

AGENDA
COMMITTEE OF THE WHOLE MEETING
Wednesday, February 14, 2024 @ 6:00 PM
Council Chambers, 1 Parklane Drive, Strathmore AB

Page

1. **CALL TO ORDER**
2. **CONFIRMATION OF AGENDA**
3. **CLOSED MEETING**
 - 3.1. Land Strategy – Advice from officials – FOIP S. 24(1)(a)
 - 3.2. Council/CAO Dialogue – Advice from officials – FOIP S. 24(1)(b)(i)
4. **DELEGATIONS**

Members of the public and community organizations are welcome to attend a Committee of the Whole Meeting as a delegation to present an item to Town Council for consideration. If you are interested in attending as a delegation please fill out the Delegation Request form that can be located on the Town's website and submit it to: lsadmin@strathmore.ca by noon the Wednesday before a Committee of the Whole Meeting.
5. **CONFIRMATION OF MINUTES**
 - 5.1. Committee of the Whole Meeting Minutes – January 24, 2024 2 - 7
[Request for Decision - RFD-24-016 - Pdf](#)
6. **BUSINESS**
 - 6.1. Garden & Garage Suites Discussion 8 - 43
[Request for Decision - RFD-23-243 - Pdf](#)
 - 6.2. Letters of Support Policy No. 1109 Discussion 44 - 52
[Request for Decision - RFD-24-018 - Pdf](#)
7. **QUESTION AND ANSWER PERIOD**
8. **ADJOURNMENT**



Request for Decision

To: Council

Staff Contact: Veronica Anderson, Legislative Services Officer

Date Prepared: January 24, 2024

Meeting Date: February 14, 2024

SUBJECT: Committee of the Whole Meeting Minutes - January 24, 2024

RECOMMENDATION: THAT Council adopt the January 24, 2024 Committee of the Whole Meeting Minutes as presented in Attachment I.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the January 24, 2024 Committee of the Whole Meeting are given to Council for adoption.

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

N/A

POLICY:

N/A

IMPLEMENTATION:

N/A

BACKGROUND:

N/A

KEY ISSUE(S)/CONCEPT(S):

N/A

DESIRED OUTCOMES:

N/A

COMMUNICATIONS:

Once signed, the January 24, 2024 Committee of the Whole Meeting Minutes will be posted on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may adopt the recommended motion.

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

ATTACHMENTS:

[Attachment I: COMMITTEE OF THE WHOLE - 24 Jan 2024 - Minutes](#)

Claudette Thorhaug, Legislative Services Officer

Approved
- 25 Jan
2024

Johnathan Stratthdee, Manager of Legislative Services

Approved
- 30 Jan
2024



MINUTES COMMITTEE OF THE WHOLE MEETING

6:00 PM - Wednesday, January 24, 2024

Council Chambers, 1 Parklane Drive, Strathmore AB

COUNCIL PRESENT: Mayor Pat Fule, Deputy Mayor Melissa Langmaid (Virtual), Councillor Jason Montgomery (Virtual), Councillor Denise Peterson, Councillor Richard Wegener, and Councillor Brent Wiley

COUNCIL ABSENT: Councillor Debbie Mitzner

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 Strathdee (Manager of Legislative Services)

1. **CALL TO ORDER**

Mayor Fule called the January 24, 2024 Committee of the Whole Meeting to order at 6:00 p.m.

2. **CONFIRMATION OF AGENDA**

Resolution No. 001.01.24A

Moved by Councillor Peterson

THAT Council adopt the January 24, 2024 Committee of the Whole Meeting Agenda as amended:

Deletion:

7.2 Land Strategy – Advice from officials – FOIP S. 24(1)(a)

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

AGAINST: None.

CARRIED

3. **DELEGATIONS**

None.

4. **CONFIRMATION OF MINUTES**

4.1. **Committee of the Whole Meeting Minutes - December 13, 2023**

Resolution No. 002.01.24A

Moved by Councillor Peterson

THAT Council adopt the December 13, 2023 Committee of the Whole Meeting Minutes as presented in Attachment I.

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

AGAINST: None.

CARRIED

5. **BUSINESS**

None.

6. **QUESTION AND ANSWER PERIOD**

None.

7. **CLOSED MEETING**

Resolution No. 003.01.24A

Moved by Councillor Wegener

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

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

AGAINST: None.

CARRIED

7.1. **Town of Strathmore Strategic Plan – Advice from officials – FOIP S. 24(1)(b)(i)**

7.3. **ICC Discussion – Advice from officials – FOIP S. 24(1)(a)**

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

Resolution No. 004.01.24A

Moved by Councillor Peterson

THAT Council move out of Camera at 9:56 p.m.

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

AGAINST: None.

CARRIED

8. ADJOURNMENT

Mayor Fule adjourned the January 24, 2024 Committee of the Whole Meeting at 9:56 p.m.

Mayor

Director of Strategic, Administrative,
and Financial Services



Request for Decision

To: Town Council

Staff Contact: Kate Bakun, Planner

Date Prepared: January 17, 2024

Meeting Date: February 14, 2024

SUBJECT: Garden & Garage Suites Discussion

RECOMMENDATION: Information for Council.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Development Services is intending to have a discussion with Council about garden and garage suites, with the goal of providing and implementing clear and understandable regulations for garden and garage suites may help meet some of the Strategic Priorities.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

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

SOCIAL SUSTAINABILITY:

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

ENVIRONMENTAL SUSTAINABILITY:

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

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

We will discuss the proposed regulations for Garden and Garage Suites with Council. Should Council agree, Administration will draft a Land Use Bylaw (LUB) amendment for Council consideration. As apart of that process, Council will need to schedule a public hearing.

ORGANIZATIONAL:

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

FINANCIAL:

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

POLICY:

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

IMPLEMENTATION:

Should Council wish to move forward with allowing Garden and Garage Suites, Administration will prepare a LUB amending bylaw for Council's consideration at a future Council meeting. As a part of the amending process, Council will need to schedule a public hearing.

BACKGROUND:

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

Staff gave a presentation to Town Council about garden suites and their various types and designs in 2022. Administration conducted public engagement in the form of an online survey which received 257 responses. Summarized, the results of the survey are as follows:

- people want to know more about the regulations;
- a large percentage of people want to build garden or garage suites for various purposes; and
- a large percentage of people would like to see Garden Suites in their neighborhood.

(The questions and the results of the survey have been attached to this report as information)

Public engagement results provide a glimpse into the sentiments of the community. With most of our residents residing in single-family dwellings and a large percentage owning their properties, the interest in garden suites is high. Many are interested in learning more about regulations, with a notable percentage even thinking about the construction of a suite on their properties. Concerns about housing affordability are seen through the statistics, with a significant portion of respondents emphasizing the importance of clear regulations. The desire to see garden suites in neighborhoods, coupled with an openness to home businesses within these suites, is seen in the survey responses. The purpose of construction garden suites spans a spectrum from housing elderly relatives to income generation and accommodating growing families.

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

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

Staff is proposing two definitions be added to the LUB:

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

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

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

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

Regulations for the lot:

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

Regulations for the Building:

- Maximum height.
- Architectural style.

Before we prepare an amendment to the LUB, Staff wanted to have a discussion with Town Council and receive direction. Adding options for garden and garage suites in our community, although not a silver bullet, may help with the current housing crisis and may help with Council's strategic goals and priorities.

KEY ISSUE(S)/CONCEPT(S):

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

DESIRED OUTCOMES:

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

COMMUNICATIONS:

None at this time. However, if Council chooses to move forward with garage and garden suites, a public hearing will need to be scheduled for a Land Use Bylaw Amendment.

ALTERNATIVE ACTIONS/MOTIONS:

N/A

ATTACHMENTS:

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

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

Chuck Procter, Manager of Development Services

Approved
- 24 Jan
2024

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

Approved
- 31 Jan
2024

Johnathan Strathdee, Manager of Legislative Services

Approved
- 07 Feb
2024

Kevin Scoble, Chief Administrative Officer

Approved
- 09 Feb
2024



Garden Suite Engagement

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

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

1. What neighbourhood do you live in?

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

2. What is your age range?

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

3. What type of house do you live in?

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

4. Do you currently

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

5. Please describe your interest in Garden Suites

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

Other (please specify)

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



Garden Suite Engagement

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

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



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

- ☐ Yes
- ☐ No
- ☐ Unsure

7. What have you heard about garden suites?

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

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

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

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

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

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

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

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

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

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

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

Name

Email Address

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

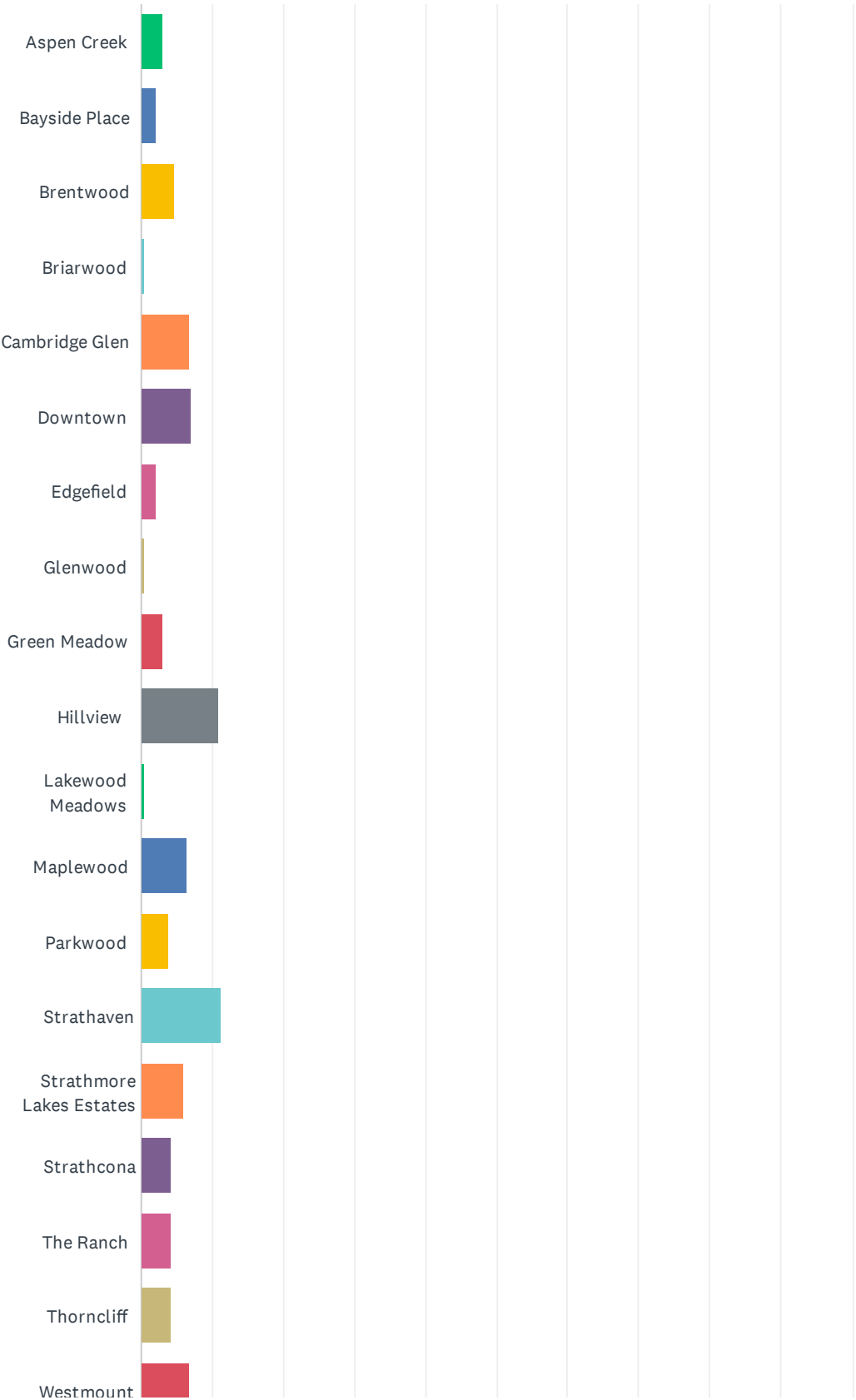


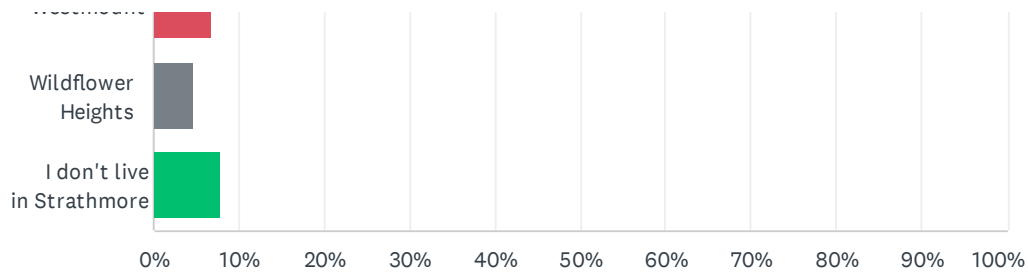
Garden Suite Engagement

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

Q1 What neighbourhood do you live in?

Answered: 238 Skipped: 19





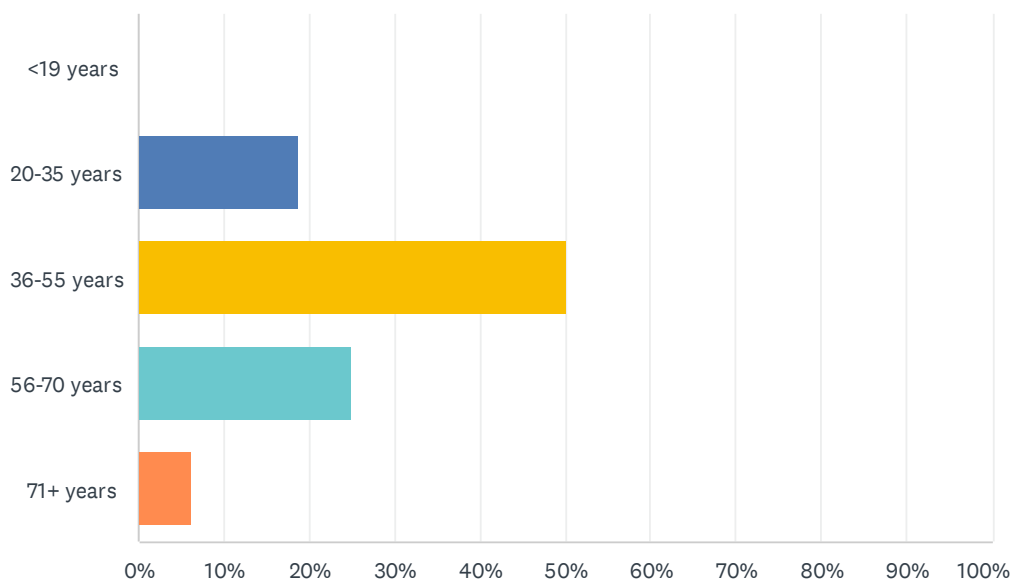
ANSWER CHOICES	RESPONSES	
Aspen Creek	2.94%	7
Bayside Place	2.10%	5
Brentwood	4.62%	11
Briarwood	0.42%	1
Cambridge Glen	6.72%	16
Downtown	7.14%	17
Edgefield	2.10%	5
Glenwood	0.42%	1
Green Meadow	2.94%	7
Hillview	10.92%	26
Lakewood Meadows	0.42%	1
Maplewood	6.30%	15
Parkwood	3.78%	9
Strathaven	11.34%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

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

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

Q2 What is your age range?

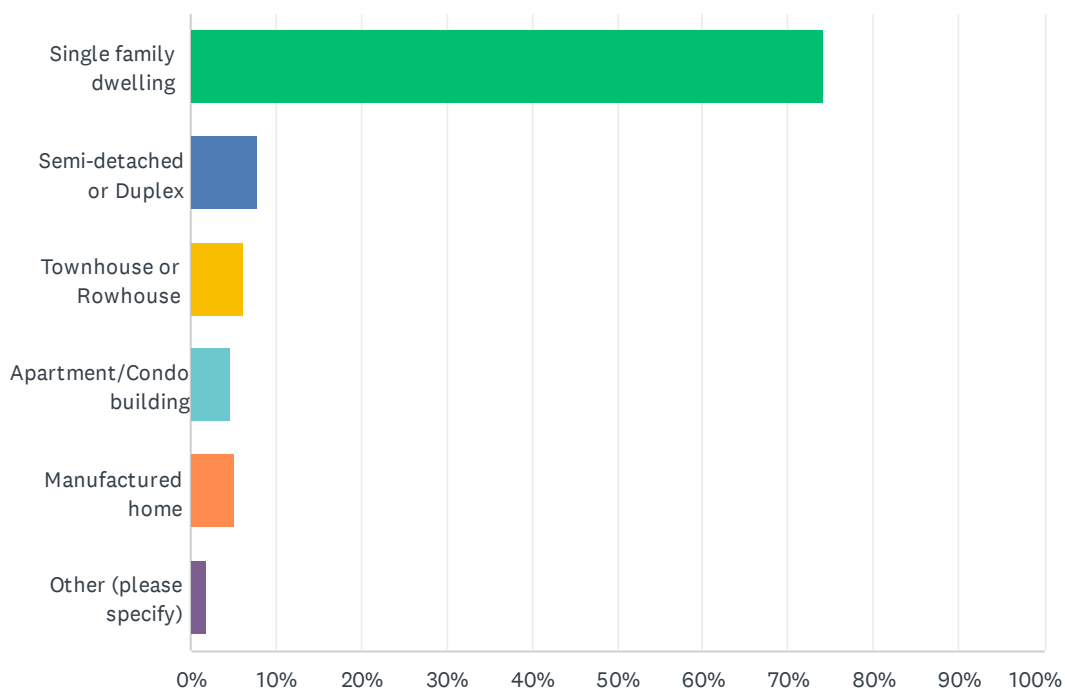
Answered: 257 Skipped: 0



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

Q3 What type of house do you live in?

Answered: 256 Skipped: 1

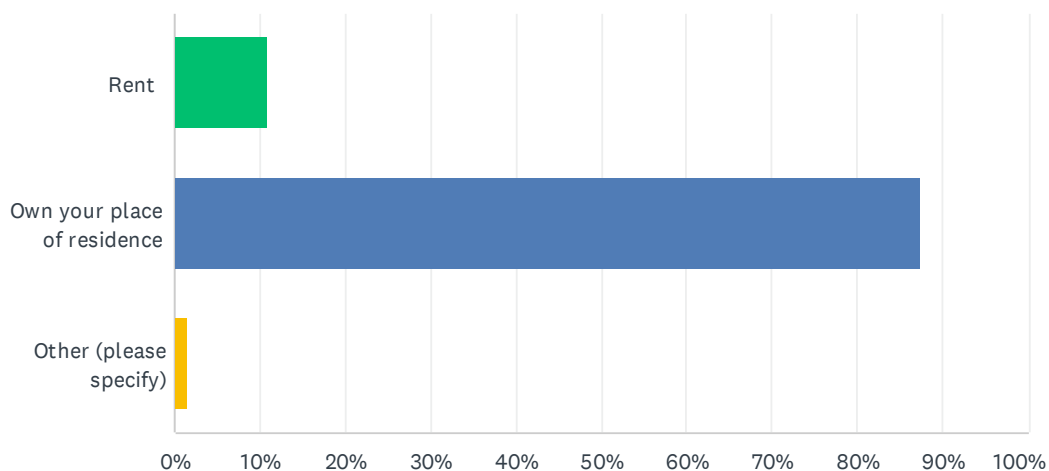


ANSWER CHOICES	RESPONSES	
Single family dwelling	74.22%	190
Semi-detached or Duplex	7.81%	20
Townhouse or Rowhouse	6.25%	16
Apartment/Condo building	4.69%	12
Manufactured home	5.08%	13
Other (please specify)	1.95%	5
TOTAL		256

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

Q4 Do you currently

Answered: 256 Skipped: 1

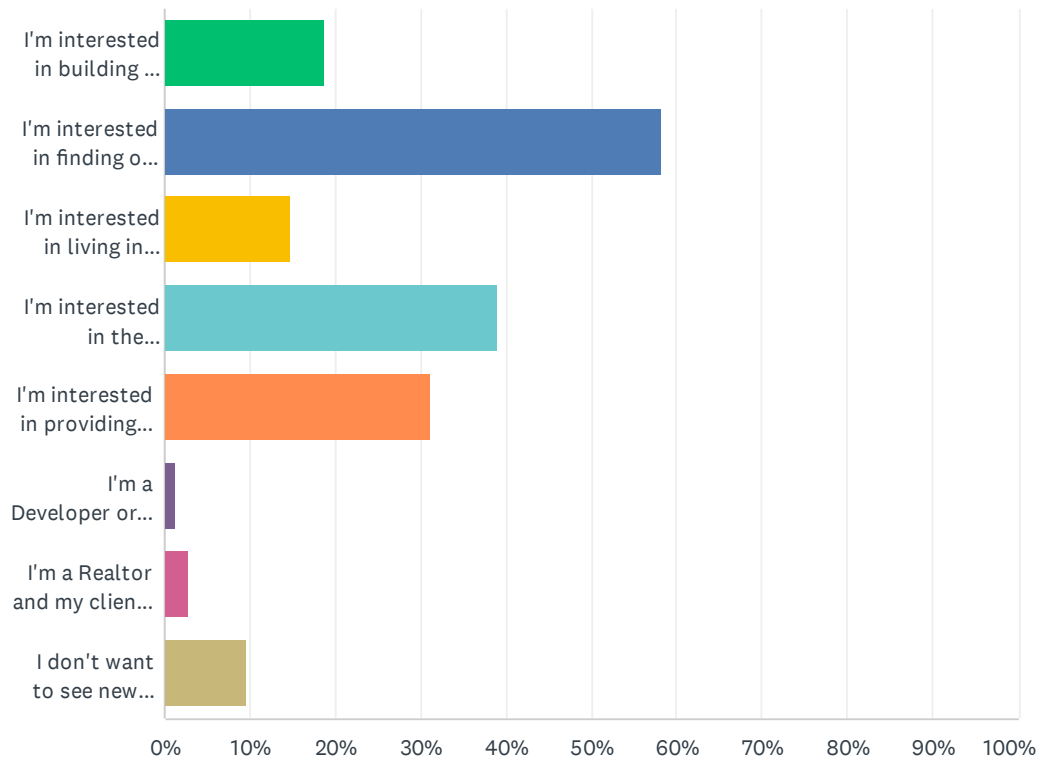


ANSWER CHOICES	RESPONSES	
Rent	10.94%	28
Own your place of residence	87.50%	224
Other (please specify)	1.56%	4
TOTAL		256

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

Q5 Please describe your interest in Garden Suites

Answered: 251 Skipped: 6



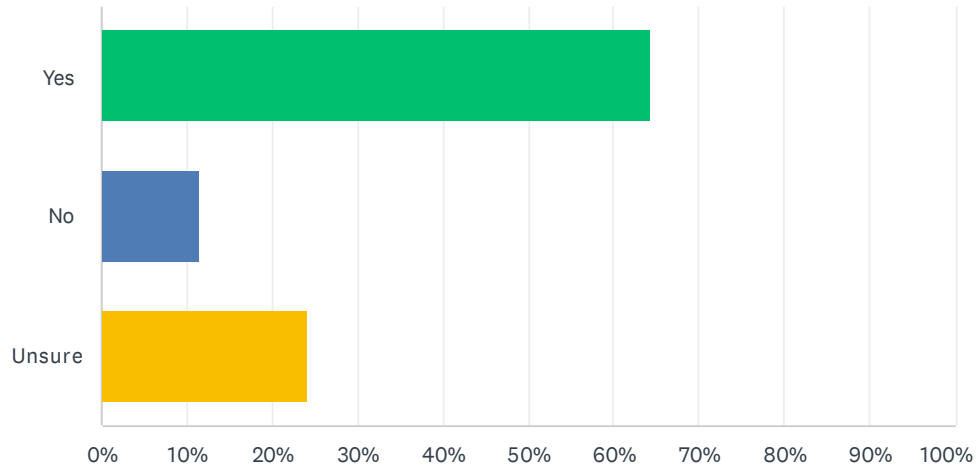
ANSWER CHOICES	RESPONSES	
I'm interested in building one on my property	18.73%	47
I'm interested in finding out more about Garden Suites	58.17%	146
I'm interested in living in one	14.74%	37
I'm interested in the regulations	39.04%	98
I'm interested in providing input	31.08%	78
I'm a Developer or Builder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

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

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

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

Answered: 208 Skipped: 49



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

Q7 What have you heard about garden suites?

Answered: 181 Skipped: 76

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

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

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

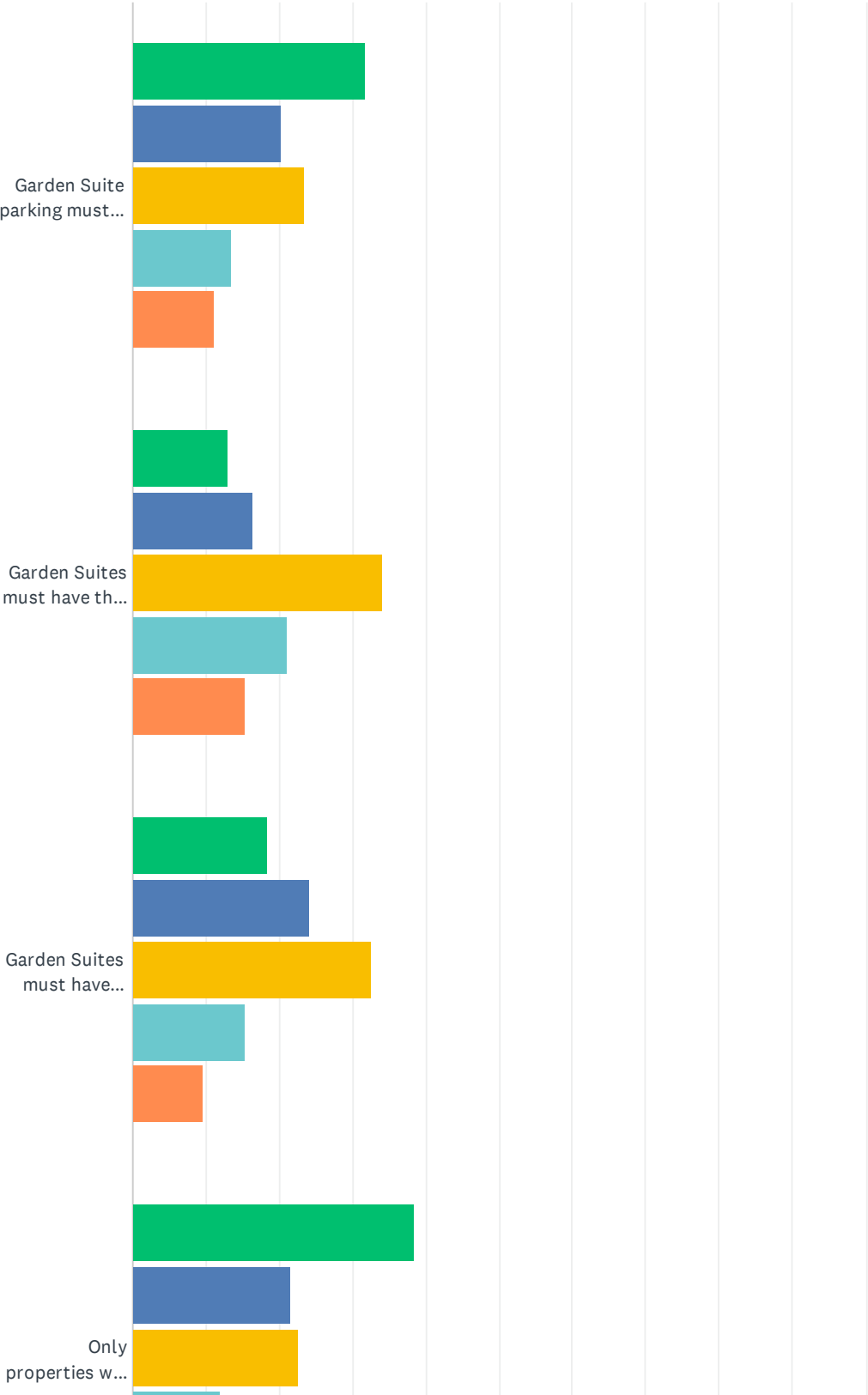
99	I know they can provide affordable housing	8/7/2022 10:05 AM
100	Nothing	8/7/2022 9:20 AM
101	Can be a source of additional income for homeowners. Done well, they look beautiful. Aids in our rental crisis.	8/7/2022 8:29 AM
102	Great idea for in-laws and more affordable	8/7/2022 7:24 AM
103	Are there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

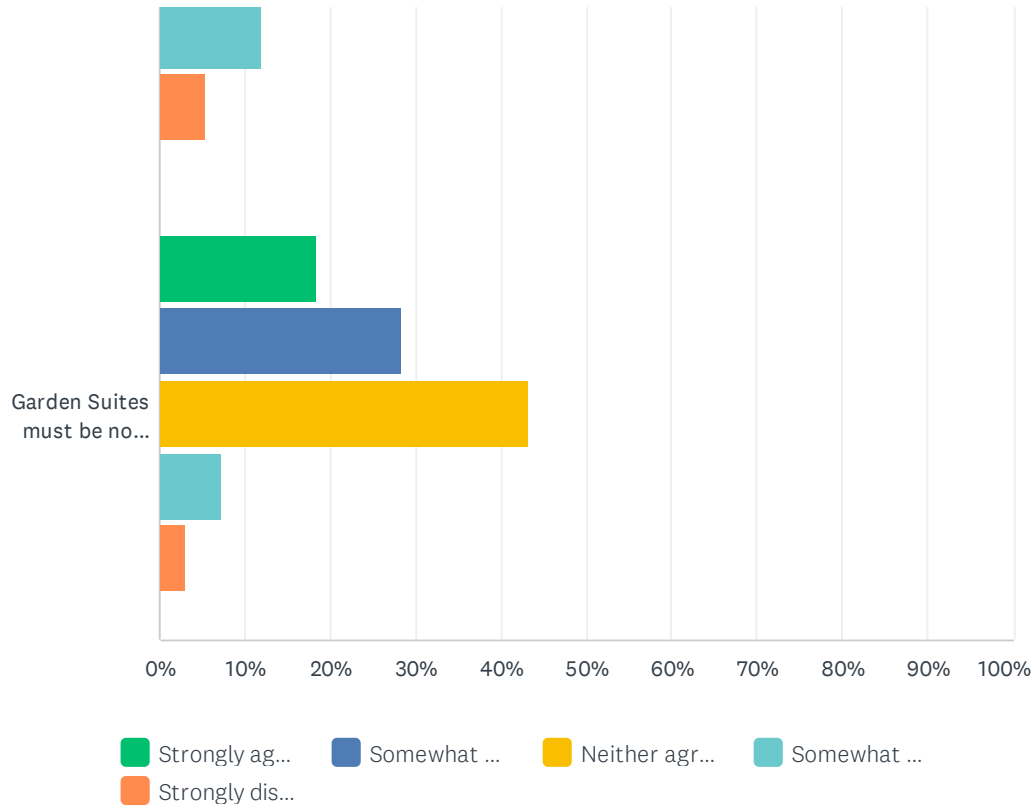
132	Another example of generational living. A great way to incorporate keeping our seniors with family longer or to provide affordable living option.	8/3/2022 10:50 PM
133	Not a whole lot	8/3/2022 9:59 PM
134	Huge benefits	8/3/2022 9:32 PM
135	Can offer affordable living, good for "mother-in-law" suites,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

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

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

Answered: 208 Skipped: 49

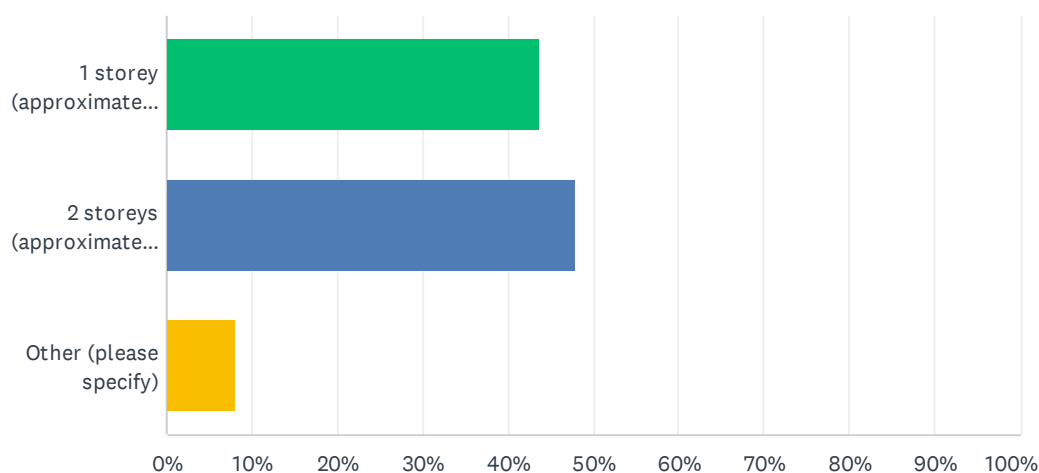




	STRONGLY AGREE	SOMEWHAT AGREE	NEITHER AGREE NOR DISAGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	TOTAL	WEIGHTED AVERAGE
Garden Suite parking must be on the property, street parking is unacceptable	31.73% 66	20.19% 42	23.56% 49	13.46% 28	11.06% 23	208	2.52
Garden Suites must have their own driveways	12.98%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

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

Answered: 208 Skipped: 49



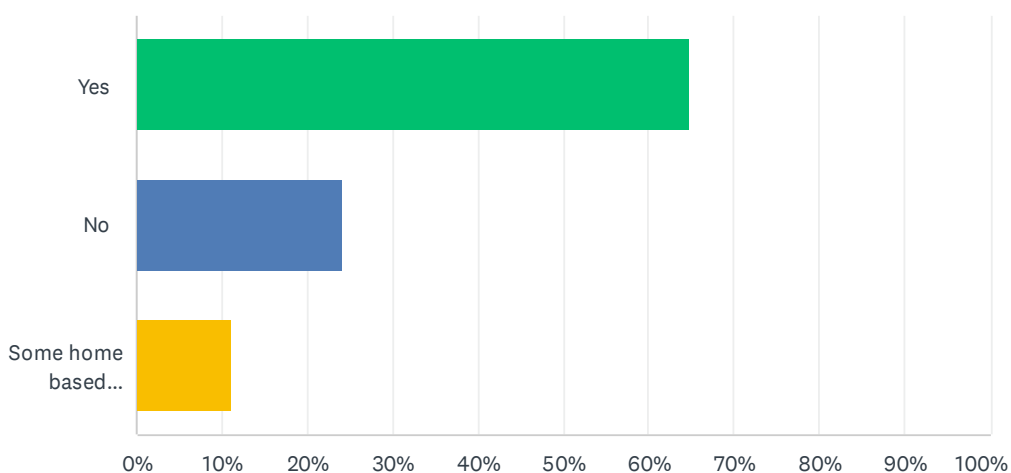
ANSWER CHOICES	RESPONSES	
1 storey (approximately 3m + height of roof)	43.75%	91
2 storeys (approximately 6m + height of roof)	48.08%	100
Other (please specify)	8.17%	17
TOTAL		208

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

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

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

Answered: 207 Skipped: 50



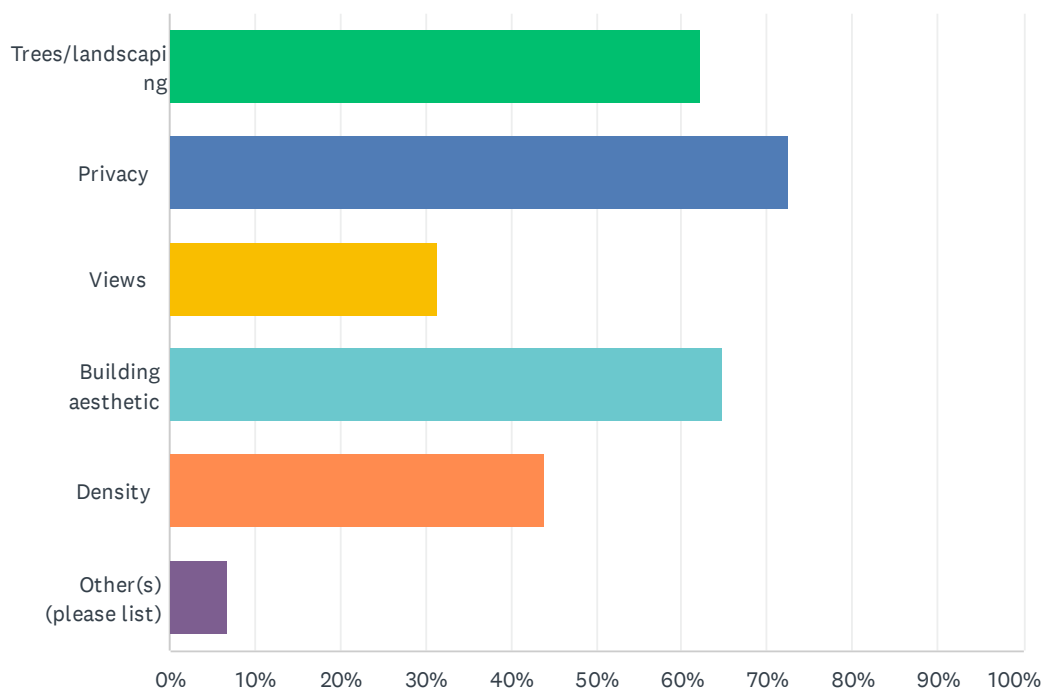
ANSWER CHOICES	RESPONSES	
Yes	64.73%	134
No	24.15%	50
Some home based businesses are acceptable (please list)	11.11%	23
TOTAL		207

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

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

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

Answered: 207 Skipped: 50



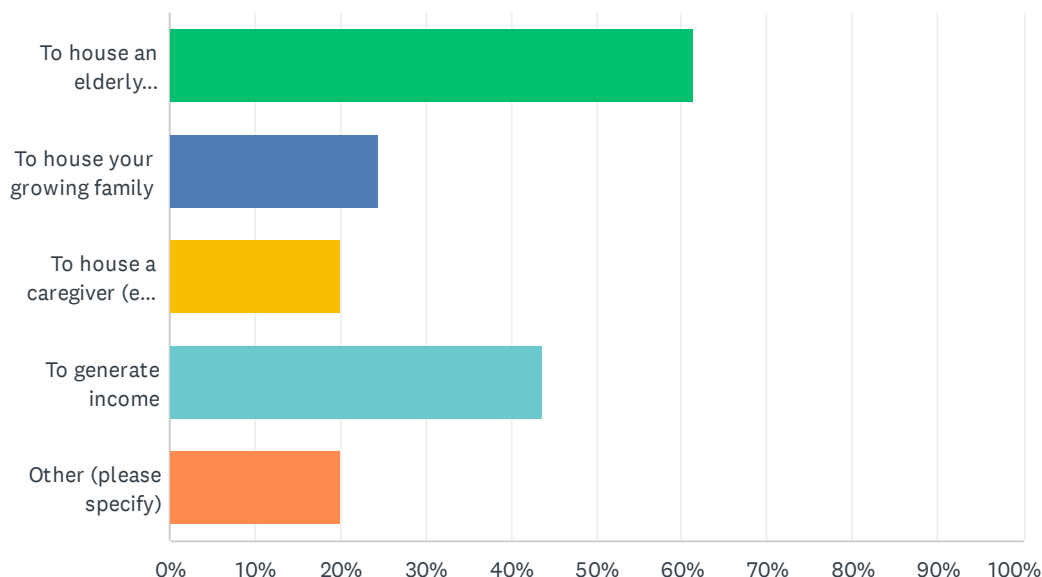
ANSWER CHOICES	RESPONSES
Trees/landscaping	62.32% 129
Privacy	72.46% 150
Views	31.40% 65
Building aesthetic	64.73% 134
Density	43.96% 91
Other(s) (please list)	6.76% 14
Total Respondents: 207	

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

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

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

Answered: 199 Skipped: 58



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

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

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



Request for Decision

To: Council

Staff Contact: Veronica Anderson, Legislative Services Officer

Date Prepared: January 29, 2024

Meeting Date: February 14, 2024

SUBJECT: Letters of Support Policy No. 1109 - Discussion

RECOMMENDATION: Information for Council.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The types of letters addressed in the attached policy involve community goodwill or aim to strengthen economic relationships.

The proposed policy, as seen in Attachment I, covers the following types of letters commonly brought to Council for approval before being actioned.

- "Letters of Support" - local organizations often seek support in the form of a letter, either because it is a requirement of a grant application, or simply to demonstrate to a decisionmaker that there is buy-in beyond their organization for a project the Town recognizes as important.
- "Letters of Thanks" - these include letters expressing gratitude for a previously held event or towards support offered by another organization or level of government.
- "Letters of Recognition" - a letter expressing recognition towards an occasion or individual who has achieved excellence in their field, reached a milestone birthday, or who has received recognition from another level of government.
- "Internal Support Requests" - would include items such as grant applications for existing projects.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

The Letters of Support Policy No. 1109 was created to streamline processes when it comes to issuing specific types of common letters from the Mayor's office with the intention of reducing time between when the request is received and issuance.

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

The financial implications are limited to staff time to prepare the report, policy and support with any associated letters of support.

POLICY:

Should Council approve of the policy, it will be brought forward for adoption at a future Council meeting.

IMPLEMENTATION:

Administration will need to ensure all affected staff is made aware of the *Letters of Support Policy* and its impacts to day-to-day tasks.

BACKGROUND:

As a part of normal operations for the Town of Strathmore, letters to fulfill obligations or express support are regularly sent from the mayor's office. Often there is urgency in being prompt with a response. Expectation remains that official items of this nature are sanctioned by Council. Once initial support has been given for a matter it can be redundant and delay delivery — or cause Special Council meetings to be called — if each subsequent related message requires re-approval during future Council meetings. To streamline the process, administration is recommending a new process which would have the mayor responsible for correspondence (in accordance with the *Municipal Government Act*), provided the documents are consistent with a Council approved plan, policy, bylaw, or previous resolution.

The proposed policy, as seen in **Attachment I**, covers the following types of letters commonly brought to Council for approval before being actioned:

- Letters of Support
- Letters of Thanks
- Letters of Recognition
- Internal Support Requests (i.e. Grant applications)

Only letters that fit the parameters for previously agreed upon directives will follow this shortened process. New or unclear letters will still be brought forward as an Agenda item.

KEY ISSUE(S)/CONCEPT(S):

Current process involves additional staff hours for RFD management and can increase time for delivery (dependent on period before next available Regular Council Meeting.) In some instances additional Special Council Meetings could be called if more urgent timelines were required.

This policy was developed to increase efficiency by removing time and formality from the process, while still giving Council an opportunity to see and comment on requests electronically.

Administration is seeking the ability, in certain instances, to :

- Remove the step that requires all letters be brought to a Regular Council Meeting for vote prior to a signature; and
- Allow for the option of the signature to be that of the CAO in certain circumstances.

DESIRED OUTCOMES:

That Committee of the Whole recommend *Letters of Support Policy No. 1109* be brought to a future Regular Council Meeting for vote.

COMMUNICATIONS:

Any future policy would be shared on the Town of Strathmore website. If approved, Administration will work with external stakeholders to ensure they are aware of how to submit a letter of support for consideration. This will include updating Council's landing page.

ALTERNATIVE ACTIONS/MOTIONS:

1. Committee of the Whole may recommend that Council consider adopting the policy at a future Regular Council Meeting.
2. Committee of the Whole may make recommendations and changes to Letters of Support Policy No. 1109.
3. Committee of the Whole may recommend no further action on proposed policy No. 1109.

ATTACHMENTS:

[Attachment I: Letters of Support Policy No. 1109 - Proposed Draft](#)

Johnathan Strathdee, Manager of Legislative Services

Approved
- 31 Jan
2024

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

Approved
- 31 Jan
2024

Kevin Scoble, Chief Administrative Officer

Approved
- 01 Feb
2024



TOWN POLICY

POLICY NUMBER: 1109

REFERENCE:

Resolution No. XX.XX.24

ADOPTED BY:

Town Council <Date>

PREPARED BY: Legislative Services

DATE: January 15, 2024

TITLE: Letters of Support Policy

Policy Statement

As a part of normal operations for the Town of Strathmore, letters to fulfill obligations or express support are regularly sent from the Mayor's office. Often there is urgency in being prompt with a response. Expectation remains that official items of this nature are sanctioned by Council. Once initial support has been given for a matter it can be redundant and delay delivery—or cause Special Council meetings to be called—if each subsequent related message requires re-approval during future Council meetings. To streamline the process, the mayor will be responsible for correspondence (in accordance with the *Municipal Government Act*), provided the documents are consistent with a Council approved plan, policy, bylaw, or previous resolution.

Purpose

This policy is intended to ensure an aligned approach to expedite review and approval of letters meant to provide endorsement or appreciation on behalf of the Town of Strathmore. It will outline the process for when correspondence will need to be reviewed by Council prior to signing and distribution and indicate when letters can be signed by the mayor without an additional vote by Council, ultimately providing consistency and efficiency.

1.0 DEFINITIONS

- 1.1 "Chief Administrative Officer" or "CAO" means the person appointed by the Council under section 4 and under section 205 of the Act to be Chief Administrative Officer for the Town, along with any designate appointed by the Chief Administrative Officer;
- 1.2 "Deputy Mayor" means the Councillor appointed by Council pursuant to the Municipal Government Act and the Council Procedure Bylaw 23-17, to act as the Mayor in the absence or incapacity of the Mayor on in the case where the Mayor chooses to step down.
- 1.3 "Letter of Support" means a written correspondence from the Town of Strathmore that supports a Community Group's proposal or request. Organizations often seek local government support, either because it is a requirement of the grant application, or simply seeking to demonstrate to the decisionmaker that there is buy-in beyond their organization.

- 1.4 "Manager of Communications, Marketing, and Legislative Services" means the individual in the leadership role that directly oversees the Legislative Services division for the Town of Strathmore.
- 1.5 "Mayor" means the individual elected to the position of Chief Elected Official for the Town of Strathmore.
- 1.6 "Town" means the Town of Strathmore, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof.

2.0 RESPONSIBILITIES

- 2.1 Mayor – signs correspondence in accordance with this policy.
- 2.2 Council – remain informed of the correspondence outlined below originating from the mayor's office. Council is responsible for approving this policy and any amendments to it.
- 2.3 CAO – may sign letters of support and thanks in lieu of the mayor in situations where the mayor and deputy mayor are unable to do so.
- 2.4 Legislative Services – oversees the drafting, approvals and delivery of letters of support, letters of thanks, letters of recognition and internal requests.

3.0 LETTERS OF SUPPORT

- 3.1 The mayor and/or CAO may issue and sign a letter of support without revisiting the item at a Council meeting, if Council has previously approved the initial item by resolution or if the item aligns with the Town's policies, bylaws, or previously approved plans (e.g. Council's Strategic Plan). The letter of support must not include:
 - a. changes to Council's approved position (as confirmed by the mayor),
 - b. commitments for additional funding, or
 - c. approval of additional requests.
- 3.2 New requests for letters of support for items that have not previously been considered by Council, must go to a future Council meeting for consideration as per the procedure outlined in 7.1.

4.0 LETTERS OF THANKS

- 4.1 Mayor and/or CAO may issue and sign a letter expressing gratitude for a previously held event or support offered by another organization or level of government without revisiting the item with Council, if it requires no additional funding or requests and it aligns with the Town's strategic priorities.

5.0 LETTERS OF RECOGNITION

- 5.1 If a letter expressing recognition towards an occasion or individual is required the mayor may issue and sign without revisiting the occurrence at a Council meeting, if
 - a. the request fits the criteria for resident recognition being that the individual or group has:
 - i. achieved excellence in their field,
 - ii. reached a milestone birthday,
 - iii. has received recognition from another level of government.
- 5.2 The letter must not include commitments for funding.
- 5.3 New requests for letters of recognition are required to go to Council as per the procedure outlined in 7.2.

6.0 INTERNAL REQUESTS

- 6.1 If a mayoral letter furthering project fulfillment or support action (i.e., a grant application by the Town) is required the mayor may issue and sign without revisiting the item at a Council meeting, if Council has previously approved the initial item by resolution and/or the item aligns with the Town's policies, bylaws, or previously approved plans (e.g. Council's Strategic Plan). The letter must not include:
- a. changes to Council's approved position (as confirmed by the Mayor),
 - b. commitments for additional funding, or
 - c. approval of additional requests.
- 6.2 New mayoral support requests for internal projects are required to go to Council as per the procedure outlined in 7.3.

7.0 PROCEDURE**7.1 Letters of Support**

- a. Requests for Letters of Support will be reviewed by Legislative Services for completeness and compliance with this policy and forwarded to the Responsible Department review (alternatively, requests received by a department will be sent to Legislative Service for review). A request for a Letter of Support does not obligate or bind the Town in any way to financial support or assistance at any time.
- b. In order to adequately assess a request, those seeking a Letter of Support from the Town will be required to provide the following information with their request in the prescribed form:
 - i. Identify the group's status (a not-for-profit organization and/or other organization) as defined in this policy;
 - ii. Identify the proposed program, project or initiative;
 - iii. Describe the program, project or initiative and identify how the program, project or initiative is of benefit to the Town and its residents;
 - iv. Specify whether the proposed program, project or initiative may require future financial contribution(s) from the Town; and
 - v. Identify contact information and address for the appropriate grant organization.
 - vi. Non-Profit Organizations and other organizations must provide a draft letter of support with their request—the letter may be edited by Legislative Services prior to being sent to Council.
- c. If a new request does not fall within any previously approved initiative or falls outside of the Town's strategic vision then Legislative Services will bring forth to the next available Regular Council Meeting for Council consideration.
- d. If the request is a part of a larger initiative already reviewed by Council then Legislative Services will electronically provide Council with copies of the letter and members will be availed two (2) business days to respond with any concerns. If there are no objections after the prescribed period then Legislative Services will proceed with signatures and provide the final letter as information during the next available Council meeting, to keep Council apprised.

7.2 Letters of Thanks

- a. Requests for Letters of Thanks may be drafted as:
 - i. a follow-up on a meeting or event occurrence
 - ii. a response to an invitation
- b. If a new request that does not fall within any previously approved project Legislative Services will bring the item to the next available Regular Council Meeting for Council consideration.
- c. If the request is a part of a larger initiative already reviewed by Council then Legislative Services will electronically provide Council with copies of the letter and members will be availed two (2) business days to respond with any concerns. If there are no objections after the prescribed period then Legislative Services will proceed with signatures and provide the final letter as information during the next available Council meeting, to keep Council apprised.

7.3 Letters of Recognition

- a. Requests for Letters of Recognition will be reviewed by Legislative Services for completeness and compliance with this policy and, if required, forwarded to the Responsible Department (alternatively, requests received by a department will be sent to Legislative Service for review). A request for a Letter of Recognition does not obligate or bind the Town in any way to financial support or assistance at any time.
- b. In order to adequately assess a request, those seeking a Letter of Recognition from the Town will be required to provide the following information with their request in the prescribed form:
 - i. Identify the individual or group
 - ii. Describe and identify what the achievement has been and how it relates to the Town and its residents;
 - iii. Identify contact information and address
 - iv. Provide a draft letter of recognition with their request.
- c. If a new request does not fall within any previously approved initiative or falls outside of the Town's strategic vision then Legislative Services will bring the item to the next available Regular Council Meeting for Council consideration.
- d. If the request is a part of an initiative already reviewed by Council then Legislative Services will electronically provide Council with copies of the letter and members will be availed two (2) business days to respond with any concerns. If there are no objections after the prescribed period then Legislative Services will proceed with signatures and provide the final letter as information during the next available Council meeting, to keep Council apprised.

7.4 Internal Requests

- a. Requests for Internal Letters of Support will be reviewed by Legislative Services for completeness and compliance with this policy and forwarded to the Responsible Department review (alternatively, requests initiated by a department will be sent to Legislative Service for review).

- b. The Responsible Department will provide the following information with their request:
 - i. Identify the proposed program, project or initiative;
 - ii. Describe the program, project or initiative and identify how the program, project or initiative is of benefit to the Town and its residents;
 - iii. Specify whether the proposed program, project or initiative may require future financial contribution(s);
 - iv. Identify contact information and address for the appropriate grant organization; and
 - v. A draft letter of support.
- c. If a new request does not fall within any previously approved project, Legislative Services will bring the item to the next available Regular Council Meeting for Council consideration.
- d. If the request is a part of a larger initiative already reviewed by Council then Legislative Services will electronically provide Council with copies of the letter and members will be availed two (2) business days to respond with any concerns. If there are no objections after the prescribed period then Legislative Services will proceed with signatures and provide the final letter as information during the next available Council meeting, to keep Council apprised.

8.0 DELEGATION OF AUTHORITY

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

9.0 SEVERABILITY

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

10.0 REVIEW

- 10.1 This policy shall be available for public inspection and will be posted on the Town of Strathmore's website.
- 10.2 This policy shall be reviewed at least once every four years. Next review date being: XXX, 2028

END OF POLICY

APPROVAL

Mayor

Director of Strategic, Administrative
and Financial Services