landscaping	62.32%	129
Privacy	72.46%	150
Views	31.40%	65
Building aesthetic	64.73%	134
Density	43.96%	91
Other(s) (please list)	6.76%	14
Total Respondents: 207		

#	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**

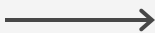
# TABLE OF CONTENTS

01	DISCRETIONARY USE & DEVELOPMENT PERMIT Information about Discretionary Use and Development Permit	05	EXAMPLES Definition of the Garage Suite and practical examples
02	BUILDING PERMIT Information about Building Permit Requirements	06	GARAGE SUITES Brief requirements to Garage Suites
03	EXAMPLES Definition of the Garden Suite and practical examples	07	STEP BY STEP GUIDE Step by step guide for creating garden or garage suites in the town of Strathmore (if the bylaw is adopted by town council)
04	GARDEN SUITES Brief requirements to Garden Suites	08	MAP WITH POTENTIAL GARDEN SUITES Potential land parcels where Garden Suites could be developed.

01

▪ **Discretionary Use** means the use of land, buildings, or structures listed in the column captioned 'Discretionary Uses' in each Land Use District appearing in this Bylaw, for which a Development Permit may be issued at the discretion of the Approving Authority.

- Additionally, for all projects that will be developed under Discretionary Use, adjacent landowners will be notified and can appeal.
- That is why we always ask our developers and clients to talk and discuss their future plans with their neighbours, due to create a healthy and friendly environment in the Town.



▪ **Development Permit** means an application for a development that conforms to the Land Use Bylaw, which may be refused or approved with or without conditions by the Development Officer or the Approving Authority.

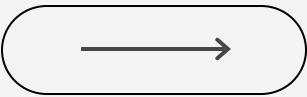
- Every second Accessory Dwelling Unit approved in Strathmore is added to a Municipal Suite registry program. The Registry is shared with members of the public and the Fire Department to ensure each dwelling is properly documented in the case of an Emergency.
- Each approved second Accessory Dwelling Unit will receive a door sticker which is applied on the front door of the primary dwelling, advising of the approved second Accessory Dwelling Unit .

02

- **Building Permits** are required for most major construction projects. These projects include **new buildings, additions,** renovations, alterations, repairs, relocations, demolitions, or the change of use in an existing building.

**NOTE:** The Safety Codes Act requires that all contractors and homeowners in Alberta obtain permits prior to starting any work on buildings covered by the current edition of the Alberta Building Code.

Depending on the nature and scope of your project, you may also require one or more of the following permits: **electrical plumbing gas permit private sewage systems heating and ventilation.**



**Required plans information.** Before starting any construction, you must submit plans with your building permit application to your municipality or permit provider. The plans may include any combination or all of the following:

- site plan
- foundation plan
- floor plans
- elevations
- cross-section

03



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.



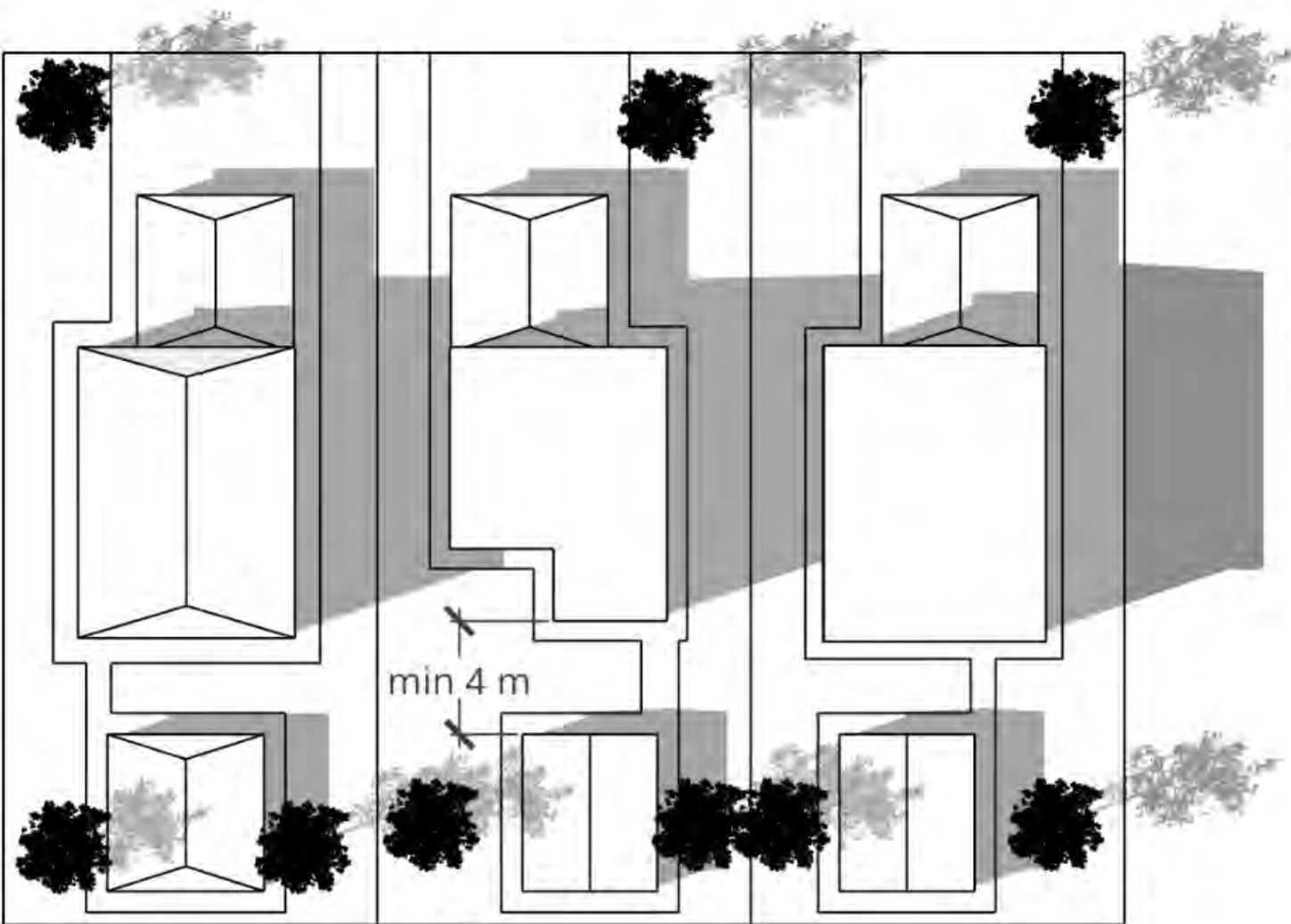
**Garden Suite** a second Accessory Dwelling Unit on a parcel, to be used as a separate accommodation that is accessory to the Principal Building and may be a standalone unit.

04

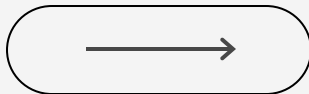
# GARDEN SUITES

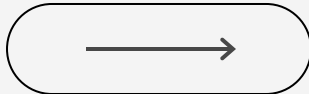
Garden Suite as a **Discretionary Use** could be constructed in **R1, R1N, R1S, R2, R2X, CR Districts.**

- A Garden Suite requires a **Development Permit and Building Permit.**
- The land lot should be more than **400 m<sup>2</sup>** 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 Principal Building on the same lot.
- Any Garden Suite shall be separated from the Principal Building by a minimum of **5 m** and a minimum of **1.5 m** from all other Accessory 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





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 a 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 Building.

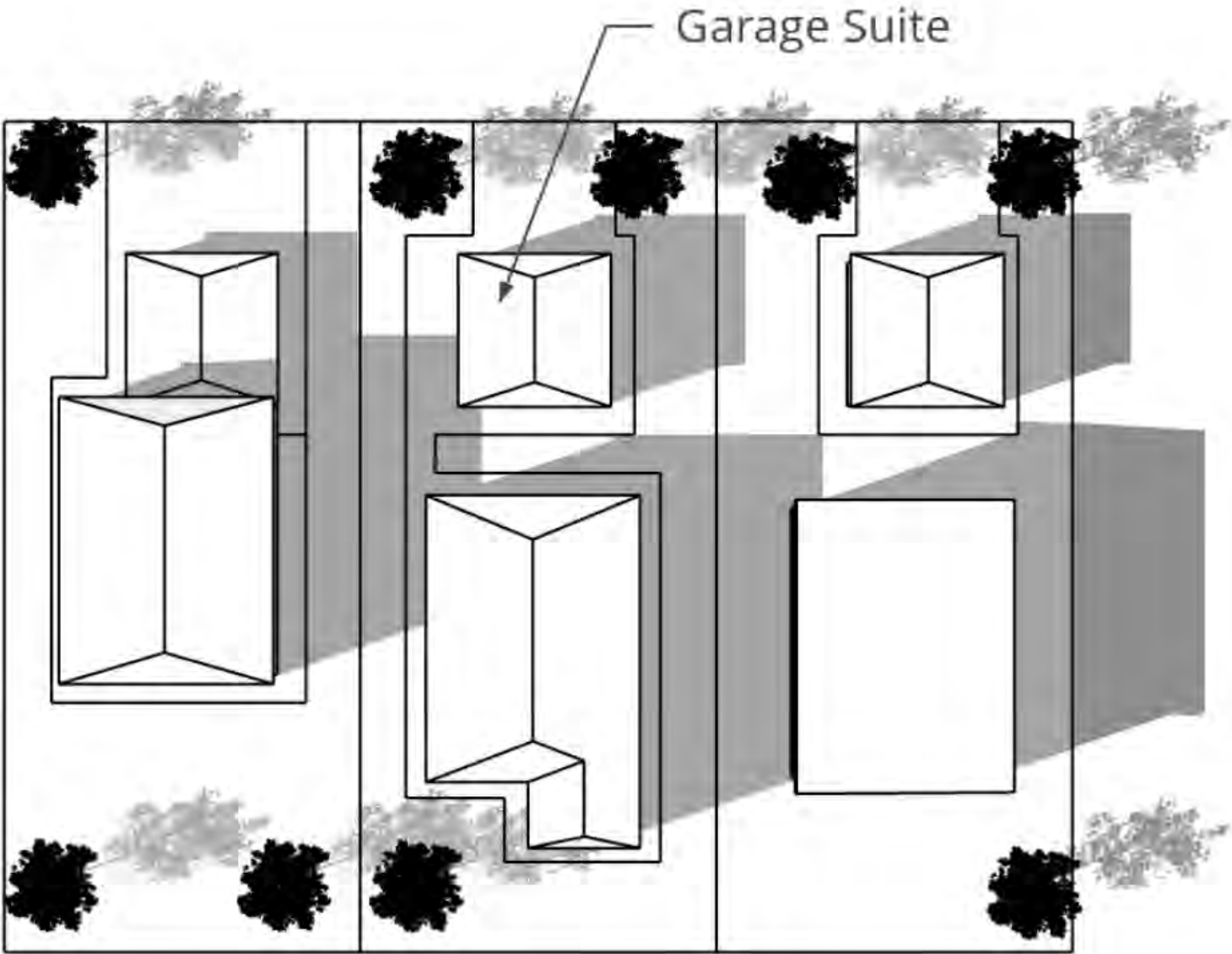
06

# GARAGE SUITES

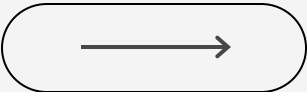
Garage Suite as a **Discretionary Use** could be constructed in **R1, R1N, R1S, R2, R2X, CR Districts**.

Requirements:

- A Garage Suite requires a **Development Permit and Building Permit**.
- The land lot should be more than **400 m<sup>2</sup>** 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 Principal Building 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



# STEP BY STEP GUIDE FOR CREATING GARDEN OR GARAGE SUITES IN THE TOWN OF STRATHMORE (IF THE BYLAW IS ADOPTED BY TOWN COUNCIL)

07

## Step 2: Verify Land Lot Size and Width

2. The land lot area is required to exceed 400 m<sup>2</sup>.
2. The land lot is required to have an average Site Width of more than 10 m.

## Step 4: Calculate Site Coverage

4

- Check the Site Coverage in your District and calculate if it is possible to develop an Accessory Dwelling Unit.

## Step 6: Apply for Building and Utility Permits

6

- Once the Town has issued your Development Permit, apply for the required Building Permit and Utility Permits.
- Ensure the Accessory Dwelling Unit is constructed in accordance with the National Building Code, Alberta Edition and all other relevant legislation federal, provincial, and municipal legislation.

## Step 1: Check Land Use District

1

- The proposed second Accessory Dwelling Unit must be located in the appropriate Land Use District.
- If the Accessory Dwelling Unit isn't in an appropriate Land Use District, a redesignation application must be adopted by Council before proceeding.

## Step 3: Check Separation Distances (only for Garden Suites)

3

- Ensure the distance between the Principal Building and the future Garden Suite is at least 5 m.
- Ensure the future Garden Suite is at least 1.5 m away from all other Accessory Buildings.

## Step 5: Development Permit Approval

5

- Once your proposed Accessory Dwelling Unit is located in an allowable Land Use District, submit a Development Permit to the Planning Department for approval.
- Please note that adjacent landowners are notified of a decision and there is an appeal period. After the appeal period, the development permit is issued.


## Step 7: Arrange for Garbage Collection and Utility Billing

7

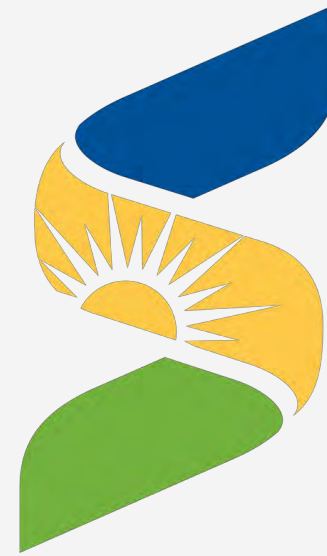
- For garbage collection, contact the Utility Department and request a second bin, disclosing that it is for a second Accessory Dwelling Unit.
- Your Utility Bill covers Water, Sewage, and Garbage Collection. For more information on structuring your Utility Bills for a second Accessory Dwelling Unit, contact the Utility Department at 403-934-3133.

MAP WITH POTENTIAL GARDEN SUITES



 - Parcels with potential garden suites





# Strathmore

## THANK YOU!



# Request for Decision

**To:** Council

**Staff Contact:** David Sturgeon, Fire Chief

**Date Prepared:** June 13, 2024

**Meeting Date:** July 3, 2024

**SUBJECT:** Fire Services Bylaw No. 24-10

**RECOMMENDATION:** THAT Council give First reading to Bylaw 24-10, being the Fire Services Bylaw.

THAT Council give Second reading to Bylaw 24-10, being the Fire Services Bylaw.

THAT Council give unanimous consent to give Third and Final reading to Bylaw 24-10, being the Fire Services Bylaw.

THAT Council give Third reading to Bylaw 24-10, being the Fire Services Bylaw.

## STRATEGIC PRIORITIES:



Affordable  
Housing



Climate  
Resiliency



Community  
Development



Community  
Wellness



Economic  
Development



Financial  
Sustainability

## **HOW THE STRATEGIC PRIORITIES ARE MET:**

Updating the Fire Services Bylaw will enable the Fire Department to provide efficient community service and will ensure the expectations of the public and department are clear and concise.

---

## SUSTAINABILITY

### **ECONOMIC SUSTAINABILITY:**

N/A

**SOCIAL SUSTAINABILITY:**

N/A

**ENVIRONMENTAL SUSTAINABILITY:**

N/A

---

**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:**

The Fire Services Bylaw has not been reviewed since 2018 and a major review (rewrite) was necessary to update fire protection and emergency response for the community. It also provides guidelines for fire prevention and outlines the responsibilities of individuals and property owners for fire safety.

**ORGANIZATIONAL:**

The Fire Services Bylaw establishes the authority and responsibilities for the Strathmore Fire Department, defines the roles and powers of the Chief and department members, and empowers the Fire Chief to establish rules and regulations for the operations of the department, with Council approval.

These proposed changes would bring the Fire Services Bylaw in line with the current practices and operations of the fire department.

**OPERATIONAL:**

The Bylaw would reflect the current practices and legitimize the Fire Chief and other designated individuals to take necessary actions at the scene of an incident. The proposed changes would reflect the current practices of the department and how it responds to fires, emergencies, and incidents involving dangerous goods. It would also establish guidance on the issuing permits, conducting inspections, and managing alarm systems.

**FINANCIAL:**

There are no financial implications but the proposed changes will include penalties associated with fire-related offenses, which was not included in the previous bylaw.

**POLICY:**

The updated Fire Services Bylaw enforces specific elements related to open burning, fireworks, fire bans, and fire restrictions. It also discusses enforcing environmental protection regulations by restricting the burning of prohibited debris and making permits necessary.

## **IMPLEMENTATION:**

The Fire Department will ensure residents understand the changes to the Fire Services Bylaw and will work with the Communications department to ensure the messaging is communicated to the Town.

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## **BACKGROUND:**

Fire Services Bylaw No. 18-02 was approved by Council in 2018. As part of the current practice of reviewing policies and bylaws, Administration has identified this bylaw as requiring updating as it no longer aligns with current practices.

The bylaw is designed to ensure the safety of the residents of Strathmore and protect properties from fires and other emergencies. It also governs the use of alarm systems, permits for open burning and fireworks, and the enforcement of fire protection measures. The bylaw seeks to establish guidelines and regulations for the proper functioning of the Strathmore Fire Department and the prevention and management of fires and other incidents.

A draft of the proposed Fire Services Bylaw No. 24-10 was presented to Council at the June 12, 2024, Committee of the Whole meeting and is included as Attachment I.

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## **KEY ISSUE(S)/CONCEPT(S):**

There are several items this updated Fire Services Bylaw would address. First, it would focus on fire prevention, emphasizing fire prevention by addressing open burnings/fire permits, fire bans/restrictions (based on environmental conditions), fireworks use in the town, alarm systems, and lastly, it would emphasize the importance of public awareness and education regarding fire safety through programs and inspections.

Second, it would establish fines/penalties, currently missing within the existing bylaw, for fire protection services, response to false alarms, enforcement of regulations, and the process for the collection of fines. It would also outline the responsibilities of the department, including their specific powers at the scene of an incident.

Altogether, the new Fire Services Bylaw addresses any inconsistencies or ambiguities in the existing bylaw by adding clarity and enforceability. It addresses emerging fire safety concerns and ensures the bylaw continues to meet the needs of the community.

Lastly, the updated bylaw is necessary to ensure it aligns with any changes in provincial or federal legislation.

## **DESIRED OUTCOMES:**

For Council to approve Fire Services Bylaw No. 24-10, as presented in Attachment I.

**COMMUNICATIONS:**

Should Council adopt the recommended motion, Administration will communicate with residents and businesses to ensure they are aware of the changes to the bylaw and the impact to the community.

**ALTERNATIVE ACTIONS/MOTIONS:**

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

**ATTACHMENTS:**

[Attachment I: Fire Services Bylaw No. 24-10](#)

[Attachment II: Fire Services Bylaw No. 18-02](#)

[Attachment III: Fireworks-Bylaw No. 15-16](#)

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Mark Pretzlaff, Director of Community and Protective Services

Approved  
- 19 Jun  
2024

Veronica Anderson, Legislative Services Officer

Approved  
- 21 Jun  
2024

Johnathan Strathdee, Manager of Legislative Services

Approved  
- 26 Jun  
2024

Kevin Scoble, Chief Administrative Officer

Approved  
- 27 Jun  
2024



**BYLAW NO. 24-10**  
**OF THE TOWN OF STRATHMORE**  
**IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 24-10**  
**OF THE TOWN OF STRATHMORE**  
**IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA REGARDING THE OPERATION OF THE STRATHMORE FIRE DEPARTMENT.**

**WHEREAS** the *Municipal Government Act* allows Council to pass bylaws respecting the safety, health, and welfare of people and the protection of people and property and services provided by or on the behalf of the municipality;

**AND WHEREAS** the Town of Strathmore has been accredited by the Safety Codes Council pursuant to the Safety Codes Act in the fire discipline and is authorized to perform services and enforce the provisions of the Safety Codes Act;

**AND WHEREAS** the Council of the Town of Strathmore wishes to provide efficient emergency services to the citizens of the Town.

**AND WHEREAS** it is desirable that the Fire Department provide certain non-emergency services and that the people for whom non-emergency services are provided be responsible for offsetting the cost of providing those services;

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

**1.0. SHORT TITLE**

1.1 This Bylaw may be cited as the "Fire Services Bylaw."

**2.0. DEFINITIONS**

2.1 Words used in this Bylaw have the same meaning as defined in the Municipal Government Act, with the following changes or additions:

- a) "Alarm System" means any fire, heat or smoke alarm system, alert system or other electronic means installed in any building or premises for the purpose of alerting the Fire Department of a Fire;
- b) "Apparatus" means any vehicle operated by or for the Fire Department, whether that vehicle operates on land, in the air or on water and which is provided with machinery, devices, equipment or materials for Fire Protection, as well as any

vehicles used for transporting Firefighters, Equipment or other supplies;

- c) "Authority Having Jurisdiction" (AHJ) means an individual, organization, or government entity responsible for enforcing and overseeing compliance with specific codes, standards, regulations, or laws within a particular jurisdiction;
- d) "Building" means a structure that is used or intended to be used for supporting or sheltering persons, animals, vehicles, equipment, machinery, goods, articles or other Property, except those prescribed by regulation as exempted from the National Codes - Alberta Editions;
- e) "Bylaw" means the Fire Services Bylaw;
- f) "CAO" means the Chief Administrative Officer for the Town or their delegate;
- g) "Council" means the governing body of the Town;
- h) "Dangerous Goods" means any material or substance that may cause an immediate or long-term adverse effect to life, health, property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage or transportation environment and includes those products, substances or organisms included in any of the classes listed in the Schedule to the Dangerous Goods Transportation and Handling Act or in any regulations passed thereunder;
- i) "Designate" means that person appointed by the Fire Chief from time to time to act in their capacity during their absence in accordance with the Standard Operating Guidelines;
- j) "Emergency" means a sudden unexpected happening or unexpected occasion for action, including a Fire or other Incident requiring First Aid or events and occasions requiring Firefighters and associated apparatus and equipment to respond;
- k) "Equipment" means any tools, contrivances, devices, or materials used by the Fire Department to respond to an Incident;
- l) "False Alarm" means any notification to the Fire Department or any Member, including but not limited to an Alarm signal,

indicating the existence of an Emergency situation where an Emergency situation does not, in fact, exist;

- m) "Fire" means any combustible material in a state of combustion;
- n) "Fire Ban" means any order from the Province of Alberta or the Fire Chief or Designate in accordance with Section 13 through 14 of this bylaw which prohibits or restricts Fires in all or part of the Town;
- o) "Fire Call" means a call for assistance requiring the provision of Fire Protection Services;
- p) "Fire Chief" means the person appointed as head of the Fire Department or their Designate;
- q) "Fire Code" means the current fire code as may be amended or replaced from time to time;
- r) "Fire Department" means the Town of Strathmore's fire department;
- s) "Fire Department Property" means all property owned by the Town of Strathmore operated or designated for use by the Fire Department, regardless of the source of the property, including but not limited to, Apparatus and Equipment;
- t) "Fire Hazard" means any condition, circumstance, or event where the possibility of Fire is increased;
- u) "Fire Restriction" is an order issued pursuant to this bylaw for the purpose of fire prevention and cessation of Fire and Fireworks Permits for duration of the restriction;
- v) "Officer" means a senior member in command of the Fire Department and fire hall who is assigned by the Fire Chief to be responsible for supervising fire suppression and rescue, emergency medical services, fire prevention, training and records of the fire department on an assigned shift, and/or to serve as a staff specialist in any designated aspect of fire operations and to do related work as required in accordance with the Standard Operating Guidelines;
- w) "Peace Officer" means a police officer or member of a police service under the Police Act, R.S.A. 2000, c. P-17, or a Peace Officer appointed pursuant to the Peace Officer Act, S.A. 2006, c. P-3.5; or a person appointed as a Bylaw Peace Officer

pursuant to the Municipal Government Act, R.S.A. 2000, c. M-26.

### **3.0. INTERPRETATION**

- 3.1 The following rules apply to the interpretation of this bylaw:
- a) Headings, titles, and margin notes in this bylaw are for ease of reference only;
  - b) Gender specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;
  - c) Every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid and enforceable; and
  - d) References to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

### **4.0. FIRE DEPARTMENT**

- 4.1 Council hereby establishes the Town of Strathmore Fire Department for the purpose of:
- a) Providing Fire Protection Services;
  - b) Preserving life and Property and protection of Persons and Property from injury or destruction by Fire and other Emergencies;
  - c) Providing vehicle extrication services;
  - d) Providing First Aid;
  - e) Providing response to Incidents requiring Emergency rescue;
  - f) Providing response to Incidents involving Dangerous Goods;
  - g) Responding to Fire Calls;
  - h) Preventing, combating, and extinguishing Fires;
  - i) Preventing and extinguishing Running Fires;

- j) Investigating the cause and origin of Fires in accordance with the Quality Management Plan;
  - k) Carrying out fire prevention patrols, pre-fire, and Emergency planning;
  - l) Performing Fire Safety inspections;
  - m) Enforcing the provisions of the Safety Codes Act, the Fire Code and all STANDARDS;
  - n) Entering into agreements or partnerships with other Fire Service Organizations for the joint use, control, and management of Apparatus and Emergency Equipment including Fire Protection Agreements;
  - o) Fulfilling obligations under Fire Protection Agreements; and
  - p) Operating Apparatus and Equipment for the purpose of providing Fire Protection Services.
- 4.2 The Fire Department shall consist of such Members, personnel, Buildings, Apparatus and Equipment as deemed appropriate by Council given the resources available to Council for the protection of Persons and Property within the Town from Fire and other Emergencies.
- 4.3 Fire Department, Apparatus or Equipment shall not be used beyond the boundaries of the Town without the express authorization by way of a Fire Protection Agreement or other written agreement or contract authorized by Council.
- 4.4 The Chief Administrative Officer in consultation with the Fire Chief or Designate may authorize Fire Department Responses outside of any written agreement or contracted areas.
- 4.5 Council shall establish Levels of Service for defined Response Areas within the Town for any service provided by the Fire Department.

## **5.0. FIRE CHIEF**

- 5.1 The CAO shall appoint the Fire Chief.
- 5.2 The Fire Chief has the authority, duties, and responsibilities as established under this Bylaw, the Standard Operating Procedures, Standard Operating Guidelines, Safety Codes Act, Fire Code and

any other applicable Federal, Provincial or Municipal legislation, Bylaws, policies or procedures or as may be directed by the CAO from time to time.

- 5.3 The Fire Chief shall comply with the Town of Strathmore Quality Management Plan as approved by the Town of Strathmore Council and the Safety Codes Council.
- 5.4 The Fire Chief has complete responsibility and authority over the Fire Department, subject to the direction and control of the CAO, to whom they will be responsible, and in particular, may carry out all Fire Protection activities and such other activities as including, but not limited to:
- a) Firefighting and Fire Suppression;
  - b) Rescue;
  - c) Emergency medical services;
  - d) Pre-Fire planning;
  - e) Disaster planning;
  - f) Fire Prevention patrols;
  - g) Public education activities;
  - h) Members training and other staff development;
  - i) First Aid training
- 5.5 Regulations, rules, or procedures made pursuant to Section 5.5 of this Bylaw shall not be inconsistent with this Bylaw, the Level of Service or any legislation or regulations of the Province of Alberta including the Safety Codes Act and the Fire Code.
- 5.6 The Fire Chief is the Authority Having Jurisdiction for purposes of this Bylaw. The Fire Chief may delegate all or any of their authority under this Bylaw to a Deputy Fire Chief or Fire Officer who also holds qualification as an Authority Having Jurisdiction. Any action or decision made by such delegate may be reviewed, altered, or rescinded by the Fire Chief.
- 5.7 The Fire Chief, or Designate, shall have control, direction and management of any Fire Department Apparatus, Equipment or personnel assigned to an Incident and, where the Incident Commander is in charge, they shall continue to act until relieved by an Officer authorized to do so.

- 5.8 The Fire Chief, or Designate, at an Incident may at their discretion establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Fire Chief or Designate.
- 5.9 The Fire Chief or Designate at an Incident may request a Peace Officer to enforce restrictions on persons entering within the boundaries or limits.
- 5.10 The Fire Chief or Designate at an Incident is empowered to enter and to take all steps they deem necessary in order to directly or indirectly combat, control or deal with an Incident, including:
  - a) passing through or over buildings or Property adjacent to an Incident and to cause Members of the Fire Department and the Apparatus and Equipment of the Fire Department to enter or pass through or over the building or Property;
  - b) causing a building, structure or thing to be pulled down, demolished or otherwise removed.
- 5.11 The Fire Chief or Designate at an Incident may obtain assistance from other officials of the Town as they deem necessary in order to discharge their duties and responsibilities under this Bylaw.
- 5.12 The Fire Chief or Designate may order the evacuation of any building or area which is directly or indirectly involved in an Incident.
- 5.13 The Fire Chief or Designate at any Incident is hereby empowered to employ or commandeer privately owned equipment, or to conscript persons to assist at an Incident, which they consider necessary to deal with an Incident and, authorize payment for the possession or use of any such equipment necessary for the purpose of mitigating an Incident as permitted in accordance with the *Municipal Government Act*.

## **6.0. POWERS OF MEMBERS**

- 6.1 Each Member, under the direction of an Officer of the Fire Department, shall have the authority and power to:
  - a) extinguish or control the Fire or the operations to preserve life and Property and enter onto any Property for the purpose of extinguishing or controlling the Fire;

- b) prevent interference with the efforts of persons engaged in the extinguishing of Fires or preventing the spread thereof by regulating the conduct of the public at or in the vicinity of any Fire;
- c) Members shall have all the authority, duties and responsibilities as established under this Bylaw, the Standard Operating Guidelines, Standard Operating Procedures and any other applicable Federal, Provincial, or municipal legislation, Bylaws, policies, or procedures.

## **7.0. ALARM SYSTEMS**

- 7.1 No Person shall cause or allow the issuing of a False Alarm due to or resulting from faulty, damaged, or malfunctioning Alarm Equipment.
- 7.2 No Person shall, by the use of an Alarm System or any other method, make or cause to be made any False Alarm.

## **8.0. FIRE PREVENTION**

- 8.1 The Fire Chief will, establish a Fire prevention program including but not limited to:
  - a) Preventative inspections of properties, Buildings, or structures in accordance with the Quality Management Plan;
  - b) Review of designs, plans, specifications, and processes to ensure conformance with the Fire Code;
  - c) Preparation of pre-Fire plans for high hazard occupancies;
  - d) Dissemination of Fire prevention information to the general public.

## **9.0. INSPECTIONS/INVESTIGATIONS**

- 9.1 All Inspections and investigations will be conducted as per the *Safety Codes Act* of Alberta as amended from time to time.

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IN THE PROVINCE OF ALBERTA**


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**10.0. FIRE PERMITS**

- 10.1 A Fire Permit is not required under this Bylaw for the following;
- a) A Recreational Fire providing that the Fire:
    - i. Is contained in a pit with a non-combustible bottom that has a ring of cement or steel that is a minimum of 30cm high;
    - ii. Is located at least three (3) meters from any Property line, Building, other structure;
    - iii. Is clear from flammable fuels, including but not limited to grass, trees, and bushes;
    - iv. Is supervised at all times by a responsible adult Person until such time that the fire has been extinguished. A Fire shall be deemed to include hot ashes and smoldering embers resulting from the Fire;
    - v. Flame height does not exceed 90 cm (3.28) feet above the Fire Pit;
    - vi. Is covered with a 3mm wire mesh; and
    - vii. Is not used to burn Prohibited Debris.
  - b) Fires that are set for the purpose of training Firefighters;
  - c) Town of Strathmore events;
  - d) Fire Pit Fires in a public Campground; and
  - e) Any industrial or commercial Incinerator that is required to be licensed under the Environmental Protection and Enhancement Act and its regulations.

**11.0. FIREWORKS**

- 11.1 No Person shall sell, possess, or discharge Fireworks in the Town unless they have the appropriate Permits, insurance, and licensing for display Fireworks. A Fireworks Permit is required for the discharge of Fireworks. Fireworks must be purchased from a recognized company that meets all current provincial or federal regulations and standards. The Fire Chief may impose any conditions on a Fireworks Permit issued for discharge of Fireworks in the Town as deemed necessary.

- 11.2      Fireworks considered consumer Fireworks are banned in the Town. Possession, sale, discharge or storage of consumer Fireworks or Firecrackers is prohibited.

## **12.0.      OPEN BURNING**

- 12.1      No Person shall cause or allow Open Burning of any Fire unless they have applied for and been issued a Fire Permit by the Fire Chief or Designate.

## **13.0.      FIRE RESTRICTION**

- 13.1      The Fire Chief or Designate may, from time to time, prohibit the issuance of any new Fire or Firework Permits and suspend all active Permits when, in the opinion the Fire Chief or Designate, the prevailing environmental conditions give rise to an increased risk of Fire.
- 13.2      A Fire Restriction imposed shall remain in force until either the date provided in the notice of the Fire Restriction or until such time the Fire Chief or Designate provides notice to the public that the Fire Restriction is no longer in effect.
- 13.3      Notice of a Fire Restriction shall be provided to the public. Notice may be in the form of signage, through a public service message on the local radio stations, newspaper advertisement, social media, or by any means, which the Fire Chief or Designate determines is appropriate for the purpose of informing the public of the Fire Restriction.
- 13.4      When a Fire Restriction is in place:
- a) No Fire Permits will be issued; and
  - b) No Fireworks Permits will be issued from the date of issuance of the Fire Restriction.
  - c) When a Fire Restriction is in place, no Person shall ignite a Fire unless the Fire is exempt from requiring a Fire Permit.

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**14.0. Fire Bans**

- 14.1 Notwithstanding any provisions of this or any other Bylaw, when, in the opinion of the Fire Chief or Designate, there is a necessity to do so, they may:
  - a) Declare a partial ban for specified areas of the Town; or
  - b) Declare a complete Fire Ban of any kind of burning for all areas of the Town.
- 14.2 When a Fire Ban is in effect, all Fire and Firework Permits are suspended unless otherwise directed by the Fire Chief or Designate.
- 14.3 Any Fire Ban issued by the Fire Chief or Designate shall be in force until the Fire Ban is lifted by the Fire Chief or Designate.
- 14.4 When determining whether to declare a Fire Ban, the Fire Chief or Designate will take into consideration any or all of the following:
  - a) The air quality index;
  - b) Recent levels of precipitation;
  - c) The overall Fire danger at the location of the Fire;
  - d) The availability of Fire Services to respond to additional calls for service; and
  - e) Regional or provincial conditions and resource deployment.
- 14.5 The Fire Chief or Designate shall give public notice of any Fire Bans issued through a public service message on the local radio stations, signage, social media, or any other methods deemed necessary.
- 14.6 No Person shall cause or allow Open Burning, nor have a contained Fire or Recreational Fire of any size when a Fire Ban has been declared.

**15.0. REQUIREMENTS TO REPORT/INSPECTIONS**

- 15.1 The owner or authorized agent of any Property damaged by Fire, shall immediately report to the Fire Department, the particulars of the Fire or Incident, in a form which is satisfactory to the Fire Chief or Designate.
- 15.2 The owner or occupant of any Property, real or personal, in or on which Dangerous Goods are stored shall forthwith notify the Fire

Department of any Incident in which any part of such goods are burned, spilled, leaked or otherwise released from their normal use, handling, storage or transportation environment with full particulars of the goods in question and circumstances of the Incident, in a form satisfactory to the Fire Chief or Designate.

## **16.0. FIRE PROTECTION CHARGES**

- 16.1 Upon providing Fire Protection within or outside the Town's boundaries, including but not limited to the Fire Department's response to False Alarms, the Town may in its sole and absolute discretion charge:
  - a) the person causing or contributing to the Fire or False Alarm;  
or
  - b) the owner or occupant of the Property;
  - c) a Fire Protection Charge—all individuals charged are jointly and severally responsible for the Fire Protection Charge.
- 16.2 The schedule of fees for Fire Protection Charges shall be as set out in the yearly Town Fees Bylaw as amended from time to time.
- 16.3 Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien that the Town is entitled to on the Property in respect of which the indebtedness is incurred.
- 16.4 The owner of a parcel to which Fire Protection is provided is liable for Fire Protection Charges incurred, and the Town may add to the tax roll of a parcel of land all unpaid Fire Protection Charges.
- 16.5 Fire Protection Charges may be appealed to the Chief Administrative Officer in writing within 14 days of the charge being levied. The appeal must include the reasons why the Fire Protection Charge should be reviewed.
- 16.6 Upon receipt of the appeal submitted pursuant to Section 16.5, the CAO will review the written appeal and may decide to uphold, vary, or revoke the Fire Protection Charges and will communicate such decision with the appellant in writing within 14 days of receipt of the appeal.

## **17.0. OFFENCES**

### **17.1 Any Person who:**

- a) Violates any provision of this Bylaw,
- b) Suffers or permits any act or thing to be done in violation of any provision of this Bylaw,
- c) Neglects or fails to do anything required to be done by the provisions of this Bylaw,

Is guilty of an offence under this Bylaw and, upon conviction, is liable to a fine as set out in Schedule A.

### **17.2 No Person shall:**

- a) Contravene any provision of this Bylaw;
- b) Obstruct the Fire Chief or Safety Codes Officer from inspecting Property or from performing any work necessary to remedy a Fire Hazard;
- c) Obstruct a Member from performing their duties under this Bylaw;
- d) Impede, obstruct, or hinder a Member or other Person assisting or acting under the direction of the Fire Chief, the Incident Commander or other Member;
- e) At an Incident, drive a vehicle over any Equipment without permission of the Fire Chief, Member in Charge, or Incident Commander;
- f) At an Incident, enter the boundaries or limits of an area prescribed in accordance with Section 5 unless they have been authorized to enter by the Fire Chief, Member in Charge or the Incident Commander;
- g) Obstruct a Member from carrying out any function or activity related in any way to Fire Protection Services;
- h) Falsely represent themselves as a Member or wear or display any Fire Department badge, cap, button, insignia, or other paraphernalia for the purpose of such false representation;
- i) Obstruct or otherwise interfere with access roads or streets or other approaches to any Fire Alarm, Fire hydrant, cistern or body of water designated for Fire-fighting purposes or any

connections provided to a Fire main, pipe, stand pipe, sprinkler system, cistern, or other body of water designated for Fire-fighting purposes;

- j) Light any Fire including an Outdoor Fire unless that Person is the holder of a valid Fire Permit, unless the Fire is specifically exempted from requiring a Fire Permit under Section 10 or 13 of this Bylaw;
- k) Permit a Fire to be lit upon lands that is owned or occupied by that Person, or under that Person's control except when such Fire is allowed under this Bylaw;
- l) Create or permit to be created a Fire Hazard upon lands that are owned or occupied by that Person or under that Person's control;
- m) Cause or permit a Fire to be lit during a Fire Ban;
- n) Permit a Fire to be lit upon lands that are owned or occupied by that Person, or under that Person's control during a Fire Ban;
- o) Either directly, or indirectly, personally or through an agent, servant, or employee light a Fire on any land which is not their own Property without the permission of the Owner or Occupant of that land;
- p) Knowingly allow a Fire to become a Running Fire;
- q) Knowingly allow a Running Fire to pass from Property which they own or occupy to the Property owned or occupied by another Person;
- r) Light a Fire without first taking sufficient precautions to ensure that the Fire can be kept under control at all times;
- s) Light a Fire when the weather conditions are conducive to creating a Running Fire, notwithstanding that a Fire Ban may not be in place;
- t) Fail to take reasonable steps to control a Fire for the purpose of preventing it from becoming a Running Fire or from spreading onto Property not owned or occupied by them;
- u) Deposit, discard or leave any burning matter or substance where it might ignite other materials and cause a Fire;

- v) Conduct any activity that involves the use of flame or heated materials that might reasonably be expected to cause a Fire unless that Person exercises reasonable care to prevent the Fire from occurring;
- w) Knowingly make a false statement in a Permit application;
- x) Provide false, incomplete, or misleading information to the Fire Department or any Member or Safety Codes Officer with respect to a Fire;
- y) Use a Fire to burn Prohibited Debris that when burned will result in the release of dense smoke or toxic air contaminants to the atmosphere as outlined in any statute or bylaw written to protect and enhance the environment.
- z) Conduct any activity that involves the use of a Fire, where smoke from the Fire will impede visibility of the vehicular traffic and pedestrian traffic on any highway as defined in the Traffic Safety Act; and/or
- aa) Light a Fire on lands owned, occupied, or controlled by the Town except with a Fire Permit from the Fire Chief or Designate.
- bb) Obstruct or block a Fire Lane or access route.

17.3 When a Fire is lit or set under any circumstances described in Section 14 Fire Restrictions or Section 15 Fire Bans, the Owner or Occupier of the land, and/or the Person having control of the Land upon which the Fire is lit or set and/or the Person who lit or set the Fire shall:

- a) Extinguish the Fire immediately; or
- b) If unable to extinguish the Fire immediately, report the Fire to the Fire Department as soon as possible.

## **18.0. ENFORCEMENT**

18.1 Any Person who is convicted of an offence pursuant to this Bylaw is liable for every day or part thereof upon which such offence occurs or continues on summary conviction, to a fine not exceeding \$10,000.00.

- 18.2 Where a Peace Officer believes a Person has contravened any provision of this Bylaw, the Officer may issue a Violation Ticket to the Person.
- 18.3 Any offence created pursuant to this Bylaw is a strict liability offence for the purposes of prosecution under this Bylaw.
- 18.4 Where there is a specified penalty listed for an offence in Schedule A, that amount is the specified penalty for the offence.
- 18.5 Where there is a minimum penalty listed for an offence in Schedule A, that amount is the minimum penalty for the offence.
- 18.6 Notwithstanding specified and minimum penalties set out in Schedule A:
- a) Where a Person contravenes the same provision of this Bylaw twice within a twelve (12) month period, the specified penalty payable in respect of the second contravention shall be double the amount of the specified penalty for a first offence;
  - b) Where a Person contravenes the same provision of this Bylaw three (3) or more times within a twelve (12) month period, the specified penalty payable in respect of the third and subsequent contraventions shall be triple the amount of the specified penalty for a first offence.
- 18.7 This Section shall not prevent a Peace Officer from issuing a Violation Ticket requiring a court appearance of the defendant, pursuant to the provisions of the Provincial Offences Procedure Act, or from laying an information instead of issuing a Violation Ticket.
- 18.8 The levying and payment of any fine for any period provided in this Bylaw shall not relieve a Person from the necessity of paying any fees, charges or costs from which that Person is liable under the provisions of this Bylaw or any other bylaw.
- 18.9 Each occurrence of a contravention of this Bylaw, or in the case of continuous contraventions, each day a contravention occurs or continues, constitutes a separate offence, and may be prosecuted separately.
- 18.10 All False Alarms within a consecutive 48-hour period will be treated as a single Incident.

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- 18.11 Where Property does not comply with this Bylaw or a person contravenes this Bylaw, the Town may pursue its enforcement alternatives in accordance with any Act, or common law right, including but not limited to the issuance of an order to remedy contravention by the Town, adding amounts to the tax roll, and pursuing injunctions pursuant to the *Municipal Government Act*, as amended from time to time.

**19.0. NOTICE**

- 19.1 Any Notice or Order provided for in this Bylaw shall be in writing.
- 19.2 Service of any Notice or Order provided for in this Bylaw may be made as follows:
- a) personally, upon the person to be served; or
  - b) by mailing the copy to the person to be served by registered mail to the last known post office address of the person to be served, and service shall be deemed to be affected at the time the copy is delivered by an official of the post office to the person to be served or to any person receiving it on his or her behalf;
  - c) where the Property is not occupied, by mailing the notice by registered mail to the mailing address noted on the Town's tax roll for that Property, and service shall be deemed to be affected at the time the copy is delivered by an official of the post office to the person to be served or to any person receiving it on his or her behalf; or
  - d) as directed by the Court.

**20.0. DELEGATION OF AUTHORITY**

- 20.1 The Chief Administrative Officer and Fire Chief may delegate any power, duty, or function assigned to them under this Bylaw to another position within Town Administration.

**21.0. SEVERABILITY**

- 21.1 If any section or part of this Bylaw is found in any course of law to be illegal, or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or



**BYLAW NO. 24-10**  
**OF THE TOWN OF STRATHMORE**  
**IN THE PROVINCE OF ALBERTA**

parts of this Bylaw shall be deemed to be separate and independent there from and be enacted as such.

**22.0. REPEAL AND EFFECTIVE DATE**

- 22.1 Bylaw 18-02 is hereby repealed.
- 22.2 Bylaw 15-16 is hereby repealed.
- 22.3 This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Director of Strategic, Administrative & Financial Services.

**READ A FIRST TIME THIS** \_\_\_\_day of \_\_\_\_\_, 2024.

**READ A SECOND TIME THIS** \_\_\_\_day of \_\_\_\_\_, 2024.

**READ A THIRD AND FINAL TIME THIS** \_\_\_\_day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DIRECTOR OF STRATEGIC,  
ADMINISTRATIVE, AND FINANCIAL SERVICES



**BYLAW NO. 24-10**  
**OF THE TOWN OF STRATHMORE**  
**IN THE PROVINCE OF ALBERTA**

**SCHEDULE "A"**

<b>Section</b>	<b>DESCRIPTION OF OFFENCE</b>	<b>Minimum Penalty</b>	<b>Specified Penalty</b>
<b>FIREWORKS PROHIBITION OFFENCES AND FINES</b>			
11	First Offence	\$150	\$250
	Second Offence in a 12-month period	\$400	\$500
	Third & Subsequent Offence in a 12-month period	\$650	\$750
<b>FIRE RESTRICTION</b>			
13	No person shall ignite a fire during a Fire Restriction unless the fire is exempt pursuant to Section 10.	\$250	\$500
<b>OFFENCES</b>			
17.1 (a)	Contravene any provision of the Bylaw (where no specific fine is imposed)	\$200	\$250
17.2 (b)	Obstruct Fire Chief or Designate from inspecting or correcting a fire hazard	\$250	\$500
17.2 (c)	Obstructing a member carrying out duties under this Bylaw	\$250	\$500
17.2 (d)	Impede, obstruct, or hinder member assisting or directed by Fire Chief or Designate	\$250	\$500
17.2 (e)	Driving a vehicle over a hose	\$350	\$700
17.2 (f)	Entering limits/boundaries of an incident when not authorized to do so	\$250	\$500
17.2 (g)	Obstruct member from performing function related to fire protection	\$250	\$500



**BYLAW NO. 24-10**  
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17.2 (h)	Falsely representing, wearing insignias, etc.	\$300	\$750
17.2 (i)	Interfering with access	\$250	\$500
17.2 (j)	Light a fire without a permit	\$250	\$500
17.2 (k)	Create or allow a fire on land owned/occupied or in control of	\$250	\$1000
17.2 (l)	Create or allow a fire hazard on land owned/occupied or in control of	\$250	\$1000
17.2 (m)	Cause or allow a fire to be lit during a fire ban	\$250	\$1000
17.2 (o)	Allow an outdoor or structure fire on land owned/occupied or in control of, during fire ban	\$250	\$1000
17.2 (w)	Make a false statement on a fire permit application	\$350	\$500
17.2 (x)	Provide false/incomplete/misleading information to Fire Department about a fire	\$500	\$1000
17.2 (y)	Burn prohibited materials	\$500	\$1000
17.2 (bb)	Obstruct or block a Fire Lane or access route	\$250	\$500



**BYLAW NO. 18-02  
TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 18-02  
TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF STRATHMORE TO PROVIDE FIRE SERVICES**

**WHEREAS** Section 7(a) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, and any amendments thereto, provides that a Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property and for services provided by or on behalf of the municipality; and

**WHEREAS** the municipal Council of the Town of Strathmore wishes to provide and maintain efficient fire services for the citizens of the Town of Strathmore; and

**WHEREAS** the municipal Council of the Town of Strathmore has been accredited by the Safety Codes Council in its respective municipality; and

**NOW THEREFORE BE IT RESOLVED** that the municipal Council of the Town of Strathmore, in the Province of Alberta, in Council duly assembled, hereby enacts the following:

**1. TITLE**

1.1 This Bylaw may be cited as the "Fire Services Bylaw".

**2. DEFINITIONS**

2.1 In this Bylaw:

- a) "Agreement" means any Agreement entered into by Town Council and another municipality or agency for the provision of Fire Protection or Emergency Services.
- b) "Apparatus" means any vehicle provided with machinery, devices, equipment or materials for Fire/Rescue services as well as vehicles used to transport fire service resources or supplies".
- c) "Building" means a structure that is used or intended to be used for supporting or sheltering persons, animals or Property, except those prescribed by regulation as exempted from the National/Alberta Building Code.
- d) "Chief Administrative Officer" means the person appointed to the position and title by Council, or their designate.

- e) "Council" means the Council of the Town of Strathmore.
- f) "Dangerous Goods" means any product, substance or organism specified in the regulations or included by its nature in any of the classes listed in the regulations under the *Transportation of Dangerous Goods Control Act*, R.S.A. 2000 Chapter D-4, and any amendments thereto.
- g) "Deputy Fire Chief" means a person hired or appointed to act as the Fire Chief from time to time during their absence.
- h) "Enforcement Officer" means any member of the R.C.M.P. or a Town of Strathmore Peace Officer, or Bylaw Enforcement Officer.
- i) "Equipment" means any tools, contrivances, devices or materials used by the Fire Department at an Incident or other emergency.
- j) "False Alarm" means any notification to the Fire Department or any Member thereof respecting the existence of a condition, circumstance or event presenting an imminent danger to persons or Property, wherein such a condition, circumstance or event is not in existence.
- k) "Fire" means any combustible material in a state of combustion.
- l) "Fire Chief" means that person, as head of the Fire Department, directed to ensure those services identified in this Bylaw are provided to the levels approved by Council in Policy 2301 and as amended from time to time.
- m) "Fire Department" means the department established by this Bylaw.
- n) "Fire Department Property" means all property owned or controlled by, and designated for use by, the Fire Department, regardless of the source of the property.
- o) "Fire Hazard" means any condition, circumstance or event where the possibility of Fire is increased.
- p) "Fire Permit" means a document issued by the Fire Department in the form approved by the Fire Chief.
- q) "Fire Pit" means outdoor fireplaces, stationary barbeques and non-combustible containers.
- r) "Fire Pit Permit" means a document issued by the Fire Department in the form approved by the Fire Chief.
- s) "Fire Protection" means those aspects of emergency response and Fire safety the Fire Department is authorized to perform, including but not limited to fire suppression, inspections/investigations, Motored vehicle collisions, Dangerous Goods incidents,

rescue, technical rescues, medical assistance, public education, public events, training and the dissemination of fire safety information. Reference Policy 2301

- t) "Fees for Service" refers to Town of Strathmore Bylaw#13-21 Schedule "M".
- u) "Fire Works" refers to Town of Strathmore Fireworks Bylaw#15-16.
- v) "Illegal Fire" means any Fire that is in contravention of this Bylaw.
- w) "Incident" means an emergency to which the Fire Department has sent a response or any other class of circumstance where the Fire Department has responded
- x) "Incident Commander" means the first responding officer of the Fire Department in attendance at an Incident who assumes command.
- y) "Member" means any person who is a duly appointed member in good standing of the Fire Department, including career, paid on call, part-time or volunteer.
- z) "Officer" means a member appointed by the Fire Chief to assist with management of the fire department
- aa) "Open Fire" means any Fire not contained within a building or structure and is not a fire pit or approved public park site.
- bb) "Property" means any real or personal Property, which without limiting the generality of the foregoing includes land, vehicles, and structures.
- cc) "Rescue" means those emergency response activities identified in the Fire Services Level Policy 2301 and to the levels as indicated and amended from time to time.
- dd) "Running Fire" means a Fire which has escaped its confinement, or which is burning without being under the control of any person.
- ee) "Recreational Fire" means a fire set in a controlled setting for the exclusive purpose of providing light, warmth, cooking or ceremonial purposes.
- ff) "Safety Codes Officer" for the purpose of this bylaw means a person duly appointed by the Town of Strathmore as a Safety Codes Officer in the Fire Discipline.
- gg) "Structure Fire" means a fire confined to and/or within any, structure which will, or is likely to cause the destruction of or damage to a structure.
- hh) "Town" means the Town of Strathmore in the Province of Alberta.
- ii) "Violation Ticket" means a Town of Strathmore Violation Ticket or a Violation Ticket as defined in the *Provincial Offences Procedure Act*, R.S.A. 2000, Chapter P-34

### **3. INTERPRETATION**

- 3.1 Strathmore Fire Department is primarily a volunteer fire service with limitation, therefore, it is unreasonable for residents, builders and developers to expect levels of service as they would from a large metropolitan fire service. As growth occurs the Fire Chief will strive to improve fire services in terms of staffing, equipment, facilities, engineering and performance measures within the financial capacity of the Town.
- 3.2 Where there is any conflict between the provisions of this Bylaw and any other Bylaw of the Town, the more specific Bylaw shall prevail.

### **4. FIRE DEPARTMENT**

- 4.1 Council hereby establishes Fire Services to:
- a) Prevent and extinguish fire to preserve Life, Property, Environment and Local Economy from the threat of fire.
  - b) Pre-Fire and Emergency Planning
  - c) Fire and Life Safety Inspections in accordance with the Quality Management Plan approved by Council and the Safety Codes Council;
  - d) Provide community outreach and education programs
  - e) Investigations to determine cause, origin and circumstance in accordance with the Quality Management Plan approved by Council and the Safety Codes Council;
  - f) Provide Rescue / Technical Rescue
  - g) Provide Medical First Responder Services
  - h) Enforce the provisions of the Safety Codes Act and its regulations – in the fire discipline.

### **5. FIRE CHIEF**

- 5.1 The authority of the Fire Chief is granted by this Bylaw, Town Policy and the Safety Codes Act.
- 5.2 The Fire Chief shall be appointed and responsible to the CAO or designate.
- 5.3 The Fire Chief has complete responsibility and authority for the operations of the Fire Department and shall be responsible to ensure that all Fire Department activities are done safely and in the best interests of the Town of Strathmore.
- 5.4 The Fire Chief may establish rules, regulations, procedures, guidelines and committees necessary for the proper organization and administration of the Fire Department.
- 5.5 Rules, regulations, guidelines and procedures made pursuant to this Bylaw shall not be inconsistent with Council Policy and the legislation and regulations of the Province of Alberta.

- 5.6 The Fire Chief will, subject to budget approval by Council, purchase or otherwise acquire equipment, apparatus, materials and supplies necessary for the safe operation and maintenance of the Fire Department.
- 5.7 The Fire Chief or any other member in charge at an incident is empowered to cause a building, structure or anything to be pulled down, demolished or otherwise removed if they deem it necessary to prevent the spread of fire to other buildings, structures or things.
- 5.8 The Fire Chief or any other member in charge at an incident is empowered to cause Fire Services to enter on any land or premises, including adjacent land or premises, to combat, control, or deal with the incident in whatever manner they deem necessary.
- 5.9 Upon approval of the Chief Administrative Officer, the Fire Chief may negotiate on behalf of the Chief Administrative Officer with the Government of Alberta, other municipalities, and persons for the purpose of establishing mutual aid agreements and fire control agreements with recommendations and concerns regarding the establishing or renewing any mutual aid agreement or fire control agreement or amendments thereto.

## 6. JURISDICTION

- 6.1 The limits of the jurisdiction of the Fire Department will extend to the area and boundaries of the Town of Strathmore and no part of the Fire Department shall be used beyond the limits of the Town without:
  - (a) The express authorization of a written contract or agreement providing for the supply of fire & rescue protection outside the Town's boundaries; or
  - (b) Services made available at the request of the RCMP, Chief Officer of another Fire Department or Chief Administrative Officer of another Municipality.

## 7. ENFORCEMENT

- 7.1 Where a Property or Person does not comply with this Bylaw and or Regulations the Town may, pursue its enforcement alternatives in accordance with any Act, or common law right, including but not limited to the issuance of an order to remedy contravention by the Town, adding amounts to the tax roll, and pursuing injunctions pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended.

**8. APPEAL**

8.1 A person who considers themselves aggrieved by a Notice or Order given pursuant to this Bylaw may request a review of the Notice or Order by providing written notice of the request within 14 days of the receipt of the Notice or Order to the CAO.

After reviewing the Notice or Order the CAO may confirm, vary, substitute or cancel the Notice or Order.

**9. REPEAL**

9.1 Bylaw 05-02 "Fire Bylaw" is hereby repealed.

**10. EFFECTIVE DATE**

10.1 This Bylaw shall come into full force and effect upon third and final reading thereof.

**READ A FIRST TIME** this 20<sup>th</sup> day of June, 2018.

**READ A SECOND TIME** this 20<sup>th</sup> day of June, 2018.

**READ A THIRD and FINAL TIME** this 20<sup>th</sup> day of June, 2018.

  
\_\_\_\_\_  
**MAYOR**  
\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**



**BYLAW NO 15-16  
OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 15-16  
OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF STRATHMORE, IN THE PROVINCE OF ALBERTA, TO PROHIBIT THE POSSESSION, SALE, STORAGE, PURCHASE, AND DISCHARGE OF FIREWORKS.**

**WHEREAS**, The Town of Strathmore wishes to enact a Bylaw for the purpose of prohibiting the possession, sale, storage, purchase and discharge of fireworks by any person not in possession of a valid Fireworks Display Supervisor card issued pursuant to the Explosives Act of Canada, and its Regulations, by the Government of Canada.

**AND WHEREAS**, Section 7(a) of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000. As amended, provides for municipalities to enact Bylaws for the safety, health and welfare of people and the protection of people and property.

**AND WHEREAS**, Section 8(a) of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, provides for municipalities to enact Bylaws to regulate or prohibit.

**AND WHEREAS**, Section 8(c) of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, provides for Municipalities to enact Bylaws to provide for a system of licenses, permits and approvals.

**THEREFORE**, the Council of the Town of Strathmore recognizes that fireworks are explosive devices which are classified as Dangerous Goods under the Alberta Fire Code and which, when used improperly by untrained persons, can cause injury, damage, fire and death.

**AND THEREFORE**, the Council of the Town of Strathmore has determined that the sale, storage, purchase and discharge of fireworks by persons not in possession of a fireworks display supervisors card as creates an unacceptable level of risk to life, health, safety and property.

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

**TITLE**

101. This Bylaw may be cited as the Town of Strathmore Fireworks Bylaw.



## BYLAW NO 15-16 OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

### PURPOSE

201. The purpose of this Bylaw is to prohibit the possession, sale, storage, purchase and discharge of fireworks by any person not in possession of a valid fireworks display supervisors card.

### DEFINITIONS

301. In this Bylaw, the definitions in the following enactment, as amended, in order of precedence, shall be used for the purpose of interpreting this bylaw and its application.
- a) *Municipal Government Act, (R.S.A. 2000, Chapter M-26)*
  - b) *Safety Codes Act (R.S.A. 2000, c. S-1)*
  - c) *Alberta Fire Code*
  - d) *Explosive Act (R.S.C. 1985, c. E-17)*
  - e) *Council means the municipal Council of the Town of Strathmore;*
  - f) *Town means the Town of Strathmore and all lands within its jurisdictional boundaries*
  - g) *For words not defined in the above, should reference the Canadian Oxford Dictionary*
  - h) *(2nd Edition), published by the Oxford University Press.*

### PROHIBITIONS

401. No person (other than a display supervisor or wholesaler as authorized under the Explosive Act by the Explosive Regulatory Division of Natural Resources Canada) shall display for sale, offer for sale, sell, possess or store any fireworks within the Town of Strathmore.
402. No person, other than a fireworks supervisor, may obtain, purchase, handle, set-off, discharge or otherwise fireworks within the Town of Strathmore.
403. No person, other than an individual who has a valid pyro-technicians' card issued pursuant to the Explosive Act of Canada, shall set up, set off, operate or discharge a pyrotechnic display with the Town of Strathmore.

### PERMISSIONS

501. A Display Supervisor or a Pyro-Technician, holding a valid authorization under the Explosive Act of Canada, may conduct a show after receiving authorization to do so in writing from the Fire Chief.



**BYLAW NO 15-16  
OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

502. A Display Supervisor or Pyro-Technician will apply in writing, a minimum of 28 calendar days prior to the event, to the Fire Chief for a written letter of authorization to conduct a display or show. The application in writing will cover all the information required by the Explosive Act and the Alberta Fire Code. It will include, but not limited to:
- 1) Date, Time and Location of the proposed event,
  - 2) Names, Addresses and Certification Numbers of all Display Supervisors or Pyro-technicians and assistants participating in the show,
  - 3) The name of the event sponsor,
  - 4) A full description of the planned event and a list of all materials to be fired, detonated, burnt or energized during the event.
  - 5) An emergency plan for the event.
  - 6) Verification of liability insurance, in the amount acceptable to the Town of Strathmore.
  - 7) Payment of designated application fee, and
  - 8) Any other information deemed necessary by the Town of Strathmore or the Fire Chief.
503. The Fire Chief may choose to issue to a Display Supervisor or Pyro-Technician, in the form of a signed letter on official letterhead, written permission for a show or display to take place.
504. The Fire Chief may choose not to issue written permission to anyone for a display or show if in their opinion, such a display or show may create a risk to life, safety or property.
505. The Fire Chief may attach any terms and conditions in a written letter of permission that they deem appropriate for the individual event.
506. The Fire Chief may choose to revoke any previously issued written letter of authorization for reasons of non-compliance with:
- 1) The Alberta Fire Code
  - 2) The Explosive Act
  - 3) The Letter of authorization, including any terms and conditions,
  - 4) Changes in the environmental conditions, and/or
  - 5) For any reasons of safety to life, limb, or property.



**BYLAW NO 15-16  
OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

## **PENALTIES**

601. Breach of this Bylaw is an offence and upon conviction shall be subject to a penalty and fine of not less than \$100.00 and no more than \$5000.00.
602. Where an Enforcement Officer (Community Peace Officer, Bylaw Enforcement Officer or Police Officer with authority to enforce the bylaws of the Town of Strathmore) has reasonable grounds to believe that a person has violated any provision of this bylaw, the Enforcement Officer may commence Court proceedings against such persons by issuing the person a violation ticket pursuant to the provisions of the Provincial Offences Procedure Act.
603. The issuance of a violation ticket as noted shall require a Court appearance by the person pursuant to Part 2 of the Provincial Offences Procedure Act.
604. Where a Safety Codes Officer in the Fire Discipline, holding a Designation of Powers to the Town of Strathmore, or an enforcement Officer has reasonable grounds to believe that a person has violated any provision of the Alberta Fire Code, they may commence Court proceedings under the Safety Codes Act against such person by filing an information pursuant to the provisions of the Provincial Offences Procurement Act.

## **SEVERANCE**

701. If any provision of this Bylaw is adjudged by a Court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of the Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

## **ENACTMENT**

801. This Bylaw shall come into full force and effect upon the date of successful third reading and signing in accordance with Section 213 of the Municipal Government Act (R.S.A 2000, M-26) as amended.

**READ A FIRST TIME THIS** 5<sup>th</sup> day of August, 2015.

**READ A SECOND TIME THIS** 5<sup>th</sup> day of August, 2015.

**READ A THIRD TIME** and finally passed this 5<sup>th</sup> day of August, 2015.



BYLAW NO 15-16  
OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA

MAYOR

CHIEF ADMINISTRATIVE OFFICER



## Request for Decision

**To:** Council

**Staff Contact:** Kevin Scoble, Chief Administrative Officer

**Date Prepared:** June 26, 2024

**Meeting Date:** July 3, 2024

**SUBJECT:** WHMB Letter of Support

**RECOMMENDATION:** THAT Council rescind Resolution No. 085.04.23;

AND THAT Council amend Resolution No. 071.04.24 to delete:  
"AND THAT the design work payment is contingent on all  
Wheatland Housing Management Body funding partners also  
authorizing payment for their proportionate share of the design  
work."

THAT Council approve the Town of Strathmore's funding requirement, per the Wheatland Housing Management Body's funding formula, for development of the new 120-unit Wheatland Lodge per the April 2024 pro forma prepared by Wheatland Housing Management Body's consultant, specifically THAT the Town of Strathmore's capital cash requisition to the Wheatland Housing Management Body will not exceed \$566,625, without subsequent Council approval, excepting for any increase resulting from: a lower average value of the land appraisals than the current estimated land value of \$1,400,00 for the site for the new Wheatland Lodge, currently owned by the Town of Strathmore.

AND THAT Council direct Administration to transfer the land title of the 4.93 acre parcel, identified as Plan 2210023, Block 3, Lot 7 in Strathmore, Alberta (the Project Site), from the Town of Strathmore to Wheatland Housing Management Body in the future at a mutually agreed date prior to commencement of construction.

AND THAT Council amend the 2024 Capital Budget to approve up to \$100,000 from the Affordable Housing Reserve and direct Administration to include an additional \$100,000 in the 2025 Capital Budget (for a total of \$200,000 overall) for incremental costs, solely borne by the Town of Strathmore, for contamination

mitigation at the Project Site to meet regulatory requirements for the intended land use.

AND THAT Council direct the Chief Administrative Officer to request the Wheatland Housing Management Body to continue to develop the risk mitigation strategies presented to-date, evaluate additional risk mitigation strategies and present the results of this work to Council at an appropriate time in the future.

THAT Council authorize Mayor Fule to sign the WHMB Letter of Support 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:**

Council has identified Affordable Housing and Community Wellness as two of its strategic priorities, which align with the request put before Council. In addition, Council is committed to Financial Sustainability as part of its Strategic Plan.

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### **SUSTAINABILITY**

#### **ECONOMIC SUSTAINABILITY:**

N/A

#### **SOCIAL SUSTAINABILITY:**

N/A

#### **ENVIRONMENTAL SUSTAINABILITY:**

N/A

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## **IMPLICATIONS OF RECOMMENDATION:**

### **GENERAL:**

The Town is collaborating with regional partners for the potential development of a 120-unit Wheatland Lodge, which will be operated by Wheatland Housing Management Housing Body (WHMB).

### **ORGANIZATIONAL:**

Should Council adopt the recommended resolutions, Administration will send the signed letter of support to the Province of Alberta.

### **FINANCIAL:**

Council has consistently shown commitment to the development of a new 120-unit Wheatland Lodge which includes:

- Commitment to donating land east of Kinsman Park valued at approximately \$1.4 million, and
- A capital cash requisition not exceeding \$566,625, excepting for any increase resulting from a lower value on land valuation on the land donated by the Town, and
- Independent of the Cost Sharing Formula contribution, completion of a Phase 2 Environmental Site Assessment and preparation of a Remedial Action Plan at a combined cost of \$59,950 in advance of construction at the site.

Furthermore, over three months ago, Council authorized the payment of \$463,389 to expedite design work in a timely manner on Wheatland Housing Management Body's proposed 120-unit Wheatland Lodge to advance the project to "shovel ready" status for application to future intakes for the Provincial granting program, with funds coming from the Financial Stabilization Reserve.

WHMB continues to monitor market conditions and refine project costing in "real time" and the project has been developed with skilled and experienced professionals employing industry best practices. The April, 2024 Class "B" estimate for land, design, overhead, furnishings and construction is \$53.9M and the total estimated cost, which includes an 11% contingency of \$6M is \$59.9M. Contingency provision is a best and appropriate practice and the amount of contingency established for a project of this type is fair (typically 10% to 15%). Some or all of the contingency may or may not be required during the project and WHMB should continue to ensure diligent management by skilled and experienced professionals during construction.

Completing a Class "A" estimate, to apply for the provincial grant, will further refine the cost estimate. A Class "A" estimate is not required to apply for the provincial grant, but there is an old municipal government saying (at least 12 years old), "the closer you are to shovel in ground the better chance you have of receiving a grant." Submitting a Class "A" estimate with the grant application enhances the chance of the grant being awarded amongst significant competition for limited funds, as is the case with most grants. Independent of the granting

process, completing a Class “A” estimate, which will often be refined multiple times in a “real time” strategy (currently being employed), prior to issuing a “Request for Tender,” is a best practice for diligent fiscal management of a project.

To date, the Town of Strathmore has committed 100% of the funds requested by WHMB, which is 82% of the Town’s total cash allocation to the project. The balance of cash funds outstanding, \$103,236, or 18%, independent of further contamination mitigation, would be released according to project cash flow requirements and schedules (i.e. during construction). Transfer of Land Title from the Town of Strathmore to WHMB would also be required prior to construction mobilization on the site,

Proposed Capital Reserve funding for the proposed 2024 Capital Budget Amendment most closely matches the purpose of the Affordable Housing Reserve (i.e. “To fund capital projects related to the affordable housing”). There are no known proposed or approved allocations of funding out of the Affordable Housing Reserve in the approved ten-year 2024 Capital Budget. Council may direct Administration to fund the 2024 Capital Budget Amendment out of the following Capital Reserves:

- Recommended: Affordable Housing Reserve:
  - Purpose: To fund capital projects related to the affordable housing
  - Balance, July 2, 2024: \$145,791 (\$45,791 residual if directed).
- Option: Asset Replacement/Rehabilitation
  - Purpose: To fund asset rehabilitation and replacement capital projects.
  - Balance, July 2, 2024: \$1,238,744 (\$1,138,744 residual if directed).
- Option: General Municipal Capital
  - Purpose: To fund new capital projects or for capital expenditures necessary in cases of emergency.
  - Balance, July 2, 2024: \$136,153 (\$36,153 residual if directed).

## **POLICY:**

### Council Resolution - April 5, 2023

#### ***Resolution No. 085.04.23***

*THAT Council direct Administration to obtain a minimum of two, preferably three, updated appraisals on the 4.7 acres of undeveloped property east of Kinsmen Lake that was donated to WHMB conditional upon the construction of a new Wheatland Lodge/Seniors Facility with funding coming from the Financial Stabilization Reserve;*

*AND THAT Council commit to the development of a new 120-unit Wheatland Lodge contingent on:*

- *The capital requisition not exceeding \$566,625, excepting for any increase resulting from a lower average value of the land appraisals than the current estimated land value of \$1,400,000,*
- *All parties agreeing on the valuation of the land being donated by the Town,*
- *The operating requisition not increasing more than the Calgary CPI index year over year,*
- *WHMB lobbying the Province for support and resources for the proposed development,*

- *WHMB receiving the Province Partnership Program Grant in the amount of \$7,140,000, and*
- *The proposed development receiving full regional support in the amounts provided for the one-time capital requisition;*

*AND THAT Council authorize the Mayor to sign the attached letters to Canada Housing and Mortgage Corporation and the Government of Alberta regarding the development of the 120-unit Wheatland Lodge.*

Administration recommends to rescind Resolution No. 085.04.23 based on evolution of the project over the past year:

- The proposed Resolutions reflect the land contribution, valued at \$1,400,000 and the cash capital contribution not exceeding \$566,625 excepting any increase resulting from a lower average value of the land appraisals and now accounts for incremental costs to be borne by the Town of Strathmore for contamination mitigation.
- The method of land valuation is specified, the average of land appraisals completed by qualified third parties; two appraisals were completed in mid-2023, though updating the valuations to reflect market value at the time of land transfer in the future (2025+), is recommended given current and future expected market conditions.
- The pro forma and supplementary related information utilizes an additional fixed annual total operating requisition of \$700,000 and specifies a funding shortfall in Year 1 with potential mitigative strategies and surpluses in subsequent years, notwithstanding there is potential for a more substantive requisition in the first year, and perhaps for a limited number of subsequent years, and a longer term requirement for capital requisitions from time to time consistent with the life cycle of any vertical infrastructure. These risks have been well documented in the public domain and discussed in public by the Town of Strathmore Council. Capital Projects and subsequent operations without risk are few and far between. In addition to the project development process the WHMB has employed to contribute to managing upside construction cost risk, the WHMB's consultant has provided additional risk mitigation strategies for the initial operational phase that can be implemented. Council's adoption of the Resolutions as presented is its acceptance of the risk outlined in the WHMB April 26, 2024 Pro Forma, however formal presentation, and Council direction, on expanded and more detailed risk mitigation alternatives, at a later date, would be prudent.
- WHMB has effectively demonstrated to be lobbying the Province of Alberta for support and resources and this is expected to continue, by the nature of the WHMB's mandate.
- The Province of Alberta has communicated the requirements for, and has provided advice on, applying for the Provincial Partnership grant; the Town of Strathmore related 2024 Council Resolutions and proposed Resolutions reflect this.
- With the project cash flow and Provincial requirements, the requisition is no longer a one-time requisition and the resolutions for Council consideration in this report are reflective of this.

Council Resolution - March 27, 2024

***Resolution No. 071.04.24***

*THAT Council authorize the payment of \$463,389 for design work on Wheatland Housing Management Body's proposed 120-unit Wheatland Lodge to advance the project to "shovel ready" status for application to Provincial granting program, with funds coming from the Financial Stabilization Fund;*

*AND THAT the design work payment is contingent on all Wheatland Housing Management Body funding partners also authorizing payment for their proportionate share of the design work.*

Council Resolution - April 7, 2021

**Resolution No. 138.04.21**

*THAT Council support the land donation (approximately 4.16 acres of undeveloped former commercial/industrial property east of Kinsmen Lake) to Wheatland Housing Management Body for the development of a new Wheatland Lodge (Seniors Facility) in Strathmore.*

**IMPLEMENTATION:**

Should Council authorize the Mayor's signature on the letter of support. Administration will arrange for the Mayor's signature and sending.

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**BACKGROUND:**

The Town has received a request from the Wheatland Housing Management Body Board for an unconditional letter of support from all municipalities for the proposed new Lodge/Hospice project. This would support WHMB's reapplication for the AHPP grant, as they have been advised that all municipalities must be in full support of the project.

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**KEY ISSUE(S)/CONCEPT(S):**

The key issues for consideration is whether of not Council would like to send a letter of support for the WHMB proposed lodge and whether Council would like to rescind any of the conditions contained in previous motions regarding the proposed lodge.

**DESIRED OUTCOMES:**

For Council to provide Administration direction on the proposed WHMB letter of support for WHMB.

**COMMUNICATIONS:**

Should Council approve, Administration will send the signed letter of support.

**ALTERNATIVE ACTIONS/MOTIONS:**

1. Council may adopt the recommended resolutions.
2. Council may provide further direction to Administration regarding the WHMB letter of support.

**ATTACHMENTS:**

[Attachment I: Wheatland Area Hospice Society - Letter of Support July 3, 2024](#)

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Johnathan Stratthdee, Manager of Legislative Services

Approved  
- 28 Jun  
2024

Kevin Scoble, Chief Administrative Officer

Approved  
- 28 Jun  
2024

July 3, 2024

**To:**

**Hon. Jason Nixon**

**Minister of Seniors, Community, and Social Services**

227 Legislature Building

10800 - 97 Avenue

Edmonton, AB T5K 2B6

Sent Via Email: [scss.minister@gov.ab.ca](mailto:scss.minister@gov.ab.ca)

Dear Minister Nixon,

The Town of Strathmore would like to express our full support of the Wheatland & Area Lodge and attached Hospice that has been proposed by the Wheatland Housing Management Body (WHMB) and Wheatland & Area Hospice Society (WAHS). We believe the proposed Wheatland Lodge and attached Hospice will immensely benefit our community and aligns with your government's desire to increase housing for seniors, support rural health care, and grow front-line services.

It is important to our community that there is adequate care and services for aging populations in our region. The proposed 120-unit Lodge and attached Hospice in Strathmore will ensure care is provided by those from our community and that all funds are spent directly on patients and their families. We also want to recognize WHMB and WAHS' commitment to sustainable operations of the project following its completion.

The Town of Strathmore has committed to the proposed 120-unit lodge by donating land for the project and committing funds to WHMB, allowing the project to move to "shovel ready" status for applications for provincial grants. We look forward to continuing our partnership with the Province, our neighbouring municipalities, WHMB, and WAHS for the successful delivery of this project.

If you have questions or require additional information, please do not hesitate to contact my office. I can be reached at 403-324-3314 or by email at [Pat.Fule@strathmore.ca](mailto:Pat.Fule@strathmore.ca).

Sincerely,

Pat Fule  
Mayor, Town of Strathmore



CC:

Hon. Ric McIver  
Minister of Municipal Affairs  
[minister.municipalaffairs@gov.ab.ca](mailto:minister.municipalaffairs@gov.ab.ca)

Hon. Andriana LaGrange  
Minister of Health  
[health.minister@gov.ab.ca](mailto:health.minister@gov.ab.ca)

Nathan Cooper  
Speaker of the Legislative Assembly and MLA for Olds-Didsbury-Three Hills  
[nathan.cooper@assembly.ab.ca](mailto:nathan.cooper@assembly.ab.ca)

Joseph Schow  
Minister of Tourism and Sport and MLA for Cardston-Siksika  
[joseph.schow@assembly.ab.ca](mailto:joseph.schow@assembly.ab.ca)

Chantelle de Jonge  
Parliamentary Secretary for Affordability and Utilities and MLA for Chestermere-Strathmore  
[chantelle.dejonge@assembly.ab.ca](mailto:chantelle.dejonge@assembly.ab.ca)

Martin Long  
Parliamentary Secretary for Rural Health  
[Martin.long@assembly.ab.ca](mailto:Martin.long@assembly.ab.ca)

Justin Marshall  
Chief of Staff to Minister Nixon  
[justin.marshall@gov.ab.ca](mailto:justin.marshall@gov.ab.ca)

Nicole Williams  
Chief of Staff to Minister LaGrange  
[nicole.williams@gov.ab.ca](mailto:nicole.williams@gov.ab.ca)

Andre Tremblay  
Deputy Minister of Health  
[andre.tremblay@gov.ab.ca](mailto:andre.tremblay@gov.ab.ca)

Darren Hedley  
Associate Deputy Minister of Health  
[darren.hedley@gov.ab.ca](mailto:darren.hedley@gov.ab.ca)

Cynthia Farmer  
Deputy Minister of Seniors, Community and Social Services  
[cynthia.farmer@gov.ab.ca](mailto:cynthia.farmer@gov.ab.ca)

**WHEATLAND HOUSING MANAGEMENT BODY  
REGULAR MEETING  
March 21, 2024**

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2<sup>nd</sup> Street, Strathmore, Alberta on Thursday, March 21, 2024, at 7:00pm.

**Board Members Present:**

Hospice Society	G. Koester
Strathmore Lions Club	L. Voermans
Town of Strathmore	D. Peterson
Town of Strathmore	R. Wegener
Village of Hussar	L. Schultz
Village of Rockyford	L. Smith
Village of Standard	M. Gauthier ~ <i>via Zoom</i>
Wheatland County	S. Laprise
Wheatland County	R. Laursen
Wheatland County	J. Wilson
Member At Large	K. Clayton

**Attendees Present:**

CAO	V. Cook
Finance & HR Coordinator	C. Hickey ~ Recording Secretary
Maintenance Supervisor	P. Neufeld
Resident Manager	C. Shworak
Social Housing Manager	R. Beveridge
WAHS	J. McNeely

**Absent:**

Board Chair, KOESTER, called the meeting to order at 7:05PM.

Gregory, Harriman & Associates LLP – Audit Report

- Erin Gregory and present the 2023 Audited Financial Statements

**RESOLUTION 44-03-04  
2023 Audited Financial  
Statements**

**PETERSON MOVED** to approve the WHMB 2023 Audited Financial Statements as presented.

- Carried.

**Additions to Agenda**

E.2.a) Correcting motion 44-02-10

E.2. b) Rick Laursen Report

E.2. c) Letter to Minister

**RESOLUTION 44-03-05  
Agenda**

**WILSON MOVED** to approve the agenda; as amended.

- Carried.

**WHEATLAND HOUSING MANAGEMENT BODY  
REGULAR MEETING  
March 21, 2024**

**Consent Agenda**

- Regular Board Meeting – February 15, 2024
- Special Meeting Minutes – March 5, 2024
- Board Resolution Action
- Financial Reports – Lodge & Social Housing – January 2024
- Maintenance Reports – Lodge & Social Housing – February 2024
- Social Housing Report
- Resident Manager Report
- CAO Report
- Committee Reports – N/A

Keith Clayton requests change to Special Meeting Minutes – March 5, 2024

- Change to “Keith suggested that he speak to M3 Construction for a more updated Class A Budget”

Shannon Laprise - Discuss Lodge Financial Reports – January 2024

- LAP – is the announced increase shown on financial reports?
  - Will update when amount received. Will not change budget line, but will show as income above budget
  - Funds can only be used for Operating (not for items such as roof)
- Request to add line for consulting fees to separate amount from Administration Expenses

**RESOLUTION 44-03-06  
Consent Agenda**

**PETERSON MOVED** to approve the Consent Agenda; as amended.

- Carried.

**CAO Report Addition**

- There has been a delay in releasing the recording from the information session on March 14, 2024
- Derek Weiss has been extremely busy with the application deadline for CMHC seed funding
- Derek wanted to answer Reeve Link question prior to releasing
- Should be out ASAP and Vickey will then send to all Board Members and CAOs

**Old Business**

**Social Housing**

**Lodge**

*Agenda Addition – Correcting motion 44-02-10*

**WHEATLAND HOUSING MANAGEMENT BODY  
REGULAR MEETING  
March 21, 2024**

**RESOLUTION 44-03-07  
Resolution Correction  
(re: 44-02-10)**

**LAURSEN MOVED** that WHMB proceed to continue forward to 100% construction design drawings for \$1,400,000 (one million, four hundred thousand) to get to a Class A Budget.

- 8 (eight) in favor. 1 (one) opposed.
- Carried.

*Agenda Addition - Rick Laursen Report*

Building Committee held a Special Meeting on February 23, 2024 with Chantel De Jong

- Meeting went well. Chantel was attentive, took notes and asked a lot of great questions.
- Leah and Peter took her on a small tour and showed her a room that is currently vacant and being renovated
  - Saw how small our current rooms are
- Was a positive meeting

**RESOLUTION 44-03-08  
Laursen Report**

**LAURSEN MOVED** his report as information.

- Carried.

*Agenda Addition – Letter to Minister*

At a recent meeting held by the Wheatland County, they voted to write a letter regarding WHMBs requisition process.

- Town of Strathmore is requesting presence at this meeting
- As the requisition process is based on an Equalized Assessment, all requisitioning members including WHMB and WAHS should be at the table
  - Shows interest in cooperating and working on the new Lodge project together
  - Best for the Minister to hear from all members involved, not just one
- Suggest to write a letter to Wheatland County, copying the Minister, asking for a seat at the table at the meeting

**RESOLUTION 44-03-09  
Letter to Minister**

**PETERSON MOVED** to direct the CAO to write a letter to Wheatland County requesting that the requisitioning bodies of WHMB be included in any meeting regarding requisitioning by WHMB; and that the Minister of Seniors Housing & Municipal Affairs and requisitioning partners be copied on the letter.

- Carried.

***New Business***

***Social Housing***

**WHEATLAND HOUSING MANAGEMENT BODY  
REGULAR MEETING  
March 21, 2024**

***Lodge***

**Municipal Requisition – 2023 Deficit**

- Handout
- Discussions on timing of availability of requisition amounts
  - On April 4, 2024, WHMB has meeting with Senior Housing Advisor and Board can ask questions at that time regarding requisitions.

**RESOLUTION 44-03-10  
Municipal Requisition  
2023 Deficit**

**LAPRISE MOVED** to approve the Municipal Requisition as presented.

- Carried.

***Chair Report – No Report***

***Action Plan***

**Action Plan Update**

- Review of 2 action items – intent met

**RESOLUTION 44-03-11  
Action Plan Update**

**LAPRISE MOVED** to accept the Action Plan Update is information.

- Carried.

**In Camera**

- Building Committee

Martin Gauthier declares he is alone on Zoom.

**RESOLUTION 44-03-12  
In Camera**

**PETERSON MOVED** to go in-camera at 8:07PM.

- Carried.

**RESOLUTION 44-03-13  
Out of Camera**

**WILSON MOVED** to go out-of-camera at 9:10PM.

- Carried.

**RESOLUTION 44-03-14  
Letter to Municipalities**

**SMITH MOVED** to direct administration to send the Municipalities a letter for the respective share advance of \$1,400,000 (one million, four hundred thousand) to advance the Wheatland Senior Housing proposed new build to a Class A Budget.

- Carried.

**WHEATLAND HOUSING MANAGEMENT BODY  
REGULAR MEETING  
March 21, 2024**

*Important Dates*

April 4, 2024 – Meeting with Senior Housing Advisor at 7:00pm

*Next Meeting Date*

April 18, 2024

*Following Meeting Dates*

May 16, 2024

June 20, 2024

**RESOLUTION 44-03-15  
Adjournment**

**LAURSEN MOVED** the meeting adjourn at 9:11PM.

Chair

Recording Secretary

# WHEATLAND HOUSING MANAGEMENT BODY REGULAR MEETING

April 18, 2024

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2<sup>nd</sup> Street, Strathmore, Alberta on Thursday, April 18, 2024, at 8:00pm.

## Board Members Present:

Hospice Society	G. Koester
Strathmore Lions Club	L. Voermans
Town of Strathmore	D. Peterson
Town of Strathmore	R. Wegener
Village of Hussar	L. Schultz
Village of Rockyford	L. Smith
Village of Standard	M. Gauthier
Wheatland County	S. Laprise
Wheatland County	R. Laursen
Wheatland County	J. Wilson
Member At Large	K. Clayton

## Attendees Present:

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

## Absent:

Board Chair, KOESTER, called the meeting to order at 7:56PM.

Welcome Derek Weiss – updated ProForma

- Presentation via Zoom
- Q & A session

*Derek Weiss out at 9:05pm*

## Agenda Additions

E.2.c) Response to Wheatland County letter on April 4, 2024

I.b) In Camera – Jason Wilson request

## Consent Agenda

- Regular Board Meeting Minutes – March 21, 2024
- Special Meeting Minutes – April 4, 2024
- Board Resolution Action
- Financial Reports – Lodge & Social Housing – February 2024
- Maintenance Reports – Lodge & Social Housing – March 2024
- Social Housing Report
- Resident Manager Report
- CAO Report
- Committee Reports – N/A

## WHEATLAND HOUSING MANAGEMENT BODY REGULAR MEETING

April 18, 2024

Shannon Laprise requests to remove Regular Board Meeting Minutes, Special Meeting Minutes and Lodge Financial report for review

- March 21, 2024 Regular Board Meeting Minutes – only Erin Gregory was there to present. Remove Michael McCutcheon.
- April 4, 2024 Special Board Meeting Minutes – Remove Joni McNeely's section on page 10/11 as this information was provided after the board meeting and add below for today's meeting;

**The WAHS gather data from these sources:**

**WAHS data has been captured from several different sources:**

1. Treasury Board and Finance Census Division (2023-2051)
2. AHS Calgary Zone Rural Palliative Care Team (RPCT)
3. AHS biannual service reports
4. Canadian Cancer Society Report (Oct 2023)
5. Canadian Institute for Health Information (CIHI) (up to and including 2023)
6. Canadian Society of Palliative Care Physicians Report (2023)

**Consideration of AHS data points includes (but not exclusive to):**

- a. Number of patients within acute care 90 days prior to death.
- b. Number of patients with /without palliative coding.
- c. Number of PEOLC secondary level consults in acute care.
- d. Postal codes of palliative patients.
- e. Transfers of palliative patients into Strathmore Hospital from Sagewood, home, and Calgary.
- f. Discharge to home of palliative coded patients, and their return within 90 days.
- g. ER utilization 30,60,90 days prior to death of palliative patients.
- h. Number of palliative EMS visits within Wheatland County.
- i. Daily acute care costs for those who died within the last 90 days of admission.
- j. Daily homecare costs for those who died within last 90 days of life.
- k. Utilization of homecare inhouse HCA's and vendored care.
- l. Utilization of client directed home care invoicing (CDHCI).
- m. Utilization of rural in-home funding (RIH).
- n. Utilization of self managed care (SMC) funding.
- o. Transfers of HC or acute care patients to hospice.
- p. New: transfer of palliative patients to LTC beds in Calgary Zone and elsewhere.
- q. Location of death vs. preferred location of death.
- r. Patient and family satisfaction regarding PEOLC received at hospital and with PEOLC homecare.

**Modelling incorporated geographic areas**, and attempts were made to create as specific as data base as possible regarding:

1. Zone: There is a total of 5 zones in Alberta eg Calgary Zone.
2. Local Geographic Areas (LGA's): there is a total of 132 LGA's in Alberta eg. Strathmore LGA.
3. Local known traffic and utilization patterns of county and non-county residents.

### **Comments on Methodology:**

Currently Alberta data has documented limitations that muddy our picture of palliative care. Much data in the past is based on hospitals alone. This means we are missing much on community-level care (homes, hospices, LTC, and other settings). A big problem is that much of the data does not "follow a patient across data sections" as care may transition between home care, acute or subacute hospital units, LTC, hospices, etc. In many cases, pediatric populations is excluded entirely. Regardless, data and patient reports consistently present widening gaps in access and quality of palliative care in Alberta.

A new research project from Palliu" Can'da, the Canadian Atlas of Palliative Care, piloted in Ontario, does provide hope for better data collection. An Alberta edition prepared by the University of Calgary as part of 2022 AB Health PEOLC grants (of which WAHS was also a recipient) is underway to map the landscape and support much needed evidence-based policy making. Publication date of these results is unknown.

Dr. Joni McNeely,

Chair, Wheatland & Area Hospice Society

**WHEATLAND HOUSING MANAGEMENT BODY  
REGULAR MEETING  
April 18, 2024**

- Lodge Financials – request by Shannon Laprise to add another line for Consultant Fees (separated out of Administration Expenses)

**RESOLUTION 44-04-07  
Lodge Financial Report**

**LAPRISE MOVED** that another line item be added to the Lodge Financials for Consultant Fees; removed from Administration Expenses.

- Carried Unanimously.

**RESOLUTION 44-04-08  
Agenda & Consent  
Agenda**

**LAPRISE MOVED** to approve the Agenda and Consent Agenda; as amended with the mentioned changes.

- Carried Unanimously.

*Old Business*

***Social Housing***

***Lodge***

Responses to letter regarding requesting municipalities contribution.

- Received response letters from Town of Strathmore, Village of Rockyford, Village of Standard & Wheatland County
- Confirmed that Village of Hussars is to come

**RESOLUTION 44-04-09  
Received Responses**

**WILSON MOVED** to accept as information.

- Carried Unanimously.

Review of responses regarding county questions.

- Should add Dereks presentation information
- Send out link of recording of Derek's presentation and Q&A
  - Vickey will find someone to help with cutting out Dereks portion of the meeting to send out

**RESOLUTION 44-04-10  
Addition to Letter**

**KOESTER MOVED** to add a link to Derek Weiss' presentation and Q&A to the presented response letter to Wheatland County questions.

- Carried Unanimously.

**RESOLUTION 44-04-11  
Response Letter to  
Wheatland County**

**PETERSON MOVED** to direct administration to send response letter and link to Derek Weiss' presentation to each board member and that they will communicate this information with their respective councils.

- Carried Unanimously.

**WHEATLAND HOUSING MANAGEMENT BODY  
REGULAR MEETING  
April 18, 2024**

*Agenda Addition*

Response to Wheatland County letter – April 4, 2024

- Copy of 2 letters to the Minister from Wheatland County dated April 4, 2024 & August 15, 2023 handed out for reference
- Copy of a draft letter created by Denise Peterson to the Minister in response to mentioned Wheatland County letters
- Review and discussion
- Denise would like to approve the letter, with discussed amendments, and send to Minister Nixon in regards to the 2 Wheatland County letters and the resolution that drew the August 15, 2023 letter

*Martin Gauthier requests a recorded vote*

**RESOLUTION 44-04-12  
Letter to Minister**

**GAUTHIER MOVED** to direct administration to send letter as amended to Minister Nixon, Minister McIver and Strathmore Times from Wheatland Housing Management Body.

- Koester – In Favor
  - Voermans – In Favor
  - Peterson – In Favor
  - Wegener – In Favor
  - Schultz – In Favor
  - Smith – In Favor
  - Gauthier – In Favor
  - Laprise – In Favor
  - Laursen – In Favor
  - Wilson – Opposed
- Carried.

**New Business**

**Social Housing**

**Lodge**

Consideration for a non-profit operating reserve policy.

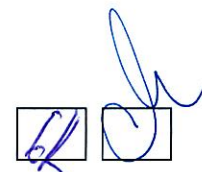
**RESOLUTION 44-04-13  
Operating Reserve Policy**

**WILSON MOVED** to table to next meeting.

- Carried Unanimously.

Chair Report - verbal

- WHMB wrote a letter to Wheatland County to request attendance at meeting with Nixon (WHMB & Villages)
  - No written response
  - Verbal response for WHMB to request their own meeting
- Glenn to attend a meeting with Minister Nixon requested by the Hospice to present. Mayor of Town of Strathmore going as well



**WHEATLAND HOUSING MANAGEMENT BODY  
REGULAR MEETING  
April 18, 2024**

**RESOLUTION 44-04-14  
Chair Report**

**KOESTER MOVED** to accept the Chair Report as information.

- Carried Unanimously.

**In Camera**

- Building Committee
- *Agenda Addition*
  - Jason Wilson

**RESOLUTION 44-04-15  
In Camera**

**PETERSON MOVED** to go in-camera at 9:52PM.

- Carried.

**RESOLUTION 44-04-16  
Out of Camera**

**WILSON MOVED** to go out-of-camera at 10:03PM.

- Carried.

*Important Dates*

May 25, 2024 – Spring Tea at 2:00pm

*Next Meeting Date*

May 16, 2024

*Following Meeting Dates*

June 20, 2024

July 18, 2024

**RESOLUTION 44-04-17  
Adjournment**

**KOESTER MOVED** the meeting adjourn at 10:03PM.

Chair

Recording Secretary



## **NOTICE OF MOTION**

**Submitted: May 10, 2024**

**Given: May 15, 2024**

**Meeting: July 3, 2024**

(Deferred from the June 5,  
2024 Regular Council Meeting)

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**SUBMITTED BY: Councillor Jason Montgomery**

**SUBJECT: Racial Equality Review**

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WHEREAS, the Town of Strathmore recognizes the inherent dignity and equal rights of all individuals, regardless of race, ethnicity, or cultural background.

AND WHEREAS, the Town of Strathmore is committed to fostering a community that is inclusive of all, welcoming, and free from racial discrimination.

AND WHEREAS, the Town of Strathmore acknowledges the ongoing struggle against racial discrimination and is dedicated to taking proactive steps to combat it.

AND WHEREAS, the Town of Strathmore and its council have actively engaged in efforts to promote Diversity, Equity and Inclusion, or DEI, within our community.

Whereas, many interpretations and applications of Diversity involve the use of racially discriminatory practices, and the unequal treatment of people based on their race, ethnicity or cultural background.

AND WHEREAS, the Town of Strathmore condemns all forms of racism and is committed to leading our community to address and eliminate racial discrimination in all its forms.

BE IT THEREFORE RESOLVED THAT Council direct administration to review their current systems, policies and practices to ensure that the Town of Strathmore will not consider, inquire about, or use an individual's race, ethnicity, cultural background, or colour; to determine eligibility for services or grants, or in the provision of services and grants, or the charging and collection of fees.