

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**Wednesday, September 18, 2024 @ 6:00 PM**  
**Council Chambers, 1 Parklane Drive, Strathmore AB**

	Page
<b>1. CALL TO ORDER</b>	
<b>2. CONFIRMATION OF AGENDA</b>	
<b>3. PUBLIC HEARING</b>	
3.1. Land Use Bylaw Amending Bylaw No. 24-16 (137 Orchard Way) <a href="#">Agenda Item - AIR-24-161 - Pdf</a>	3 - 27
<b>4. CLOSED MEETING</b>	
4.1. Council Dialogue – Advice from officials – FOIP S. 24(1)(b)(i)	
4.2. Budget Prioritization Discussion – Advice from officials – FOIP S. 24(1)(a)	
<b>5. 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 virtually or in writing, 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>6. 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.	
6.1. 2024-2025 RCMP Q1 Municipal Policing Report <a href="#">Agenda Item - RFD-23-058 - Pdf</a>	28 - 45
<b>7. CONSENT AGENDA</b>	
8.1 Regular Council Meeting Minutes – September 4, 2024	
10.1 Quality Management Plan (QMP) 2024-2029	
10.2 Seniors Lodge/Hospice Feasibility Assessment Extension	
10.3 Petition – Land Use Amending Bylaw 24-14 (Garden and Garage Suites)	
10.4 Alberta Community Partnership Grant Application – Stormwater Management Cooperative	
<b>8. CONFIRMATION OF MINUTES</b>	
8.1. Regular Council Meeting Minutes – September 4, 2024 <a href="#">Agenda Item - AIR-24-175 - Pdf</a>	46 - 55
<b>9. BYLAWS</b>	
9.1. Land Use Bylaw Amending Bylaw No. 24-16 (137 Orchard Way) <a href="#">Agenda Item - AIR-24-160 - Pdf</a>	56 - 80

## **10. BUSINESS**

- |       |   |           |
|-------|---|-----------|
| 10.1. | Quality Management Plan (QMP) 2024-2029<br><a href="#">Agenda Item - AIR-24-180 - Pdf</a>   | 81 - 184  |
| 10.2. | Seniors Lodge/Hospice Feasibility Assessment Extension<br><a href="#">Agenda Item - AIR-24-178 - Pdf</a>                              | 185 - 187 |
| 10.3. | Petition – Land Use Amending Bylaw 24-14 (Garden and Garage Suites)<br><a href="#">Agenda Item - AIR-24-176 - Pdf</a>                 | 188 - 250 |
| 10.4. | Alberta Community Partnership Grant Application – Stormwater Management Cooperative<br><a href="#">Agenda Item - AIR-24-179 - Pdf</a> | 251 - 253 |
| 10.5. | Letter of Support - Strathmore Overnight Shelter<br><a href="#">Agenda Item - AIR-24-181 - Pdf</a>                                    | 254 - 265 |

## **11. COUNCILLOR INFORMATION & INQUIRIES**

- 11.1. QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS
- 11.2. BOARD AND COMMITTEE REPORTS
- 11.3. QUESTION AND ANSWER PERIOD
- 11.4. ADMINISTRATIVE INQUIRIES
- 11.5. NOTICES OF MOTION

## **12. CORRESPONDENCE**

## **13. CLOSED MEETING**

- 13.1. Alberta Municipalities 2024 Resolutions – Advice from officials – FOIP S. 24(1)(a)
- 13.2. Council/CAO Dialogue – Advice from officials – FOIP S. 24(1)(b)(i)

## **14. ADJOURNMENT**



# Report for Council

**To:** Town Council

**Staff Contact:** Kate Bakun, Planner

**Date Prepared:** August 15, 2024

**Meeting Date:** September 18, 2024

**SUBJECT:** Land Use Bylaw Amending Bylaw No. 24-16 (137 Orchard Way). Public Hearing

**RECOMMENDATION:** THAT Council proceed with a Public Hearing for Bylaw No. 24-16 on September 18, 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 September 18, 2024 regarding Bylaw No. 24-16 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:**

The construction of a multifunctional light industrial building with a health services facility strategically aligns with priorities aimed at economic diversification, community well-being, community integration, and community resilience.

---

## SUSTAINABILITY

### **ECONOMIC SUSTAINABILITY:**

The construction of a multifunctional light industrial building with a health services facility advances the goals of enhancing accessibility to healthcare facilities and promoting economic diversification in the area.

#### **SOCIAL SUSTAINABILITY:**

The construction of a multifunctional light industrial building with a health services facility can contribute to social sustainability by creating a vibrant, inclusive, and resilient community, while also adding new workplaces.

#### **ENVIRONMENTAL SUSTAINABILITY:**

By integrating energy efficiency and resource conservation principles into the construction of a multifunctional light industrial building with a health services facility, the developer could minimize the environmental footprint, conserve resources, and create healthier and more sustainable living environments for occupants.

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

##### **GENERAL:**

N/A

##### **ORGANIZATIONAL:**

N/A

##### **OPERATIONAL:**

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

##### **FINANCIAL:**

The proposed project will require a development permit and building permit applications, which will include the collection of all applicable fees under the Town's fees bylaw.

##### **POLICY:**

First reading occurred on July 17, 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:

- July 19, 2024 - Mailed notice to adjacent landowners
- July 24, 2024 - Strathmore Times
- July 31, 2024 - Strathmore Times
- August 07, 2024 - Strathmore Times



- August 14, 2024 - Strathmore Times

Staff believe the following policies of the Town's Municipal Development Plan (MDP) 2014 apply to the proposed application:

3.5.3. The Town shall seek to attract light to medium industrial developments to further substantiate Strathmore's place as a regional service center and provide employment and growth to the community.

3.5.5. The municipality shall encourage the development of more innovative and environmentally friendly industrial employment centres such as comprehensively designed, eco-business parks which can create employment for the residents of Strathmore, create minimal environmental impact and demonstrate leadership.

### **IMPLEMENTATION:**

Staff advertised the public hearing in accordance with Section 606 of the Municipal Government Act. We also request that the public hearing be advertised on our social media. Staff have been available for phone calls and meetings with any residents who have questions or wish to speak to us about the proposed land use re-designation application.

### **BACKGROUND:**

First reading occurred on July 17, 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:

- July 19, 2024 - Mailed notice to adjacent landowners
- July 24, 2024 - Strathmore Times
- July 31, 2024 - Strathmore Times
- August 07, 2024 - Strathmore Times
- August 14, 2024 - Strathmore Times

Staff received an application for a land use re-designation (Bylaw No. 24-16) for 137 Orchard Way (Lot 23 Block 01 Plan 981 3631) on April 26, 2024. The application was deemed complete after the client submitted additional required information on June 11, 2024. The proposed re-designation aims to allow for the construction of a multifunctional light industrial building with a health services facility.

Currently, the M1 – Light Industrial District does not list Health Services as either a Permitted or Discretionary Use and a land use amendment is required before administration can accept a development permit application.

The site currently consists of an undeveloped lot with an old metal shed. The lot, which is a corner property, has an area of 7236.7 m<sup>2</sup> (0.72 ha) and is bordered by Orchard Park Road and Orchard Way. The neighboring properties include M1 – Light Industrial District uses to the

west (transmission shop), east (butcher shop), and south (auto body shop), and the CHWY – Highway Commercial District to the north.

The project proposal is to create a multifunctional light industrial building with a health services facility. The new development with various services will provide health care services to the town's citizens, create new jobs, and become an attractive feature in the industrial district.

The project provides 61 parking stalls, while the requirement is 68 parking stalls. A variance for 7 parking stalls will need to be obtained at the Development Permit stage. In staff's opinion, the required variances is minor, and the majority of the project complies with the requirements outlined in the M1 – Light Industrial District.

In conclusion, the proposed land use re-designation to M1 – Light Industrial District, Direct Control District Overlay for a multifunctional light industrial building with a health services facility may help address the demand for health services. It may also enhance the vibrancy of the area and contribute positively to the social, economic, and environmental fabric of Strathmore. Staff believe that the location is suitable for the development of this project and represents a positive direction for the town's growth. The application is largely in line with the town's Municipal Development Plan, and there are policies which support the application.

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

N/A

#### **DESIRED OUTCOMES:**

THAT Council proceed with a Public Hearing for Bylaw No. 24-16 on September 18, 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 September 18, 2024 regarding Bylaw No. 24-16 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, publishing notice on the Town's website, and by sending notice by regular mail to adjacent landowners.

#### **ALTERNATIVE ACTIONS/MOTIONS:**

N/A

#### **ATTACHMENTS:**

[Attachment I: Land Use Bylaw Amending Bylaw No. 24-16](#)  
[Attachment II: 24-16 137 Orchard Way - Proposed Redesignation](#)  
[Attachment III: Strathmore Times 24-07-24](#)  
[Attachment IV: Strathmore Times 2024-07-31](#)  
[Attachment V: Strathmore Times 2024-08-07](#)  
[Attachment VI: Strathmore Times 2024-08-14](#)  
[Attachment VII: Letter to Adjacent Landowners 24-16 137 Orchard Way](#)  
[Attachment VIII: Map. Adjacent Landowners](#)

---

Chuck Procter, Manager of Development Services

Approved  
- 12 Sep  
2024

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

Approved  
- 12 Sep  
2024

Veronica Anderson, Legislative Services Officer

Approved  
- 12 Sep  
2024

Claudette Thorhaug, Legislative Services Officer

Approved  
- 12 Sep  
2024

Kevin Scoble, Chief Administrative Officer

Approved  
- 13 Sep  
2024

**BYLAW NO. 24-16  
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 WHEREAS** Council holds public hearings as required by Section 692 of the *Municipal Government Act, R.S.A. 2000, c.M-26* as amended;

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

**1. SHORT TITLE**

- 1.1 This Bylaw may be cited as the "Land Use Bylaw Amending Bylaw No. 24-16"

**2. AMENDMENTS**

- 2.1 That Bylaw No. 14-11 Schedule A – Land Use District Map is amended by changing the land use designation of Lot 23 Block 01 Plan 981 3631, containing +/- 0.72 hectares (+/- 77500 sqft) from M1 – Light Industrial District to M1 – Light Industrial District. Direct Control District Overlay as shown below in Schedule "A".
- 2.2 That Bylaw No. 14-11 Schedules Section is amended as follows:
- a) By adding a new Schedule E18 – Direct Control District Overlay – 137 Orchard Way;
  - b) By adding the following regulations under Schedule E18 – Direct Control District Overlay – 137 Orchard Way:

**"1. APPLICATION**

- 1.1 The provisions of this Direct Control District Overlay apply to those lands described legally as Lot 23 Block 01 Plan 981 3631, known municipally as 137 Orchard Way and shown below:



**Figure 1: Direct Control District Overlay – 137 Orchard Way, Lot 23 Block 01 Plan 981 3631**

- 1.1 The provisions of Section 4.14 – M1 – Light Industrial District apply to the subject lands unless the provisions of this Direct Control District Overlay conflict with Section 4.14 in which case the provisions of this Direct Control District Overlay must govern.

## 2. REGULATIONS

- 2.1 In addition to those Permitted Uses prescribed in Section 4.14(2)(a) of the "M1", Light Industrial District, **Health Services** shall be a Permitted Use subject to the regulations of this Direct Control District Overlay;
- 2.2 That **Health Services** otherwise demonstrate compliance with all other applicable provisions of Bylaw No. 14-11 to the satisfaction of the Development Authority.

## 3. EFFECTIVE DATE

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

**READ A FIRST TIME** this \_\_\_\_\_ day of 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

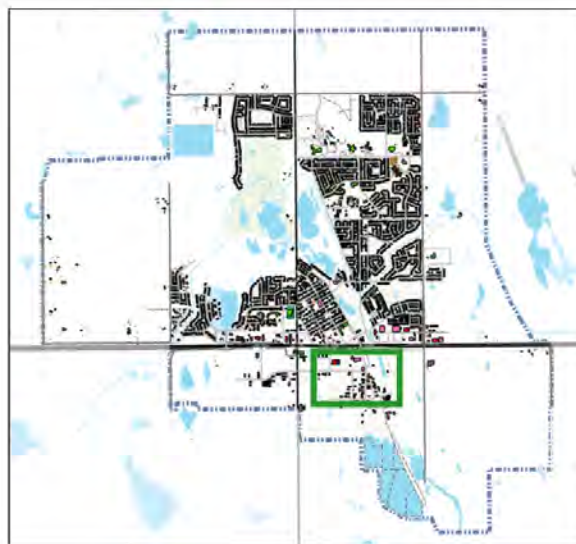
## Schedule "A"



### Land Use District:



M1 – Light Industrial District. Direct Control District Overlay








**Land Use Districts**

NOTE: THIS MAP IS IN A DRAFT STATE.

AG	Agriculture General District	CR1	Country Residential District	R2	Low Density Residential District
C1	Neighborhood Commercial District	MHR	Manufactured Home Park District	R2M	Medium Density Attached Housing District
CB	Central Business District	MHS	Manufactured Home Single-Family District	R3	High Density Residential District
CHWY	Highway Commercial District	R1	Single Detached Residential District	R3M	Medium Density Medium Detached Residential District
LI	Light Industrial District	R1N	Single Detached Residential (Narrow Lot) District	DO	District Overlay
M2	General Industrial District	R1S	Single Detached Residential (Small Lot) District	P1	Public Service District
	Urban Reserve		Direct Control		Downtown Overlay District

 - Subject Parcel



**137 Orchard Way - Context:**

 - Subject Parcel



**4.14**

**M1 – LIGHT INDUSTRIAL DISTRICT**

**1. PURPOSE:** To provide for a light industrial district with uses that are carried on in buildings, on-site, with limited outside storage and retail sales.

**2. USES:**

**a) Permitted Uses**

Accessory Buildings  
 Auctioneering Establishments  
 Automotive and Equipment Repair Shops  
 Automotive and Recreational Vehicle Sales/Rentals  
 Automotive Services  
 Bus Services  
 Contractor Services, General  
 Contractor Services, Limited  
 Custodial Dwelling Unit  
 Custom Manufacturing Establishments  
 Detention and Correction Services  
 Fleet Services  
 Funeral Home  
 General Industrial – Minor  
 Government Services  
 Greenhouses and Plant Nurseries  
 Heavy Vehicle and Equipment Sales and Rentals  
 Indoor Firing Range  
 Kennels  
 Parking  
 Public Parks  
 Private Recreational Vehicle Storage  
 Professional Offices and Support Services, ancillary to the Primary Use Only  
 Protective and Emergency Services  
 Recycling Depots  
 Religious Assembly  
 Residential Sales Centre  
 Retail Stores, General  
 Sea Can  
 Signs  
 Truck and Mobile Home Sales/Rentals  
 Utilities  
 Veterinary Services, Minor

Bylaw #22-01

Bylaw #17-12

**b) Discretionary Uses**

Adult Entertainment  
 Athletic and Recreational Facility, Indoor  
 Athletic and Recreational Facility, Outdoor  
 Auto Body and Paint Shops  
 Cannabis Stores

Bylaw #17-09

Bylaw #18-08

Bylaw #16-10	Drive Through Food Services Eating and Drinking Establishments, Major Eating and Drinking Establishments, Minor Education Services
Bylaw #15-40	Emergency Shelter Equipment and Storage Yard
Bylaw #16-10	Firing Range Gas Bar Mini or Self Storage
Bylaw #22-01	Public Assembly Establishments, Major and Minor Utility Building Veterinary Services, Major Emergency Shelter

### 3. GENERAL SITE REQUIREMENTS:

#### a) Site Area

- i. 929m<sup>2</sup>

#### b) Minimum Landscaped Area

- i. A minimum 4.5m landscaped strip parallel to the front road and a 3.0m landscaped strip on every other property edge that abuts a non-industrial use, to the satisfaction of the Approving Authority

#### c) Minimum Front Yard Setback

- i. Principal Building – 6 m
- ii. Accessory Building – As determined by the Development Officer

#### d) Minimum Rear Yard Setback

- i. Principal Building – 1 m
- ii. Accessory Building – 1 m

#### e) Minimum Side Yard Setback - As determined by the Development Officer

#### f) Site Coverage - As determined by the Development Officer

#### g) Building Height

- |              |  |
|--------------|--|
| Bylaw #16-10 | <ul style="list-style-type: none"> <li>i. As required by the Approving Authority for the Principal Building</li> <li>ii. 5.0 m for the Accessory Building</li> </ul> |
|--------------|--|

### 4. OTHER SITE REQUIREMENTS:

#### Parking Areas

- a) All required parking areas shall be at minimum graveled and maintained to minimize dust.

#### Exterior Building Materials

- b)** Exteriors of Additions to existing buildings shall be constructed with materials compatible to the existing buildings, to the satisfaction of the Approving Authority.

Bylaw #22-01

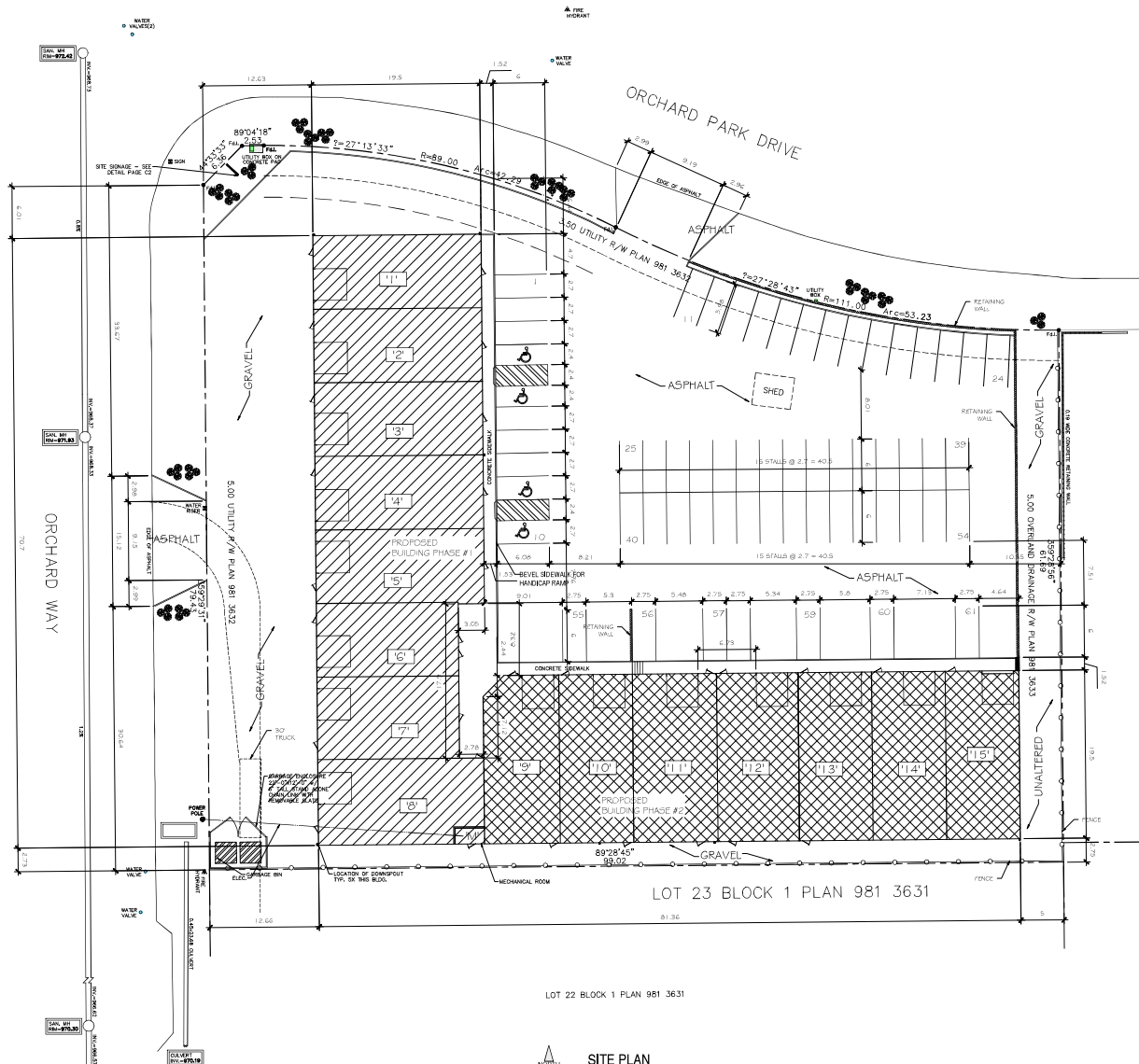
**Mechanical Equipment**

- c)** All mechanical equipment on a roof of any building visible from the highway shall be concealed in a manner compatible with the architectural character of the building, or concealed by incorporating it within the building.

Bylaw #22-01

**Sea Cans**

- d)** Sea Cans used for storage shall not be placed on a property adjacent to a residential district.



SITE PLAN  
SCALE: 1:200

- BEFORE CONSTRUCTION BEGINS THE OWNER/BUILDER SHALL OBTAIN ALL NECESSARY PERMITS AND REVIEW DRAWINGS TO CHECK AND VERIFY INFORMATION AND REPORT ANY DISCREPANCIES.
- STRUCTURAL DRAWINGS SHOW THE COMPLETE STRUCTURE. COMPONENTS WHICH MAY BE NECESSARY FOR SAFETY OR TEMPORARY BRACING DURING CONSTRUCTION ARE THE RESPONSIBILITY OF THE BUILDER.
- ALL WOOD TO BE KILN DRIED, NO. 2 GRADE SPRUCE / PINE / FIR OR BETTER.
- ALL WOOD IN CONTACT WITH THE GROUND SHALL BE TREATED WITH WOOD PRESERVATIVE WITH NONHIBRID METHOD OF TREATMENT.
- POSTS TO BE FABRICATED IN ACCORDANCE WITH THE ANSI/AIA EP 559.
- ROOF TRUSSES DESIGNED BY OTHERS.
- AS NO GEOTECHNICAL STUDY HAS BEEN UNDERTAKEN, THE FOOTINGS HAVE BEEN DESIGNED BASED ON ABC 2019 ALLOWABLE BEARING CAPACITY FOR STEE CLAYTILL. IF THE BUILDER OR OWNER IS CONCERNED THAT THE SOIL AT THE SITE APPEARS TO BE OF A DIFFERENT TYPE OR CLASSIFICATION THAN ASSUMED OR THAT OTHER CHASTE SOIL CONDITIONS MAY CONTRIBUTE TO LOWER BEARING CAPACITY, THE "ENGINEER OF RECORD" SHALL BE NOTIFIED.
- POST HOLES SHOULD NOT BE ALLOWED TO BECOME DISTURBED, SATURATED, DRIED OUT OR FROZEN DURING CONSTRUCTION.
- SULPHATE RESISTANT TYPE III CEMENT IS RECOMMENDED FOR USE IN CONCRETE IN DIRECT CONTACT WITH THE SOIL.
- THESE DRAWINGS ARE AN INSTRUMENT OF SERVICE PROVIDED FOR 198227 Alberta Inc. USE ONLY FOR THIS PROJECT.
- DIGITAL REPRODUCTIONS OF THESE DRAWINGS THAT ARE NOT DIGITALLY SIGNED BY THE ENGINEER OF RECORD SHALL NOT BE CONSIDERED AUTHENTICATED

SITE LEGAL INFORMATION:

CANAL AVENUE  
LOT NO. 23  
BLOCK NO. 1  
PLAN NO. 981 3631

NOTE: THERE ARE NO HYDRANTS ON SITE

LOT DETAILS  
LOT AREA: 7286.7 SQ. M.  
LOT WIDTH: 61.89 M  
LOT DEPTH: 99.82 M

SITE COVERAGE  
BUILDING #1 AREA: 2532.2 SQ. M.  
SITE AREA: 7286.7 SQ. M.  
SITE COVERAGE: 35%

NOTE:  
EROSION AND SEDIMENT CONTROL PLAN  
CONSISTS OF CLEANING TRIPS OF  
CONTRACTORS WHEN LEAVING THE SITE AND  
GOOD HOUSE KEEPING PRACTICES INCLUDING  
CLEANING THE STREET WHEN REQUIRED DUE  
TO BUILD UP OF DIRT AND GRAVEL

NOTE:  
DOMESTIC WATER USE ONLY. NO CAPACITY IS  
REQUIRED ON SITE FOR FLOOD FLOW  
PROTECTION.  
SPRINKLERS OR SITE HYDRANT. FUTURE  
COUNTS NOT TO EXCEED 2849, 22 TOTAL

NOTE:  
ALL WORK WILL BE COMPLETED TO CITY OF CALGARY  
STANDARDS-NO COPPER PIPE WILL BE USED. PVC PIPE DR14  
BLUE BRUTE WILL BE INSTALLED.

WATER, SEWER AND STORM DRAIN PIPE ELEVATIONS WILL BE  
MIN. 300m APART

TIE-IN TO EXISTING UTILITIES SHOULD NOT BE MADE WITHOUT  
FIRST OBTAINING AN APPROVED WATER AND SEWER  
CONNECTION PERMIT FROM THE TOWN OF STRATHMORE

SIDEWALKS AND EDGE OF LANDSCAPING TO BE USED  
AS CURB STOPS ALONG BUILDING  
CURB STOPS TO BE USED AT PROPERTY LINE

PARKING STALLS REQUIRED:  
2532 SQ.M. / 45 SQ.M. = 56.3 STALLS REQUIRED  
61 STALLS PROVIDED  
56 STALLS TO BE HANDICAP = MIN. 3 STALLS  
4 HANDICAP STALLS PROVIDED

ONLY 1 WATER METER PER SERVICE CONNECTION UNLESS  
OTHERWISE APPROVED BY THE TOWN OF STRATHMORE

CROSS-CONNECTION CONTROL DEVICE TO BE INSTALLED ON  
WATER LINE IN METER ROOM IN EACH BUILDING

NOTE:  
1. MAXIMUM VEHICLE SIZE  
PERMITTED ON THE SITE WILL BE  
5 TON  
2. NO PARKING LOT LIGHTS WILL BE  
INSTALLED  
3. 1-UP TO 1" WATER METER IN  
EACH METER ROOM WILL BE  
PROVIDED  
4. NO ROOF TOP UNITS PERMITTED  
ON BLDGS.  
5. IF A TENANT REQUIRES A CLOUT  
SEPARATOR, ONE WILL BE  
INSTALLED BEFORE THEY TAKE  
OCCUPANCY OF THE BAY

LEGEND:

- PROPERTY LINE
- WATER LINE
- SEWER LINE
- STORM DRAIN LINE
- RAIN WATER FLOW
- FENCE
- ELECTRICAL
- COLORADO BLUE SPRUCE (BIO)
- DECIDUOUS TREES - SEE PLAN
- SHRUBS
- DECORATIVE ROCK
- BUILDING FLOOR DRAIN
- CURB STOPS

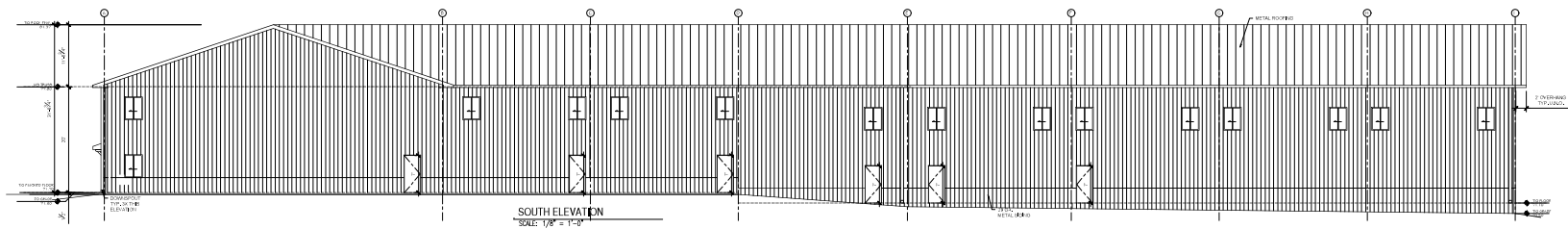
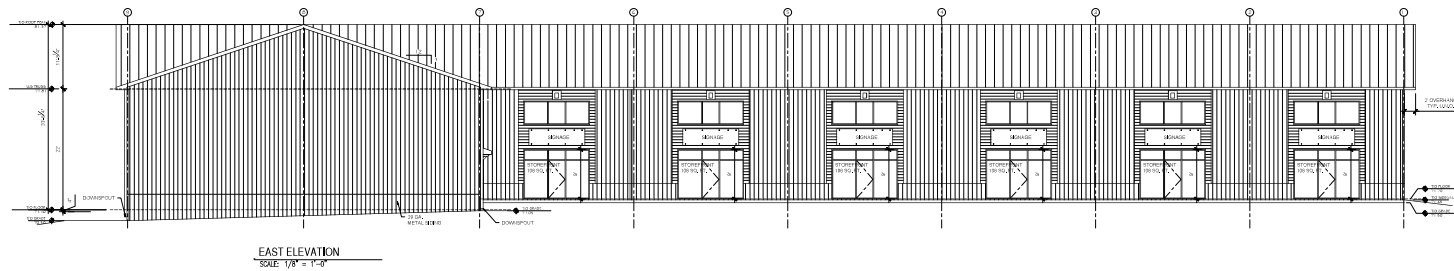
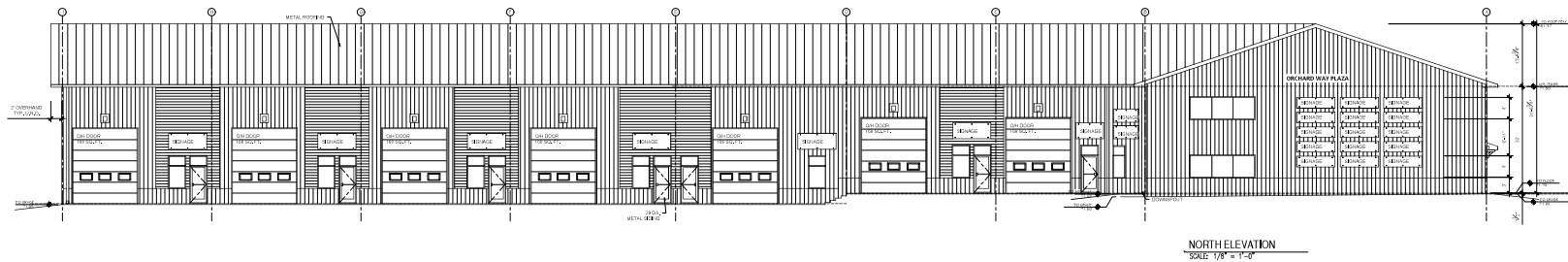
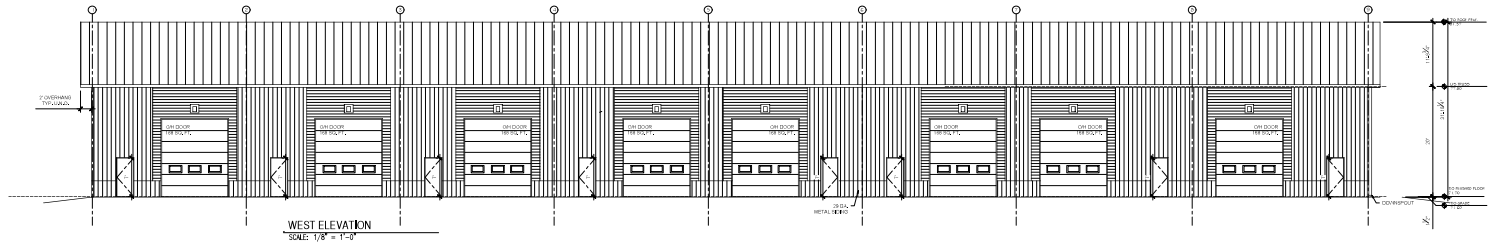
REVISION	DATE	No.

NOTES

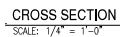


CLIENT	1958227 Alberta Inc.
PROJECT	137 ORCHARD WAY BUILDING #1
TITLE	PLOT PLAN
DRAWN: D.H.	CHECKED: D.H.
DATE: MAY 2, 2024	SCALE: 1:200
REV: 15	C1





CLIENT		1958227 Alberta Inc.
PROJECT		137 ORCHARD WAY PHASE I
TITLE		ELEVATIONS
DRAWN: DJH	CHECKED:	DRAWN:
DATE: MAY 2, 2024		REV: 0
SCALE: 1/8\" = 1'-0"		A2







# Strathmore

## Upcoming Council Meetings

September 4, 2024 | 6 p.m.

Regular Meeting of Council

September 18, 2024 | 6 p.m.

Committee of the Whole

September 18, 2024 | 6 p.m.

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.

### Land Use Amendment

## Upcoming Public Hearing

- 1. Purpose:** to permit the construction of a multifunctional light industrial building with a health services facility.

### Bylaw #24-16

Staff received an application for a land use redesignation (Bylaw No. 24-16) 137 Orchard Way (Lot 23 Block 01 Plan 981.38.31). The proposed redesignation aims to permit the construction of a multifunctional light industrial building with a health services facility at 137 Orchard Way in Strathmore.



Lot 23, Block 01, Plan 981.38.31 (137 Orchard Way)

### Public Hearing Process

A copy of the proposed bylaw can be found on the Town's website at [Strathmore.ca](http://Strathmore.ca). Public hearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB). 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 at the Strathmore Municipal Building on **Wednesday, September 18, 2024**, commencing at **6 p.m.** with procedures in accordance with the Municipal Government Act, Section 19.0 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 or all of the proposed bylaw, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at [lsadmin@strathmore.ca](mailto:lsadmin@strathmore.ca) no later than **noon on Wednesday, September 11, 2024**, in order to register to speak at the public hearing.

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 **noon on Wednesday, September 11, 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 403-934-3135 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.

## Strathmore Wheatland Chamber of Commerce 2024 Stampede Parade

Kickin' the Dust Up in Strathmore  
Saturday, August 3 at 9 a.m.

Learn more, register your float, or  
volunteer at [theswcc.ca/events](http://theswcc.ca/events)



You **can** become a  
**firefighter** when you grow up.

Become a **paid-on-call**  
**firefighter** today.

Learn more at  
[Strathmore.ca/FireRecruit](http://Strathmore.ca/FireRecruit).



## Upcoming Family and Community Support Services (FCSS) events.



Learn more about all of FCSS' events at [Strathmore.ca/FCSS](http://Strathmore.ca/FCSS) or call 403-934-9090

Event	Date	Time	Location
Family and Youth Culture Night   Reggae Fitness	Jul 18, 2024	11 to 3 p.m.	Tellis, 4198 2 St
Youth Cooking Class   Iranian Culture	July 23, 2024	11 a.m. to 1 p.m.	Hope Church, 245 Brent Blvd
Youth Cooking Class   German Culture	July 30, 2024	11 a.m. to 1 p.m.	Hope Church, 245 Brent Blvd
Stamping Down Barriers Stampede Run	Aug 4, 2024	7 a.m. start	Strathmore Motor Products Sports Centre, 1150 Edgfield Rd.
International Day of the World's Indigenous Peoples	Aug 9, 2024	10 a.m. to 7 p.m.	Strathmore Municipal Library, 85 Lakeside Blvd.
Jamaican Legacy Day	Aug 17, 2024	5 to 8 p.m.	Strathmore Municipal Library, 85 Lakeside Blvd.
Hockey and Canadian Culture Event	Aug 23, 2024	5:30 to 8:30 p.m.	Strathmore Family Centre Arena, 160 Brent Blvd.
Introduction to the Sport of Cricket	Aug 24, 2024	9:30 a.m. to 12:30 p.m.	Strathmore Motor Products Sports Centre, 1150 Edgfield Rd.





# Strathmore

## Upcoming Council Meetings

September 4, 2024 | 5 p.m. Regular Meeting of Council  
September 11, 2024 | 6 p.m. Committee of the Whole  
September 18, 2024 | 6 p.m. 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.

## Land Use Amendment

### Upcoming Public Hearing

**L Purpose:** to permit the construction of a multifunctional light industrial building with a health services facility.

#### Bylaw #24-16

Staff received an application for a land use redesignation (Bylaw No. 24-16) 137 Orchard Way (Lot 23 Block 01 Plan 981 3631). The proposed redesignation aims to permit the construction of a multifunctional light industrial building with a health services facility at 137 Orchard Way in Strathmore.



Lot 23 Block 01 Plan 981 3631 (137 Orchard Way)

#### Public Hearing Process

A copy of the proposed bylaw can be found on the Town's website at [Strathmore.ca](http://Strathmore.ca). Public hearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB). 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 at the Strathmore Municipal Building on **Wednesday, September 18, 2024, commencing at 6 p.m.** 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 or all of the proposed bylaw, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at [lsadm@strathmore.ca](mailto:lsadm@strathmore.ca) no later than **noon on Wednesday, September 11, 2024**, in order to register to speak at the public hearing.

Written submissions to the Public Hearing of 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 **noon on Wednesday, September 11, 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.

## Strathmore Wheatland Chamber of Commerce 2024 Stampede Parade

Kickin' the Dust Up in Strathmore Saturday, August 3 at 9 a.m.

Learn more, register your float, or volunteer at [theawcc.ca/events](http://theawcc.ca/events)



You **can** become a firefighter when you grow up.

Become a **paid-on-call firefighter** today.

Learn more at [Strathmore.ca/FireRecruit](http://Strathmore.ca/FireRecruit).



## Upcoming Family and Community Support Services (FCSS) events.



Learn more about all of FCSS' events at [Strathmore.ca/FCSS](http://Strathmore.ca/FCSS) or call 403-934-9090

Event	Date	Time	Location
Family and Youth Culture Night   Reggae Fitness	Jul 18, 2024	1 to 3 p.m.	Trellis, 4198 2 St
Youth Cooking Class   Iranian Culture	July 23, 2024	11 a.m. to 1 p.m.	Hope Church, 245 Brent Blvd
Youth Cooking Class   German Culture	July 30, 2024	11 a.m. to 1 p.m.	Hope Church, 245 Brent Blvd
Stamping Down Barriers Stampede Run	Aug 4, 2024	7 a.m. start	Strathmore Motor Products Sports Centre, 1150 Edgefield Rd.
International Day of the World's Indigenous Peoples	Aug 9, 2024	10 a.m. to 7 p.m.	Strathmore Municipal Library, 85 Lakeside Blvd.
Jamaican Legacy Day	Aug 17, 2024	5 to 8 p.m.	Strathmore Municipal Library, 85 Lakeside Blvd.
Hockey and Canadian Culture Event	Aug 23, 2024	5:30 to 8:30 p.m.	Strathmore Family Centre Arena, 160 Brent Blvd.
Introduction to the Sport of Cricket	Aug 24, 2024	9:30 a.m. to 12:30 p.m.	Strathmore Motor Products Sports Centre, 1150 Edgefield Rd.





# Strathmore

## Upcoming Council Meetings

September 4, 2024 | 6 p.m.  
September 11, 2024 | 6 p.m.  
September 18, 2024 | 6 p.m.

Regular Meeting of Council  
Committee of the Whole  
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.

## Land Use Amendment

### Upcoming Public Hearing

**Purpose:** to permit the construction of a multifunctional light industrial building with a health services facility.

### Bylaw #24-16

Staff received an application for a land use redesignation (Bylaw No. 24-16) 137 Orchard Way (Lot 23 Block 51 Plan 966 3631). The proposed redesignation aims to permit the construction of a multifunctional light industrial building with a health services facility at 137 Orchard Way in Strathmore.



### Public Hearing Process

A copy of the proposed bylaw can be found on the Town's website at [Strathmore.ca](http://Strathmore.ca)/PublicHearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB). 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 at the Strathmore Municipal Building on **Wednesday, September 18, 2024**, commencing at **6 p.m.** with procedures in accordance with the Municipal Government Act, Section 189 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 or all of the proposed bylaw, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at [leadm@strathmore.ca](mailto:leadm@strathmore.ca) no later than **noon on Wednesday, September 11, 2024**, in order to register to speak at the public hearing.

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 **noon on Wednesday, September 11, 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 403-934-3033 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.

## Town Resumes Municipal Development Plan Review

### "Strathmore Forward" seeks to modernize and build upon 2014 Municipal Development Plan

The Town has launched a Municipal Development Plan (MDP) Review at the meeting of the Committee of the Whole on Wednesday, July 10, following a presentation from the project team in Development Services.

The MDP is a required document per the Municipal Government Act (MGA) that addresses issues such as future land use, development, provision of municipal services, facilities, and transportation. The Town's current MDP passed in 2014, recommends a review every five years. However, due to the COVID-19 global pandemic, the review initiated in 2019 was paused. The Town has now resumed review activities.

"The Town's 2024 MDP Review will establish or reaffirm policy directions that reflect and support the Town's Strategic Plan," said Mayor Pat Fule.

The 2024 MDP Review process has been designed with meaningful public engagement in mind and will unfold across three key phases. The first phase, now in progress, includes the preparation of a public engagement strategy and the drafting of a proposed 2024 MDP based on input and feedback already received prior to the 2019 pause. Phase two will follow with the release of the draft 2024 MDP in advance of a significant public engagement component that will include both online and in-person opportunities to provide input and feedback. The third and final phase will take what was heard during public engagement to refine the 2024 MDP draft, followed by a public hearing and the adoption of a bylaw at Council.

"The 2024 MDP Review will be responsive to the Town's current strategic priorities identified in our Strategic Plan, as well as to current land use planning issues and trends. We really want to be good planning administrators that are out in front when it comes to what represents good land use planning for Strathmore," said Glen Ferguson, Senior Planner and MDP Project Manager. "And to do that, we have to properly review and update the 2014 MDP so that it aligns with current provincial legislation and regulations, as well as the Town's own plans and studies that have been approved since the 2014 MDP came into effect."

The project team further announced the upcoming launch of an online website that will serve as a centralized location for all information pertaining to the Town's MDP Review, with the same site also being capable of helping the project team directly engage the public and gather valuable input and feedback.

For more information about the Town's 2024 MDP Review, please visit: [Strathmore.ca/StrathmoreForward](http://Strathmore.ca/StrathmoreForward)

## Upcoming Family and Community Support Services (FCSS) events.

Learn more about all of FCSS' events at [Strathmore.ca/FCSS](http://Strathmore.ca/FCSS) or call 403-934-9090

Event	Date	Time	Location
International Day of the World's Indigenous Peoples (Exhibit)	August 8, 2024	10:00 a.m. - 7:00 p.m.	Strathmore Library
Youth Cultural Cooking Class: Filipino Culture	August 15, 2024	1:00 - 3:00 p.m.	Hope Church
Square Dancing	August 16, 2024	6:30 - 8:30 p.m.	Strathmore Agricultural Society
Hockey and Canadian Culture	August 22, 2024	5:30 - 8:30 p.m.	Strathmore Hockey Arena
Introduction to the Sport of Cricket	August 24, 2024	9:30 a.m. - 12:30 p.m.	Strathmore Recreation Centre
Cultural Fashion Show	August 29, 2024	5:00 - 8:00 p.m.	To be determined







### Upcoming Council Meetings

September 4, 2024 | 6 p.m. Regular Meeting of Council  
September 11, 2024 | 6 p.m. Committee of the Whole  
September 18, 2024 | 6 p.m. 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 live-streamed meetings online as they happen, or catch up later on YouTube.

### Land Use Amendment

## Upcoming Public Hearing

**L Purpose:** to permit the construction of a multifunctional light industrial building with a health services facility.

### Bylaw #24-16

Staff received an application for a land use redesignation (Bylaw No. 24-16) 137 Orchard Way (lot 23 Block 61 Plan 981 3631). The proposed redesignation aims to permit the construction of a multifunctional light industrial building with a health services facility at 137 Orchard Way in Strathmore.



### Public Hearing Process

A copy of the proposed bylaw can be found on the Town's website at [Strathmore.ca](http://Strathmore.ca)/PublicHearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB). 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 at the Strathmore Municipal Building on **Wednesday, September 18, 2024**, commencing at **6 p.m.** 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 or all of the proposed bylaw, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at [lsadmin@strathmore.ca](mailto:lsadmin@strathmore.ca) no later than **noon on Wednesday, September 11, 2024**, in order to register to speak at the public hearing.

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 **noon on Wednesday, September 11, 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 403-954-3133 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.

### Town Launches Municipal Development Plan Review

## "Strathmore Forward" seeks to modernize and build upon 2014 Municipal Development Plan

The Town has launched a Municipal Development Plan (MDP) Review at the meeting of the Committee of the Whole on Wednesday, July 10, following a presentation from the project team in Development Services.

The MDP is a required document per the Municipal Government Act (MGA) that addresses issues such as future land use, development, provision of municipal services, facilities, and transportation. The Town's current MDP passed in 2014, recommends a review every five years. However, due to the COVID-19 global pandemic, the review initiated in 2019 was paused.

"The Town's 2024 MDP Review will establish or reaffirm policy directions that reflect and support the Town's Strategic Plan," said Mayor Pat Fule.

The 2024 MDP Review process has been designed with meaningful public engagement in mind and will unfold across three key phases. The first phase, now in progress, includes the preparation of a public engagement strategy and the drafting of a proposed 2024 MDP based on input and feedback already received prior to the 2019 pause. Phase two will follow with the release of the draft 2024 MDP in advance of a significant public engagement component that will include both online and in-person opportunities to provide input and feedback. The third and final phase will take what was heard during public engagement to refine the 2024 MDP draft, followed by a public hearing and the adoption of a bylaw at Council.

"The 2024 MDP Review will be responsive to the Town's current strategic priorities identified in our Strategic Plan, as well as to current land use planning issues and trends. We really want to be good planning administrators that are out in front when it comes to what represents good land use planning for Strathmore," said Glen Ferguson, Senior Planner and MDP Project Manager. "And to do that, we have to properly review and update the 2014 MDP so that it aligns with current provincial legislation and regulations, as well as the Town's own plans and studies that have been approved since the 2014 MDP came into effect."

The project team further announced the upcoming launch of an online website that will serve as a centralized location for all information pertaining to the Town's MDP Review, with the same site also being capable of helping the project team directly engage the public and gather valuable input and feedback.

For more information about the Town's 2024 MDP Review, please visit: [Strathmore.ca/StrathmoreForward](http://Strathmore.ca/StrathmoreForward)

### Calgary Watermain Repair Update

## Water Restrictions Update

The City of Calgary has announced plans to undertake urgent short-term repairs on the Bearspaw South feeder main starting August 26. The team in Calgary has been working to analyze the situation, interpret data and develop effective repair strategies. This assessment has identified 16 sites needing attention due to points of weakness in the system.

These repairs are essential to maintain the stability of Calgary's and our water supply and mitigate the risk of unexpected failures, particularly as winter approaches. To facilitate this work, the Bearspaw South feeder main will be shut down from August 26 to end of September, resulting in level four water restrictions. We will provide additional details as the shutdown date approaches.

If you are a bulk water user and require bulk water usage levels during the stage four period, please contact Strathmore Infrastructure, [infrastructure@strathmore.ca](mailto:infrastructure@strathmore.ca) for assistance.

## Citizen Satisfaction Survey

We want to hear from you!

Available until  
September 6, 2024

Strathmore



## Alberta Culture Days September 28, 2024

Discover · Experience · Celebrate

WORLD MARKET | LIVE ENTERTAINMENT | FOOD TRUCKS

To Whom It May Concern:

Bylaw No. 24-16

**RE: NOTICE OF PUBLIC HEARING – PROPOSED LAND USE BY-LAW AMENDMENT.**  
**137 Orchard Way, Strathmore.**

---

Please be advised that the Town of Strathmore has received a Land Use By-law Amendment application on those lands described as Lot 23, Block 1, Plan 981 3631 known municipally as **137 Orchard Way, Strathmore.**

The applicant is requesting a redesignation of the lands from M1 – Light Industrial District to M1 – Light Industrial District, Direct Control. The proposed redesignation aims to permit the construction of a multifunctional light industrial building with a health services facility at 137 Orchard Way in Strathmore.

The statutory Public Hearing will be held online via ZOOM and in-person in Council Chambers, Strathmore Municipal Building, 1 Parklane Drive, Strathmore, Alberta on **September 18<sup>th</sup>, 2024**, commencing at **6:00 p.m.** with procedures being in accordance with Section 199 of the *Municipal Government Act* and the Town's *Council Procedural By-law #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 or all of the proposed by-law, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at [lsadmin@strathmore.ca](mailto:lsadmin@strathmore.ca) by no later than **12:00 p.m.** on **September 11<sup>th</sup>, 2024**, in order to register to speak at the public hearing.

Any written submissions intended for the Public Hearing, or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Town's Development Services Office prior to **12:00 p.m.** on **September 11<sup>th</sup>, 2024**, as outlined under Bylaw #23-17 and amendments thereto. If your written submission is not received by this time, kindly ensure that fifteen copies are provided and made available 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.



A copy of proposed By-law #24-16 may be inspected by the public **Monday to Friday** during the regular office hours of **8:30 a.m. to 4:30 p.m.** at the Town's Municipal Building located at 1 Parklane Drive, Strathmore, Alberta, and can be also examined on the Council Meeting Agenda dated July 17, 2024, on the Town's website at <https://calendar.strathmore.ca/meetings>.

Please further note that you may choose to contact the Town's Legislative Services Office by telephone at (403) 934-3133 prior to attending the Public Hearing to better determine the order of business and presentations on the Council Agenda in order to efficiently utilize your time on the evening of the Public Hearing.

For your convenience, please also find attached a key map indicating the location of the subject lands and a site plan depicting the existing single-detached dwelling and parking areas that will be provided for the proposed Secondary Suite.

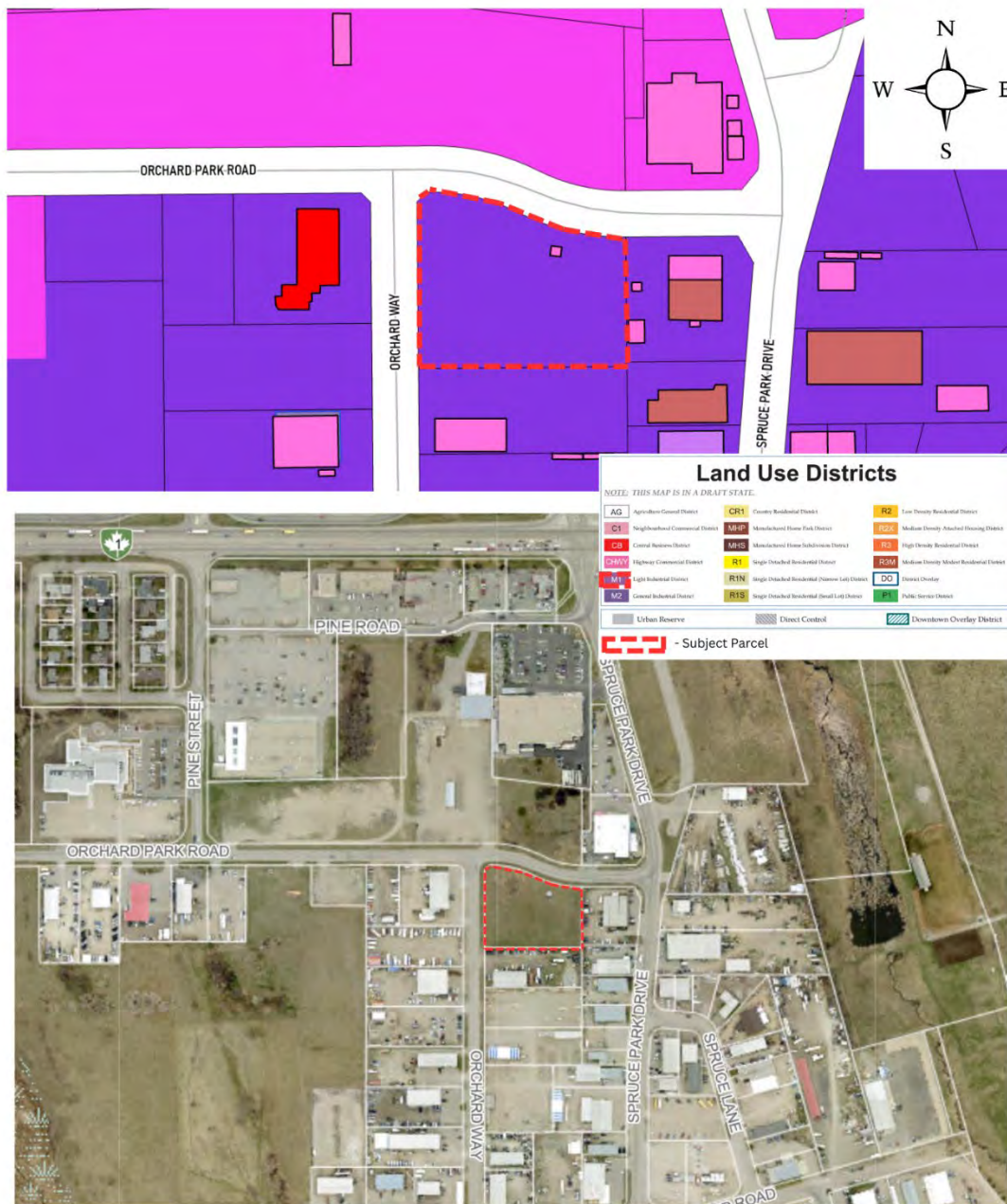
If you have any questions regarding the application, please contact the Town's Development Services Office using the contact information below or via email at [kate.bakun@strathmore.ca](mailto:kate.bakun@strathmore.ca).

Sincerely,

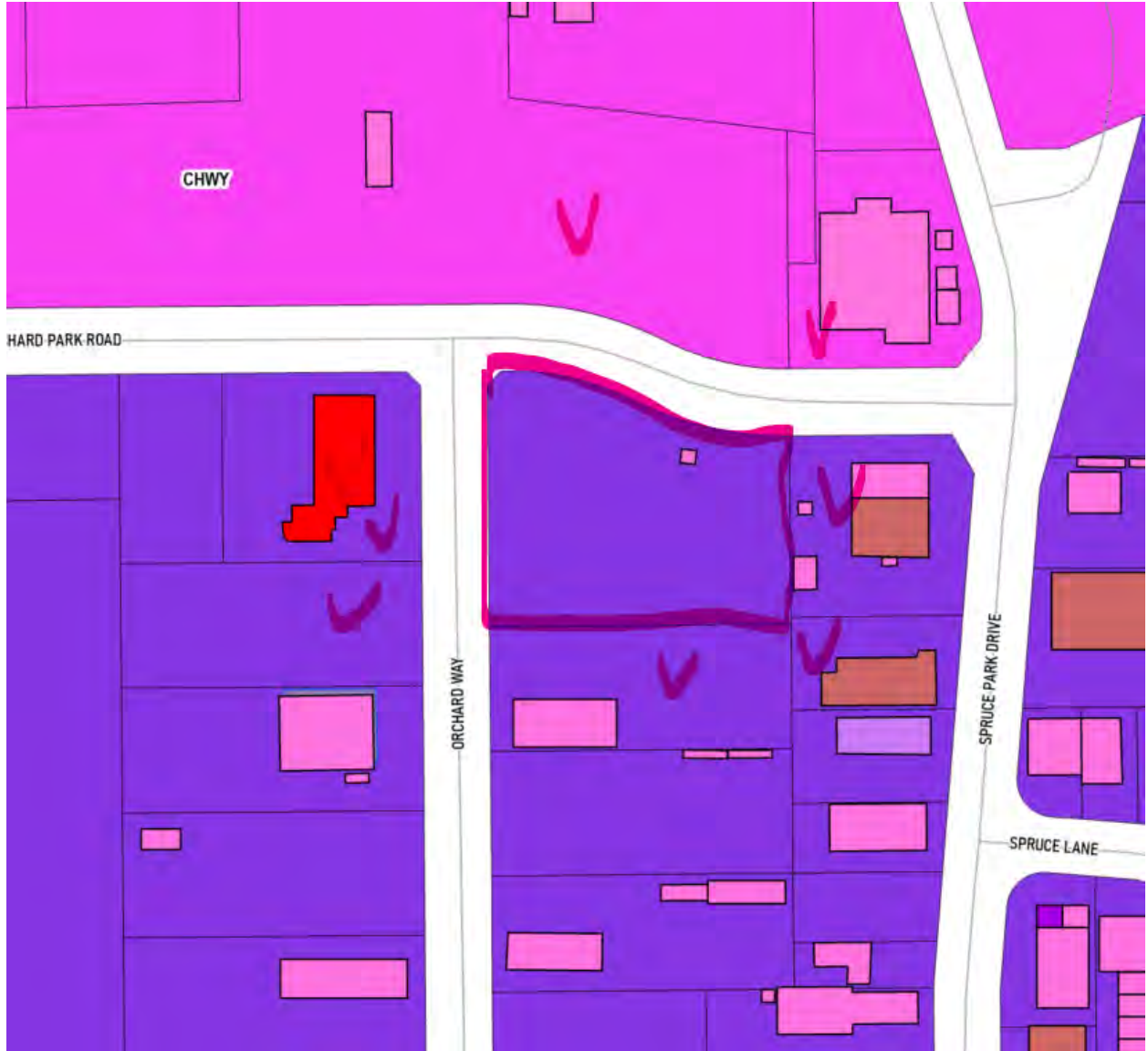


Kate Bakun  
Planner I





# Map of Adjacent Landowners





# Report for Council

**To:** Council

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

**Date Prepared:** September 3, 2024

**Meeting Date:** September 18, 2024

**SUBJECT:** 2024-2025 RCMP Q1 Municipal Policing Report

**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 Policing Report outlines the numerous priorities for the community and provides an overview of the various accomplishments throughout the year.

---

## SUSTAINABILITY

### ECONOMIC SUSTAINABILITY:

N/A

### SOCIAL SUSTAINABILITY:

N/A

### ENVIRONMENTAL SUSTAINABILITY:

N/A

---



**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:**

N/A

**ORGANIZATIONAL:**

N/A

**OPERATIONAL:**

N/A

**FINANCIAL:**

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 April 2024 to June 2024.

---

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

N/A

**DESIRED OUTCOMES:**

That this report be reviewed by Council.

**COMMUNICATIONS:**

This report will be posted on the Town's website.

**ALTERNATIVE ACTIONS/MOTIONS:**

N/A

**ATTACHMENTS:**

[Attachment I: 2024-2025 RCMP Q1 Municipal Policing Report](#)

---

Mark Pretzlaff, Director of Community and Protective Services

Approved  
- 13 Sep  
2024

Kevin Scoble, Chief Administrative Officer

Approved  
- 13 Sep  
2024

# STRATHMORE MUNICIPAL POLICING REPORT

QUARTER 1

April 1, 2024 – June 30, 2024



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



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Canada



## 2024-2025 ANNUAL PERFORMANCE PLAN INITIATIVES - QUARTERLY RESULTS

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

The goal of this priority is to maintain or reduce the historical six 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 13 habitual offenders.

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

- 1 Stolen vehicles recovered.
- 2 x persons arrested for violating release conditions.
- 1 x persons arrested on outstanding warrants.
- 1 x person arrested for trespassing.

Offender 2: Offender 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 3: Offender identified on release for multiple break and enters along with prescription fraud. Found in compliance during checks this quarter. (Strathmore)

Offender 4: Offender identified on release by CSO on fraud related offences. Found in compliance during checks this quarter. (Strathmore)

Offender 5: Offender 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 6: Offender 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 7: Offender identified on release bound by a CSO for Arson offences. Found in compliance with release conditions during checks this quarter. (Langdon)

Offender 8: Offender identified on release for several firearms related offences. Found in compliance during checks this quarter. (Langdon)

Offender 9: Offender 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 10: Offender 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 11: Offender 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)

Offender 12: Offender identified released on parole in relation to sexual offences. Found in compliance with conditions during checks this quarter. Was returned to prison for a violation of parole conditions. (Strathmore)

Offender 13: Offender identified on release for several property offences. Was found out of compliance and arrested this quarter. The offender later pled guilty to some of the outstanding charges and was placed on a probation order. (Strathmore)

During this quarter, Strathmore members documented over 43 offender checks to ensure compliance with release conditions.

### **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.

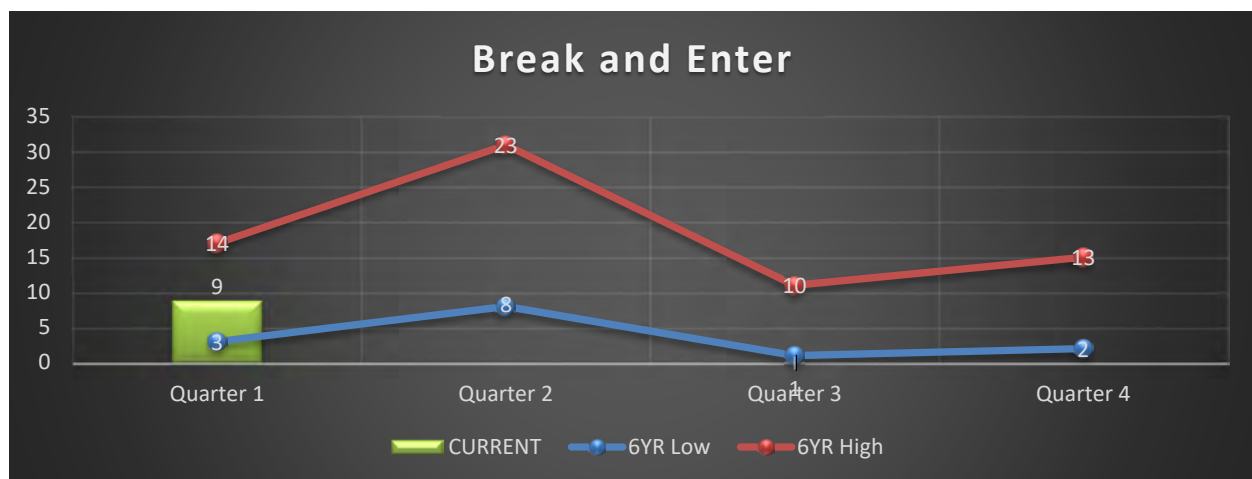
Current locations are:

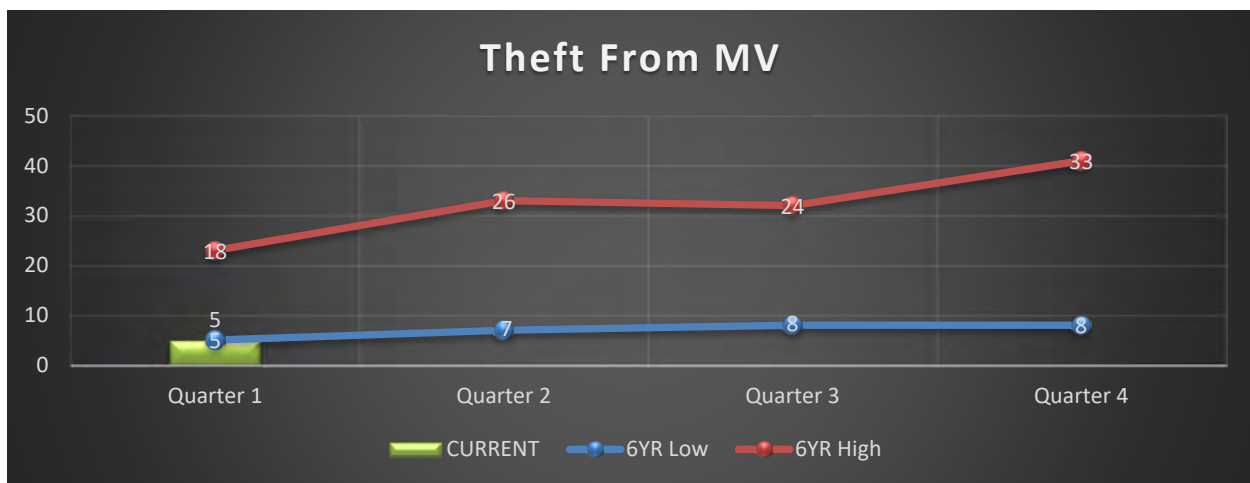
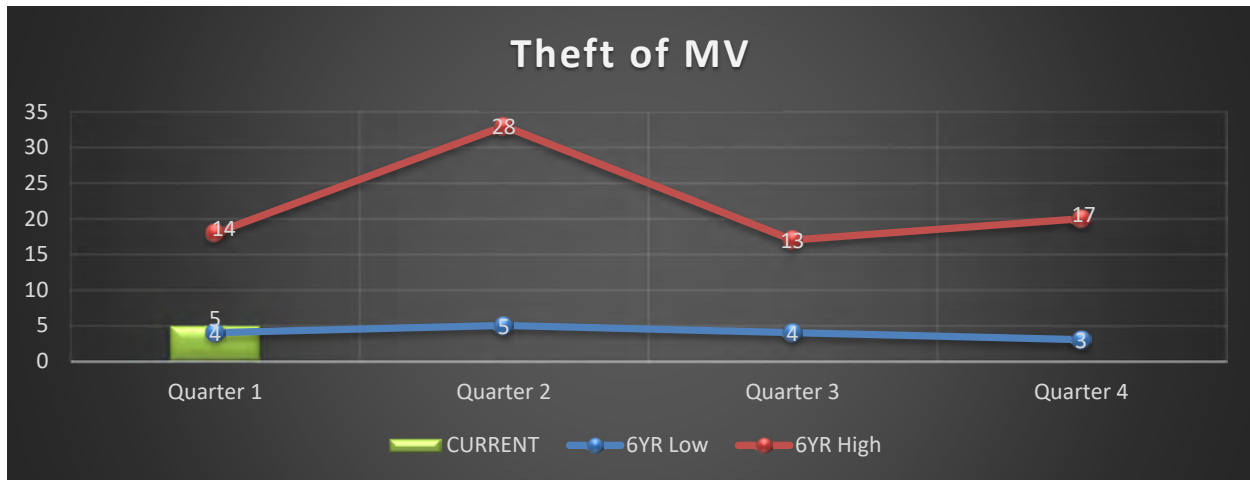
- Strathmore RCMP Detachment;
- Strathmore Fire Department;
- Strathmore Ford;
- Strathmore Motor Products; and
- Strathmore Dodge.
- Rocky View County – Langdon Detachment

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

### 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 Q1 in the selected areas in comparison to the same time frame last year including comparisons to the preceding six fiscal year average:

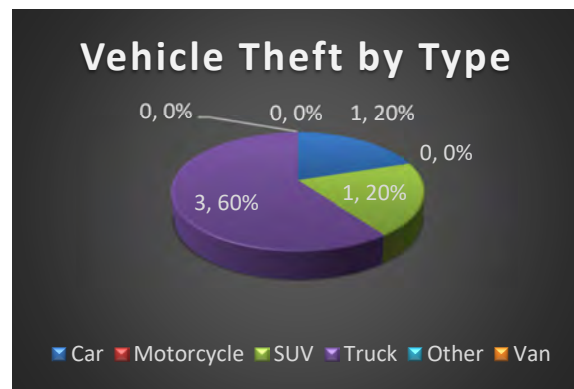
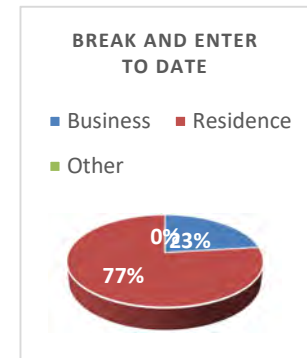
	FY23/24 to FY24/25	6 Year Average
<u>Break and Enter</u>		
Q1	Up from 7 to 9 (+29%)	Unchanged at 9 (=%)
<u>Theft of Motor Vehicle</u>		
Q1	Down from 14 to 5 (-69%)	Down from 7 to 5 (-29%)
<u>Theft from Motor Vehicle</u>		
Q1	Down from 18 to 5 (-72%)	Down from 12 to 5 (-58%)





Break and Enter: Occurrences this quarter were elevated from last year but even with historical averages. Residences were mainly targeted this quarter. In one instance an are habitual offender with 99 negative interactions with police in RCMP jurisdictions over the past 5 years was identified, charged, and convicted.

Theft of MV: Theft of MV were reduced by more than half this quarter compared to the same time frame last year, and by nearly 1/3 from the historical average. Of the 5 thefts this quarter:



- 1 was an attempted theft;
- 2 were recovered in Calgary;
- 1 was recovered on the same street as the theft;
- 1 was a crime of opportunity.

Theft from MV: Of the 5 occurrences, 3 were license plate thefts and one was a theft of catalytic converter. Theft from motor vehicles this quarter was reduced by nearly  $\frac{3}{4}$  from the same time frame last year, and over half from the historical average.

## 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

Violations: 114 (114 YTD)

Suspensions in both municipal and rural areas:

- IRS: 18
- Drive while Disqualified: 6
- 72hr: 6
- Impaired: 0
- 24hr: 1
- GDL AZAT: 0





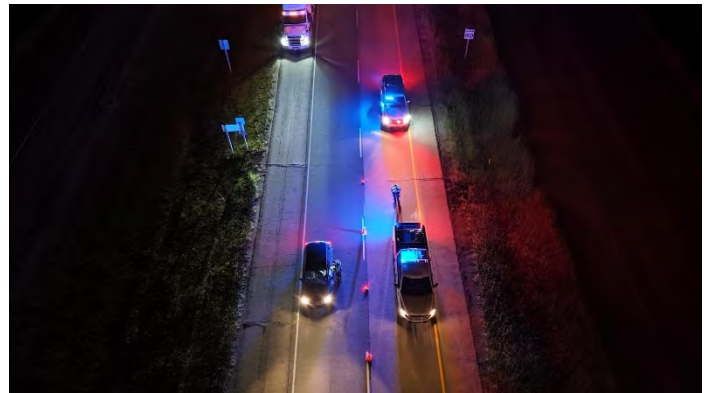


### Check Stop Program *(in and around Strathmore)*

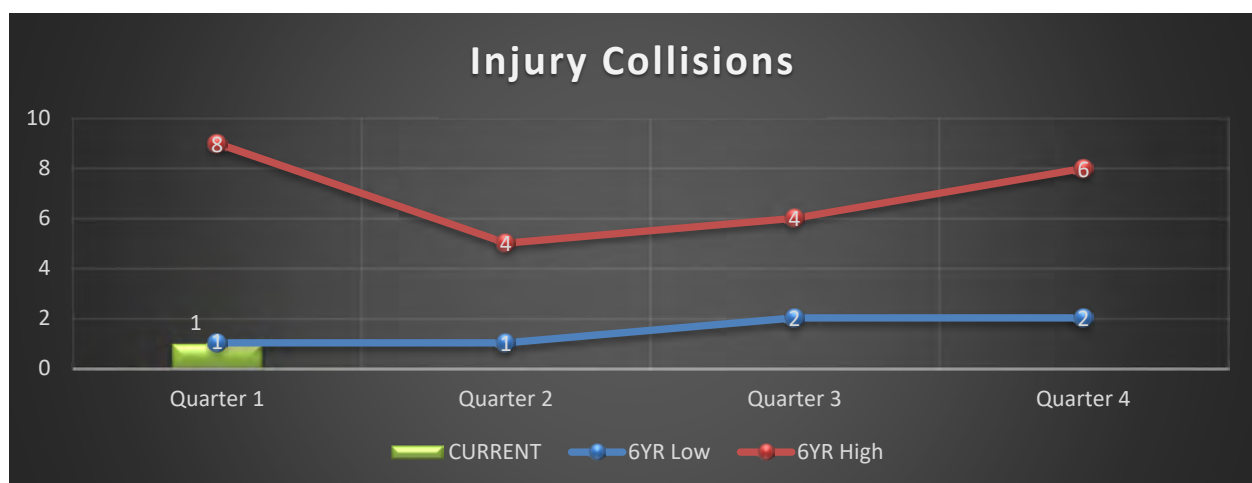
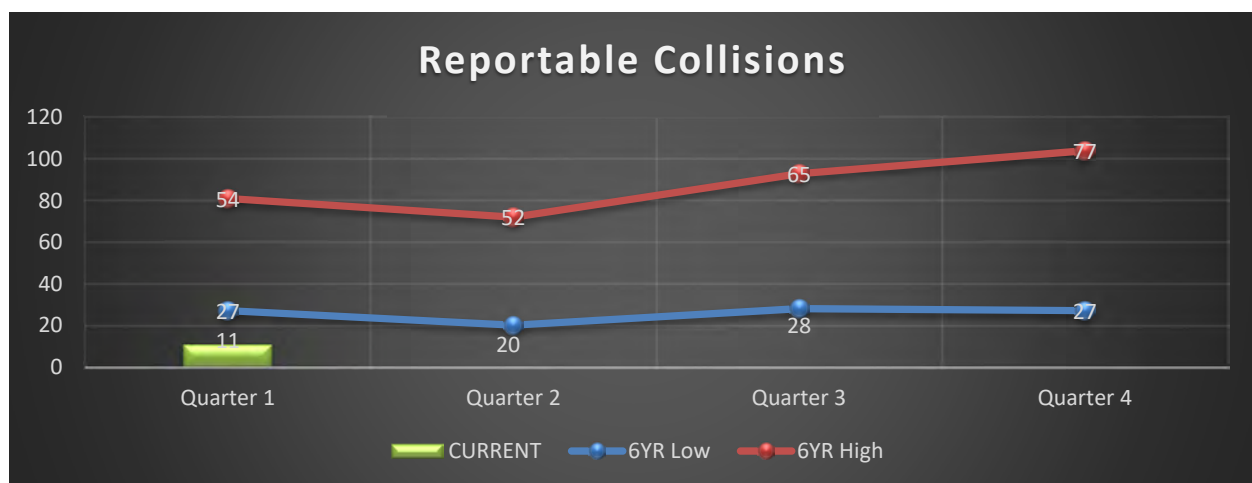
This quarter two documented check stops were conducted in Strathmore and the Surrounding areas which resulted in did not detect any infractions. 60 vehicles were checked.

### Bar Walk Program *(Highway 1 at Westmount Road – June 29)*

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 18 bar walks in local establishments.



### Collision Comparisons





## MUNICIPAL POLICING REPORT



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

### FY23/24 to FY24/25

### 6yr. Fiscal YR Avg.

#### Reportable Collisions:

**Q1** Down from 27 to 11 (-59%)

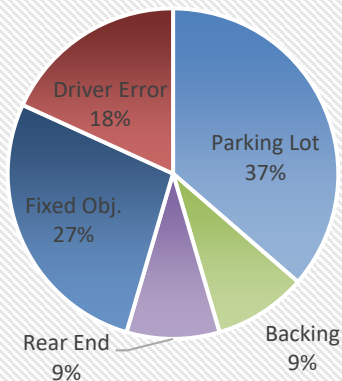
Down from 38 to 27 (-29%)

#### Injury Collisions:

**Q1** Up from 5 to 1 (-80%)

Up from 3 to 1 (-67%)

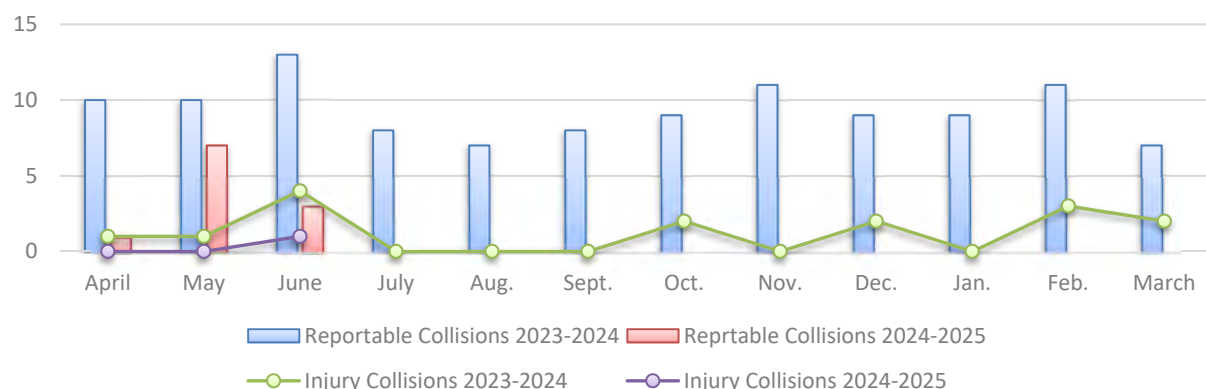
### Collision Factors Q1



Reportable collisions were reduced this period from last year and over our six year averages. Injury collisions were also reduced in both areas. Most collisions occurred in parking lots or striking fixed objects.

The single injury collision this quarter involved youth playing "car tag" which resulted in a collision.

### Strathmore Collision Comparisons - Fiscal Year to Date





### 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



(May 13 VILLANUEVA at Westmount Elementary)

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

*April 11:* S/Sgt. WIELGOSZ, Cst.'s SOCKETT, TAYLOR, O'CONNELL, SHAIKH, Wheatland County Peace Officer MEERS, Municipal Employee GIBSON, and Public Service Employee OLSEN entered as a team to donate blood as part of Sirens for Life at the Civic Centre in Strathmore.







**April 18:** Strathmore Detachment participated in a partnership between Bow Valley College and their Justice Studies program with a student work experience program over a period of 15 weeks from January to April. Two students attended weekly for sessions involving the Criminal Code, policing activities, criminal investigation, interviewing, and other community safety initiatives. Both students finished their work experience program on April 18 and celebrated as depicted in the photo with Cst.'s MANCA and SOCKETT.



**May 5:**

- Cst. SHAIKH participated in Smile Cookie day at Tim Hortons with cookie decoration.
- S/Sgt. WIELGOSZ and Cst. SHAIKH attended a red Dress day ceremony at the Motor Products Centre.
- S/Sgt. WIELGOSZ attended the Strathmore Legion for the Battle of the Atlantic Remembrance Service.

**May 25:** Cpl. GOETZ with Cst.'s ACKER, JOSEPH, and SIMPSON attended Strathmore High School's grad event at the Civic Center to interact with grads and parents.



**June 14, and 20:** Strathmore Detachment initiated a colouring contest with area schools with the subject "what do the police do in your community". The contest was divided between grades 1-3, and 4-6 with a first and second prize in each category. S/Sgt. WIELGOSZ with Cst.'s ROMKEY, SHAIKH, and LINZON attended each winner's school to deliver prizes to the winning entrants.



Grade 1-3 1<sup>st</sup> Place: Sohumi – Grade 3A at the Khalsa School in Conrich.





## MUNICIPAL POLICING REPORT



Grade 1-3 2<sup>nd</sup> Place: Richard – Grade 3A Wheatland Elementary



Grade 4-6 1<sup>st</sup> Place: Chizara – Grade 5a Wheatland Elementary



Grade 4-6 2<sup>nd</sup> Place: Lincoln – Grade 4 Trinity Christian Academy



Royal Canadian Mounted Police Gendarmerie royale du Canada





### 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.)

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.

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**  
**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
- Thefts over \$5,000 are 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 decals

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

### 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.

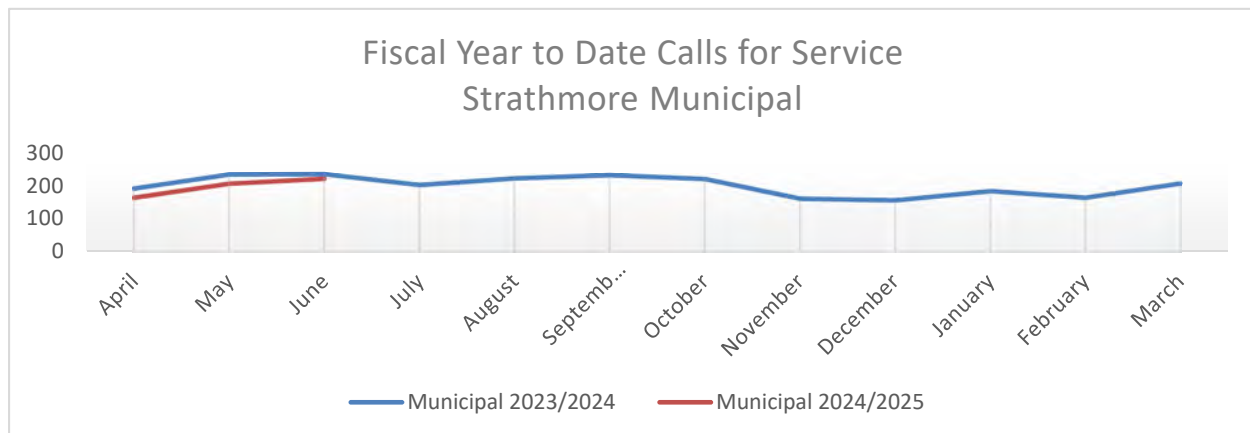


## Watch Clerk Program

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



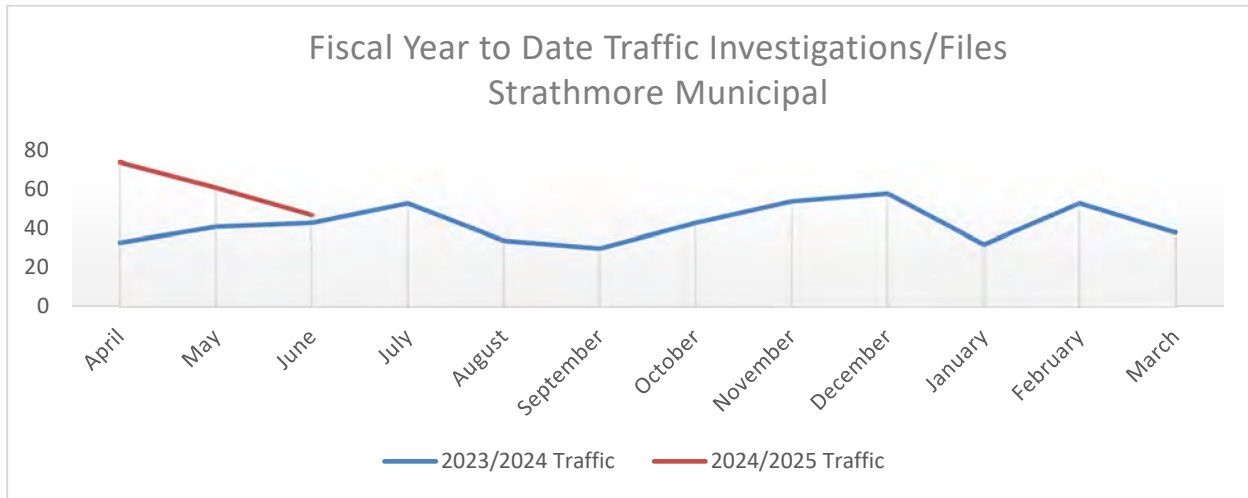
\*\*\* Traffic offences/complaints/investigations were removed as Strathmore Detachment continues use of e-ticketing. E-ticketing creates a file for each roadside stop. Separation of traffic complaints and self generated enforcement was not done. Inclusion of traffic stats may give the appearance of artificially high occurrence numbers.  
\*\*\* The numbers shown are occurrences within the Town of Strathmore which do not include rural or Langdon files.

In Q1 Strathmore Detachment responded to 593 calls for service within Town limits, down from 663 the year prior, a decrease of 11%.





### Fiscal Year to Date Traffic Offences and Reports



Traffic files in Q1 increased 117 to 182 compared to the same time frame last year (+56%).

Staff Sergeant Mark Wielgosz  
Detachment Commander  
Strathmore-Langdon Detachment

2024-09-12





# Request for Decision

**To:** Council

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

**Date Prepared:** September 4, 2024

**Meeting Date:** September 18, 2024

**SUBJECT:** Regular Council Meeting Minutes - September 4, 2024

**RECOMMENDATION:** THAT Council adopt the September 4, 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

## 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 September 4, 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

---

**BACKGROUND:**

N/A

---

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

N/A

**DESIRED OUTCOMES:**

N/A

**COMMUNICATIONS:**

Once signed, the September 4, 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 - 04 Sep 2024 - Minutes](#)

---

Claudette Thorhaug, Legislative Services Officer

Approved  
- 11 Sep  
2024



# MINUTES

## REGULAR COUNCIL MEETING

6:00 PM - Wednesday, September 4, 2024

Council Chambers, 1 Parklane Drive, Strathmore AB

---

**COUNCIL PRESENT:** Mayor Pat Fule, Councillor Melissa Langmaid, Councillor Debbie Mitzner, Councillor Denise Peterson, Councillor Richard Wegener, and Deputy Mayor Brent Wiley

**COUNCIL ABSENT:** Councillor Jason Montgomery

**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 Claudette Thorhaug (Legislative Services Officer)

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

Mayor Fule called the September 4, 2024 Regular Council Meeting to order at 6:01 p.m.

#### 1.1. **Traditional Land Acknowledgement for the First Meeting in September (Apipitskaatosi)**

We honour all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries. We acknowledge that the ancestral and traditional lands on which we gather are Land of the Blackfoot Confederacy and Treaty 7 territory, a traditional meeting ground for many Indigenous peoples, and in particular our neighbors, Siksika Nation on whose traditional territory we work, live, and play, and on whose traditional territory we stand and where Strathmore resides.

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

#### **Resolution No. 189.09.24**

Moved by Councillor Langmaid

THAT Council adopt the September 4, 2024 Regular Council Meeting Agenda as amended:

DELETION:

10.2 Offsite Levy Bylaw No. 24-17

ADDITION:

13.3 Overnight Shelter – Advice from officials – FOIP S. 24(1)(a)

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

**AGAINST:** None.

**CARRIED**

3. **CLOSED MEETING**

**Resolution No. 190.09.24**

Moved by Councillor Langmaid

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 6:05 p.m.

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

**AGAINST:** None.

**CARRIED**

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

**Resolution No. 191.09.24**

Moved by Councillor Langmaid

THAT Council move out of Camera at 7:05 p.m.

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

**AGAINST:** None.

**CARRIED**

4. **PUBLIC HEARING**

None.

5. **PUBLIC COMMENTS**

Marcie Burtiak spoke in opposition to Cemetery Bylaw 24-21.

Jaiden Molina spoke in opposition to Cemetery Bylaw 24-21.

Brenda Knight spoke in opposition to Cemetery Bylaw 24-21.



**6. DELEGATIONS**

**6.1. Delegation - Karen and Doug Van Verdegem**

**7. CONSENT AGENDA**

**Resolution No. 192.09.24**

Moved by Councillor Peterson

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

- 8.1 Regular Council Meeting Minutes – July 17, 2024
- 9.1 Council Meeting Schedule Amendments – Budget Meetings
- 9.2 Corporate Strategic Plan & Financial Plan Quarterly Report – Q2 2024
- 9.3 Local Government Fiscal Framework Memorandums of Understanding
- 9.4 2024 FCSS Advisory Board – Family & Community Support Services Grant Program
- 9.5 Canada Community-Building Fund Memorandum of Agreement
- 9.6 Intermunicipal Development Plan Bylaw No. 24-15 – Schedule Public Hearing
- 12.1 Thank You Letter from the Vault Cultural Collective Society

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

**AGAINST:** None.

**CARRIED**

**8. CONFIRMATION OF MINUTES**

**8.1. Regular Council Meeting Minutes – July 17, 2024**

The following motion was adopted by the consent agenda:

THAT Council adopt the July 17, 2024 Regular Council Meeting Minutes as presented in Attachment I.

**9. BUSINESS**

**9.1. Council Meeting Schedule Amendment – Budget Meetings**

The following motion was adopted by the consent agenda:

THAT Council direct Administration to schedule a Committee of the Whole Meeting on October 23, 2024 at 6:30 p.m. in Council Chambers;

AND THAT Council direct Administration to schedule the following Regular Council Meetings (Budget) Meetings for 6:00 p.m. in Council Chambers on the following dates: November 19, 21 and 27, 2024.

**9.2. Corporate Strategic Plan & Financial Plan Quarterly Report – Q2 2024**

**9.3. Local Government Fiscal Framework Memorandums of Understanding**

The following motion was adopted by the consent agenda:

THAT Council authorizes the Mayor and CAO to sign the two attached Local Government Fiscal Framework Memorandums of Understanding as presented.

**9.4. 2024 FCSS Advisory Board – Family & Community Support Services Grant Program**

The following motion was adopted by the consent agenda:

THAT Council approve the funding recommendations from the FCSS Advisory Board for the Family & Community Support Services Grant Program and the Calgary United Way:

- \$2,540.00 to Healthy Interagency (United Way)
- \$15,000.00 to Golden Hills School Division (\$13,900.00 FCSS & \$1,100.00 United Way)
- \$3,500.00 to True North (United Way)

**9.5. Canada Community-Building Fund Memorandum of Agreement**

The following motion was adopted by the consent agenda:

THAT Council authorizes the Mayor and CAO to sign the attached Canada Community-Building Fund Memorandum of Agreement as presented.

**9.6. Intermunicipal Development Plan Bylaw No. 24-15 – Schedule Public Hearing**

The following motion was adopted by the consent agenda:

THAT Council direct Administration to schedule a Public Hearing for Bylaw No. 24-15 on October 2, 2024, at 6:00 p.m. in Council Chambers.

**10. BYLAWS**

**10.1. Cemetery Bylaw No. 24-21**

Mayor Fule relinquished the Chair to Deputy Mayor Wiley at 7:44 p.m.

**Resolution No. 193.09.24**

Moved by Mayor Fule

THAT COUNCIL defer further debate and discussion of Bylaw 24-12 to a future Regular Council Meeting;

AND THAT Council direct Administration to formally solicit interest from the Roman Catholic Diocese of Calgary in acquiring and operating the Catholic section of the Town of Strathmore Cemetery as permitted by the Cemeteries Act;

AND THAT Council direct administration to include all relevant correspondence and meeting recordings to Council's discussions of the proposed Cemetery Bylaw to the Roman Catholic Diocese of Calgary as a representative cross section of the feedback received from local Catholic church members regarding how they wish to grieve their loved ones;

AND THAT Council direct administration to bring a report back to council for further direction upon receiving a response from the Roman Catholic Diocese of Calgary.

**Resolution No. 194.09.24**

Moved by Councillor Peterson

THAT Council amend the motion as follows:

AND THAT Council direct Administration to formally solicit interest from the Sacred Heart Parish Council with a cc to the presiding priest of Sacred Heart, Father Cristino in acquiring and operating the Catholic section of the Town of Strathmore Cemetery as permitted by the Cemeteries Act;

AND THAT Council direct Administration to include all relevant correspondence and meeting recordings to Council's discussions of the proposed Cemetery Bylaw to the Sacred Heart Parish Council as a representative cross section of the feedback received from local Catholic Church members regarding how they wish to grieve their loved ones;

AND THAT Council direct Administration to report back to Council for further direction upon receiving a response from the Sacred Heart Parish Council.

**Resolution No. 195.09.24**

Moved by Mayor Fule

THAT COUNCIL defer further debate and discussion of Bylaw 24-12 to a future Regular Council Meeting;

AND THAT Council direct Administration to formally solicit interest from the Sacred Heart Parish in Strathmore regarding acquiring and operating the Catholic section of the Town of Strathmore Cemetery as permitted by the Cemeteries Act;

AND THAT Council direct Administration to include all relevant correspondence and meeting recordings to Council's discussions of the proposed Cemetery Bylaw to the Sacred Heart Parish of Strathmore as a representative cross-section of the feedback received from local Catholic Church members regarding how they wish to grieve their loved ones;

AND THAT Council direct Administration to bring a report back to Council for further direction upon receiving a response from Sacred Heart Parish.

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

**AGAINST:** Councillor Wiley

**CARRIED**

Mayor Fule regained the chair at 8:09 p.m.

**11. COUNCILLOR INFORMATION & INQUIRIES**

**11.1. QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS**

None.

**11.2. BOARD AND COMMITTEE REPORTS**

None.

**11.3. QUESTION AND ANSWER PERIOD**

None.

**11.4. ADMINISTRATIVE INQUIRIES**

None.

**11.5. NOTICES OF MOTION**

None.

12. **CORRESPONDENCE**

12.1. **Thank You Letter from the Vault Cultural Collective Society**

13. **CLOSED MEETING**

**Resolution No. 196.09.24**

Moved by Councillor Wegener

THAT Council move In Camera to discuss items related to section 24(1)(a) and 17(1) of the *Freedom of Information and Protection of Privacy Act* at 8:12 p.m.

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

**AGAINST:** None.

**CARRIED**

13.1. **Handi-Bus MOU – Advice from officials – FOIP S. 24(1)(a)**

13.2. **Code of Conduct – Disclosure harmful to personal privacy – FOIP S. 17(1)**

13.3. **Overnight Shelter – Advice from officials – FOIP S. 24(1)(a)**

**Resolution No. 197.09.24**

Moved by Councillor Wegener

THAT Council move out of Camera at 8:55 p.m.

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

**AGAINST:** None.

**CARRIED**

14. **ADJOURNMENT**

Mayor Fule adjourned the September 4, 2024 Regular Council Meeting at 8:55 p.m.

---

Mayor

---

Director of Strategic, Administrative,  
and Financial Services



# Report for Council

**To:** Town Council

**Staff Contact:** Kate Bakun, Planner

**Date Prepared:** August 15, 2024

**Meeting Date:** September 18, 2024

**SUBJECT:** Land Use Bylaw Amending Bylaw No. 24-16 (137 Orchard Way). Second & Third Reading

**RECOMMENDATION:** THAT Council give Second Reading to Bylaw No. 24-16, being a Bylaw to amend the Land Use Bylaw No. 14-11.

THAT Council give Third Reading to Bylaw No. 24-16, 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:**

The construction of a multifunctional light industrial building with a health services facility strategically aligns with priorities aimed at economic diversification, community well-being, community integration, and community resilience.

## SUSTAINABILITY

### **ECONOMIC SUSTAINABILITY:**

The construction of a multifunctional light industrial building with a health services facility advances the goals of enhancing accessibility to healthcare facilities and promoting economic diversification in the area.

**SOCIAL SUSTAINABILITY:**

The construction of a multifunctional light industrial building with a health services facility can contribute to social sustainability by creating a vibrant, inclusive, and resilient community, while also adding new workplaces.

**ENVIRONMENTAL SUSTAINABILITY:**

By integrating energy efficiency and resource conservation principles into the construction of a multifunctional light industrial building with a health services facility, the developer could minimize the environmental footprint, conserve resources, and create healthier and more sustainable living environments for occupants.

**IMPLICATIONS OF RECOMMENDATION:****ORGANIZATIONAL:**

N/A

**OPERATIONAL:**

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

**FINANCIAL:**

The proposed project will require a development permit and building permit applications, which will include the collection of all applicable fees under the Town's fees bylaw.

**POLICY:**

First reading occurred on July 17, 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:

- July 19, 2024 - Mailed notice to adjacent landowners
- July 24, 2024 - Strathmore Times
- July 31, 2024 - Strathmore Times
- August 07, 2024 - Strathmore Times
- August 14, 2024 - Strathmore Times

Staff believe the following policies of the Town's Municipal Development Plan (MDP) 2014 apply to the proposed application:



3.5.3. The Town shall seek to attract light to medium industrial developments to further substantiate Strathmore's place as a regional service center and provide employment and growth to the community.

3.5.5. The municipality shall encourage the development of more innovative and environmentally friendly industrial employment centers such as comprehensively designed, eco-business parks which can create employment for the residents of Strathmore, create minimal environmental impact and demonstrate leadership.

### **IMPLEMENTATION:**

Staff have advertised the public hearing in accordance with Section 606 of the Municipal Government Act. We will also request that the public hearing be advertised on our social media.

Staff available for phone calls and meetings with any residents who have questions or wish to speak to us about the proposed land use re-designation application.

### **BACKGROUND:**

First reading occurred on July 17, 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:

- July 19, 2024 - Mailed notice to adjacent landowners
- July 24, 2024 - Strathmore Times
- July 31, 2024 - Strathmore Times
- August 07, 2024 - Strathmore Times
- August 14, 2024 - Strathmore Times

Staff received an application for a land use re-designation (Bylaw No. 24-16) for 137 Orchard Way (Lot 23 Block 01 Plan 981 3631) on April 26, 2024. The application was deemed complete after the client submitted additional required information on June 11, 2024. The proposed re-designation aims to allow for the construction of a multifunctional light industrial building with a health services facility.

Currently, the M1 – Light Industrial District does not list Health Services as either a Permitted or Discretionary Use and a land use amendment is required before administration can accept a development permit application.

The site currently consists of an undeveloped lot with an old metal shed. The lot, which is a corner property, has an area of 7236.7 m<sup>2</sup> (0.72 ha) and is bordered by Orchard Park Road and Orchard Way. The neighboring properties include M1 – Light Industrial District uses to the west (transmission shop), east (butcher shop), and south (auto body shop), and the CHWY – Highway Commercial District to the north.

The project proposal is to create a multifunctional light industrial building with a health services facility. The new development with various services will provide health care services to the town's citizens, create new jobs, and become an attractive feature in the industrial district.

The project provides 61 parking stalls, while the requirement is 68 parking stalls. A variance for 7 parking stalls will need to be obtained at the Development Permit stage. In staff's opinion, the required variances is minor, and the majority of the project complies with the requirements outlined in the M1 – Light Industrial District.

In conclusion, the proposed land use re-designation to M1 – Light Industrial District, Direct Control District Overlay for a multifunctional light industrial building with a health services facility may help address the demand for health services. It may also enhance the vibrancy of the area and contribute positively to the social, economic, and environmental fabric of Strathmore. Staff believe that the location is suitable for the development of this project and represents a positive direction for the town's growth. The application is largely in line with the town's Municipal Development Plan, and there are policies which support the application.

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

N/A

#### **DESIRED OUTCOMES:**

THAT Council give Second Reading to Bylaw No. 24-16, being a Bylaw to amend the Land Use Bylaw No. 14-11.

THAT Council give Third Reading to Bylaw No. 24-16, 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, 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 Bylaw Amending Bylaw No. 24-16](#)

[Attachment II: 24-16 137 Orchard Way - Proposed Redesignation](#)

[Attachment III: Strathmore Times 24-07-24](#)

[Attachment IV: Strathmore Times 2024-07-31](#)

[Attachment V: Strathmore Times 2024-08-07](#)

[Attachment VI: Strathmore Times 2024-08-14](#)

[Attachment VII: Letter to Adjacent Landowners 24-16 137 Orchard Way](#)

[Attachment VIII: Map. Adjacent Landowners](#)

---

Chuck Procter, Manager of Development Services

Approved  
- 12 Sep  
2024

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

Approved  
- 12 Sep  
2024

Veronica Anderson, Legislative Services Officer

Approved  
- 12 Sep  
2024

Claudette Thorhaug, Legislative Services Officer

Approved  
- 12 Sep  
2024

Kevin Scoble, Chief Administrative Officer

Approved  
- 13 Sep  
2024

**BYLAW NO. 24-16  
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 WHEREAS** Council holds public hearings as required by Section 692 of the *Municipal Government Act, R.S.A. 2000, c.M-26* as amended;

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

**1. SHORT TITLE**

- 1.1 This Bylaw may be cited as the "Land Use Bylaw Amending Bylaw No. 24-16"

**2. AMENDMENTS**

- 2.1 That Bylaw No. 14-11 Schedule A – Land Use District Map is amended by changing the land use designation of Lot 23 Block 01 Plan 981 3631, containing +/- 0.72 hectares (+/- 77500 sqft) from M1 – Light Industrial District to M1 – Light Industrial District. Direct Control District Overlay as shown below in Schedule "A".
- 2.2 That Bylaw No. 14-11 Schedules Section is amended as follows:
- a) By adding a new Schedule E18 – Direct Control District Overlay – 137 Orchard Way;
  - b) By adding the following regulations under Schedule E18 – Direct Control District Overlay – 137 Orchard Way:

**"1. APPLICATION**

- 1.1 The provisions of this Direct Control District Overlay apply to those lands described legally as Lot 23 Block 01 Plan 981 3631, known municipally as 137 Orchard Way and shown below:



**Figure 1: Direct Control District Overlay – 137 Orchard Way, Lot 23 Block 01 Plan 981 3631**

- 1.1 The provisions of Section 4.14 – M1 – Light Industrial District apply to the subject lands unless the provisions of this Direct Control District Overlay conflict with Section 4.14 in which case the provisions of this Direct Control District Overlay must govern.

## 2. REGULATIONS

- 2.1 In addition to those Permitted Uses prescribed in Section 4.14(2)(a) of the "M1", Light Industrial District, **Health Services** shall be a Permitted Use subject to the regulations of this Direct Control District Overlay;
- 2.2 That **Health Services** otherwise demonstrate compliance with all other applicable provisions of Bylaw No. 14-11 to the satisfaction of the Development Authority.

## 3. EFFECTIVE DATE

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



**READ A FIRST TIME** this \_\_\_\_\_ day of 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

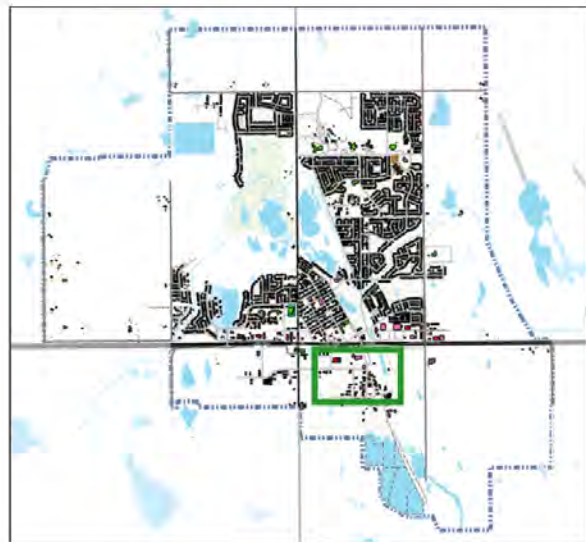
## Schedule "A"



### Land Use District:




M1 – Light Industrial District. Direct Control District Overlay





**137 Orchard Way - Context:**

 - Subject Parcel

**4.14**

**M1 – LIGHT INDUSTRIAL DISTRICT**

**1. PURPOSE:** To provide for a light industrial district with uses that are carried on in buildings, on-site, with limited outside storage and retail sales.

**2. USES:**

**a) Permitted Uses**

Accessory Buildings  
 Auctioneering Establishments  
 Automotive and Equipment Repair Shops  
 Automotive and Recreational Vehicle Sales/Rentals  
 Automotive Services  
 Bus Services  
 Contractor Services, General  
 Contractor Services, Limited  
 Custodial Dwelling Unit  
 Custom Manufacturing Establishments  
 Detention and Correction Services  
 Fleet Services  
 Funeral Home  
 General Industrial – Minor  
 Government Services  
 Greenhouses and Plant Nurseries  
 Heavy Vehicle and Equipment Sales and Rentals  
 Indoor Firing Range  
 Kennels  
 Parking  
 Public Parks  
 Private Recreational Vehicle Storage  
 Professional Offices and Support Services, ancillary to the Primary Use Only  
 Protective and Emergency Services  
 Recycling Depots  
 Religious Assembly  
 Residential Sales Centre  
 Retail Stores, General  
 Sea Can  
 Signs  
 Truck and Mobile Home Sales/Rentals  
 Utilities  
 Veterinary Services, Minor

Bylaw #22-01

Bylaw #17-12

**b) Discretionary Uses**

Adult Entertainment  
 Athletic and Recreational Facility, Indoor  
 Athletic and Recreational Facility, Outdoor  
 Auto Body and Paint Shops  
 Cannabis Stores

Bylaw #17-09

Bylaw #18-08

Bylaw #16-10	Drive Through Food Services Eating and Drinking Establishments, Major Eating and Drinking Establishments, Minor Education Services
Bylaw #15-40	Emergency Shelter Equipment and Storage Yard
Bylaw #16-10	Firing Range Gas Bar Mini or Self Storage
Bylaw #22-01	Public Assembly Establishments, Major and Minor Utility Building Veterinary Services, Major Emergency Shelter

### 3. GENERAL SITE REQUIREMENTS:

#### a) Site Area

- i. 929m<sup>2</sup>

#### b) Minimum Landscaped Area

- i. A minimum 4.5m landscaped strip parallel to the front road and a 3.0m landscaped strip on every other property edge that abuts a non-industrial use, to the satisfaction of the Approving Authority

#### c) Minimum Front Yard Setback

- i. Principal Building – 6 m
- ii. Accessory Building – As determined by the Development Officer

#### d) Minimum Rear Yard Setback

- i. Principal Building – 1 m
- ii. Accessory Building – 1 m

#### e) Minimum Side Yard Setback - As determined by the Development Officer

#### f) Site Coverage - As determined by the Development Officer

#### g) Building Height

- |              |  |
|--------------|--|
| Bylaw #16-10 | <ul style="list-style-type: none"> <li>i. As required by the Approving Authority for the Principal Building</li> <li>ii. 5.0 m for the Accessory Building</li> </ul> |
|--------------|--|

### 4. OTHER SITE REQUIREMENTS:

#### Parking Areas

- a) All required parking areas shall be at minimum graveled and maintained to minimize dust.

#### Exterior Building Materials



- b)** Exteriors of Additions to existing buildings shall be constructed with materials compatible to the existing buildings, to the satisfaction of the Approving Authority.

Bylaw #22-01

**Mechanical Equipment**

- c)** All mechanical equipment on a roof of any building visible from the highway shall be concealed in a manner compatible with the architectural character of the building, or concealed by incorporating it within the building.

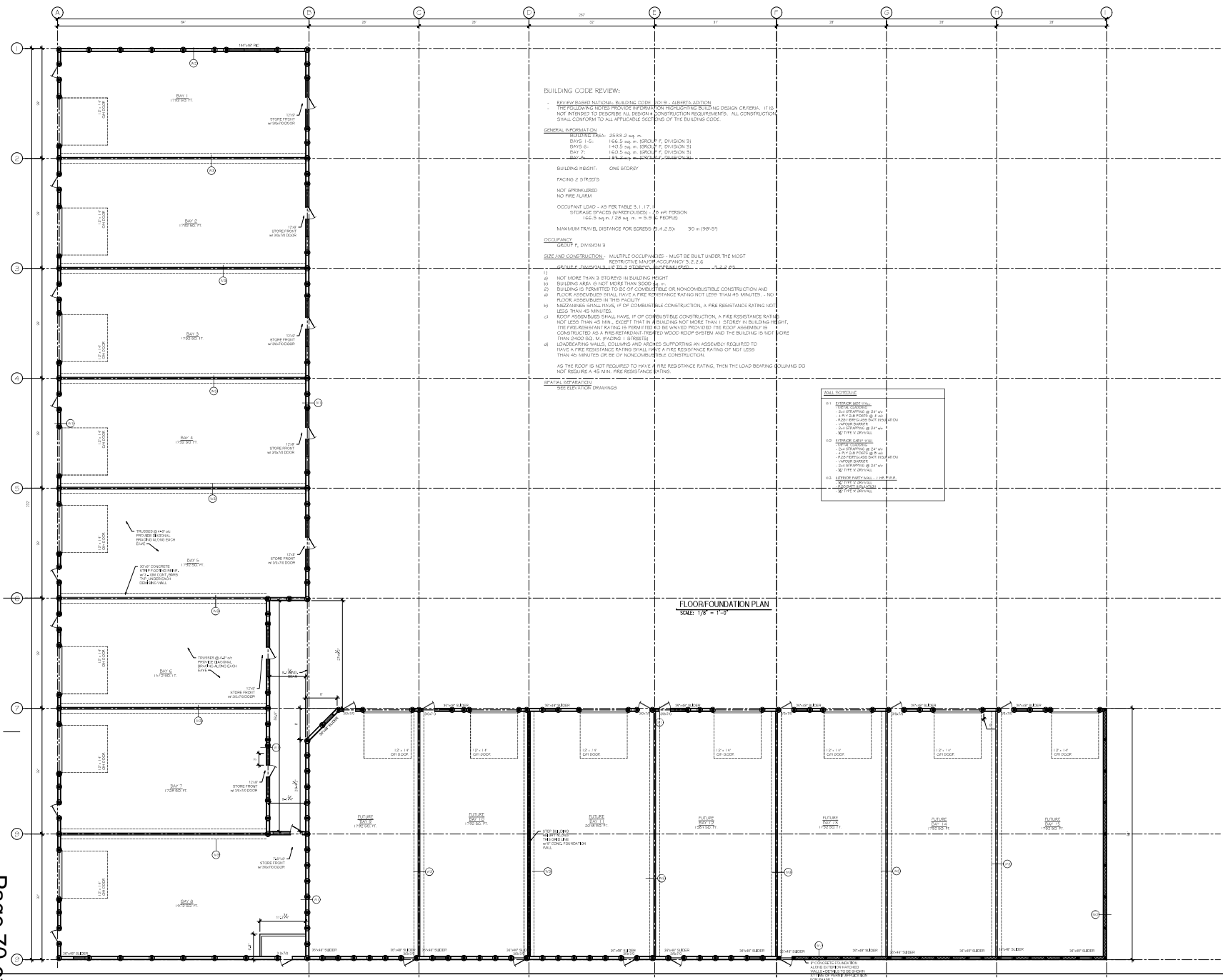
Bylaw #22-01

**Sea Cans**

- d)** Sea Cans used for storage shall not be placed on a property adjacent to a residential district.







**BUILDING CODE REVIEW:**

- REVIEW BASED NATIONAL BUILDING CODE - 2018 - ALBERTA ADITION
- THE FOLLOWING NOTES PROVIDE INFORMATION REGARDING BUILDING DESIGN CRITERIA. IT IS NOT INTENDED TO DESCRIBE ALL DESIGN OR CONSTRUCTION REQUIREMENTS. ALL CONSTRUCTION SHALL CONFORM TO ALL APPLICABLE SECTIONS OF THE BUILDING CODE.

**GENERAL INFORMATION:**

BUILDING AREA: 2589.2 sq. m.  
DAYS 1-5: 166.5 sq. m. (3570 SQ. FT.) DIVISION 3  
DAYS 6: 140.5 sq. m. (3020 SQ. FT.) DIVISION 3  
DAY 7: 166.5 sq. m. (3570 SQ. FT.) DIVISION 3  
DAY 8: 166.5 sq. m. (3570 SQ. FT.) DIVISION 3

BUILDING HEIGHT: ONE STOREY

PACING 2 STOREYS

NOT SPRINKLERED

NO FIRE ALARMS

OCCUPANT LOAD - AS PER TABLE 3.1.1.7.  
STORAGE SPACES (INWARD DOORS) - 45 M<sup>2</sup> PER PERSON  
166.5 sq. m. / 728 sq. ft. = 5.8 M<sup>2</sup> PER PERSON

MAXIMUM TRAVEL DISTANCE FOR EGRESS (4.2.5.3): 30 m (98 FT)

**OCCUPANCY:**  
SECTION 3, DIVISION 3

**SITE AND CONSTRUCTION:** MULTIPLE OCCUPANCIES - MUST BE BUILT UNDER THE MOST RESTRICTIVE ALLOWED OCCUPANCY 3, 2 & 3

**EXEMPTIONS (CONSTRUCTION) (SECTION 3.2.3.6):**

- 1) NOT MORE THAN 3 STOREYS IN BUILDING HEIGHT
- 2) BUILDING AREA IS NOT MORE THAN 3000 sq. ft.
- 3) BUILDING IS FINISHED TO BE OF COMBUSTIBLE OR NONCOMBUSTIBLE CONSTRUCTION AND FLOOR ASSEMBLIES SHALL HAVE A FIRE RESISTANCE RATING NOT LESS THAN 45 MINUTES - NO FLOOR ASSEMBLIES IN THIS FACILITY.
- 4) MEZANINES SHALL HAVE, IF OF COMBUSTIBLE CONSTRUCTION, A FIRE RESISTANCE RATING NOT LESS THAN 45 MINUTES.
- 5) ROOF ASSEMBLIES SHALL HAVE, IF OF COMBUSTIBLE CONSTRUCTION, A FIRE RESISTANCE RATING NOT LESS THAN 45 MIN. EXCEPT THAT IN A BUILDING NOT MORE THAN 1 STOREY IN BUILDING HEIGHT, THE FIRE RESISTANT RATING IS PERMITTED TO BE WALKED PROVIDED THE ROOF ASSEMBLY IS CONSTRUCTED AS A FIRE RESISTANT TYPED WOOD ROOF SYSTEM AND THE BUILDING IS NOT MORE THAN 2400 SQ. M. PAVING 1 STOREYS.
- 6) LONGSPAN WALLS, COLLARS AND ARCHES SUPPORTING AN ASSEMBLY REQUIRED TO HAVE A FIRE RESISTANCE RATING SHALL HAVE A FIRE RESISTANCE RATING OF NOT LESS THAN 45 MINUTES OR BE OF NONCOMBUSTIBLE CONSTRUCTION.

AS THE ROOF IS NOT REQUIRED TO HAVE A FIRE RESISTANCE RATING, THEN THE LOAD BEARING COLUMNS DO NOT REQUIRE A 45 MIN. FIRE RESISTANCE RATING.

**DETAILS:**  
SEE ELEVATOR DRAWINGS

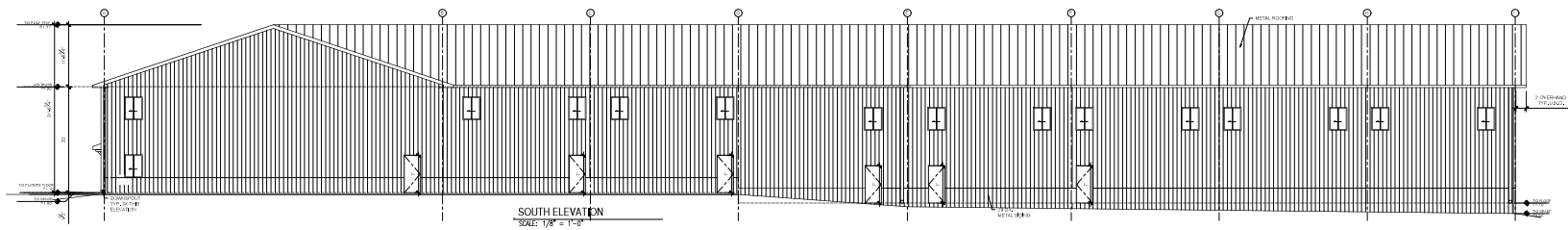
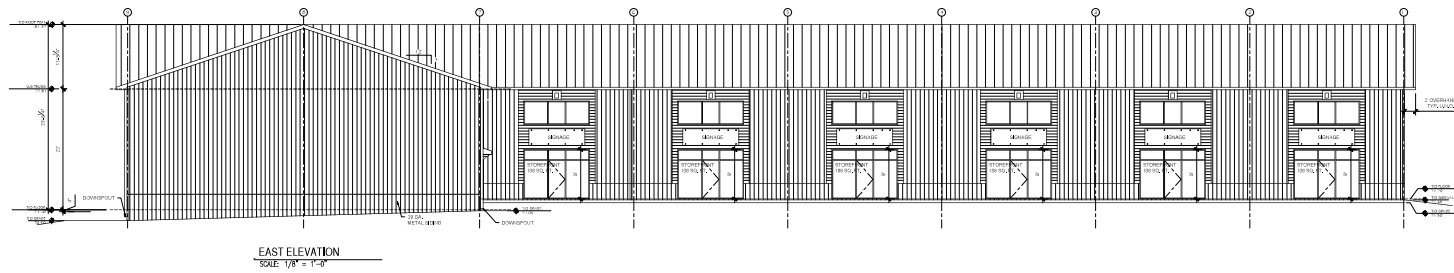
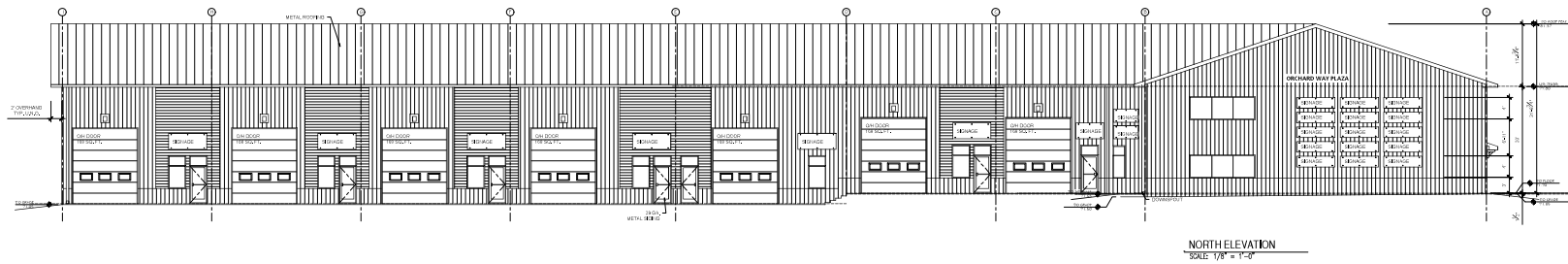
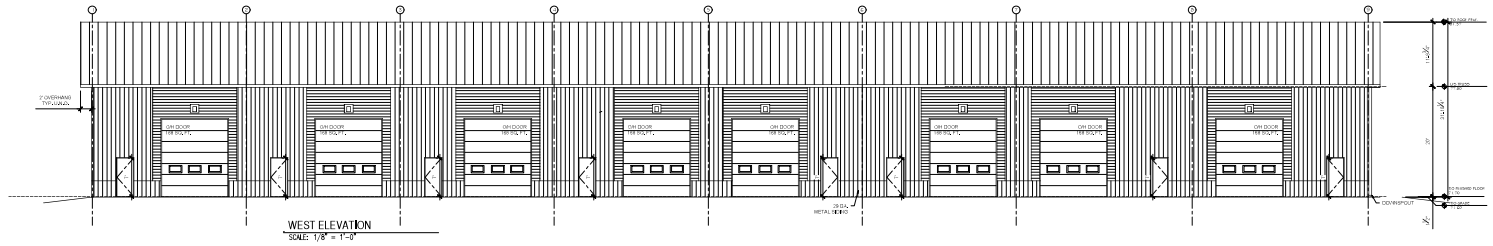
WALL SCHEDULE	
W1	EXTERIOR WOOD SHED FIRE RESISTANCE: - 1.5 HRS MINIMUM @ 2" x 4" - 1.5 HRS MINIMUM @ 2" x 6" - 1.5 HRS MINIMUM @ 2" x 8" - 1.5 HRS MINIMUM @ 2" x 10" - 1.5 HRS MINIMUM @ 2" x 12" - 1.5 HRS MINIMUM @ 2" x 14" - 1.5 HRS MINIMUM @ 2" x 16" - 1.5 HRS MINIMUM @ 2" x 18" - 1.5 HRS MINIMUM @ 2" x 20"
W2	EXTERIOR WOOD SHED FIRE RESISTANCE: - 1.5 HRS MINIMUM @ 2" x 4" - 1.5 HRS MINIMUM @ 2" x 6" - 1.5 HRS MINIMUM @ 2" x 8" - 1.5 HRS MINIMUM @ 2" x 10" - 1.5 HRS MINIMUM @ 2" x 12" - 1.5 HRS MINIMUM @ 2" x 14" - 1.5 HRS MINIMUM @ 2" x 16" - 1.5 HRS MINIMUM @ 2" x 18" - 1.5 HRS MINIMUM @ 2" x 20"
W3	EXTERIOR WOOD SHED FIRE RESISTANCE: - 1.5 HRS MINIMUM @ 2" x 4" - 1.5 HRS MINIMUM @ 2" x 6" - 1.5 HRS MINIMUM @ 2" x 8" - 1.5 HRS MINIMUM @ 2" x 10" - 1.5 HRS MINIMUM @ 2" x 12" - 1.5 HRS MINIMUM @ 2" x 14" - 1.5 HRS MINIMUM @ 2" x 16" - 1.5 HRS MINIMUM @ 2" x 18" - 1.5 HRS MINIMUM @ 2" x 20"

NOTES

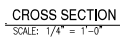


1-403-936-4541  
cell: 403-319-5705  
email: dsphiro@perso.ca

CLIENT	1958227 Alberta Inc.
PROJECT	137 ORCHARD WAY PHASE I
TITLE	FLOOR / FOUND. PLAN
DRAWING	DJH DATE: MAY 2, 2024 SCALE: 1/8" = 1'-0"
REV.	1.0 A1



CLIENT		1958227 Alberta Inc.
PROJECT		137 ORCHARD WAY PHASE I
TITLE		ELEVATIONS
DRAWN: DJH	CHECKED:	DRAWN:
DATE: MAY 2, 2024		REV: 0
SCALE: 1/8\" = 1'-0"		A2



A3





# Strathmore

## Upcoming Council Meetings

September 4, 2024 | 6 p.m.

Regular Meeting of Council

September 11, 2024 | 6 p.m.

Committee of the Whole

September 18, 2024 | 6 p.m.

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.

## Land Use Amendment

### Upcoming Public Hearing

- 1. Purpose:** To permit the construction of a multifunctional light industrial building with a health services facility.

### Bylaw #24-16

Staff received an application for a land use redesignation (Bylaw No. 24-16) 137 Orchard Way (Lot 23 Block 01 Plan 981.38.31). The proposed redesignation aims to permit the construction of a multifunctional light industrial building with a health services facility at 137 Orchard Way in Strathmore.



Lot 23, Block 01, Plan 981.38.31 (137 Orchard Way)

### Public Hearing Process

A copy of the proposed bylaw can be found on the Town's website at [Strathmore.ca](http://Strathmore.ca). Public hearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB). 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 at the Strathmore Municipal Building on **Wednesday, September 18, 2024**, commencing at **6 p.m.** with procedures in accordance with the Municipal Government Act, Section 19.0 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 or all of the proposed bylaw, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at [lsadmin@strathmore.ca](mailto:lsadmin@strathmore.ca) no later than **noon on Wednesday, September 11, 2024**, in order to register to speak at the public hearing.

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 **noon on Wednesday, September 11, 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 403-934-3135 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.

## Strathmore Wheatland Chamber of Commerce 2024 Stampede Parade

Kickin' the Dust Up in Strathmore  
Saturday, August 3 at 9 a.m.

Learn more, register your float, or  
volunteer at [theswcc.ca/events](http://theswcc.ca/events)



You **can** become a  
**firefighter** when you grow up.

Become a **paid-on-call**  
**firefighter** today.

Learn more at  
[Strathmore.ca/FireRecruit](http://Strathmore.ca/FireRecruit).



## Upcoming Family and Community Support Services (FCSS) events.



Learn more about all of FCSS' events at [Strathmore.ca/FCSS](http://Strathmore.ca/FCSS) or call 403-934-9090

Event	Date	Time	Location
Family and Youth Culture Night   Reggae Fitness	Jul 18, 2024	11 to 3 p.m.	Tellis, 4198 2 St
Youth Cooking Class   Iranian Culture	July 23, 2024	11 a.m. to 1 p.m.	Hope Church, 245 Brent Blvd
Youth Cooking Class   German Culture	July 30, 2024	11 a.m. to 1 p.m.	Hope Church, 245 Brent Blvd
Stamping Down Barriers Stampede Run	Aug 4, 2024	7 a.m. start	Strathmore Motor Products Sports Centre, 1150 Edgfield Rd.
International Day of the World's Indigenous Peoples	Aug 9, 2024	10 a.m. to 7 p.m.	Strathmore Municipal Library, 85 Lakeside Blvd.
Jamaican Legacy Day	Aug 17, 2024	5 to 8 p.m.	Strathmore Municipal Library, 85 Lakeside Blvd.
Hockey and Canadian Culture Event	Aug 23, 2024	5:30 to 8:30 p.m.	Strathmore Family Centre Arena, 160 Brent Blvd.
Introduction to the Sport of Cricket	Aug 24, 2024	9:30 a.m. to 12:30 p.m.	Strathmore Motor Products Sports Centre, 1150 Edgfield Rd.





# Strathmore

## Upcoming Council Meetings

September 4, 2024 | 5 p.m. Regular Meeting of Council  
September 11, 2024 | 6 p.m. Committee of the Whole  
September 18, 2024 | 6 p.m. 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.

## Land Use Amendment

### Upcoming Public Hearing

**L Purpose:** to permit the construction of a multifunctional light industrial building with a health services facility.

#### Bylaw #24-16

Staff received an application for a land use redesignation (Bylaw No. 24-16) 137 Orchard Way (Lot 23 Block 01 Plan 981 3631). The proposed redesignation aims to permit the construction of a multifunctional light industrial building with a health services facility at 137 Orchard Way in Strathmore.



Lot 23, Block 01, Plan 981 3631 (137 Orchard Way)

## Public Hearing Process

A copy of the proposed bylaw can be found on the Town's website at [Strathmore.ca](http://Strathmore.ca). Public hearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB). 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 at the Strathmore Municipal Building on **Wednesday, September 18, 2024, commencing at 6 p.m.** 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 or all of the proposed bylaw, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at [lsadm@strathmore.ca](mailto:lsadm@strathmore.ca) no later than **noon on Wednesday, September 11, 2024**, in order to register to speak at the public hearing.

Written submissions to the Public Hearing of 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 **noon on Wednesday, September 11, 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.



## Strathmore Wheatland Chamber of Commerce 2024 Stampede Parade

Kickin' the Dust Up in Strathmore Saturday, August 3 at 9 a.m.

Learn more, register your float, or volunteer at [strawcc.ca/events](http://strawcc.ca/events)

You **can** become a firefighter when you grow up.

Become a **paid-on-call firefighter** today.

Learn more at [Strathmore.ca/FireRecruit](http://Strathmore.ca/FireRecruit).



## Upcoming Family and Community Support Services (FCSS) events.



Learn more about all of FCSS' events at [Strathmore.ca/FCSS](http://Strathmore.ca/FCSS) or call 403-934-9090

Event	Date	Time	Location
Family and Youth Culture Night   Reggae Fitness	Jul 18, 2024	1 to 3 p.m.	Trellis, 4198 2 St
Youth Cooking Class   Iranian Culture	July 23, 2024	11 a.m. to 1 p.m.	Hope Church, 245 Brent Blvd
Youth Cooking Class   German Culture	July 30, 2024	11 a.m. to 1 p.m.	Hope Church, 245 Brent Blvd
Stamping Down Barriers Stampede Run	Aug 4, 2024	7 a.m. start	Strathmore Motor Products Sports Centre, 1150 Edgefield Rd.
International Day of the World's Indigenous Peoples	Aug 9, 2024	10 a.m. to 7 p.m.	Strathmore Municipal Library, 85 Lakeside Blvd.
Jamaican Legacy Day	Aug 17, 2024	5 to 8 p.m.	Strathmore Municipal Library, 85 Lakeside Blvd.
Hockey and Canadian Culture Event	Aug 23, 2024	5:30 to 8:30 p.m.	Strathmore Family Centre Arena, 160 Brent Blvd.
Introduction to the Sport of Cricket	Aug 24, 2024	9:30 a.m. to 12:30 p.m.	Strathmore Motor Products Sports Centre, 1150 Edgefield Rd.





# Strathmore

## Upcoming Council Meetings

September 4, 2024 | 6 p.m. Regular Meeting of Council  
September 11, 2024 | 6 p.m. Committee of the Whole  
September 18, 2024 | 6 p.m. 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.

## Land Use Amendment

### Upcoming Public Hearing

**Purpose:** to permit the construction of a multifunctional light industrial building with a health services facility.

### Bylaw #24-16

Staff received an application for a land use redesignation (Bylaw No. 24-16) 137 Orchard Way (Lot 23 Block 51 Plan 960 3631). The proposed redesignation aims to permit the construction of a multifunctional light industrial building with a health services facility at 137 Orchard Way in Strathmore.



### Public Hearing Process

A copy of the proposed bylaw can be found on the Town's website at [Strathmore.ca](http://Strathmore.ca)/PublicHearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB). 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 at the Strathmore Municipal Building on **Wednesday, September 18, 2024**, commencing at **6 p.m.** with procedures in accordance with the Municipal Government Act, Section 189 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 or all of the proposed bylaw, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at [legadmin@strathmore.ca](mailto:legadmin@strathmore.ca) no later than **noon on Wednesday, September 11, 2024**, in order to register to speak at the public hearing.

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 **noon on Wednesday, September 11, 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 403-934-3033 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.

## Town Resumes Municipal Development Plan Review

### "Strathmore Forward" seeks to modernize and build upon 2014 Municipal Development Plan

The Town has launched a Municipal Development Plan (MDP) Review at the meeting of the Committee of the Whole on Wednesday, July 10, following a presentation from the project team in Development Services.

The MDP is a required document per the Municipal Government Act (MGA) that addresses issues such as future land use, development, provision of municipal services, facilities, and transportation. The Town's current MDP passed in 2014, recommends a review every five years. However, due to the COVID-19 global pandemic, the review initiated in 2019 was paused. The Town has now resumed review activities.

"The Town's 2024 MDP Review will establish or reaffirm policy directions that reflect and support the Town's Strategic Plan," said Mayor Pat Fule.

The 2024 MDP Review process has been designed with meaningful public engagement in mind and will unfold across three key phases. The first phase, now in progress, includes the preparation of a public engagement strategy and the drafting of a proposed 2024 MDP based on input and feedback already received prior to the 2019 pause. Phase two will follow with the release of the draft 2024 MDP in advance of a significant public engagement component that will include both online and in-person opportunities to provide input and feedback. The third and final phase will take what was heard during public engagement to refine the 2024 MDP draft, followed by a public hearing and the adoption of a bylaw at Council.

"The 2024 MDP Review will be responsive to the Town's current strategic priorities identified in our Strategic Plan, as well as to current land use planning issues and trends. We really want to be good planning administrators that are out in front when it comes to what represents good land use planning for Strathmore," said Glen Ferguson, Senior Planner and MDP Project Manager. "And to do that, we have to properly review and update the 2014 MDP so that it aligns with current provincial legislation and regulations, as well as the Town's own plans and studies that have been approved since the 2014 MDP came into effect."

The project team further announced the upcoming launch of an online website that will serve as a centralized location for all information pertaining to the Town's MDP Review, with the same site also being capable of helping the project team directly engage the public and gather valuable input and feedback.

For more information about the Town's 2024 MDP Review, please visit: [Strathmore.ca/StrathmoreForward](http://Strathmore.ca/StrathmoreForward)

## Upcoming Family and Community Support Services (FCSS) events.

Learn more about all of FCSS' events at [Strathmore.ca/FCSS](http://Strathmore.ca/FCSS) or call 403-934-9090

Event	Date	Time	Location
International Day of the World's Indigenous Peoples (Exhibit)	August 8, 2024	10:00 a.m. - 7:00 p.m.	Strathmore Library
Youth Cultural Cooking Class: Filipino Culture	August 15, 2024	1:00 - 3:00 p.m.	Hope Church
Square Dancing	August 16, 2024	6:30 - 8:30 p.m.	Strathmore Agricultural Society
Hockey and Canadian Culture	August 22, 2024	5:30 - 8:30 p.m.	Strathmore Hockey Arena
Introduction to the Sport of Cricket	August 24, 2024	9:30 a.m. - 12:30 p.m.	Strathmore Recreation Centre
Cultural Fashion Show	August 29, 2024	5:00 - 8:00 p.m.	To be determined







# Strathmore

## Upcoming Council Meetings

September 4, 2024 | 6 p.m. Regular Meeting of Council  
September 11, 2024 | 6 p.m. Committee of the Whole  
September 18, 2024 | 6 p.m. 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 live-streamed meetings online as they happen, or catch up later on YouTube.

### Land Use Amendment

## Upcoming Public Hearing

**L Purpose:** to permit the construction of a multi-functional light industrial building with a health services facility.

### Bylaw #24-16

Staff received an application for a land use redesignation (Bylaw No. 24-16) 137 Orchard Way (lot 23 Block 61 Plan 981 3631). The proposed redesignation aims to permit the construction of a multi-functional light industrial building with a health services facility at 137 Orchard Way in Strathmore.



### Public Hearing Process

A copy of the proposed bylaw can be found on the Town's website at [Strathmore.ca/PublicHearing](http://Strathmore.ca/PublicHearing) or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB). 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 at the Strathmore Municipal Building on **Wednesday, September 18, 2024**, commencing at **6 p.m.** 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 or all of the proposed bylaw, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at [lsdm@strathmore.ca](mailto:lsdm@strathmore.ca) no later than **noon on Wednesday, September 11, 2024**, in order to register to speak at the public hearing.

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 **noon on Wednesday, September 11, 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 403-954-3133 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.

### Town Launches Municipal Development Plan Review

## "Strathmore Forward" seeks to modernize and build upon 2014 Municipal Development Plan

The Town has launched a Municipal Development Plan (MDP) Review at the meeting of the Committee of the Whole on Wednesday, July 10, following a presentation from the project team in Development Services.

The MDP is a required document per the Municipal Government Act (MGA) that addresses issues such as future land use, development, provision of municipal services, facilities, and transportation. The Town's current MDP passed in 2014, recommends a review every five years. However, due to the COVID-19 global pandemic, the review initiated in 2019 was paused.

"The Town's 2024 MDP Review will establish or reaffirm policy directions that reflect and support the Town's Strategic Plan," said Mayor Pat Fule.

The 2024 MDP Review process has been designed with meaningful public engagement in mind and will unfold across three key phases. The first phase, now in progress, includes the preparation of a public engagement strategy and the drafting of a proposed 2024 MDP based on input and feedback already received prior to the 2019 pause. Phase two will follow with the release of the draft 2024 MDP in advance of a significant public engagement component that will include both online and in-person opportunities to provide input and feedback. The third and final phase will take what was heard during public engagement to refine the 2024 MDP draft, followed by a public hearing and the adoption of a bylaw at Council.

"The 2024 MDP Review will be responsive to the Town's current strategic priorities identified in our Strategic Plan, as well as to current land use planning issues and trends. We really want to be good planning administrators that are out in front when it comes to what represents good land use planning for Strathmore," said Glen Ferguson, Senior Planner and MDP Project Manager. "And to do that, we have to properly review and update the 2014 MDP so that it aligns with current provincial legislation and regulations, as well as the Town's own plans and studies that have been approved since the 2014 MDP came into effect."

The project team further announced the upcoming launch of an online website that will serve as a centralized location for all information pertaining to the Town's MDP Review, with the same site also being capable of helping the project team directly engage the public and gather valuable input and feedback.

For more information about the Town's 2024 MDP Review, please visit: [Strathmore.ca/StrathmoreForward](http://Strathmore.ca/StrathmoreForward)

### Calgary Watermain Repair Update

## Water Restrictions Update

The City of Calgary has announced plans to undertake urgent short-term repairs on the Bearspaw South feeder main starting August 26. The team in Calgary has been working to analyze the situation, interpret data and develop effective repair strategies. This assessment has identified 16 sites needing attention due to points of weakness in the system.

These repairs are essential to maintain the stability of Calgary's and our water supply and mitigate the risk of unexpected failures, particularly as winter approaches. To facilitate this work, the Bearspaw South feeder main will be shut down from August 26 to end of September, resulting in level four water restrictions. We will provide additional details as the shutdown date approaches.

If you are a bulk water user and require bulk water usage levels during the stage four period, please contact Strathmore Infrastructure, [infrastructure@strathmore.ca](mailto:infrastructure@strathmore.ca) for assistance.

## Citizen Satisfaction Survey

We want to hear from you!

Available until  
September 6, 2024

Strathmore



## Alberta Culture Days September 28, 2024

Discover · Experience · Celebrate

WORLD MARKET | LIVE ENTERTAINMENT | FOOD TRUCKS

To Whom It May Concern:

Bylaw No. 24-16

**RE: NOTICE OF PUBLIC HEARING – PROPOSED LAND USE BY-LAW AMENDMENT.**  
**137 Orchard Way, Strathmore.**

---

Please be advised that the Town of Strathmore has received a Land Use By-law Amendment application on those lands described as Lot 23, Block 1, Plan 981 3631 known municipally as 137 Orchard Way, Strathmore.

The applicant is requesting a redesignation of the lands from M1 – Light Industrial District to M1 – Light Industrial District, Direct Control. The proposed redesignation aims to permit the construction of a multifunctional light industrial building with a health services facility at 137 Orchard Way in Strathmore.

The statutory Public Hearing will be held online via ZOOM and in-person in Council Chambers, Strathmore Municipal Building, 1 Parklane Drive, Strathmore, Alberta on **September 18<sup>th</sup>, 2024**, commencing at **6:00 p.m.** with procedures being in accordance with Section 199 of the *Municipal Government Act* and the Town's *Council Procedural By-law #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 or all of the proposed by-law, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at [lsadmin@strathmore.ca](mailto:lsadmin@strathmore.ca) by no later than **12:00 p.m.** on **September 11<sup>th</sup>, 2024**, in order to register to speak at the public hearing.

Any written submissions intended for the Public Hearing, or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Town's Development Services Office prior to **12:00 p.m.** on **September 11<sup>th</sup>, 2024**, as outlined under Bylaw #23-17 and amendments thereto. If your written submission is not received by this time, kindly ensure that fifteen copies are provided and made available 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.



A copy of proposed By-law #24-16 may be inspected by the public **Monday to Friday** during the regular office hours of **8:30 a.m. to 4:30 p.m.** at the Town's Municipal Building located at 1 Parklane Drive, Strathmore, Alberta, and can be also examined on the Council Meeting Agenda dated July 17, 2024, on the Town's website at <https://calendar.strathmore.ca/meetings>.

Please further note that you may choose to contact the Town's Legislative Services Office by telephone at (403) 934-3133 prior to attending the Public Hearing to better determine the order of business and presentations on the Council Agenda in order to efficiently utilize your time on the evening of the Public Hearing.

For your convenience, please also find attached a key map indicating the location of the subject lands and a site plan depicting the existing single-detached dwelling and parking areas that will be provided for the proposed Secondary Suite.

If you have any questions regarding the application, please contact the Town's Development Services Office using the contact information below or via email at [kate.bakun@strathmore.ca](mailto:kate.bakun@strathmore.ca).

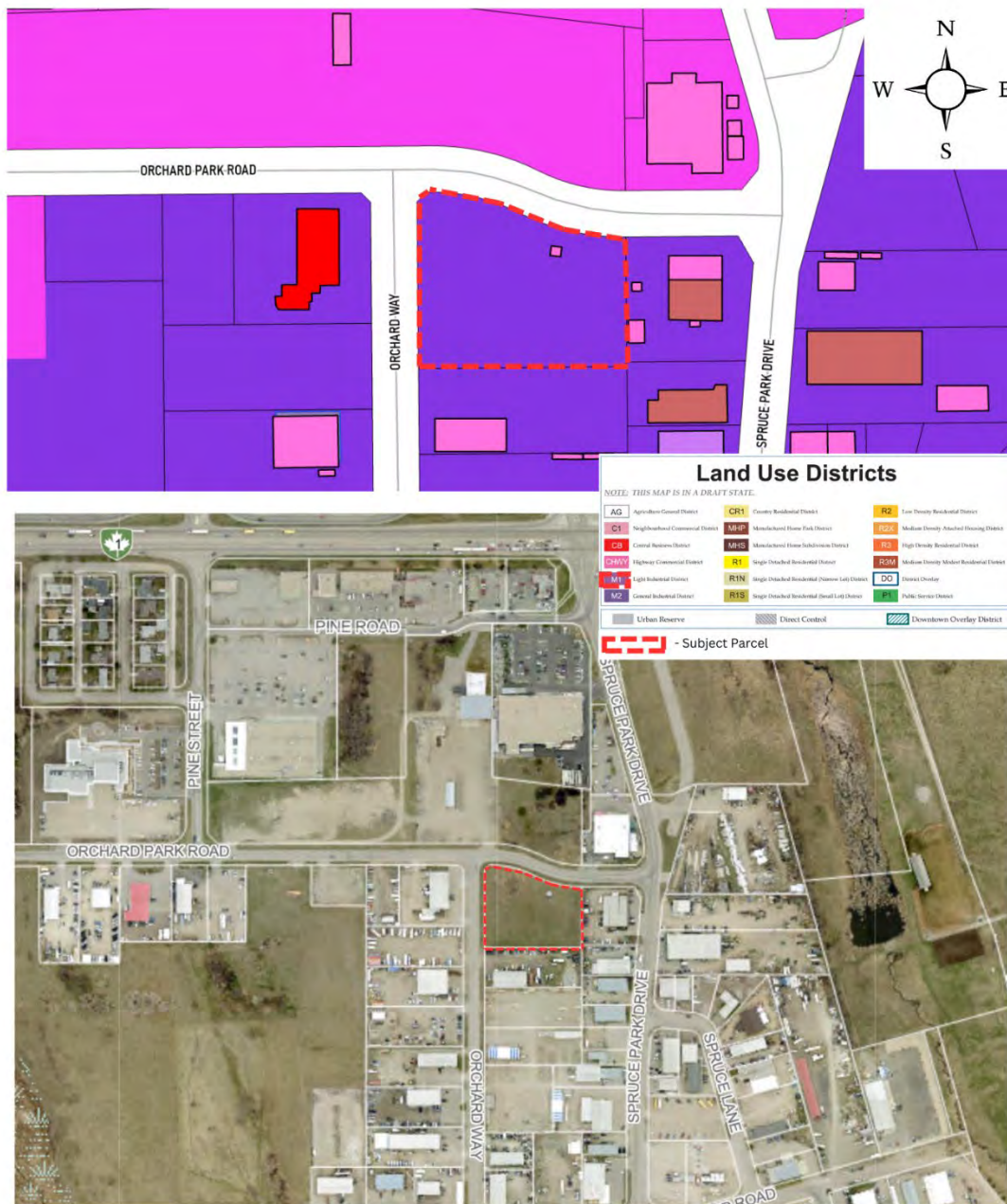
Sincerely,



Kate Bakun  
Planner I



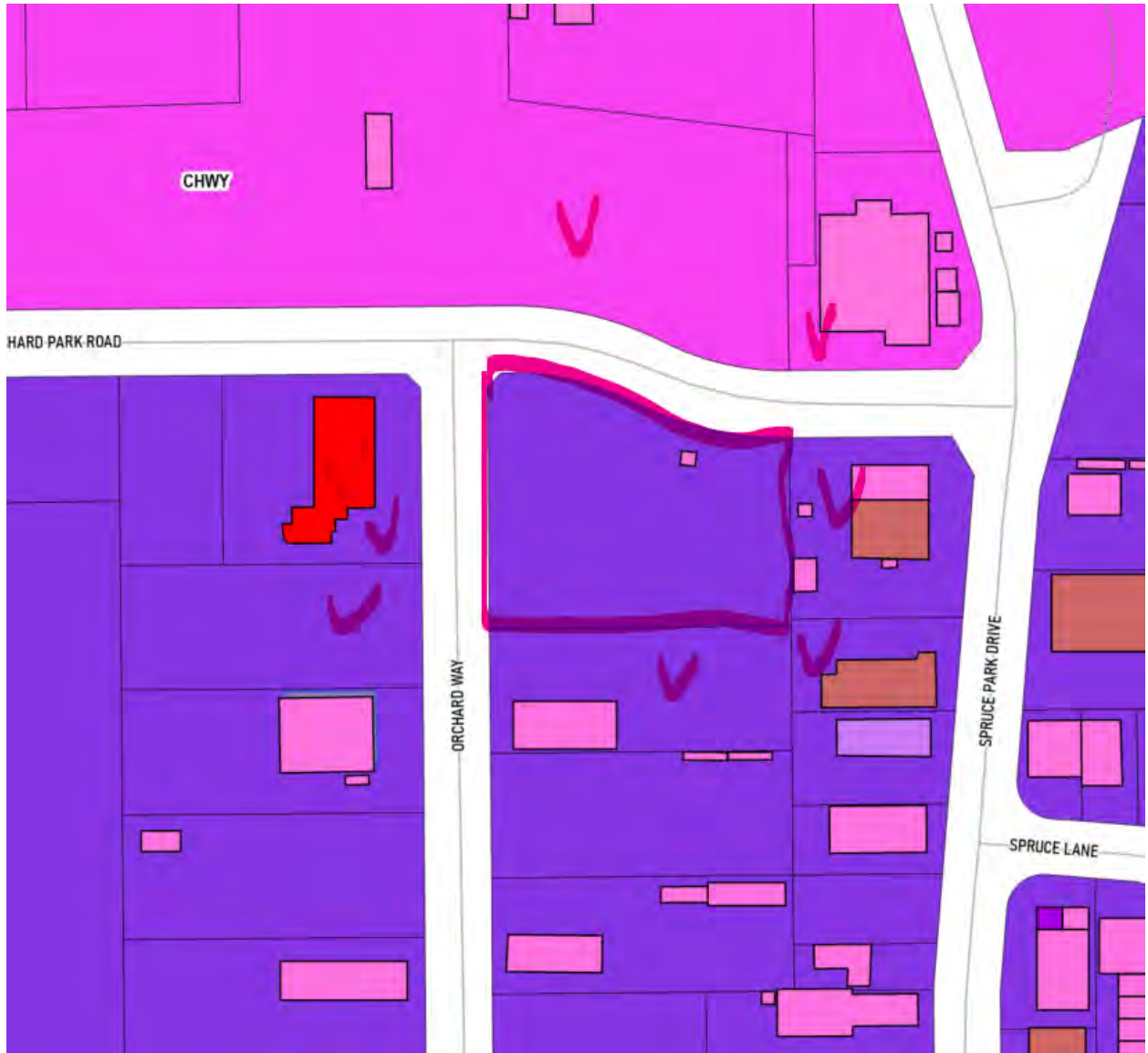




**137 Orchard Way - Context:**

**- Subject Parcel**

Map of Adjacent Landowners







# Request for Decision

**To:** Council

**Staff Contact:** Cathy Jones, Development Officer

**Date Prepared:** September 11, 2024

**Meeting Date:** September 18, 2024

**SUBJECT:** Quality Management Plan (QMP) 2024-2029

**RECOMMENDATION:** THAT Council approve the Town of Strathmore Quality Management Plan 2024, which outlines the operational requirements and service delivery standards for safety code inspections.

## STRATEGIC PRIORITIES:



Affordable  
Housing



Climate  
Resiliency



Community  
Development



Community  
Wellness



Economic  
Development



Financial  
Sustainability

## HOW THE STRATEGIC PRIORITIES ARE MET:

A Quality Management Plan (QMP) is a requirement of the province and also essential to Development Services retaining its accredited permit issuing status.

---

## SUSTAINABILITY

### ECONOMIC SUSTAINABILITY:

The Town of Strathmore is accredited by the Safety Codes Council and must renew its Quality Management Plan (QMP) to continue retain its status as an accredited permit issuing municipality.

### SOCIAL SUSTAINABILITY:

By maintaining accredited status, the Town demonstrates its commitment to the Safety Codes Council of Alberta.

**ENVIRONMENTAL SUSTAINABILITY:**

By ensuring that development practices adhere to safety codes, natural, environmental, and human resources are enhanced.

**IMPLICATIONS OF RECOMMENDATION:****GENERAL:**

The QMP describes the scope, operational requirements, and service delivery standards that will be met in the administration of Strathmore's accreditation.

**ORGANIZATIONAL:**

Renewing the QMP has significant organizational implications for the Town of Strathmore, as it ensures continued accreditation, enabling the Town and its contractors to issue permits, conduct inspections, and enforce safety code compliance.

**OPERATIONAL:**

As an accredited organization, the Town of Strathmore, employs and contracts Safety Codes Officers who issue permits, perform inspections, and enforce compliance with Safety Codes. While the Town can issue electrical, gas, and plumbing permits, inspections are conducted by a contracted agency (currently Park Enterprises) that also reviews and issues building permits. A QMP is an essential template from the province which describes the scope, operational requirements, and service delivery standards.

**FINANCIAL:**

As it continued accreditation, which supports the Town of Strathmore's ability to issue permits and conduct inspections, thus avoiding potential financial penalties and disruptions in service. Failure to renew the QMP could result in additional costs for re-accreditation, potential fines, and lost revenue from halted permit activities.

**POLICY:**

Without renewal, the Town risks non-compliance with safety policies, which could lead to policy enforcement issues and undermine public trust in municipal operations.

**IMPLEMENTATION:**

Implementing the renewal of the QMP requires Council approval. Once approved, the renewed QMP will be sent to the Safety Codes Council of Alberta.

**BACKGROUND:**

The current Quality Management Plan (QMP) is about to expire. The Safety Codes Council of Alberta has contacted us about renewing the QMP before expiry and has provided a template for its renewal. We also take this opportunity to update the logo, the organizational chart, the name of the QMP Manager, Chief Elected Official and Chief Administrative Officer.

The Quality Management Plan (QMP) is the terms and conditions of accreditation. The Quality Management Plan (QMP) describes the scope, operational requirements, and service delivery standards that will be met in the administration of an organization's accreditation.

Accredited organizations provide on-the-ground monitoring of compliance with Safety Codes. They employ safety Codes Officers to evaluate plans, issue permits, perform inspections, issue variances, and enforce compliance through orders. The Town of Strathmore is currently Accredited by the Safety Codes Council.

The Safety Codes Act requires that contractors and homeowners in Alberta obtain permits before beginning work on structures and systems covered under the Safety Codes Act. This work typically includes new construction, installations, alterations, repairs, relocations, changes of use, demolitions, and removals.

Accredited Organizations must renew the QMP to remain accredited. The current QMP was approved for 5 years and is about to expire.

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

- Scope of Accreditation
- Quality Management Plan Administration
- Operational Requirements
- Technical Discipline Service Delivery Standard

#### **DESIRED OUTCOMES:**

Approval of the Quality Management Plan (QMP) will ensure the Town of Strathmore maintains its accreditation, enabling continued effective permit issuance and compliance monitoring. This renewal will support the Town's commitment to safety, operational efficiency, and regulatory adherence, ultimately benefiting community well-being and trust.

#### **COMMUNICATIONS:**

N/A

#### **ALTERNATIVE ACTIONS/MOTIONS:**

The Town may lose its accreditation or may be required to apply for extension if the Quality Management Plan is not approved before the end of September deadline set by the Safety Codes Council of Alberta.

**ATTACHMENTS:**

[Attachment I: 2024 Municipal QMP Town of Strathmore- v1.2 AUG 2024 - Red Line Draft](#)

[Attachment II: 2024 Municipal QMP Town of Strathmore v1.2 Aug 2024 Clean Version](#)

---

Chuck Procter, Manager of Development Services

Approved  
- 13 Sep  
2024

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

Approved  
- 13 Sep  
2024

Veronica Anderson, Legislative Services Officer

Approved  
- 13 Sep  
2024

Kevin Scoble, Chief Administrative Officer

Approved  
- 13 Sep  
2024

**Town of Strathmore(Name of Municipality)**

**Quality Management Plan**



**Strathmore** Place

holder for municipal logo here

Delete if not used

**QMP Version: August 2024 v1.2**





# **Town of Strathmore(Insert Name of Municipality Here)**

## **Quality Management Plan**

---

This Quality Management Plan has been accepted  
by the Administrator of Accreditation.

---

**Administrator of Accreditation**

---

**Date**



# Table of Contents

## Schedule A - Scope and Administration

### 1.0 Scope of Accreditation

- 1.1 Building
- 1.2 Electrical
- 1.3 Fire
- 1.4 Gas
- 1.5 Plumbing

### 2.0 Quality Management Plan Administration

- 2.1 Overall Administration
  - 2.1.1 *Delivery of Safety Codes Services*
  - 2.1.2 *Contracted Accredited Agency*
  - 2.1.3 *Monitoring and Oversight*
- 2.2 Personnel
  - 2.2.1 *Appointment of a QMP Manager*
  - 2.2.2 *SCO Authority*
  - 2.2.3 *Declaration of Status*
  - 2.2.4 *Registry of SCO and Permit Issuers*
  - 2.2.5 *Training and Professional Development*
- 2.3 QMP Access
- 2.4 Training on the Contents of this QMP
- 2.5 Freedom of Information and Confidentiality
- 2.6 Records
- 2.7 Council Levy
- 2.8 Permit Information and Permissions
- 2.9 QMP Amendments and Revisions
- 2.10 Annual Internal Review
- 2.11 Cancellation of Accreditation
- 2.12 Organizational Chart
- 2.13 Municipal Agreement – New Accreditation
- 2.14 QMP Manager Information
- 2.15 Notices
- 2.13 Municipal Agreement – Update or Scope Change
- 2.14 QMP Manager Information
- 2.15 Notices

## Schedule B - Operational Requirements

### 3.0 Operational Requirements

- 3.1 Definitions
  - 3.1.1 *Deficiency*
  - 3.1.2 *Unsafe Condition*
  - 3.1.3 *Final Inspection*
  - 3.1.4 *Imminent Serious Danger*
- 3.2 Scope of Services

- 3.3 Interdisciplinary Technical Coordination
- 3.4 Orders
- 3.5 Emergency Situations
- 3.6 Alternative Solution Proposals and Variances
- 3.7 Permit Administration
  - 3.7.1 *Permit Applications*
  - 3.7.2 *Permit Information*
  - 3.7.3 *Terms and Conditions of Permit*
  - 3.7.4 *Annual Permits*
  - 3.7.5 *Permit Expiry*
  - 3.7.6 *Permit Extension*
  - 3.7.7 *Permit Services Report*
  - 3.7.8 *Permit Refusal, Suspension, or Cancellation*
- 3.8 Site Inspections
- 3.9 Site Inspection Reports
- 3.10 No-Entry Policy
- 3.11 Verification of Compliance (VOC)
- 3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

## **Schedule C -Technical Discipline Service Delivery Standards**

### **4.0 Technical Discipline Service Delivery Standards**

- 4.1 Building
  - 4.1.1 *Building Permits*
  - 4.1.2 *Construction Document Review*
  - 4.1.3 *Compliance Monitoring on Projects Requiring Professional Involvement*
  - 4.1.4 *Building Site-Inspections*
  - 4.1.5 *Miscellaneous Building Site Inspections*
- 4.2 Electrical
  - 4.2.1 *Electrical Permits*
  - 4.2.2 *Construction Document Review*
  - 4.2.3 *Electrical Installation Site-Inspections*
  - 4.2.4 *Miscellaneous Electrical Inspections*
- 4.3 Electrical Utility
  - 4.3.1 *Construction Document Review*
  - 4.3.2 *Electrical Utility System Site Inspections*
- 4.4 Fire
  - 4.4.1 *Fire Permits and Permissions*
  - 4.4.2 *Fire Inspections*
  - 4.4.3 *Inspection Frequency Definitions:*
  - 4.4.4 *Storage Tank Systems for Flammable and Combustible Liquids*
  - 4.4.5 *Hot Works*
  - 4.4.6 *Construction Fire Safety Plans (including demolition)*
  - 4.4.7 *Fire Investigations*
  - 4.4.8 *Fire Prevention Programs*
- 4.5 Gas
  - 4.5.1 *Gas Permits*
  - 4.5.2 *Construction Document Review*

4.5.3 *Gas Installation Site-Inspections*

4.5.4 *Miscellaneous Gas Inspections*

4.6 Plumbing

4.6.1 *Plumbing Permits*

4.6.2 *Construction Document Review*

4.6.3 *Plumbing Installation Site-Inspections*

4.6.4 *Permits for Private Sewage Disposal Systems*

4.6.5 *Private Sewage Disposal System Site Inspections*

4.6.6 *Miscellaneous Plumbing Inspections*

~~5.0 5.0—QMP Template Version History (Delete from draft version submitted)~~

5.0

## Schedule A - Scope and Administration

## 1.0 Scope of Accreditation

The ~~(insert name of municipality here)~~**Town of Strathmore**, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

### 1.1 Building

- ☐ All parts of the current:
  - National Building Code – Alberta Edition; and
  - National Energy Code of Canada for Buildings.
- Or**
- ☐ Only those parts of the National Building Code – Alberta Edition:
  - pertaining to small buildings being 3 storeys or less in height, having a building area of 600m<sup>2</sup> or less, and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial; and
- All parts of the:
  - National Energy Code of Canada for Buildings.

### 1.2 Electrical

- ☐ All parts of the current:
  - Canadian Electrical Code Part 1.
- ☐ All parts of the current:
  - Alberta Electrical Utility Code.

### 1.3 Fire

- ☐ All parts of the current:
  - National Fire Code – Alberta Edition; and
  - Fire Investigation (cause and circumstance).
- Or**
- ☐ All parts of the current:
  - National Fire Code – Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and
  - Fire Investigations (cause and circumstance).
- ☐ Fire Prevention Programs (optional).
- ☐ Public education.

### 1.4 Gas

- ☐ All parts of the current:
  - ☐ Natural gas and propane installation code
  - ☐ Propane storage and handling code
  - ☐ Compressed natural gas refuelling stations installation code
  - ☐ Liquefied natural gas refuelling stations installation code
  - ☐ **Excluding the**
  - ☐ Natural gas for vehicles installation code
  - ☐ Code for the field approval of fuel related components on appliances and equipment
  - ☐ Installation code for propane fuel systems and containers on motor vehicles.

### 1.5 Plumbing

- ☐ All parts of the current:
  - ☐ National Plumbing Code of Canada (NPC), and
  - ☐ Alberta Private Sewage Systems Standard of Practice.





## 2.0 Quality Management Plan Administration

~~(Insert name of Municipality here)~~Town of Strathmore

### 2.1 Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation of the Municipality's accreditation.

#### 2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

#### 2.1.2 Contracted Accredited Agency

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

#### 2.1.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the Council on matters that relate to the administration of the QMP and the monitoring and oversight of its

accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

## **2.2 Personnel**

The Municipality will employ, retain, or otherwise engage:

- ☐ SCOs who are appropriately certified and designated to carry out the provisions of the QMP; and
- ☐ persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

### **2.2.1 Appointment of a QMP Manager**

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

### **2.2.2 SCO Authority**

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- ☐ provide safety codes consultation;
- ☐ review plans issue permits;
- ☐ carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- ☐ issue reports and correspondence;
- ☐ accept a Verification of Compliance;
- ☐ review alternative solution proposals;
- ☐ issue variances;
- ☐ issue orders;
- ☐ engage in enforcement action;
- ☐ conduct investigations;
- ☐ require professional engagement; and
- ☐ re-inspect.

### **2.2.3 Declaration of Status**

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

### **2.2.4 Registry of SCO and Permit Issuers**

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality

will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

### **2.2.5 Training and Professional Development**

#### **a. SCOs**

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- ☐ the Act;
- ☐ regulations under the Act;
- ☐ codes and standards mandated by the Act;
- ☐ procedures under the Act;
- ☐ Council policies and directives;
- ☐ directives from an Administrator;
- ☐ assigned duties; and
- ☐ professional development.

#### **b. Permit Issuers**

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- ☐ the Act;
- ☐ regulations under the Act;
- ☐ their responsibilities as a permit issuer; and
- ☐ the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

#### **c. Other Personnel**

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- ☐ the Act;
- ☐ regulations under the Act;
- ☐ their responsibilities in administering the Municipality's accreditation; and
- ☐ the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

## **2.3 QMP Access**

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipality will:

- ☐ maintain a list of the individuals that have been provided with a copy of its QMP;
- ☐ annually review and update this list to ensure it remains current; and
- ☐ distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

## **2.4 Training on the Contents of this QMP**

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

## **2.5 Freedom of Information and Confidentiality**

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

## **2.6 Records**

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- ☐ permit applications and permits;
- ☐ plans, specifications, and other related documents;
- ☐ new home warranty verification as applicable;
- ☐ licensed residential builder verification as applicable;
- ☐ plans review reports;
- ☐ requests for inspections and services;
- ☐ inspection reports;
- ☐ investigation reports including supporting documentation;
- ☐ Verifications of Compliance (VOC);
- ☐ variances including application and supporting documentation;
- ☐ orders;
- ☐ Permit Services Reports (PSRs);
- ☐ related correspondence;
- ☐ a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- ☐ any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- ☐ for a period no less than three (3) years;
- ☐ for a period prescribed by Council policy; or
- ☐ in accordance with Municipality's records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

## **2.7 Council Levy**

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

## **2.8 Permit Information and Permissions**

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

## **2.9 QMP Amendments and Revisions**

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

## **2.10 Annual Internal Review**

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31<sup>st</sup>.



### **2.11 Cancellation of Accreditation**

The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

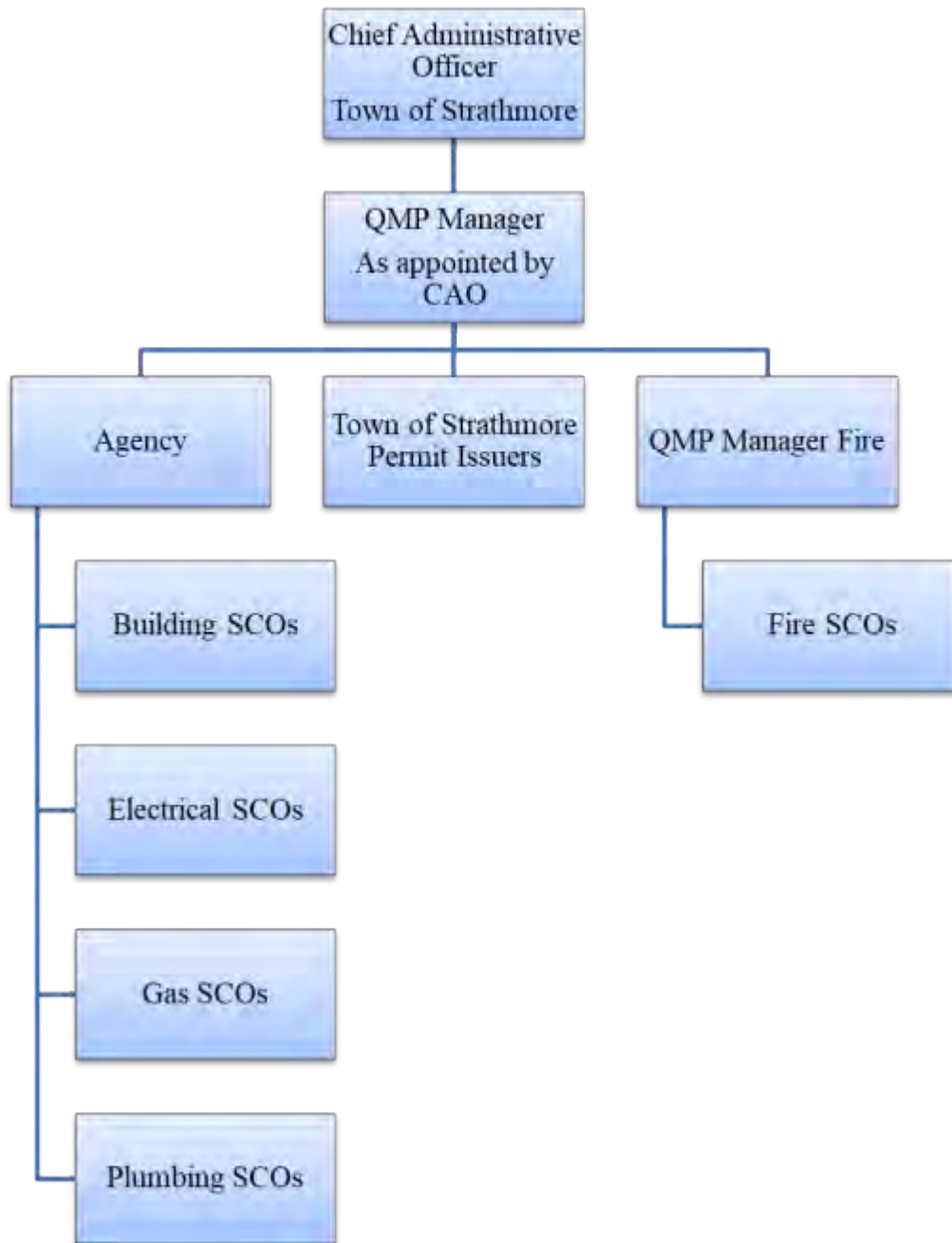
The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

**Note:**

- Add or delete position boxes as required.
- Insert organization's own org chart if more appropriate and easier.
- Please remove this red box before submitting this back to the Council

## 2.12 Organizational Chart



The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMP

### 2.13 Municipal Agreement – New Accreditation

Use this signature page if the QMP is part of a new Municipal accreditation or a Scope change application. Delete otherwise.

In accordance with Municipal Council Resolution #\_\_\_\_\_ of the ~~(insert name of Municipality)~~ Town of Strathmore hereby provides agreement and signature to this QMP.

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.

\_\_\_\_\_  
**Signature – Chief Administrative Officer**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Signature Chief Elected Official**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Phone Number**

### 2.14 QMP Manager Information

\_\_\_\_\_  
**QMP Manager Name**

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Phone Number**

### 2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

### 2.13 Municipal Agreement – Update or Scope Change

Use this signature page if the QMP is part of an Update Accreditation application.  
Delete otherwise.

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.

---

**Signature of Municipal Employee Duly Authorized  
to Enter Into this Agreement**

---

**Date**

---

**Name**

---

**Job Title**

---

**Phone Number**

---

**Email Address**

### 2.14 QMP Manager Information

---

**QMP Manager Name**

---

**Job Title**

---

**Mailing Address**

---

**Phone Number**

---

**Email Address**

### 2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

## Schedule B - Operational Requirements

## 3.0 Operational Requirements

### 3.1 Definitions

The following definitions apply.

#### 3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

#### 3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

#### 3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

#### 3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

### 3.2 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- ▣ code advice:
  - construction;
  - building upgrade programs;
  - development and implementation of fire safety plans; and
  - storage of dangerous goods.
- ▣ plans examinations:
  - new construction;
  - building upgrade programs;
  - residential secondary suites; and
  - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- ▣ permit/permission issuance:
  - construction;
  - renovations, alterations, reconstruction, demolition, additions, or other changes;
  - occupancy permit;
  - occupancy load certificates;
  - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and
  - storage, purchase, or discharge of fireworks.



- ☐ compliance inspections of work and occupancy:
  - construction;
  - renovations, alterations, reconstruction, additions;
  - occupancy loads and changes in occupancy;
  - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
  - follow-up inspections of deficiencies and unsafe conditions;
  - post-occupancy of facilities identified; and
  - special or other activities addressed in the codes or at the discretion of the SCO.
- ☐ alternative solution proposals, and variances;
- ☐ Verification of Compliance;
- ☐ collection and remittance of Council levies;
- ☐ issuance of Permit Services Reports;
- ☐ investigations; and
- ☐ maintenance of files and records.

### **3.3 Interdisciplinary Technical Coordination**

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- ☐ inspections;
- ☐ subdivision applications;
- ☐ development permits;
- ☐ plans reviews;
- ☐ occupancy permits;
- ☐ occupancy load certificates;
- ☐ investigations;
- ☐ enforcement;
- ☐ closure of files; and
- ☐ areas of mutual interest.

### **3.4 Orders**

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- ☐ Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- ☐ Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with have failed.
- ☐ Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.

- ☐ On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- ☐ Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- ☐ Monitor the Order for compliance.
- ☐ Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

### 3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- ☐ any thing, process or activity to which the Act applies; or
- ☐ a fire hazard, or
- ☐ risk of explosion.

### 3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- ☐ removes or relaxes an existing code, standard, or rule; and
- ☐ is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- ☐ be made in writing;
- ☐ be signed by the owner or the owner's representative; and
- ☐ include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an issued variance will be provided, within ten (10) days of issuance, to the:

- ☐ owner;
- ☐ contractor, if applicable;
- ☐ the Council; and
- ☐ the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

### **3.7 Permit Administration**

#### **3.7.1 Permit Applications**

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- ☐ State the use or proposed use of the premises.
- ☐ Clearly set forth the address or location at or in which the undertaking will take place.
- ☐ The owner's name and contact information.
- ☐ Any further information as required to enable the permit issuer to determine the permit fee.
- ☐ Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- ☐ The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- ☐ For a permit for the building discipline:
  - state the type of occupancy;
  - set out the prevailing market value of the undertaking; and
  - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- ☐ Include a method of payment of fees acceptable to the permit issuer.
- ☐ Include any further information that the permit issuer considers necessary, including the provision of:
  - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
  - copies of plans and specifications for the proposed undertaking; and
  - documentation required to verify information provided by the applicant.
- ☐ A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
  - the purpose for which the information is collected;
  - the specific legal authority for the collection; and
  - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

#### **3.7.2 Permit Information**

Permits will include the following information:

- ☐ a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking;
- ☐ the date on which the permit is issued;

- ☐ the name of the owner, and/or the person to whom the permit has been issued;
- ☐ where the undertaking is to take place;
- ☐ a description of the undertaking or portion of the undertaking governed by the permit; and
- ☐ any other information that the SCO and/or permit issuer considers necessary.

### **3.7.3 Terms and Conditions of Permit**

A permit may contain terms and conditions that include, but are not limited to:

- ☐ Requiring:
  - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
  - an identification number or label to be affixed to the undertaking; and
  - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- ☐ Setting:
  - the date on which the permit expires;
  - a condition that causes the permit to expire;
  - the period of time that the undertaking may be occupied, used or operated;
  - the scope of the undertaking being permitted;
  - the location or locations of the undertaking being permitted;
  - the qualifications of the person responsible for the undertaking and/or doing the work;

### **3.7.4 Annual Permits**

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations. or additions on the premises under the following conditions:

- ☐ a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- ☐ the owner or operator does not effect major alternations or additions to the premise; and
- ☐ the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

### **3.7.5 Permit Expiry**

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- ☐ notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- ☐ close the permit by recording the reason and date for the expiration within the permit file; and
- ☐ maintain the permit file according to its records management system.

### 3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

### 3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- ☐ Used to complete and close a permit file.
- ☐ Issued within 30 days of completing the compliance monitoring services required in this QMP.
  - Completion of compliance monitoring services means:
    - after completion of the final required inspection;
    - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
    - compliance with the no-entry policy regarding the final required inspection.
- ☐ Issued to the owner.
  - Owner, in order of preference, means the owner of the project at the time the:
    - permit was purchased,
    - compliance monitoring services were provided, or
    - PSR was issued.

The Municipality or an SCO may:

- ☐ reactivate a permit file at any time, and
- ☐ inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

### 3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- ☐ serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- ☐ advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- ☐ place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

## 3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C–Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality’s accreditation will:

- ☐ be conducted:
  - by a certified and designated SCO;
  - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
  - within 5 working days of the requested inspection date;
- ☐ determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- ☐ address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

### 3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- ☐ name, signature, and designation number of the SCO conducting the inspection;
- ☐ permit number, and the Municipality file number if applicable;
- ☐ construction discipline associated with the work being inspected;
- ☐ name of the Municipality;
- ☐ owner name, address, phone number, and email if applicable;
- ☐ contractor name, address, phone number and email if applicable;
- ☐ address of the site inspected;
- ☐ date of the inspection;
- ☐ the stage(s) of work being inspected;
- ☐ a description of the applicable work in place at the time of inspection;
- ☐ all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- ☐ all outstanding deficiencies from all previous inspection reports, and plan reviews;
- ☐ all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- ☐ documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- ☐ all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

### 3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by



documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

### 3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- ☐ as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- ☐ in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

- ☐ identification of the document as a VOC;
- ☐ address of the location where the VOC is being applied;
- ☐ permit number and discipline;
- ☐ name and title of the person who provided the VOC;
- ☐ detail on how the VOC was provided;
  - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- ☐ date the VOC was accepted by the SCO; and
- ☐ signature and designation number of the SCO.

### 3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- ☐ prevent death or injury;
- ☐ protect property or evidence;
- ☐ restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

## Schedule C -Technical Discipline Service Delivery Standards

---

## 4.0 Technical Discipline Service Delivery Standards

### 4.1 Building

#### 4.1.1 Building Permits

The Municipality will, prior to permit issuance:

- ☐ obtain construction documents including plans and specifications as outlined in the current *National Building Code – Alberta Edition*;
- ☐ obtain any letters or schedules required to be provided by the current *National Building Code – Alberta Edition*;
- ☐ conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues;
- ☐ review applicable information on land conditions (e.g. substrata, soil conditions, water table, and etc.);
- ☐ obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the current *National Building Code – Alberta Edition*;
- ☐ obtain New Home Warranty verification where applicable; and
- ☐ obtain a hot works permit, where applicable.

#### 4.1.2 Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- ☐ complete a review of the construction documents in accordance with the requirements of the current *National Building Code – Alberta Edition*;
- ☐ prepare a Plans Review Report;
- ☐ provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and, if requested, to the owner, project consultant, architect, or consulting engineers; and
- ☐ provide one set of the examined construction documents to the permit applicant for retention and review at the project site and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration, or demolition operations, obtain a fire safety plan for the project site in writing.

#### 4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

- ☐ collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and
- ☐ collect and maintain on file all schedules and letters of compliance required in accordance with the current *National Building Code – Alberta Edition* when registered professional architect or engineer involvement is required for the work covered under a permit.

#### 4.1.4 Building Site-Inspections

A building SCO will conduct site inspections at the stages indicated in the following tables:

**Table 1. Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement**

Type of Project	Type of Building and Major Occupancy	Minimum Inspections	Inspection Stage
Demolition	All	1	<ul style="list-style-type: none"> <li>at any stage within one (1) year from permit issuance</li> </ul>
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of <b>less than</b> \$50,000	All	1	<ul style="list-style-type: none"> <li>at any stage</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>within one (1) year from permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, with a value of work of <b>over</b> \$50,000	Single and Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> <li>complete foundation prior to backfill</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>building envelop including insulation and vapour barrier prior to drywall</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>final inspection, including HVAC completion within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work of <b>over</b> \$50,000	Multi-family Residential, Townhouses, and Small Apartments (Group C)	3	<ul style="list-style-type: none"> <li>complete foundation prior to backfill</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>building envelop including insulation and vapour barrier prior to drywall</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work <b>over</b> \$50,000)	Business, Personal Services, Mercantile, Medical, and Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> <li>complete foundation prior to backfill</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>building envelop and HVAC rough-in</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>framing, structure, and building envelop prior to insulation and vapour barrier</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>final inspection, including HVAC completion within two (2) years of permit issuance</li> </ul>

**Table 2. Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement**

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within one (1) year of permit issuance</li> </ul>
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of <b>less than \$50,000</b>	All	1	<ul style="list-style-type: none"> <li>○ at any stage</li> <li><b>OR</b></li> <li>○ within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work <b>over \$50,000 and less than \$200,000</b>	All	2	<ul style="list-style-type: none"> <li>○ *foundation</li> <li><b>OR</b></li> <li>○ *framing, structure</li> <li><b>OR</b></li> <li>○ *HVAC rough-in</li> <li><b>OR</b></li> <li>○ *fire suppression systems</li> <li><b>OR</b></li> <li>○ *fire alarm system</li> <li><b>OR</b></li> <li>○ *HVAC completion</li> <li><b>OR</b></li> <li>○ *interior partitioning</li> <li><b>OR</b></li> <li>○ Medical Gas rough-in</li> <li><b>AND</b></li> <li>○ *final inspection within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> <li>○ *foundation</li> <li><b>OR</b></li> <li>○ *framing, structure</li> <li><b>OR</b></li> <li>○ *HVAC rough-in</li> <li><b>OR</b></li> <li>○ *fire suppression systems</li> <li><b>OR</b></li> <li>○ *fire alarm system</li> <li><b>OR</b></li> <li>○ *HVAC completion</li> <li><b>OR</b></li> <li>○ *interior partitioning</li> <li><b>OR</b></li> <li>○ Medical Gas rough-in</li> <li><b>AND</b></li> <li>○ *final inspection within two (2) years of permit issuance</li> </ul>

\* **NOTE:** Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.



**Table 3. Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement**

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> <li>at any stage within one (1) year of permit issuance</li> </ul>
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> <li>at any stage</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> <li>interim inspection at approximately the mid-term of the work</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>final inspection within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> <li>*foundation</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>*framing, structure</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>*HVAC rough-in</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>*fire suppression systems</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>*fire alarm system</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>*HVAC completion</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Interior Partitioning</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Medical Gas rough-in</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>*final inspection within two (2) years of permit issuance</li> </ul>

\* **NOTE:** Any of these site inspections may be combined, when it is reasonable to do so and if site conditions permit.

#### 4.1.5 Miscellaneous Building Site Inspections

In addition to the three tables above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

- Accessory Buildings**, including detached garages, or sheds, will be inspected within 180 days of permit issuance.
- Single Family Manufactured Home, Ready-to-Move; or Mobile Home:
  - single family dwellings - manufactured, ready-to move or mobile home siting onto piles, blocks or existing foundation or crawlspace, at least one inspection within 180 days of permit issuance.

- b. single family dwellings – manufactured, ready-to-move or mobile home siting onto new foundation or crawlspace, at least two inspections, foundation and final within 180 days of permit issuance.
- 3. **Site Inspection of Part 10 buildings (Industrial Relocatable)** will consist of at least one on-site inspection within 90 days of final set-up stage.
- 4. **Site Inspection of Solid or Liquid Fuelled Heating Appliances** (under separate Permit) will consist of at least one (1) on-site inspection within 180 days of permit issuance.
- 5. **Site Inspection of Mechanical, Heating, or Ventilation Systems** (under separate permit) will consist of at least one (1) on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.
- 6. **Non-Flammable Medical Gas Piping Systems** will, at the discretion of SCO, consist of one (1) inspection, or acceptance of Verification of Compliance, within 180 days of permit issuance.
- 7. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
- 8. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

## 4.2 Electrical

### 4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

### 4.2.2 Construction Document Review

An SCO or permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents, including plans and specifications, describing the work for any proposed electrical installation.

### 4.2.3 Electrical Installation Site-Inspections

An electrical SCO will conduct site inspections at the stages indicated in the following table:

Type of Project	Minimum Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work <b>over</b> \$10,000	2	<ul style="list-style-type: none"> <li>rough-in inspection prior to cover-up</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>mid-term</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work <b>less than</b> \$10,000	1	<ul style="list-style-type: none"> <li>rough-in inspection, or final inspection, within one (1) year of permit issuance</li> </ul>
Single Family Residential or Farm Buildings with value of work <b>over</b> \$2,500	2	<ul style="list-style-type: none"> <li>completed rough-in inspection prior to cover-up</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings with value of work <b>less than</b> \$2,500	1	<ul style="list-style-type: none"> <li>final inspection, within one (1) year of permit issuance</li> </ul>
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-Jacks, and Temporary Services	1	<ul style="list-style-type: none"> <li>rough-in inspection prior to cover-up</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing</li> </ul>
Manufactured, ready-to-move, or mobile home, connection only	1	<ul style="list-style-type: none"> <li>final inspection within 180 days of permit issuance</li> </ul>
Annual Permit for minor alterations, additions conducted on one site	2	<ul style="list-style-type: none"> <li>mid- term inspection</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>final inspection, within one (1) year of permit issuance</li> </ul>

#### 4.2.4 Miscellaneous Electrical Inspections

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

### 4.3 Electrical Utility

Where applicable, the Municipality will act in accordance with the *Alberta Electrical Utility Code* for the installation and maintenance of electrical utility systems.

#### 4.3.1 Construction Document Review

Prior to construction, an SCO will review design documents and construction drawings applicable to the new installation of utility systems.

Standard designs for construction will be required to be reviewed on an ongoing basis to ensure that compliance is continually being achieved with applicable electrical system designs and regulation for the new installation of utility systems.

A plans review would not normally apply for work done in accordance with existing drawings, standards, and design. A plans review may be waived, at the discretion of the SCO, for minor alteration or renovation of utility systems.

An SCO may review design drawings that are not based on a standard design previously approved to ensure that compliance with applicable codes and standards are being achieved.

Maintenance of Utility Systems includes, but is not limited to, poles, substations and overhead and underground systems.

#### 4.3.2 Electrical Utility System Site Inspections

A Group B Electrical SCO will conduct site inspections, in accordance with the following table:

Distribution (Dollar values based on project cost)	Minimum percentage of completed projects to be inspected
Less than \$75K	30%
Greater than \$75K, less than \$500K	50%
Greater than \$500K	100%
<b>Transmission and Substations</b>	
Less than \$200K	50%
Greater than \$200K	100%

For construction that is based on a custom design, not repetitive in nature and not based on standard designs, and that has been signed by a Professional Engineer, the frequency of inspections shall be 30%.

The installations selected for site inspection will be selected at the discretion of the SCO. The SCO will consider the following elements when selecting installations for site inspections:

- ☐ urban versus rural construction;
- ☐ customer type, i.e. industrial, commercial, farm, residential;
- ☐ system upgrades;
- ☐ geographic location and terrain, i.e. service area, forest, prairie;
- ☐ construction crews involved; and
- ☐ facility risks.

The purpose for considering these elements is to provide for a thorough sample of the annual construction projects completed by the municipality.

## 4.4 Fire

### 4.4.1 Fire Permits and Permissions

The Municipality will issue permits/permissions and occupant load certificates.

### 4.4.2 Fire Inspections

The Municipality must choose from the following methods of assessment when determining the inspection frequency for the Fire Discipline.

- Method 1 identifies an inspection frequency schedule that is determined on extensive risk assessments of the buildings and occupancy classifications.
- Method 2 is an inspection frequency level without the consideration of associated risk.

Delete the Method not chosen. Delete this text box when submitting the draft QMP.

#### **Method 1 – Delete this section if not chosen**

A Fire SCO will conduct on-site inspections in accordance with the following risk assessment methodology.

The Municipality must conduct a formal risk assessment as associated with the use and occupancy classification established in the current *National Building Code – Alberta Edition*.

The following information is provided as guideline for this process.

#### **a. Administrative Service Assessment (Risk Assessment)**

The first step in Method 1 is to conduct a risk analysis. Risk is a measure of the likelihood of a hazard doing harm and how much harm the hazard could do. Consider risk an estimate of the probability of a hazard being present.

Understanding how to reduce or eliminate hazards associated with different building occupancies will lower risks to occupants. These actions are an important part of risk reduction.

Conducting an initial fire safety inspection can give the SCO an understanding of the condition of the occupancy. Using a formula, the SCO can evaluate the risk numerically and decide on an inspection frequency.

Basic steps to an inspection risk analysis include the following:

- identify the issue by conducting a benchmark inspection (i.e. use property records for assistance);
- address risks and benefits (i.e., probability verses consequences);
- identify and analyze options (i.e., identify inspection program);
- select strategy (i.e., frequency of inspections);
- implement strategy (i.e., commence inspection program); and
- evaluate strategy (i.e., review code infractions, and evaluate against previous inspections).



Risk analysis addresses:

- what is the likelihood of harm;
- what is the potential harm; and
- what is the potential consequence of an event to people and/or property.

**b. Risk Identification**

The following model for risk assessment rates each building as a low, medium, high, or maximum risk.

<div>HIGH PROBABILITY LOW CONSEQUENCE (MODERATE RISK) 2</div>	<div>HIGH PROBABILITY HIGH CONSEQUENCE (MAXIMUM RISK) 4</div>
<div>LOW PROBABILITY LOW CONSEQUENCE (LOW RISK) 1</div>	<div>LOW PROBABILITY HIGH CONSEQUENCE (HIGH RISK) 3</div>

**c. Risk Definitions:**

- 1. Probability:** The likelihood an event will occur within a given period of time. An event that occurs daily is highly probable. An event that occurs only once in a century is very unlikely. Probability, then, is an estimate of how often an event will occur.
- 2. Consequences:** There are two components: life safety (lives of occupants affected by fire) and economic impact (loss of irreplaceable assets and likelihood of economic recovery).

This process establishes a numerical value of one (1) to four (4) for each individual structure or occupancy. A one (1) rating is low probability with low consequence. A two (2) rating is high probability with low consequence. A three (3) rating is low probability with high consequence. A four (4) rating is high probability with high consequence.

The inspection frequency for occupancies that fall into category R1 and R2 will be inspected on a request, complaint, or at the discretion of the SCO. Occupancies with a R3 category will be inspected every two (2) years. Occupancies in the R4 category will be inspected annually.

Accredited organizations can set their own frequency schedules based on risk tolerance within their communities. Please note the example table below.

a. **Example Inspection Frequency Table:**

Project	Occupancy	Risk rating	Inspection frequency
Compliance inspections	A1	R4	Once every 12 months
	A2	R4	Once every 12 months
	B2	R4	Once every 12 months
	B3	R3	Once every 24 months
	C. 5-12 family	R3	Once every 24 months
	C. 25 family or more	R4	Once every 12 months
	D	R2	Request or complaint
	D High rise	R4	Once every 12 months
	F1	R4	Once every 12 months
	F3	R2	Request or complaint
Storage Tank Systems		R4	Once every 12 months

**Method 2 –Delete this section if not chosen. The table is customizable to the municipality’s accreditation**

A fire SCO will conduct on-site inspections in accordance with the following inspection frequency.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
New construction	Storage Tank Systems for Flammable and Combustible Liquids	<ul style="list-style-type: none"> <li>○ one (1) site inspection of all work or acceptance of Verification of Compliance</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>○ one (1) final inspection within 365 days of permit issuance</li> </ul>
Alteration, addition, renovation, reconstruction, or removal	Storage Tank Systems for Flammable and Combustible Liquids	<ul style="list-style-type: none"> <li>○ one (1) site inspection or acceptance of Verification of Compliance within 365 days of permit issuance</li> </ul>
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	<ul style="list-style-type: none"> <li>○ one (1) site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance.</li> <li>○ one (1) post demolition inspection to be conducted</li> </ul>
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> <li>○ Once per event</li> </ul>
<b>Pick one of the five inspection frequency options in relation to the use and occupancy classifications in the current <i>National Building Code – Alberta Edition</i>. Delete this row when submitting the draft QMP.</b>		
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> <li>⊖ On request or complaint</li> <li>⊖ Once every month</li> <li>⊖ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> <li>⊖ On request or complaint</li> <li>⊖ Once every month</li> <li>⊖ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> <li>⊖ On request or complaint</li> <li>⊖ Once every month</li> <li>⊖ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group B, Division 1 Detention	<ul style="list-style-type: none"> <li>⊖ On request or complaint</li> <li>⊖ Once every month</li> <li>⊖ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group B, Division 2 Treatment	<ul style="list-style-type: none"> <li>⊖ On request or complaint</li> <li>⊖ Once every month</li> <li>⊖ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group B, Division 3 Care	<ul style="list-style-type: none"> <li>⊖ On request or complaint</li> <li>⊖ Once every month</li> <li>⊖ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group C Residential – 1 to 5 family	<ul style="list-style-type: none"> <li>○ On request or complaint</li> <li>⊖ Once every month</li> <li>⊖ Once every 6 months</li> <li>⊖ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group C Residential – 5 to 12 family	<ul style="list-style-type: none"> <li>⊖ On request or complaint</li> <li>⊖ Once every month</li> <li>⊖ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group C Residential – 12 to 25 family	<ul style="list-style-type: none"> <li>⊖ On request or complaint</li> <li>⊖ Once every month</li> <li>⊖ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group C Residential – 25 and more family	<ul style="list-style-type: none"> <li>⊖ On request or complaint</li> <li>⊖ Once every month</li> <li>⊖ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group D	<ul style="list-style-type: none"> <li>⊖ On request or complaint</li> <li>⊖ Once every month</li> <li>⊖ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group E	<ul style="list-style-type: none"> <li>⊖ On request or complaint</li> <li>⊖ Once every month</li> <li>⊖ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group F, Division 1	<ul style="list-style-type: none"> <li>⊖ On request or complaint</li> <li>⊖ Once every month</li> <li>⊖ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group F, Division 2	<ul style="list-style-type: none"> <li>⊖ On request or complaint</li> <li>⊖ Once every month</li> <li>⊖ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group F, Division 3	<ul style="list-style-type: none"> <li>⊖ On request or complaint</li> <li>⊖ Once every month</li> <li>⊖ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
Storage Tank Systems		<ul style="list-style-type: none"> <li>⊖ On request or complaint</li> <li>⊖ Once every month</li> <li>⊖ Once every 6 months</li> <li>⊖ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>

**\*Note:** May be by occupancy or individual unit. Where indicated one (1) inspection frequency must be chosen.

#### 4.4.3 Inspection Frequency Definitions:

1. **On request or complaint** - the process as defined by municipal operational policy.
2. **Once every month** - a specific day is set that shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.
3. **Once every 6 months** - a specific day is set that shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.

4. **Once every 12 months** - a specific day is set that will apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.
5. **Once every 24 months** - a specific day is set that shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

#### **4.4.4 Storage Tank Systems for Flammable and Combustible Liquids**

**(Include only if the municipality has responsibility for Part 4 of the current National Fire Code—Alberta Edition)**

The Municipality will:

- obtain two complete sets of construction documents signed and sealed by a professional engineer as outlined in the current *National Fire Code—Alberta Edition*.

A fire SCO will:

- complete a review of the construction documents to assess compliance with the requirements of the current *National Fire Code—Alberta Edition*;
- initial all pages of the construction documents;
- date stamp and sign the documents;
- complete a Plans Review Report;
- provide the Plans Review Report to the owner, contractor, and municipality's file, and if requested, to the project consultant or consulting engineer;
- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set for the municipalities file; and
- Complete a PSR and submit to the permit holder.

#### **4.4.5 Hot Works**

**(Optional—at the discretion of the municipality)**

Hot works will be addressed through the issuance of a hot works permit by the Municipality, or in the Construction Fire Safety Plan. Hot works information will include the location, type of work to be undertaken, mitigation to risk that will be undertaken, and any other information the SCO may require.

#### **4.4.4 Construction Fire Safety Plans (including demolition)**

An accepted Fire Safety Plan will be in place for each permitted construction or demolition undertaking.

The Municipality will review:

- ☐ construction and demolition plans for fire safety; and
- ☐ risk to occupied residential buildings.

A Fire Safety Plan will include:

- ☐ the responsibility of workers;
- ☐ emergency procedures;
- ☐ control of hazards;
- ☐ maintenance of firefighting measures; and

- ☐ the acceptance of the Fire SCO having jurisdiction.

The accepted Fire Safety Plan will be posted in a visible location on the work site.

#### **4.4.5 Fire Investigations**

Investigations will be conducted by a Fire SCO to determine the cause, circumstance, and origin of every fire in which:

- ☐ a person dies or suffers injury that requires professional medical attention; or
- ☐ property is damaged or destroyed.

The results of each investigation will be reported to the Fire Commissioner in accordance with the *Administrative Items Regulation (A.R.16/2004)*. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Fire Commissioner's Office.

A fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation, including representatives from the Fire Commissioner's Office.

Fire Investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

- ☐ dispatch or run sheets;
- ☐ fire incident field notes;
- ☐ casualty field notes (if applicable);
- ☐ wildfire notes (if applicable);
- ☐ evidence form;
- ☐ vehicle fire field notes (if applicable);
- ☐ photographs and a photograph log;
- ☐ structure fire notes;
- ☐ firefighter statements;
- ☐ witness statements; and
- ☐ consent to search (if applicable)

Fire Investigations will include the following information:

- ☐ file number;
- ☐ location of fire;
- ☐ date of fire;
- ☐ date of investigation;
- ☐ building/property use;
- ☐ cause of fire;
- ☐ origin of fire;
- ☐ value of loss;
- ☐ name and designation number of SCO conducting the investigation;
- ☐ comments; and
- ☐ date of completion/sign off.



#### **4.4.6 Fire Prevention Programs**

Fire Prevention Programs will include, but are not limited to public awareness and consultative services orientated to assisting one or more of individuals, business, and industry in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more of the following educational programs annually:

- ☐ school curriculum;
- ☐ seniors programs;
- ☐ community education; and
- ☐ other programs such as, but not limited to:
  - Risk Watch (an injury prevention program);
  - Getting to Know Fire (fire educator lesson plans);
  - Seniors Fire Safety Programs;
  - Juvenile Firesetter Intervention Program;
  - Fire Smart; and
  - Shelter-in-Place.

## 4.5 Gas

### 4.5.1 Gas Permits

The Municipality will issue Gas Permits.

### 4.5.2 Construction Document Review

An SCO or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

### 4.5.3 Gas Installation Site-Inspections

A gas SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none"><li>rough-in</li></ul> <b>AND</b> <ul style="list-style-type: none"><li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li></ul>
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none"><li>rough-in</li></ul> <b>AND</b> <ul style="list-style-type: none"><li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li></ul>
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"><li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li></ul>
Temporary Heat Installations, under separate permit, or temporary services	1	<ul style="list-style-type: none"><li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li></ul>
Connection of manufactured, ready-to-move or mobile home or propane tank set over 454 liters	1	<ul style="list-style-type: none"><li>final inspection within 180 days of permit issuance</li></ul>
Annual Permit	2	<ul style="list-style-type: none"><li>mid-term inspection</li></ul> <b>AND</b> <ul style="list-style-type: none"><li>final inspection at substantial completion of work described on the permit within one (1) year of permit issuance</li></ul>

### 4.5.4 Miscellaneous Gas Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.

2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

## 4.6 Plumbing

### 4.6.1 Plumbing Permits

The Municipality will issue Plumbing permits.

### 4.6.2 Construction Document Review

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

### 4.6.3 Plumbing Installation Site-Inspections

A plumbing SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential with <b>more than 5</b> fixtures	2	<ul style="list-style-type: none"> <li>rough-in below grade prior to covering <b>AND/OR</b></li> <li>rough-in above grade prior to covering <b>AND/OR</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential with 5 fixtures <b>or less</b>	1	<ul style="list-style-type: none"> <li>rough-in below grade prior to covering <b>OR</b></li> <li>rough-in above grade prior to covering <b>OR</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings new construction or alteration, addition, or renovation with <b>more than 5</b> fixtures	2	<ul style="list-style-type: none"> <li>completed rough-in below grade <b>AND/OR</b></li> <li>completed rough-in above grade prior to covering within 180 days of permit issuance <b>AND/OR</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Building alteration, addition, or renovation with 5 fixtures <b>or less</b>	1	<ul style="list-style-type: none"> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Manufactured, ready-to-move, or mobile home not on foundation, connection only	1	<ul style="list-style-type: none"> <li>final inspection within 180 days of permit issuance</li> </ul>
Annual Permit	2	<ul style="list-style-type: none"> <li>mid-term inspection <b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within one (1) year of permit issuance</li> </ul>
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> <li>one (1) site inspection prior to covering.</li> </ul>

#### **4.6.4 Permits for Private Sewage Disposal Systems**

The Municipality will issue permits for Private Sewage Disposal System installations.

The Municipality will, prior to permit issuance, require the permit applicant to provide all relevant installation details including:

- ☐ a site plan;
- ☐ the expected volume of sewage per day;
- ☐ the criteria used to determine the expected volume of sewage per day;
- ☐ description and details of all sewage system treatment and effluent disposal component(s); and
- ☐ details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

#### **4.6.5 Private Sewage Disposal System Site Inspections**

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

#### **4.6.6 Miscellaneous Plumbing Inspections**

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

- 1. Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.
- 2. Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

3.

**5.0 QMP Template Version History (Delete from draft version submitted)**

Date	Version	Notes
January 2020	1.0	Template approved and implemented.
August 2022	1.1	Changes to Organization chart
August 2024	1.2	Removed specific reference of code book and replaced with current for scope of accreditation.



# **Town of Strathmore**

## **Quality Management Plan**



**QMP Version: August 2024 v1.2**

# **Town of Strathmore**

## **Quality Management Plan**

This Quality Management Plan has been accepted  
by the Administrator of Accreditation.

---

**Administrator of Accreditation**

---

**Date**



# Table of Contents

## Schedule A - Scope and Administration .....Error! Bookmark not defined.

<b>1.0 Scope of Accreditation.....</b>	<b>6</b>
1.1 Building.....	6
1.2 Electrical.....	6
1.3 Fire.....	6
1.4 Gas.....	6
1.5 Plumbing .....	7
<b>2.0 Quality Management Plan Administration .....</b>	<b>8</b>
2.1 Overall Administration .....	8
2.1.1 Delivery of Safety Codes Services .....	8
2.1.2 Contracted Accredited Agency.....	8
2.1.3 Monitoring and Oversight.....	8
2.2 Personnel.....	9
2.2.1 Appointment of a QMP Manager.....	9
2.2.2 SCO Authority.....	9
2.2.3 Declaration of Status.....	10
2.2.4 Registry of SCO and Permit Issuers .....	10
2.2.5 Training and Professional Development .....	10
2.3 QMP Access.....	11
2.4 Training on the Contents of this QMP.....	11
2.5 Freedom of Information and Confidentiality .....	11
2.6 Records.....	11
2.7 Council Levy.....	12
2.8 Permit Information and Permissions.....	12
2.9 QMP Amendments and Revisions .....	12
2.10 Annual Internal Review .....	13
2.11 Cancellation of Accreditation .....	14
2.12 Organizational Chart .....	15
2.13 Municipal Agreement – New Accreditation .....	16
2.14 QMP Manager Information .....	16
2.15 Notices.....	16
2.13 Municipal Agreement – Update or Scope Change .....	17
2.14 QMP Manager Information .....	17
2.15 Notices.....	17

## Schedule B - Operational Requirements .....18

<b>3.0 Operational Requirements.....</b>	<b>19</b>
3.1 Definitions .....	19
3.1.1 Deficiency.....	19
3.1.2 Unsafe Condition.....	19
3.1.3 Final Inspection .....	19
3.1.4 Imminent Serious Danger.....	19

3.2	Scope of Services.....	19
3.3	Interdisciplinary Technical Coordination.....	20
3.4	Orders.....	21
3.5	Emergency Situations.....	21
3.6	Alternative Solution Proposals and Variances.....	21
3.7	Permit Administration.....	22
3.7.1	Permit Applications.....	22
3.7.2	Permit Information.....	23
3.7.3	Terms and Conditions of Permit.....	23
3.7.4	Annual Permits.....	24
3.7.5	Permit Expiry.....	24
3.7.6	Permit Extension.....	24
3.7.7	Permit Services Report.....	24
3.7.8	Permit Refusal, Suspension, or Cancellation.....	25
3.8	Site Inspections.....	25
3.9	Site Inspection Reports.....	26
3.10	No-Entry Policy.....	26
3.11	Verification of Compliance (VOC).....	27
3.12	Investigation and Reporting of an Unsafe Condition, Accident, or Fire.....	27
<b>Schedule C -Technical Discipline Service Delivery Standards .....</b>		<b>29</b>
<b>4.0</b>	<b>Technical Discipline Service Delivery Standards .....</b>	<b>30</b>
4.1	Building.....	30
4.1.1	Building Permits.....	30
4.1.2	Construction Document Review.....	30
4.1.3	Compliance Monitoring on Projects Requiring Professional Involvement.....	30
4.1.4	Building Site-Inspections.....	31
4.1.5	Miscellaneous Building Site Inspections.....	34
4.2	Electrical.....	36
4.2.1	Electrical Permits.....	36
4.2.2	Construction Document Review.....	36
4.2.3	Electrical Installation Site-Inspections.....	36
4.2.4	Miscellaneous Electrical Inspections.....	37
4.3	Electrical Utility.....	38
4.3.1	Construction Document Review.....	38
4.3.2	Electrical Utility System Site Inspections.....	38
4.4	Fire.....	39
4.4.1	Fire Permits and Permissions.....	39
4.4.2	Fire Inspections.....	39
4.4.3	Inspection Frequency Definitions:.....	41
4.4.4	Storage Tank Systems for Flammable and Combustible Liquids.....	<b>Error! Bookmark not defined.</b>
4.4.5	Hot Works.....	<b>Error! Bookmark not defined.</b>
4.4.6	Construction Fire Safety Plans (including demolition).....	42
4.4.7	Fire Investigations.....	42
4.4.8	Fire Prevention Programs.....	43
4.5	Gas.....	45

4.5.1	Gas Permits .....	45
4.5.2	Construction Document Review .....	45
4.5.3	Gas Installation Site-Inspections .....	45
4.5.4	Miscellaneous Gas Inspections.....	45
4.6	Plumbing .....	47
4.6.1	Plumbing Permits .....	47
4.6.2	Construction Document Review .....	47
4.6.3	Plumbing Installation Site-Inspections .....	47
4.6.4	Permits for Private Sewage Disposal Systems.....	49
4.6.5	Private Sewage Disposal System Site Inspections .....	49
4.6.6	Miscellaneous Plumbing Inspections.....	49

## Scope of Accreditation

The **Town of Strathmore**, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

### Building

- ☐ All parts of the current:
  - National Building Code – Alberta Edition; and
  - National Energy Code of Canada for Buildings.
- Or**
- ☐ Only those parts of the National Building Code – Alberta Edition:
  - pertaining to small buildings being 3 storeys or less in height, having a building area of 600m<sup>2</sup> or less, and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial; and
- All parts of the:
  - National Energy Code of Canada for Buildings.

### Electrical

- ☐ All parts of the current:
  - Canadian Electrical Code Part 1.
- ☐ All parts of the current:
  - Alberta Electrical Utility Code.

### Fire

- ☐ All parts of the current:
  - National Fire Code – Alberta Edition; and
  - Fire Investigation (cause and circumstance).
- Or**
- ☐ All parts of the current:
  - National Fire Code – Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and
  - Fire Investigations (cause and circumstance).
- ☐ Fire Prevention Programs (optional).
- ☐ Public education.

### Gas

- ☐ All parts of the current:
  - Natural gas and propane installation code
  - Propane storage and handling code
  - Compressed natural gas refuelling stations installation code
  - Liquefied natural gas refuelling stations installation code
  - **Excluding the**
  - Natural gas for vehicles installation code
  - Code for the field approval of fuel related components on appliances and equipment
  - Installation code for propane fuel systems and containers on motor vehicles.



## Plumbing



All parts of the current:

- National Plumbing Code of Canada (NPC), and
- Alberta Private Sewage Systems Standard of Practice.

# Quality Management Plan Administration

## Town of Strathmore

### Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation of the Municipality's accreditation.

### Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

### Contracted Accredited Agency

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

### Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act,

and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

## Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

## Appointment of a QMP Manager

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

## SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence;
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

## Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

## Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

## Training and Professional Development

### SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

### Permit Issuers

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

### Other Personnel

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;

- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

## QMP Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

## Training on the Contents of this QMP

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

## Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

## Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;

- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

## Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

## Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

## QMP Amendments and Revisions

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.



## Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31<sup>st</sup>.

## Cancellation of Accreditation

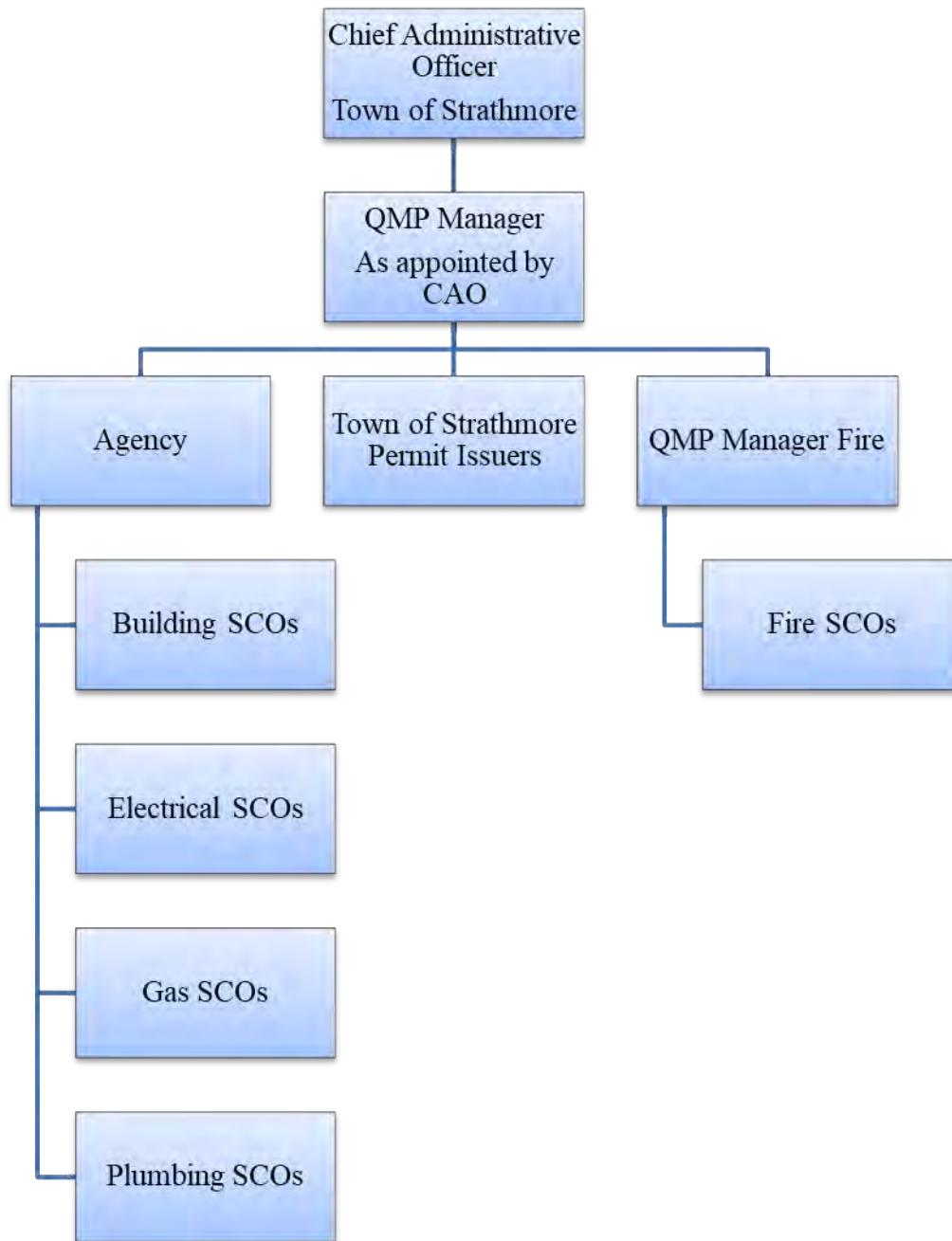
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

## Organizational Chart



The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMP

## Municipal Agreement – New Accreditation

In accordance with Municipal Council Resolution # \_\_\_\_\_ of the ***Town of Strathmore*** hereby provides agreement and signature to this QMP.

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.

---

**Signature – Chief Administrative Officer**

---

**Signature Chief Elected Official**

---

**Name**

---

**Name**

---

**Date**

---

**Date**

---

**Email Address**

---

**Phone Number**

## QMP Manager Information

---

**QMP Manager Name**

---

**Title**

---

**Mailing Address**

---

**Phone Number**

---

**Email Address**

## Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

## Municipal Agreement – Update or Scope Change

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.

---

**Signature of Municipal Employee Duly Authorized  
to Enter Into this Agreement**

---

**Date**

---

**Name**

---

**Job Title**

---

**Phone Number**

---

**Email Address**

## QMP Manager Information

---

**QMP Manager Name**

---

**Job Title**

---

**Mailing Address**

---

**Phone Number**

---

**Email Address**

## Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

## Schedule B - Operational Requirements



# Operational Requirements

## Definitions

The following definitions apply.

### Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

### Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

### Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

### Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

## Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
  - construction;
  - building upgrade programs;
  - development and implementation of fire safety plans; and
  - storage of dangerous goods.
- plans examinations:
  - new construction;
  - building upgrade programs;
  - residential secondary suites; and
  - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
  - construction;

- renovations, alterations, reconstruction, demolition, additions, or other changes;
  - occupancy permit;
  - occupancy load certificates;
  - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and
  - storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
  - construction;
  - renovations, alterations, reconstruction, additions;
  - occupancy loads and changes in occupancy;
  - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
  - follow-up inspections of deficiencies and unsafe conditions;
  - post-occupancy of facilities identified; and
  - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

## Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

## Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with have failed.
- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

## Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

## Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an issued variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and
- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

## Permit Administration

### Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
  - state the type of occupancy;
  - set out the prevailing market value of the undertaking; and
  - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.

- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
  - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
  - copies of plans and specifications for the proposed undertaking; and
  - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
  - the purpose for which the information is collected;
  - the specific legal authority for the collection; and
  - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

## Permit Information

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking;
- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

## Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
  - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
  - an identification number or label to be affixed to the undertaking; and
  - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
  - the date on which the permit expires;
  - a condition that causes the permit to expire;
  - the period of time that the undertaking may be occupied, used or operated;
  - the scope of the undertaking being permitted;

- the location or locations of the undertaking being permitted;
- the qualifications of the person responsible for the undertaking and/or doing the work;

## Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations. or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- the owner or operator does not effect major alternations or additions to the premise; and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

## Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and
- maintain the permit file according to its records management system.

## Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

## Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
  - Completion of compliance monitoring services means:
    - after completion of the final required inspection;
    - acceptance of a Verification of Compliance in lieu of an inspection where

- allowed; or
  - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
  - Owner, in order of preference, means the owner of the project at the time the:
    - permit was purchased,
    - compliance monitoring services were provided, or
    - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

### Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

## Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C–Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- be conducted:
  - by a certified and designated SCO;



- at the stages, and within the time frames, noted in in Schedule C of this QMP; and
  - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

## Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

## No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and

request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

## Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
  - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

## Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve

property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

## Schedule C -Technical Discipline Service Delivery Standards

# Technical Discipline Service Delivery Standards

## Building

### Building Permits

The Municipality will, prior to permit issuance:

- obtain construction documents including plans and specifications as outlined in the current *National Building Code – Alberta Edition*;
- obtain any letters or schedules required to be provided by the current *National Building Code – Alberta Edition*;
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues;
- review applicable information on land conditions (e.g. substrata, soil conditions, water table, and etc.);
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the current *National Building Code – Alberta Edition*;
- obtain New Home Warranty verification where applicable; and
- obtain a hot works permit, where applicable.

### Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the current *National Building Code – Alberta Edition*;
- prepare a Plans Review Report;
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and, if requested, to the owner, project consultant, architect, or consulting engineers; and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration, or demolition operations, obtain a fire safety plan for the project site in writing.

### Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and
- collect and maintain on file all schedules and letters of compliance required in accordance with the current *National Building Code – Alberta Edition* when registered professional

architect or engineer involvement is required for the work covered under a permit.

## Building Site-Inspections

A building SCO will conduct site inspections at the stages indicated in the following tables:

*Table 1. Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement*

Type of Project	Type of Building and Major Occupancy	Minimum Inspections	Inspection Stage
Demolition	All	1	<ul style="list-style-type: none"> <li>at any stage within one (1) year from permit issuance</li> </ul>
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of <b>less than</b> \$50,000	All	1	<ul style="list-style-type: none"> <li>at any stage</li> <li><b>OR</b></li> <li>within one (1) year from permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, with a value of work of <b>over</b> \$50,000	Single and Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> <li>complete foundation prior to backfill</li> <li><b>AND</b></li> <li>solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier</li> <li><b>OR</b></li> <li>building envelop including insulation and vapour barrier prior to drywall</li> <li><b>AND</b></li> <li>final inspection, including HVAC completion within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work of <b>over</b> \$50,000	Multi-family Residential, Townhouses, and Small Apartments (Group C)	3	<ul style="list-style-type: none"> <li>complete foundation prior to backfill</li> <li><b>AND</b></li> <li>solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier</li> <li><b>OR</b></li> <li>building envelop including insulation and vapour barrier prior to drywall</li> <li><b>AND</b></li> <li>final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work <b>over</b>	Business, Personal Services, Mercantile, Medical, and Low Hazard Industrial (Group D, E, F2,	3	<ul style="list-style-type: none"> <li>complete foundation prior to backfill</li> <li><b>AND</b></li> <li>building envelop and HVAC rough-in</li> <li><b>OR</b></li> <li>framing, structure, and building envelop prior to insulation and vapour barrier</li> </ul>

\$50,000)	F3)		<b>AND</b> <ul style="list-style-type: none"><li>○ final inspection, including HVAC completion within two (2) years of permit issuance</li></ul>
-----------	-----	--	--



Table 2. Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> <li>at any stage within one (1) year of permit issuance</li> </ul>
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of <b>less than</b> \$50,000	All	1	<ul style="list-style-type: none"> <li>at any stage</li> <li><b>OR</b></li> <li>within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work <b>over</b> \$50,000 <b>and less than</b> \$200,000	All	2	<ul style="list-style-type: none"> <li>*foundation</li> <li><b>OR</b></li> <li>*framing, structure</li> <li><b>OR</b></li> <li>*HVAC rough-in</li> <li><b>OR</b></li> <li>*fire suppression systems</li> <li><b>OR</b></li> <li>*fire alarm system</li> <li><b>OR</b></li> <li>*HVAC completion</li> <li><b>OR</b></li> <li>*interior partitioning</li> <li><b>OR</b></li> <li>Medical Gas rough-in</li> <li><b>AND</b></li> <li>*final inspection within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> <li>*foundation</li> <li><b>OR</b></li> <li>*framing, structure</li> <li><b>OR</b></li> <li>*HVAC rough-in</li> <li><b>OR</b></li> <li>*fire suppression systems</li> <li><b>OR</b></li> <li>*fire alarm system</li> <li><b>OR</b></li> <li>*HVAC completion</li> <li><b>OR</b></li> <li>*interior partitioning</li> <li><b>OR</b></li> <li>Medical Gas rough-in</li> <li><b>AND</b></li> <li>*final inspection within two (2) years of permit issuance</li> </ul>

\* **NOTE:** Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.

Table 3. Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> <li>at any stage within one (1) year of permit issuance</li> </ul>
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> <li>at any stage</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> <li>interim inspection at approximately the mid-term of the work</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>final inspection within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> <li>*foundation</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>*framing, structure</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>*HVAC rough-in</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>*fire suppression systems</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>*fire alarm system</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>*HVAC completion</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Interior Partitioning</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Medical Gas rough-in</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>*final inspection within two (2) years of permit issuance</li> </ul>

**\* NOTE:** Any of these site inspections may be combined, when it is reasonable to do so and if site conditions permit.

### Miscellaneous Building Site Inspections

In addition to the three tables above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

- Accessory Buildings**, including detached garages, or sheds, will be inspected within 180 days of permit issuance.
- Single Family Manufactured Home, Ready-to-Move; or Mobile Home:
  - single family dwellings - manufactured, ready-to move or mobile home siting onto piles, blocks or existing foundation or crawlspace, at least one inspection within 180 days of permit issuance.

- b. single family dwellings – manufactured, ready-to-move or mobile home siting onto new foundation or crawlspace, at least two inspections, foundation and final within 180 days of permit issuance.
- 3. **Site Inspection of Part 10 buildings (Industrial Relocatable)** will consist of at least one on-site inspection within 90 days of final set-up stage.
- 4. **Site Inspection of Solid or Liquid Fuelled Heating Appliances** (under separate Permit) will consist of at least one (1) on-site inspection within 180 days of permit issuance.
- 5. **Site Inspection of Mechanical, Heating, or Ventilation Systems** (under separate permit) will consist of at least one (1) on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.
- 6. **Non-Flammable Medical Gas Piping Systems** will, at the discretion of SCO, consist of one (1) inspection, or acceptance of Verification of Compliance, within 180 days of permit issuance.
- 7. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
- 8. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

## Electrical

### Electrical Permits

The Municipality will issue Electrical Permits.

### Construction Document Review

An SCO or permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents, including plans and specifications, describing the work for any proposed electrical installation.

### Electrical Installation Site-Inspections

An electrical SCO will conduct site inspections at the stages indicated in the following table:

Type of Project	Minimum Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work <b>over</b> \$10,000	2	<ul style="list-style-type: none"> <li>rough-in inspection prior to cover-up</li> <li><b>OR</b></li> <li>mid-term</li> <li><b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work <b>less than</b> \$10,000	1	<ul style="list-style-type: none"> <li>rough-in inspection, or final inspection, within one (1) year of permit issuance</li> </ul>
Single Family Residential or Farm Buildings with value of work <b>over</b> \$2,500	2	<ul style="list-style-type: none"> <li>completed rough-in inspection prior to cover-up</li> <li><b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings with value of work <b>less than</b> \$2,500	1	<ul style="list-style-type: none"> <li>final inspection, within one (1) year of permit issuance</li> </ul>
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-Jacks, and Temporary Services	1	<ul style="list-style-type: none"> <li>rough-in inspection prior to cover-up</li> <li><b>OR</b></li> <li>final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing</li> </ul>
Manufactured, ready-to-move, or mobile home, connection only	1	<ul style="list-style-type: none"> <li>final inspection within 180 days of permit issuance</li> </ul>
Annual Permit for minor alterations, additions conducted on one site	2	<ul style="list-style-type: none"> <li>mid- term inspection</li> <li><b>AND</b></li> <li>final inspection, within one (1) year of permit issuance</li> </ul>

## Miscellaneous Electrical Inspections

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

## Electrical Utility

Where applicable, the Municipality will act in accordance with the *Alberta Electrical Utility Code* for the installation and maintenance of electrical utility systems.

### Construction Document Review

Prior to construction, an SCO will review design documents and construction drawings applicable to the new installation of utility systems.

Standard designs for construction will be required to be reviewed on an ongoing basis to ensure that compliance is continually being achieved with applicable electrical system designs and regulation for the new installation of utility systems.

A plans review would not normally apply for work done in accordance with existing drawings, standards, and design. A plans review may be waived, at the discretion of the SCO, for minor alteration or renovation of utility systems.

An SCO may review design drawings that are not based on a standard design previously approved to ensure that compliance with applicable codes and standards are being achieved.

Maintenance of Utility Systems includes, but is not limited to, poles, substations and overhead and underground systems.

### Electrical Utility System Site Inspections

A Group B Electrical SCO will conduct site inspections, in accordance with the following table:

<b>Distribution (Dollar values based on project cost)</b>	<b>Minimum percentage of completed projects to be inspected</b>
Less than \$75K	30%
Greater than \$75K, less than \$500K	50%
Greater than \$500K	100%
<b>Transmission and Substations</b>	
Less than \$200K	50%
Greater than \$200K	100%

For construction that is based on a custom design, not repetitive in nature and not based on standard designs, and that has been signed by a Professional Engineer, the frequency of inspections shall be 30%.

The installations selected for site inspection will be selected at the discretion of the SCO. The SCO will consider the following elements when selecting installations for site inspections:

- urban versus rural construction;
- customer type, i.e. industrial, commercial, farm, residential;
- system upgrades;
- geographic location and terrain, i.e. service area, forest, prairie;
- construction crews involved; and
- facility risks.

The purpose for considering these elements is to provide for a thorough sample of the annual construction projects completed by the municipality.

## Fire

### Fire Permits and Permissions

The Municipality will issue permits/permissions and occupant load certificates.

### Fire Inspections

#### a. Example Inspection Frequency Table:

Project	Occupancy	Risk rating	Inspection frequency
Compliance inspections	A1	R4	Once every 12 months
	A2	R4	Once every 12 months
	B2	R4	Once every 12 months
	B3	R3	Once every 24 months
	C. 5-12 family	R3	Once every 24 months
	C. 25 family or more	R4	Once every 12 months
	D	R2	Request or complaint
	D High rise	R4	Once every 12 months
	F1	R4	Once every 12 months
	F3	R2	Request or complaint
Storage Tank Systems		R4	Once every 12 months

### Method 2

A fire SCO will conduct on-site inspections in accordance with the following inspection frequency.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
New construction	Storage Tank Systems for Flammable and Combustible Liquids	<ul style="list-style-type: none"> <li>one (1) site inspection of all work or acceptance of Verification of Compliance</li> <li><b>AND</b></li> <li>one (1) final inspection within 365 days of permit issuance</li> </ul>
Alteration, addition, renovation, reconstruction, or removal	Storage Tank Systems for Flammable and Combustible Liquids	<ul style="list-style-type: none"> <li>one (1) site inspection or acceptance of Verification of Compliance within 365 days of permit issuance</li> </ul>
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	<ul style="list-style-type: none"> <li>one (1) site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance.</li> <li>one (1) post demolition inspection to be conducted</li> </ul>
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> <li>Once per event</li> </ul>



Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> <li>○ Once every 12 months</li> <li>○</li> </ul>
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> <li>○ Once every 12 months</li> <li>○</li> </ul>
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> <li>○ Once every 12 months</li> <li>○</li> </ul>
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> <li>○ Once every 12 months</li> <li>○</li> </ul>
	Group B, Division 1 Detention	<ul style="list-style-type: none"> <li>○ Once every 12 months</li> <li>○</li> </ul>
	Group B, Division 2 Treatment	<ul style="list-style-type: none"> <li>○ Once every 12 months</li> <li>○</li> </ul>
	Group B, Division 3 Care	<ul style="list-style-type: none"> <li>○ Once every 12 months</li> <li>○</li> </ul>
	Group C Residential – 1 to 5 family	<ul style="list-style-type: none"> <li>○ On request or complaint</li> <li>○</li> </ul>
	Group C Residential – 5 to 12 family	<ul style="list-style-type: none"> <li>○ Once every 12 months</li> <li>○</li> </ul>

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group C Residential – 12 to 25 family	<ul style="list-style-type: none"> <li>○ Once every 12 months</li> <li>○</li> </ul>
	Group C Residential – 25 and more family	<ul style="list-style-type: none"> <li>○ Once every 12 months</li> <li>○</li> </ul>
	Group D	<ul style="list-style-type: none"> <li>○ Once every 12 months</li> <li>○</li> </ul>
	Group E	<ul style="list-style-type: none"> <li>○ Once every 12 months</li> <li>○</li> </ul>
	Group F, Division 1	<ul style="list-style-type: none"> <li>○ Once every 12 months</li> <li>○</li> </ul>
	Group F, Division 2	<ul style="list-style-type: none"> <li>○ Once every 12 months</li> <li>○</li> </ul>
	Group F, Division 3	<ul style="list-style-type: none"> <li>○ Once every 12 months</li> <li>○</li> </ul>
		<ul style="list-style-type: none"> <li>○</li> </ul>

**\*Note:** May be by occupancy or individual unit. Where indicated one (1) inspection frequency must be chosen.

### Inspection Frequency Definitions:

- 1. On request or complaint** - the process as defined by municipal operational policy.

2. **Once every month** - a specific day is set that shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.
3. **Once every 6 months** - a specific day is set that shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.
4. **Once every 12 months** - a specific day is set that will apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.
5. **Once every 24 months** - a specific day is set that shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

### Construction Fire Safety Plans (including demolition)

An accepted Fire Safety Plan will be in place for each permitted construction or demolition undertaking.

The Municipality will review:

- construction and demolition plans for fire safety; and
- risk to occupied residential buildings.

A Fire Safety Plan will include:

- the responsibility of workers;
- emergency procedures;
- control of hazards;
- maintenance of firefighting measures; and
- the acceptance of the Fire SCO having jurisdiction.

The accepted Fire Safety Plan will be posted in a visible location on the work site.

### Fire Investigations

Investigations will be conducted by a Fire SCO to determine the cause, circumstance, and origin of every fire in which:

- a person dies or suffers injury that requires professional medical attention; or
- property is damaged or destroyed.

The results of each investigation will be reported to the Fire Commissioner in accordance with the *Administrative Items Regulation (A.R.16/2004)*. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Fire Commissioner's Office.

A fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation, including representatives from the Fire Commissioner's Office.

Fire Investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

- dispatch or run sheets;
- fire incident field notes;
- casualty field notes (if applicable);
- wildfire notes (if applicable);
- evidence form;
- vehicle fire field notes (if applicable);
- photographs and a photograph log;
- structure fire notes;
- firefighter statements;
- witness statements; and
- consent to search (if applicable)

Fire Investigations will include the following information:

- file number;
- location of fire;
- date of fire;
- date of investigation;
- building/property use;
- cause of fire;
- origin of fire;
- value of loss;
- name and designation number of SCO conducting the investigation;
- comments; and
- date of completion/sign off.

## Fire Prevention Programs

Fire Prevention Programs will include, but are not limited to public awareness and consultative services orientated to assisting one or more of individuals, business, and industry in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more of the following educational programs annually:

- school curriculum;
- seniors programs;
- community education; and
- other programs such as, but not limited to:
  - Risk Watch (an injury prevention program);
  - Getting to Know Fire (fire educator lesson plans);
  - Seniors Fire Safety Programs;
  - Juvenile Firesetter Intervention Program;

Town of Strathmore

- Fire Smart; and
- Shelter-in-Place.

## Gas

### Gas Permits

The Municipality will issue Gas Permits.

### Construction Document Review

An SCO or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

### Gas Installation Site-Inspections

A gas SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none"> <li>rough-in</li> <li><b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none"> <li>rough-in</li> <li><b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Temporary Heat Installations, under separate permit, or temporary services	1	<ul style="list-style-type: none"> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Connection of manufactured, ready-to-move or mobile home or propane tank set over 454 liters	1	<ul style="list-style-type: none"> <li>final inspection within 180 days of permit issuance</li> </ul>
Annual Permit	2	<ul style="list-style-type: none"> <li>mid-term inspection</li> <li><b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within one (1) year of permit issuance</li> </ul>

### Miscellaneous Gas Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

- 1. Site Inspection of Vendors** that advertise, display, or offer for sale things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.

2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.



## Plumbing

### Plumbing Permits

The Municipality will issue Plumbing permits.

### Construction Document Review

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

### Plumbing Installation Site-Inspections

A plumbing SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential with <b>more than</b> 5 fixtures	2	<ul style="list-style-type: none"> <li>rough-in below grade prior to covering <b>AND/OR</b></li> <li>rough-in above grade prior to covering <b>AND/OR</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential with 5 fixtures <b>or less</b>	1	<ul style="list-style-type: none"> <li>rough-in below grade prior to covering <b>OR</b></li> <li>rough-in above grade prior to covering <b>OR</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings new construction or alteration, addition, or renovation with <b>more than</b> 5 fixtures	2	<ul style="list-style-type: none"> <li>completed rough-in below grade <b>AND/OR</b></li> <li>completed rough-in above grade prior to covering within 180 days of permit issuance <b>AND/OR</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Building alteration, addition, or renovation with 5 fixtures <b>or less</b>	1	<ul style="list-style-type: none"> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Manufactured, ready-to-move, or mobile home not on foundation, connection only	1	<ul style="list-style-type: none"> <li>final inspection within 180 days of permit issuance</li> </ul>
Annual Permit	2	<ul style="list-style-type: none"> <li>mid-term inspection <b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within one (1) year of permit issuance</li> </ul>
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> <li>one (1) site inspection prior to covering.</li> </ul>



## Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

The Municipality will, prior to permit issuance, require the permit applicant to provide all relevant installation details including:

- a site plan;
- the expected volume of sewage per day;
- the criteria used to determine the expected volume of sewage per day;
- description and details of all sewage system treatment and effluent disposal component(s); and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

## Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

## Miscellaneous Plumbing Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

3.

## QMP Template Version History

Date	Version	Notes
January 2020	1.0	Template approved and implemented.
August 2022	1.1	Changes to Organization chart
August 2024	1.2	Removed specific reference of code book and replaced with current for scope of accreditation.



# Request for Decision

**To:** Council

**Staff Contact:** Claudette Thorhaug, Legislative Services Officer

**Date Prepared:** September 9, 2024

**Meeting Date:** September 18, 2024

**SUBJECT:** Seniors Lodge/Hospice Feasibility Assessment Extension

**RECOMMENDATION:** THAT Council defer the housing feasibility report to the November 6, 2024 Regular Council Meeting.

## STRATEGIC PRIORITIES:



Affordable  
Housing



Climate  
Resiliency



Community  
Development



Community  
Wellness



Economic  
Development



Financial  
Sustainability

## HOW THE STRATEGIC PRIORITIES ARE MET:

The feasibility assessment includes financing, scale and siting, legislative, legal and regulatory requirements for a senior's lodge to be funded through willing partners.

---

## SUSTAINABILITY

### ECONOMIC SUSTAINABILITY:

N/A

### SOCIAL SUSTAINABILITY:

N/A

### ENVIRONMENTAL SUSTAINABILITY:

N/A

---

**IMPLICATIONS OF RECOMMENDATION:****GENERAL:**

The feasibility assessment was scheduled to return to the October 2, 2024, Regular Council Meeting. Due to legal requiring additional time to review the report, Administration is requesting an extension to bring the feasibility assessment to the November 6, 2024 Regular Council Meeting.

**ORGANIZATIONAL:**

N/A

**OPERATIONAL:**

N/A

**FINANCIAL:**

N/A

**POLICY:**

N/A

**IMPLEMENTATION:**

N/A

---

**BACKGROUND:**

During the June 5, 2024 Regular Council Meeting the following motion was made:

**Resolution No. 136.06.24**

Moved by Mayor Fule

THAT Council direct Administration to complete a feasibility assessment for financing, scale and siting, and legislative, legal and regulatory requirements for a modified senior's lodge based on the current proposed Wheatland lodge design to be funded through willing partners and bring the feasibility assessment to a Regular Council Meeting no later than the first Council Meeting in October, 2024;

AND THAT the Chief Administrative Officer be directed to inquire with the Villages of Hussar, Standard and Rockyford and the Wheatland and Area Hospice Society as to whether they wish

to be considered a willing partner for the purpose of completing the feasibility assessment.

---

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

Administration is requesting the feasibility assessment be deferred to the November 6, 2024 Regular Council Meeting as the legal review requires additional time.

**DESIRED OUTCOMES:**

If approved by Council the feasibility assessment report would return to the November 6, 2024 Regular Council Meeting.

**COMMUNICATIONS:**

N/A

**ALTERNATIVE ACTIONS/MOTIONS:**

N/A

---

Claudette Thorhaug, Legislative Services Officer

Approved  
- 11 Sep  
2024

Veronica Anderson, Legislative Services Officer

Approved  
- 12 Sep  
2024

Kevin Scoble, Chief Administrative Officer

Pending





# Report for Council

**To:** Council

**Staff Contact:** Claudette Thorhaug, Legislative Services Officer

**Date Prepared:** September 5, 2024

**Meeting Date:** September 18, 2024

**SUBJECT:** Petition - Land Use Amending Bylaw 24-14 (Garden and Garage Suites)

**RECOMMENDATION:** THAT Council accept the petition regarding the Land Use Amending Bylaw 24-14 (Garden and Garage Suites) as information.

## 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:**

A petition is determined sufficient if it meets the requirements set out under sections 222 to 226 of the *Municipal Government Act (MGA)*.

Part 17 of the *Municipal Government Act (MGA)* refers to Planning and Development in relation to Land Use Bylaws.

Section 232(2) of the *Municipal Government Act (MGA)* mentions a petition requesting a new bylaw under Part 17 or an amendment or repeal of a bylaw or resolution made under Part 17 has no effect.

#### **ORGANIZATIONAL:**

The Town of Strathmore's CAO must make a declaration to Council on whether a petition is sufficient or insufficient within 45 days after the petition was filed (s. 226, *Municipal Government Act*).

#### **OPERATIONAL:**

N/A

#### **FINANCIAL:**

N/A

#### **POLICY:**

N/A

#### **IMPLEMENTATION:**

N/A

---

### **BACKGROUND:**

Topics regarding garden and 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 Land Use Bylaw regulations were prepared in the agenda package for Council)
- First reading of the Land Use Amending Bylaw 24-14 (Garden and Garage Suites) was held on June 5, 2024.
- Second and Third reading of the Land Use Amending Bylaw 24-14 (Garden and Garage Suites) was held on July 3, 2024.

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

- June 10, 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

On August 30, 2024, Administration received a petition containing 626 signatures regarding the Land Use Amending Bylaw 24-14 (Garden and Garage Suites). The petition is attached in Attachment I.

---

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

Section 232(2) of the *Municipal Government Act* (MGA) outlines that a petition requesting a new bylaw under Part 17 or an amendment or repeal of a bylaw or resolution made under Part 17 has no effect.

In addition, for a petition to be declared as sufficient it must meet the following requirements under the MGA:

- Only electors are eligible to be petitioners (s. 222. MGA)
- The petition must be signed by "electors of the municipality equal in number to at least 10% of the population (s. 223(2)(a), MGA)
- "A petition must consist of one or more pages, each of which must contain an identical statement of the purpose of the petition" (s. 224(1) MGA)
- The petition must include for each petitioner for printed first and last name or initials of the petitioner, a signature, street address or legal land description on which the petitioner lives, the petitioner's phone or email address, and the date on which the petitioner signed the petition (s. 224(2) MGA)
- Each signature must be witnessed by an adult person who must sign opposite the signature of the petitioner and take an affidavit that the signature witnessed are those persons entitled to sign the petition (s. 224(3) MGA)

- The petition must have attached a signed statement of a person stating that the person is the representative of the petitioners, and the municipality may direct any inquiries about the petition to the representative (s. 224(4) *MGA*)
- The petition must be filed with the CAO and the CAO is responsible for determining if the petition is sufficient (s. 225(1), *MGA*)

The *MGA* set out strict parameters regarding how petitioners are counted. As per section 225(3) of the *MGA*, some of the reasons why the counting of petitioners may exclude the name of a person are as follows:

- Their signature was not witnessed
- Their signature was witnessed but for which no affidavit is attached to the petition
- Their signature appears on a page of the petition that does not have the same purpose statement that is contained on all the other pages of the petition
- Their printed name is not included
- Their street address or legal land description is not included
- If the date when the person signed the petition is not stated

If a petition is determined not sufficient under the *MGA*, Council is not required to take any notice of it.

Please note that names and personal information on the petition in Attachment I has been redacted as per section 226.2 of the *Municipal Government Act* and Section 17 of the *Freedom of Information and Protection of Privacy Act*.

### **DESIRED OUTCOMES:**

In reviewing the petition for sufficiency, the following was noted:

1. The petition is not permitted under section 232(2) of the *MGA*.
2. The petition was not signed by 10% of the population.

### **COMMUNICATIONS:**

Administration will be contacting the petitioners advising them that the petition was not permitted under the *MGA*, the petition is not sufficient, and that the Town will not be repealing the Land Use Amending Bylaw 24-14 (Garden and Garage Suites).

### **ALTERNATIVE ACTIONS/MOTIONS:**

N/A

### **ATTACHMENTS:**

[Attachment I: Signed Petition Sheets - 626 Signatures Redacted](#)

[Attachment II: Statement of Representative of Petitioners and Affidavits Redacted](#)

---

Claudette Thorhaug, Legislative Services Officer	Approved - 06 Sep 2024
Veronica Anderson, Legislative Services Officer	Approved - 06 Sep 2024
Kara Rusk, Director of Strategic, Administrative, and Financial Services	Approved - 09 Sep 2024
Kevin Scoble, Chief Administrative Officer	Approved - 10 Sep 2024

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------



Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
<p><b>Sec. 226, MGA &amp; Sec. 17, FOIP</b></p>						



(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
Sec. 226, MGA & Sec. 17, FOIP						

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
Sec. 226, MGA & Sec. 17, FOIP						

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP



(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

[Redacted content]

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
Sec. 226, MGA & Sec. 17, FOIP						

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP



(pursuant to the Municipal Government Act and amendments thereto)

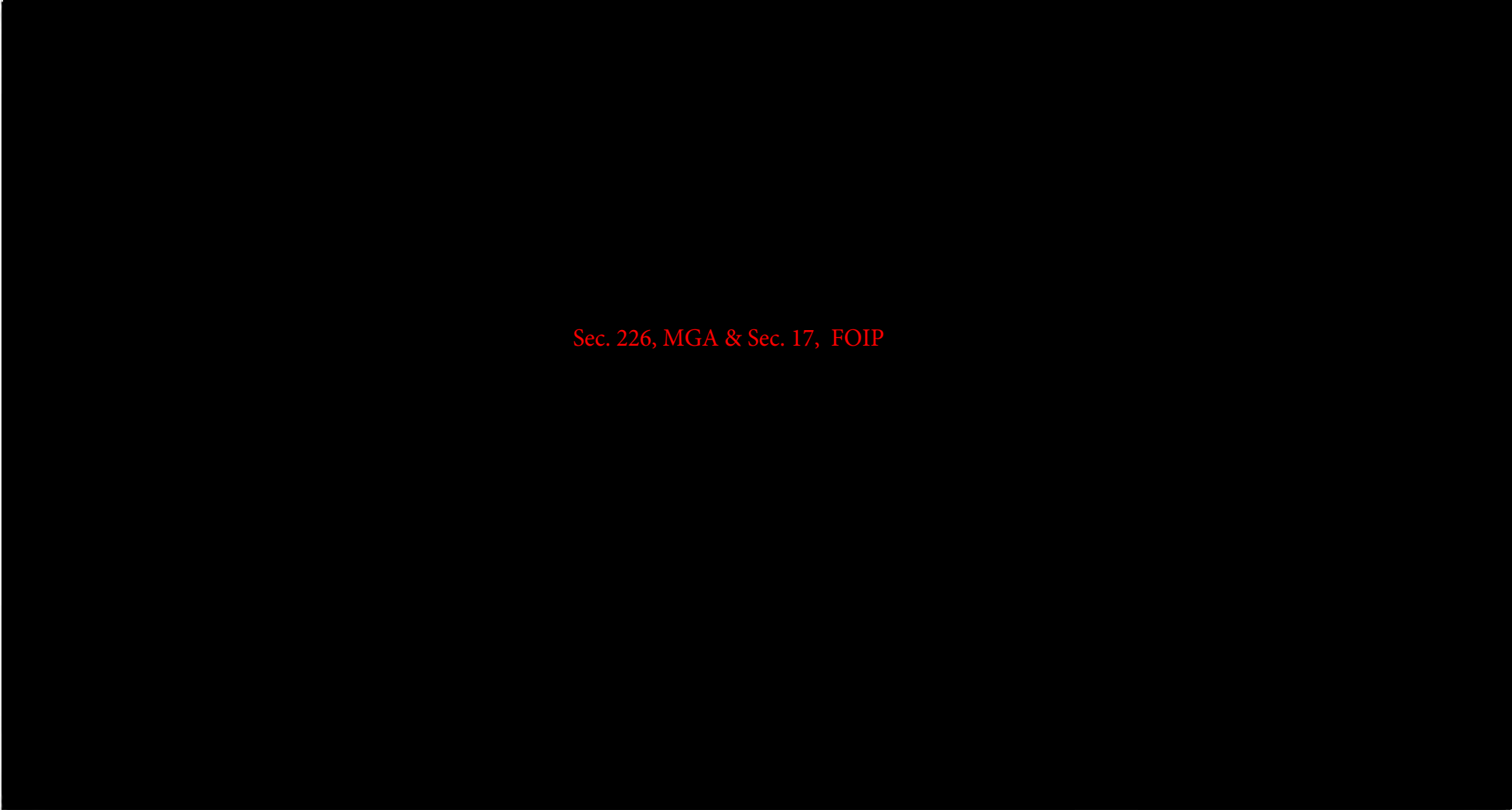
**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------



Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP



(pursuant to the Municipal Government Act and amendments thereto)

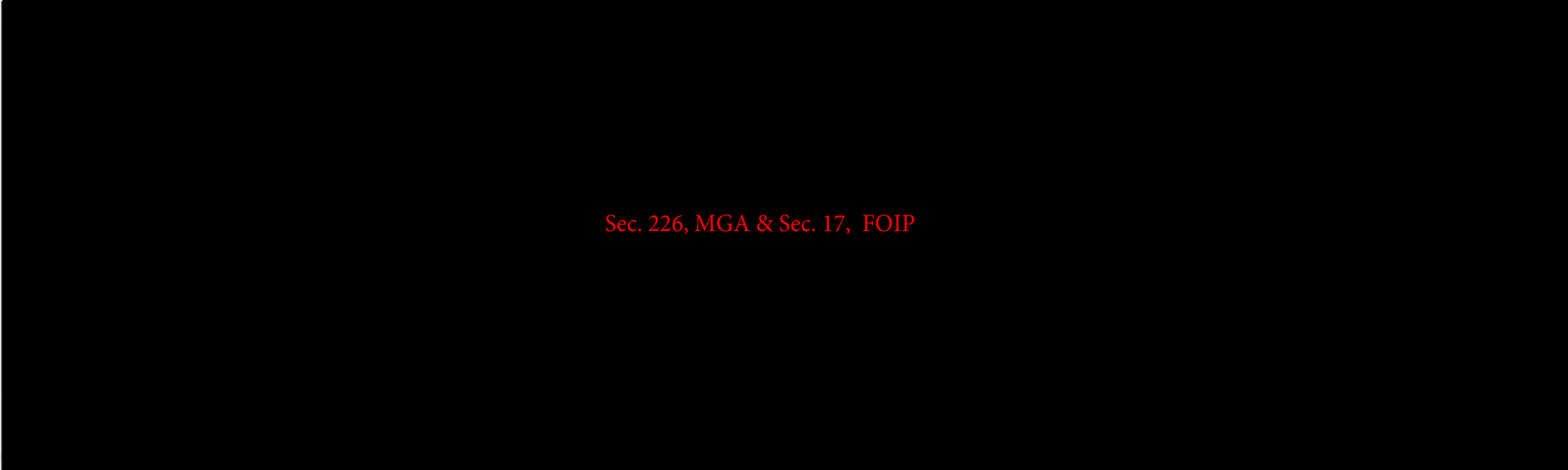
**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------



Sec. 226, MGA & Sec. 17, FOIP


(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
<div style="background-color: black; width: 100%; height: 100%; text-align: center; vertical-align: middle;"> <p>Sec. 226, MGA &amp; Sec. 17, FOIP</p> </div>						

(pursuant to the Municipal Government Act and amendments thereto)

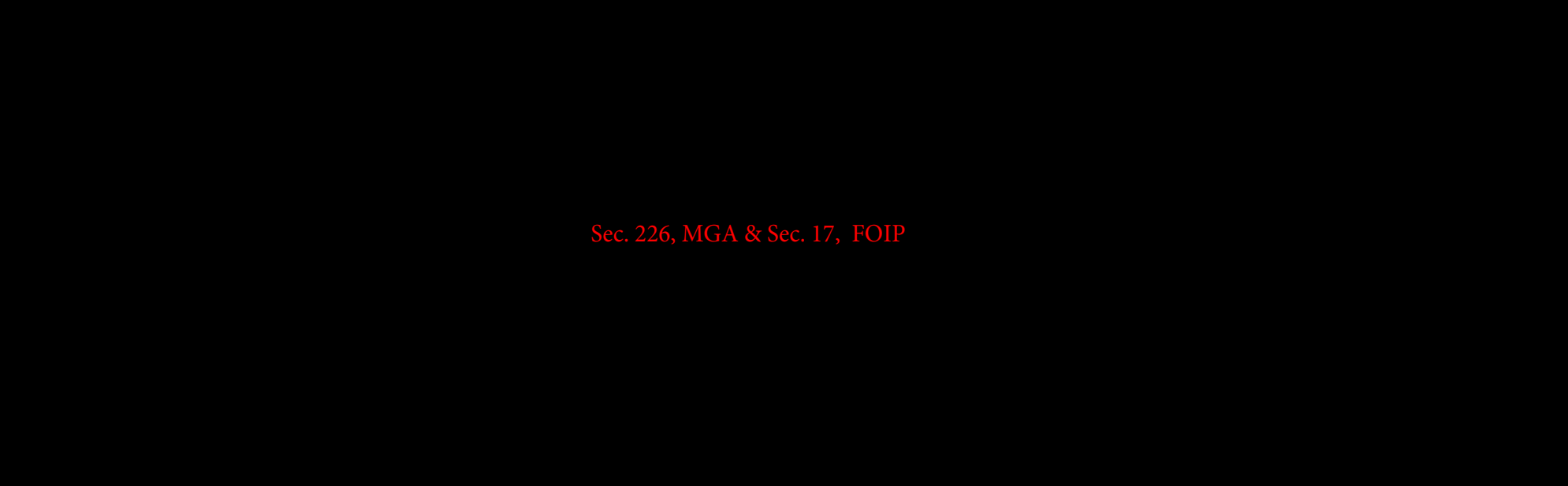
**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------



Sec. 226, MGA & Sec. 17, FOIP


(pursuant to the Municipal Government Act and amendments thereto)

To: The Council of the Town of Strathmore , in the Province of Alberta.

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
<p>Sec. 226, MGA &amp; Sec. 17, FOIP</p>						

(pursuant to the Municipal Government Act and amendments thereto)

To: The Council of the Town of Strathmore , in the Province of Alberta.

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
[Redacted]						

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP



(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
Sec. 226, MGA & Sec. 17, FOIP						



(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
<p>Sec. 226, MGA &amp; Sec. 17, FOIP</p>						

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition , certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
[Redacted]						

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition , certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
<p>Sec. 226, MGA &amp; Sec. 17, FOIP</p>						



(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP



(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

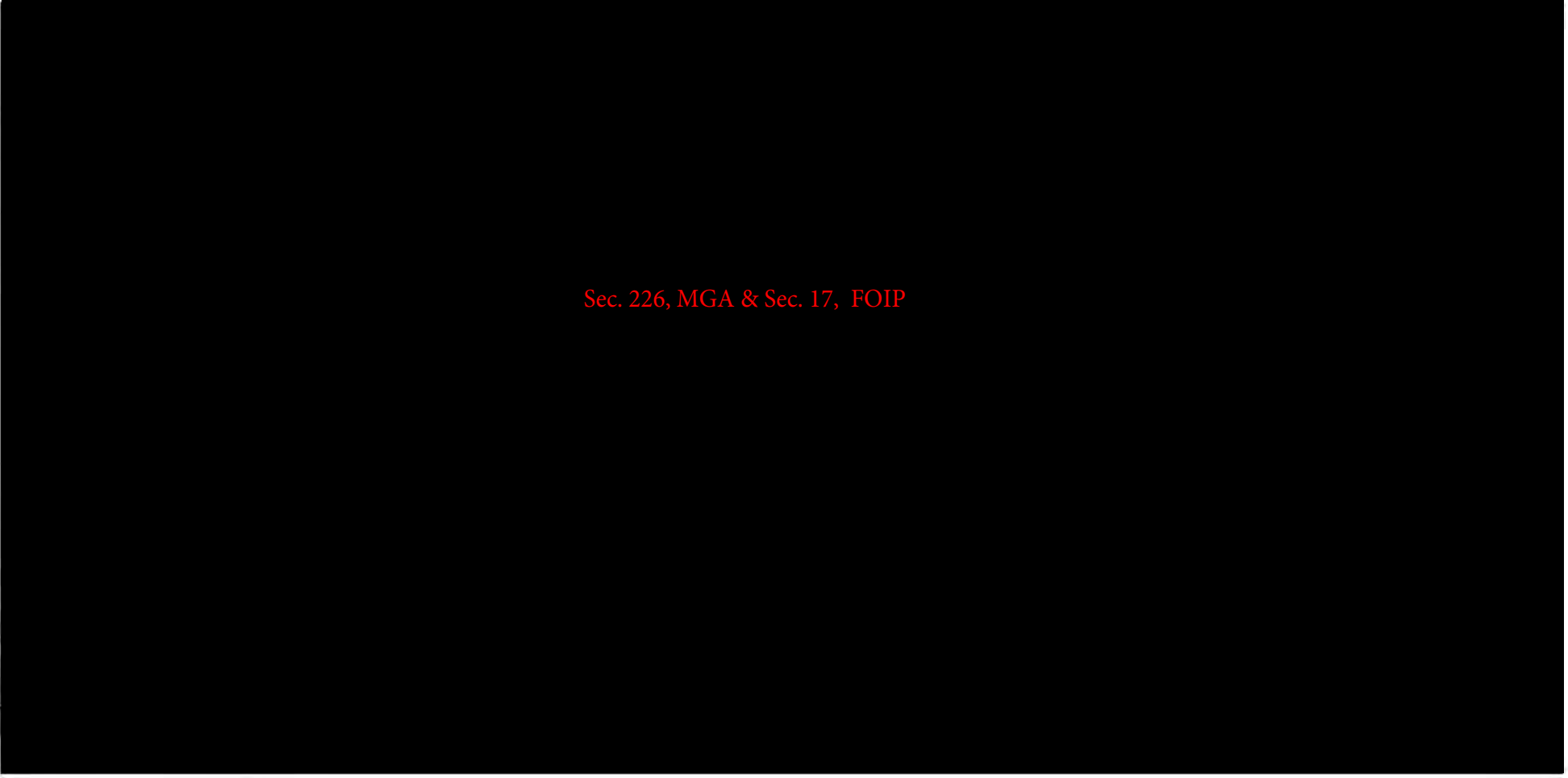
To: The Council of the Town of Strathmore , in the Province of Alberta.

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------



Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

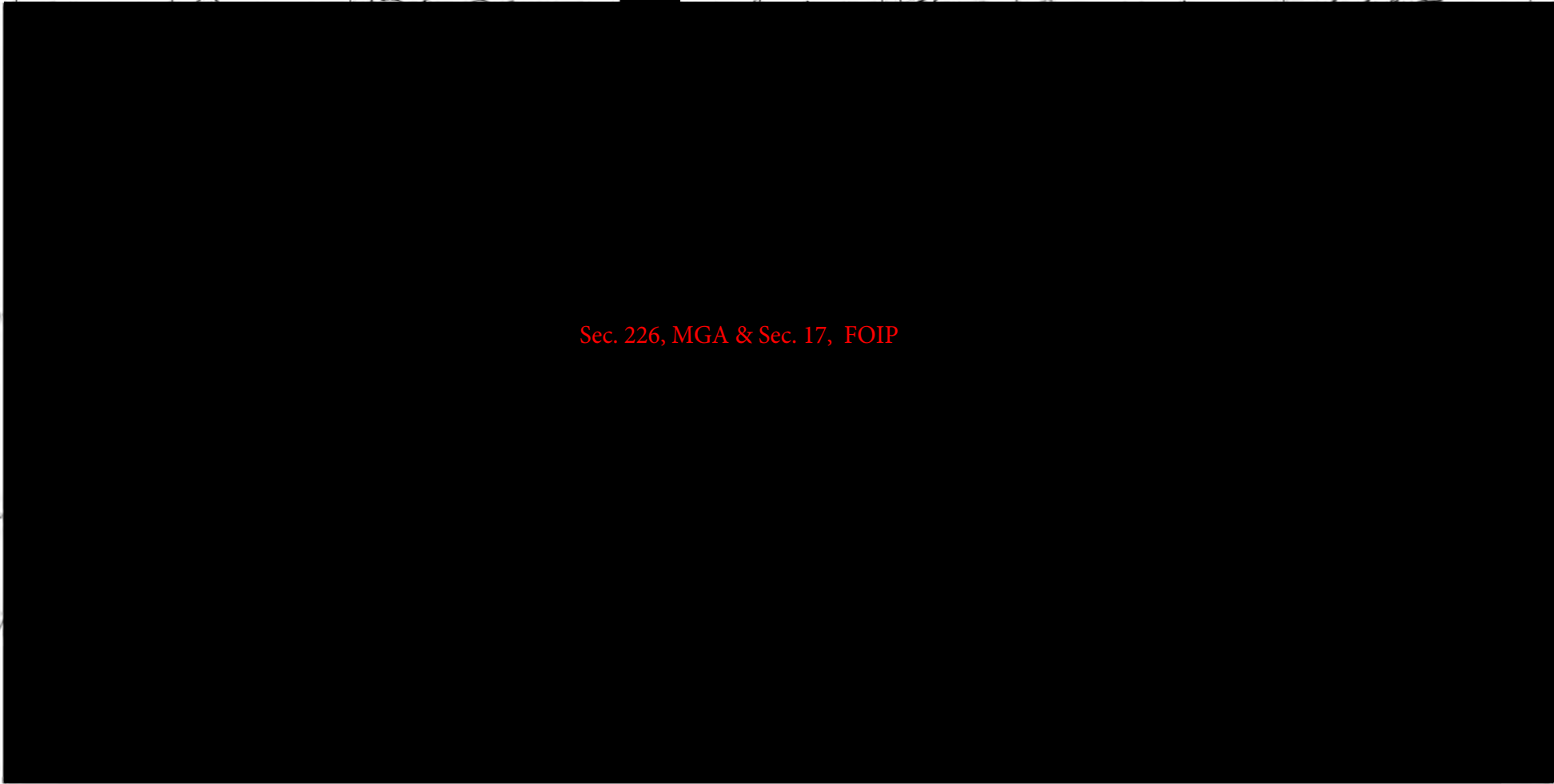
To: The Council of the Town of Strathmore , in the Province of Alberta.

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------



Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

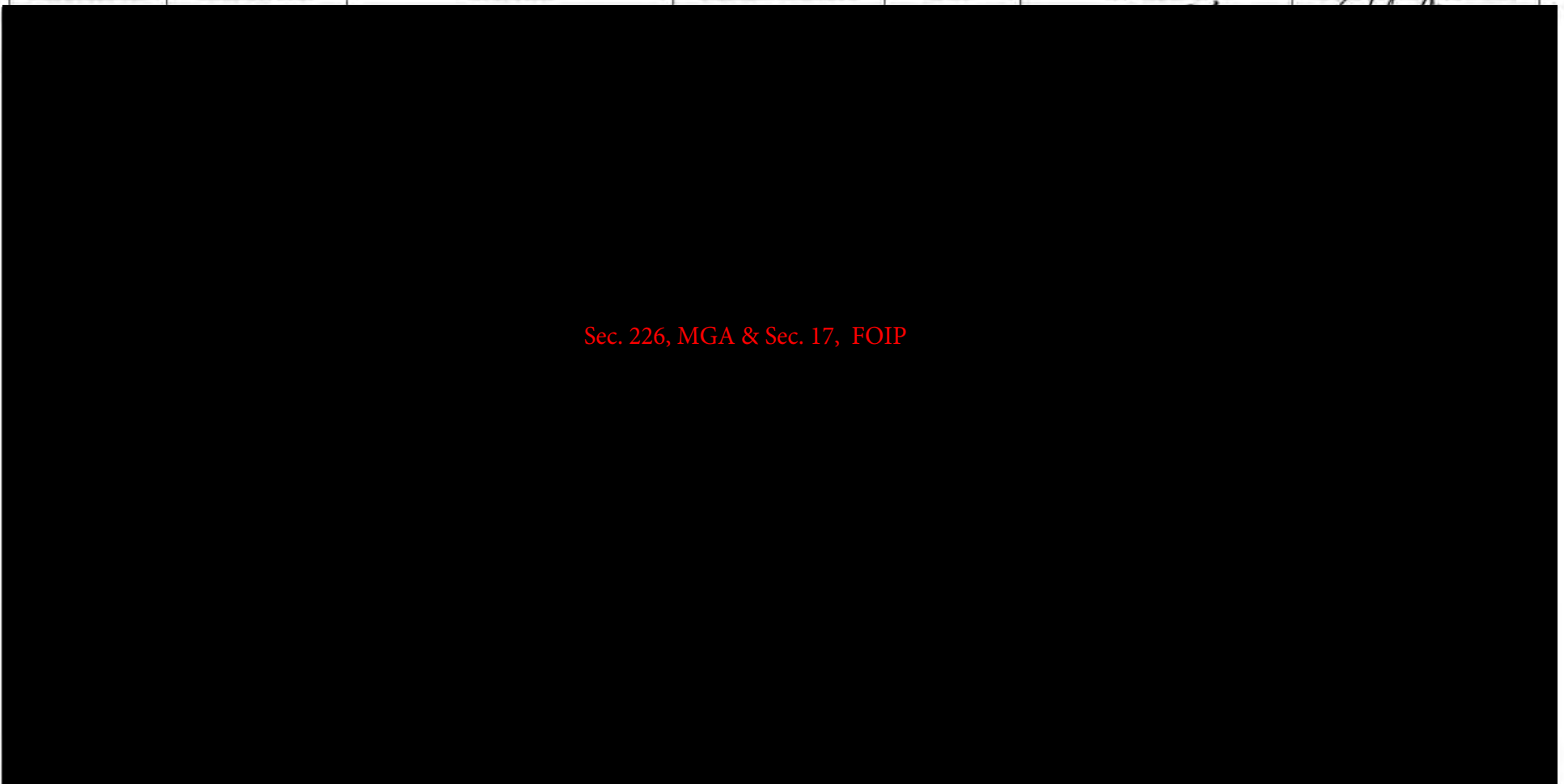
**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------



Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

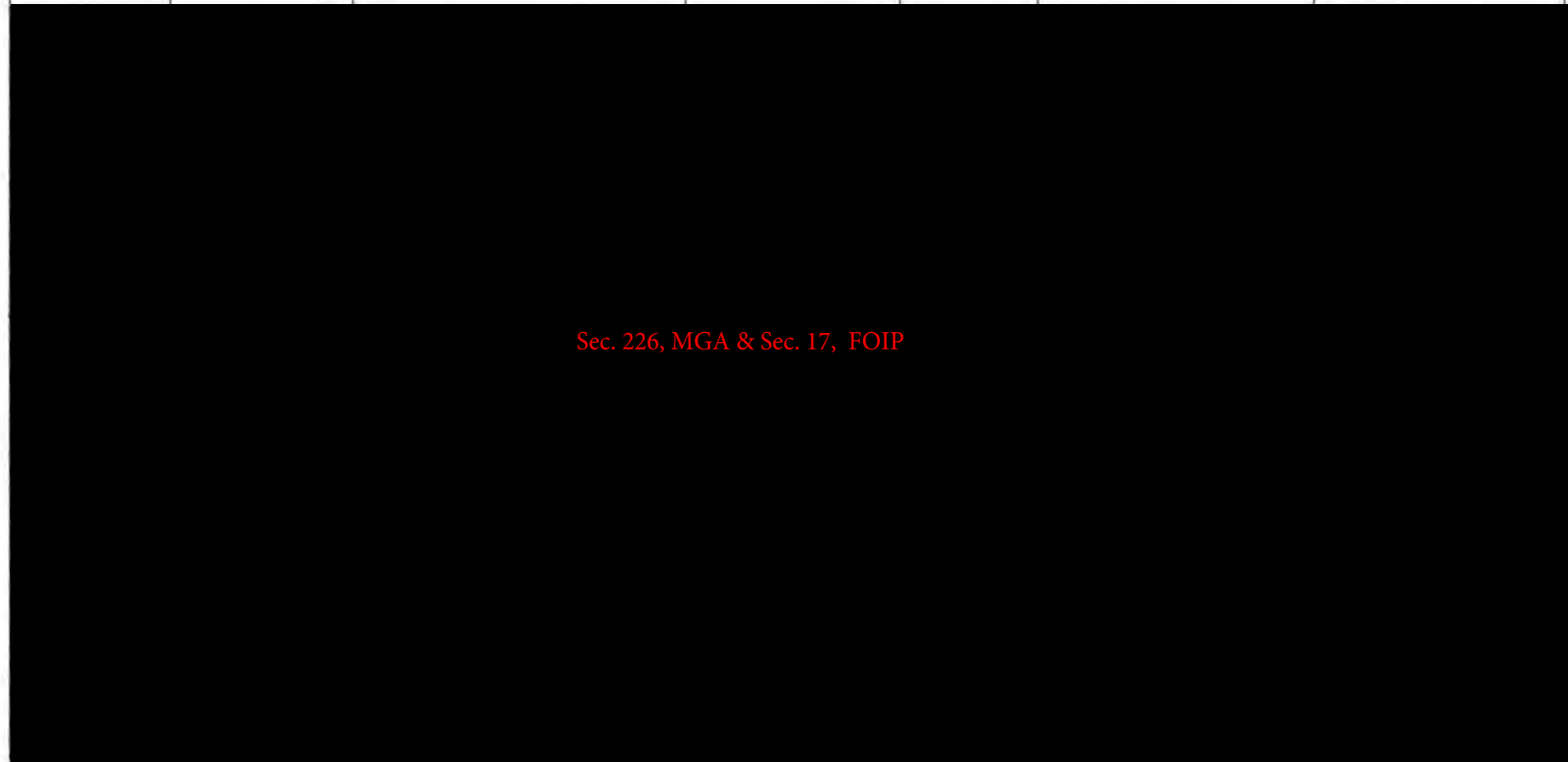
**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------



Sec. 226, MGA & Sec. 17, FOIP



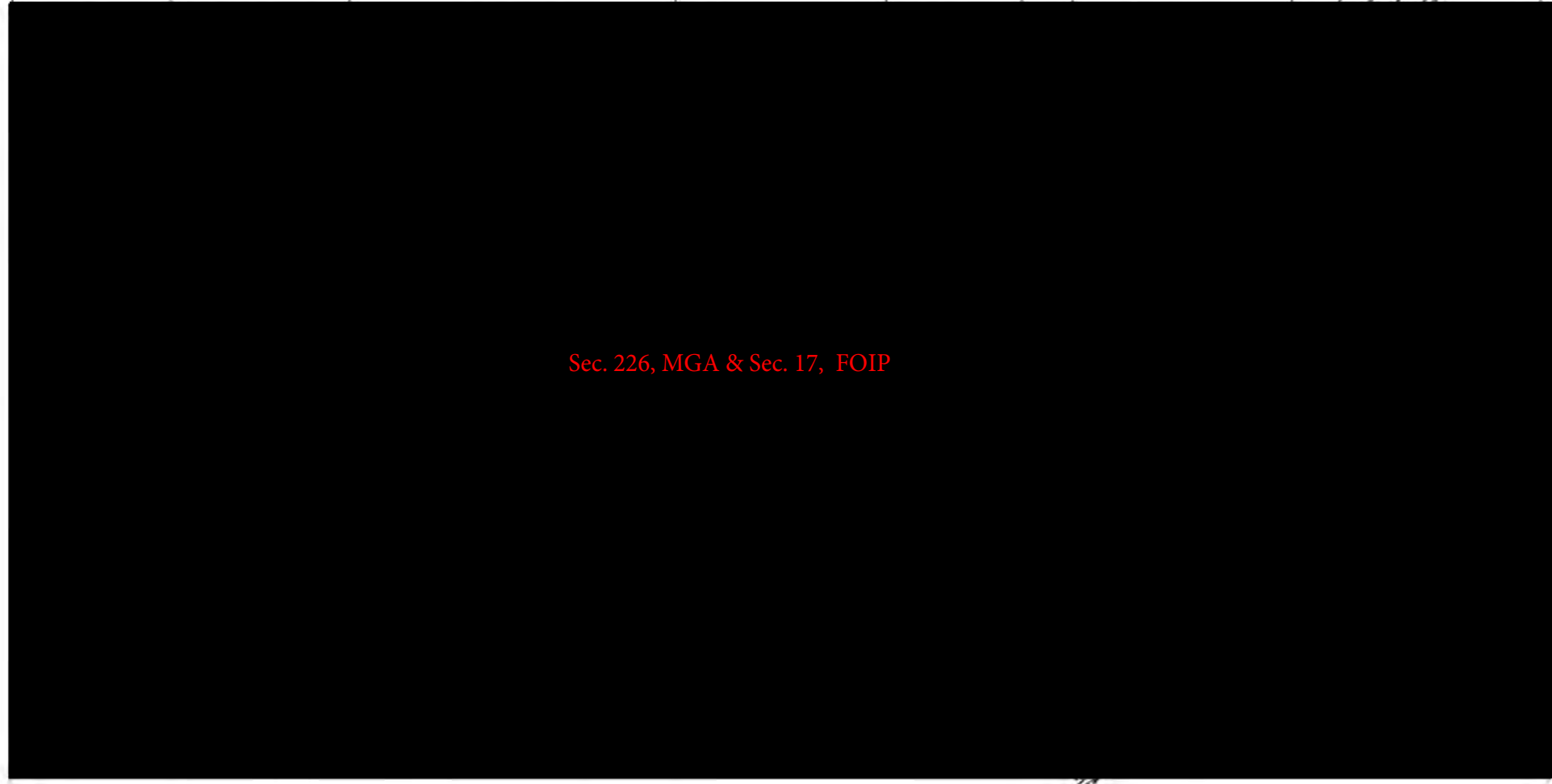
(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
						

Sec. 226, MGA & Sec. 17, FOIP



(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
[Redacted]						

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
<div>Sec. 226, MGA &amp; Sec. 17, FOIP</div>						

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Witness Signature
------------	-----------	---------	----------------	------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

[Redacted content]

Sec. 226, MGA & Sec. 17, FOIP



(pursuant to the Municipal Government Act and amendments thereto)

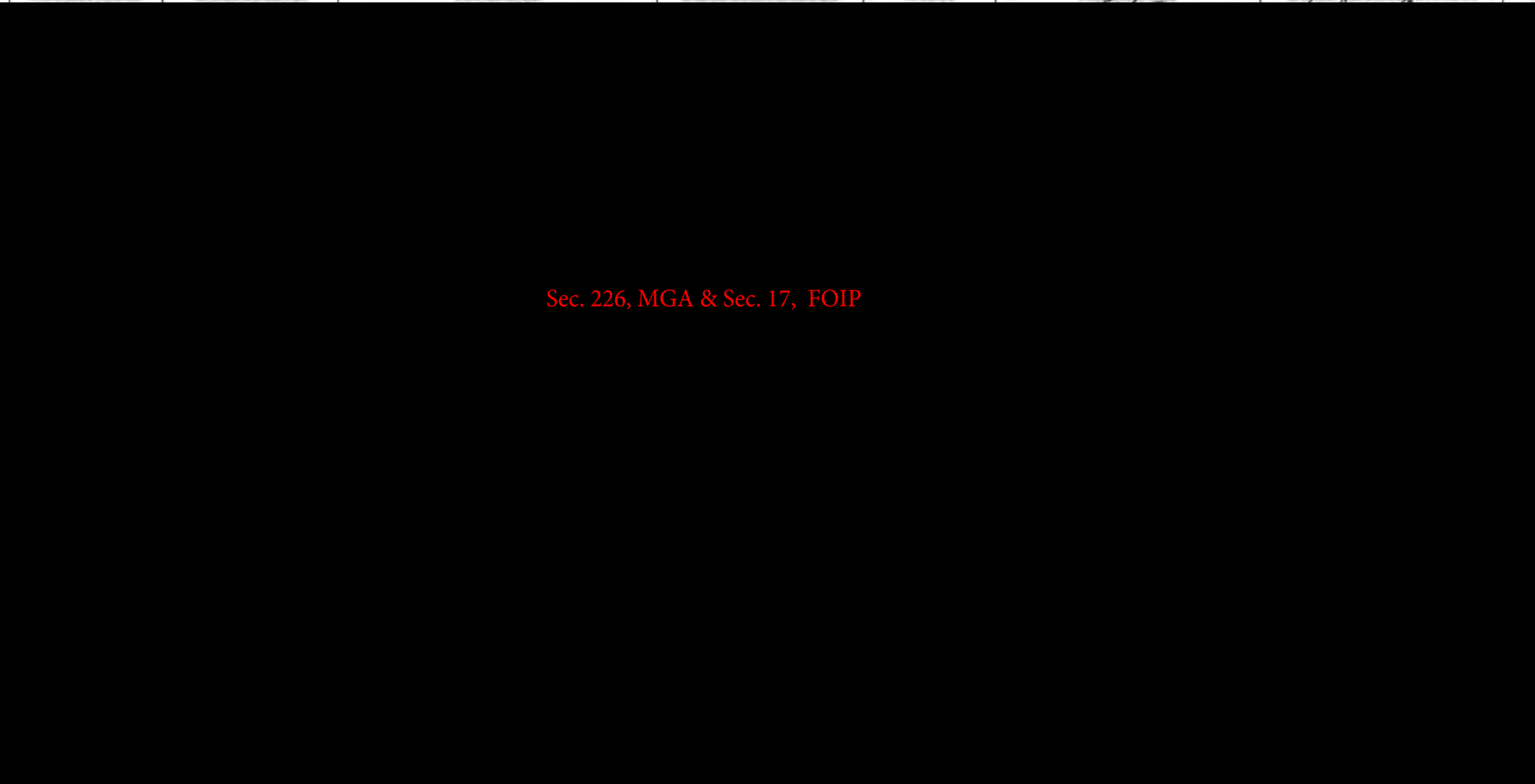
**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------



Sec. 226, MGA & Sec. 17, FOIP



(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Wjtness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

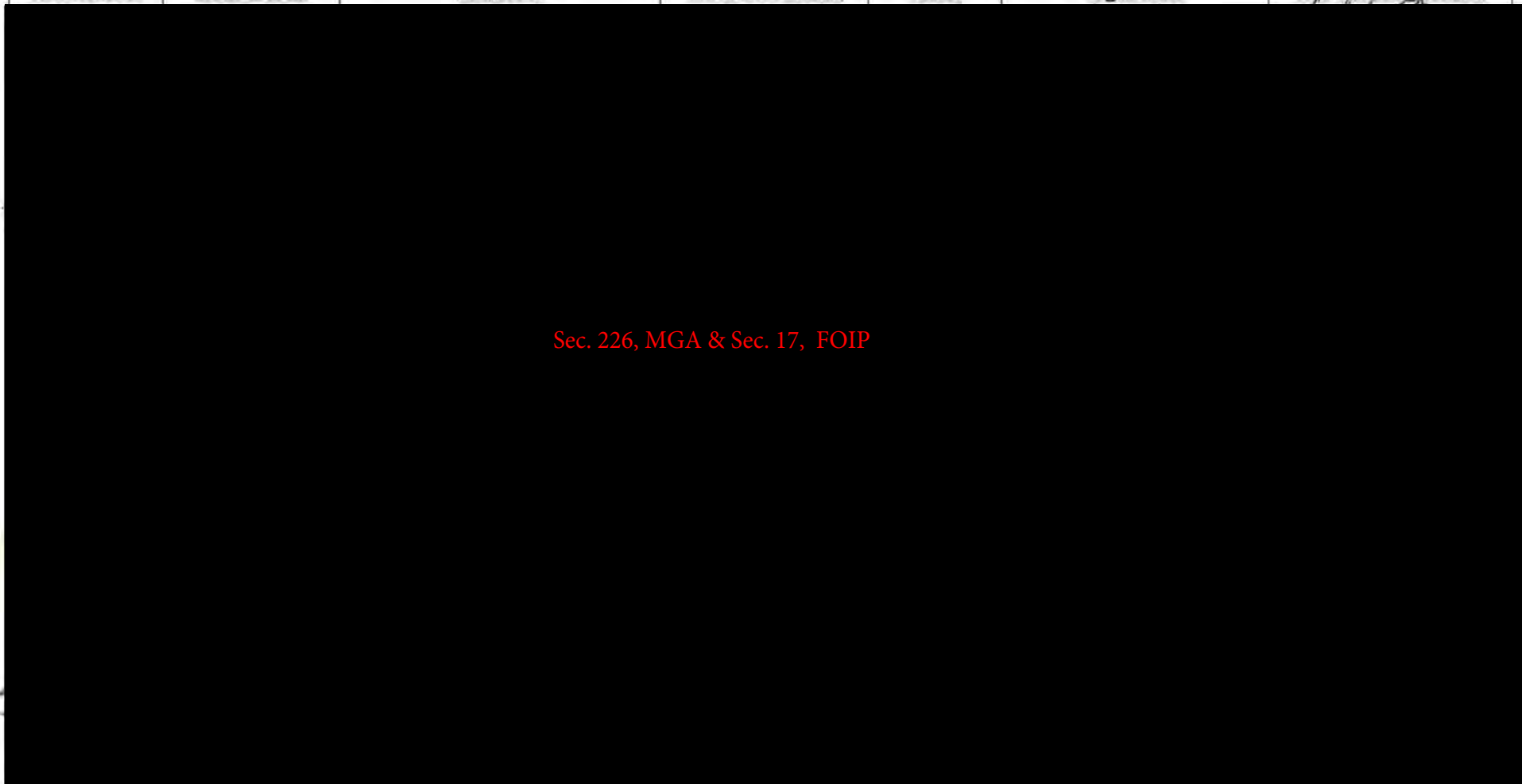
**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------



Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

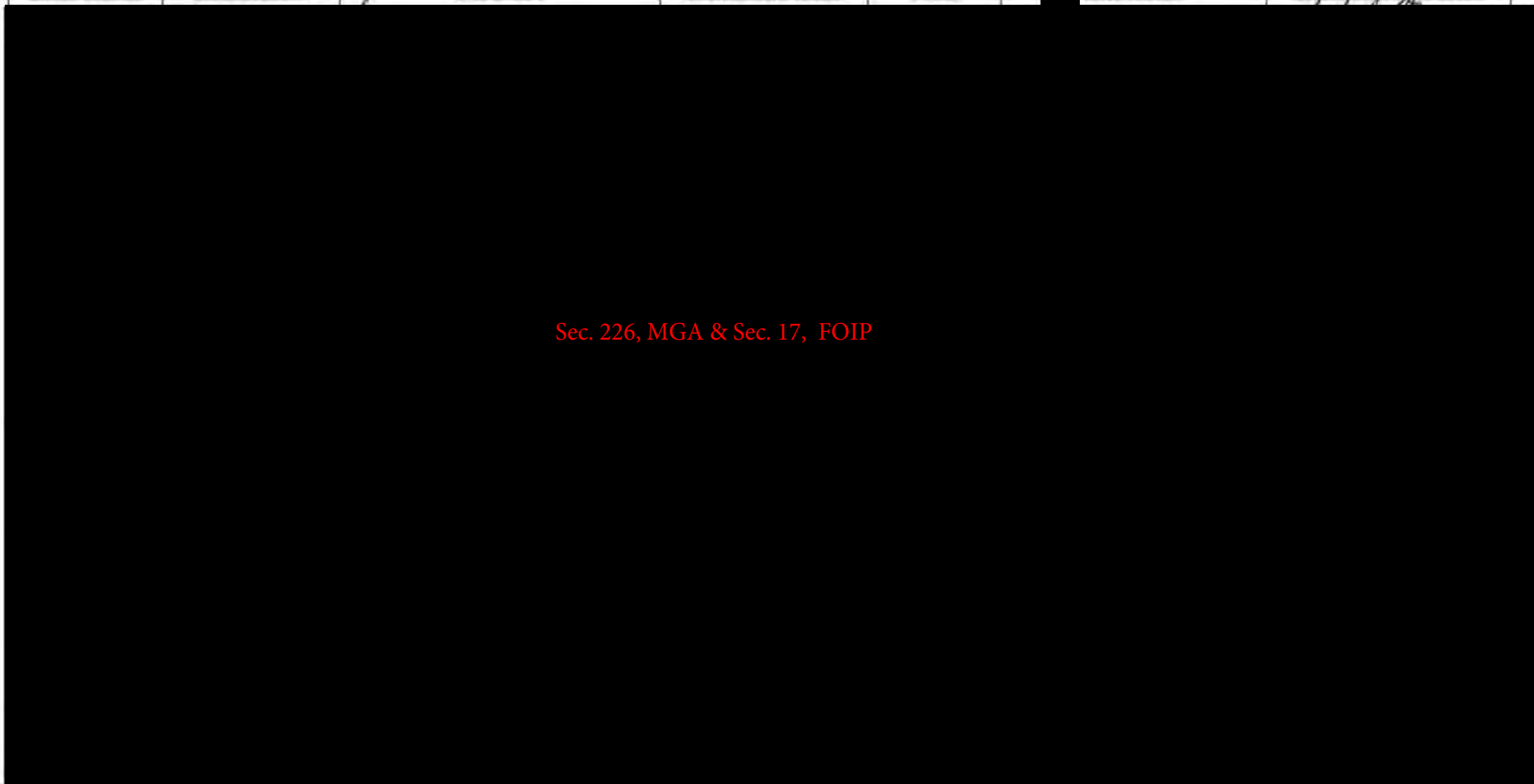
**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------



Sec. 226, MGA & Sec. 17, FOIP



(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

Aug 21/2024

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

**To: The Council of the Town of Strathmore , in the Province of Alberta.**

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

**EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.**

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------

Sec. 226, MGA & Sec. 17, FOIP

(pursuant to the Municipal Government Act and amendments thereto)

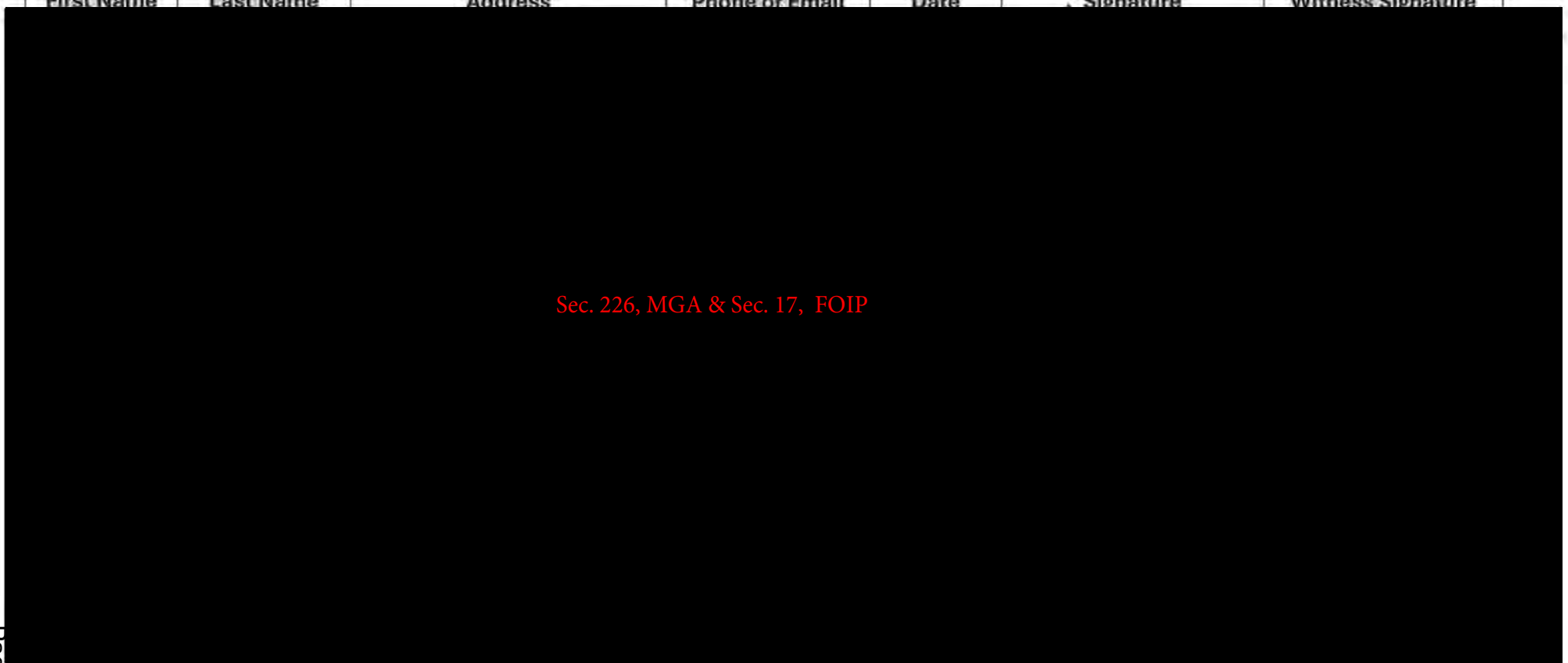
To: The Council of the Town of Strathmore , in the Province of Alberta.

The undersigned persons, being electors of the Town of Strathmore in the Province of Alberta, hereby petition the council of Strathmore for/to:

**Repeal bylaw 24-14 – The Garden Suite Bylaw – which passed third reading on July 3<sup>rd</sup>, 2024.**

EACH PETITIONER, by signing this petition, certifies that he (or she) is an elector of the Town of Strathmore in the Province of Alberta.

First Name	Last Name	Address	Phone or Email	Date	Signature	Witness Signature
------------	-----------	---------	----------------	------	-----------	-------------------



Sec. 226, MGA & Sec. 17, FOIP


Statement of Representative of Petitioners

(pursuant to the *Municipal Government Act* and amendments thereto)

**Sec. 226, MGA & Sec. 17, FOIP** of **Sec. 226, MGA & Sec. 17, FOIP** in **Sec. 226, MGA & Sec. 17, FOIP**  
the **Town** **Strathmore** in the Province of  
Alberta, state that I represent the petitioners and am the person to whom the municipal council  
may direct any inquiries with regard to the petition. I may be contacted by phone at  
**Sec. 226, MGA & Sec. 17, FOIP** or email at **Sec. 226, MGA & Sec. 17, FOIP**

DATED at the Town of Strathmore of AB, in the  
Province of Alberta, this 30<sup>th</sup> day of August, 2024.

**Sec. 226, MGA & Sec. 17, FOIP**

Witness

**Sec. 226, MGA & Sec. 17, FOIP**

Signature of Representative

**Sec. 226, MGA & Sec. 17, FOIP**

(Printed Name)

**AFFIDAVIT**

**Sec. 226, MGA & Sec. 17, FOIP**

I, \_\_\_\_\_, pursuant to the *Municipal Government Act* and amendments thereto, of the (type of municipality) of (name of municipality), in the Province of Alberta, MAKE OATH AND SAY: Town Strathmore MN

1. THAT I was personally present and did witness those signatures on the attached petition where I have signed my name as an adult person.
2. THAT to the best of my knowledge the persons whose signatures I have witnessed on this petition are electors of the (name of municipality).
  - a. An eligible elector, at a minimum, is a Canadian citizen, over 18 years of age, and a resident of the municipality. (See Sections 12, 47 and 48 of the *Local Authorities Election Act* for further information.)
  - b. I personally observed each person complete the petition document.

SWORN (or affirmed) before me at \_\_\_\_\_ )

Town of Strathmore )

in the Province of Alberta, )

this 28 day of August )

20 24 )

**Sec. 226, MGA & Sec. 17, FOIP**

A Commissioner for Oaths/Notary Public in  
and for the Province of Alberta

\*(PRINT OR STAMP NAME HERE)

**MELISSA D. HAAVIND**  
A Commissioner for Oaths  
in and for Alberta  
My Commission expires July 31, 2025

MY APPOINTMENT EXPIRES \_\_\_\_\_

\*(Must be legibly printed or stamped).

**Sec. 226, MGA & Sec. 17, FOIP**

(Signature of person who  
witnessed signatures on the  
petition)



AFFIDAVIT

Sec. 226, MGA & Sec. 17, FOIP

I, \_\_\_\_\_, pursuant to the *Municipal Government Act* and amendments thereto, of the (type of municipality) of (name of municipality), in the Province of Alberta, MAKE OATH AND SAY: Town Strathmore WIA

1. THAT I was personally present and did witness those signatures on the attached petition where I have signed my name as an adult person.
2. THAT to the best of my knowledge the persons whose signatures I have witnessed on this petition are electors of the (name of municipality).
  - a. An eligible elector, at a minimum, is a Canadian citizen, over 18 years of age, and a resident of the municipality. (See Sections 12, 47 and 48 of the *Local Authorities Election Act* for further information.)
  - b. I personally observed each person complete the petition document.

SWORN (or affirmed) before me at

Town of Strathmore  
in the Province of Alberta,

this 28 day of August

Sec. 226, MGA & Sec. 17, FOIP

(Signature of person who  
witnessed signatures on the  
petition)

Sec. 226, MGA & Sec. 17, FOIP

A Commissioner for Oaths/Notary Public in  
and for the Province of Alberta

\*(PRINT OR STAMP NAME HERE)

**MELISSA D. HAAVIND**  
A Commissioner for Oaths  
in and for Alberta  
My Commission expires July 31, 2025

MY APPOINTMENT EXPIRES \_\_\_\_\_

\*(Must be legibly printed or stamped).



AFFIDAVIT

I, Sec. 226, MGA & Sec. 17, FOIP, pursuant to the *Municipal Government Act* and amendments thereto, of the (type of municipality) of (name of municipality) in the Province of Alberta, MAKE OATH AND SAY: Town Strathmore alt

1. THAT I was personally present and did witness those signatures on the attached petition where I have signed my name as an adult person.
2. THAT to the best of my knowledge the persons whose signatures I have witnessed on this petition are electors of the (name of municipality).
  - a. An eligible elector, at a minimum, is a Canadian citizen, over 18 years of age, and a resident of the municipality. (See Sections 12, 47 and 48 of the *Local Authorities Election Act* for further information.)
  - b. I personally observed each person complete the petition document.

SWORN (or affirmed) before me at

Town of Strathmore

in the Province of Alberta,

this 28 day of August

20 24

(Signature of person who witnessed signatures on the petition)

A Commissioner for Oaths/Notary Public in  
and for the Province of Alberta

\*(PRINT OR STAMP NAME HERE)

**MELISSA D. HAAVIND**  
A Commissioner for Oaths  
in and for Alberta  
My Commission expires July 31, 2025

MY APPOINTMENT EXPIRES \_\_\_\_\_

\*(Must be legibly printed or stamped).

AFFIDAVIT

I, Sec. 226, MGA & Sec. 17, FOIP, pursuant to the *Municipal Government Act* and amendments thereto, of the (type of municipality) of (name of municipality), in the Province of Alberta, MAKE OATH AND SAY: Town Strathmore ehl

1. THAT I was personally present and did witness those signatures on the attached petition where I have signed my name as an adult person.
2. THAT to the best of my knowledge the persons whose signatures I have witnessed on this petition are electors of the (name of municipality).
  - a. An eligible elector, at a minimum, is a Canadian citizen, over 18 years of age, and a resident of the municipality. (See Sections 12, 47 and 48 of the *Local Authorities Election Act* for further information.)
  - b. I personally observed each person complete the petition document.

SWORN (or affirmed) before me at )

Town of Strathmore )  
in the Province of Alberta, )

this 28 day of August )

20 24 )

Sec. 226, MGA & Sec. 17, FOIP )

A Commissioner for Oaths/Notary Public in  
and for the Province of Alberta

\*(PRINT OR STAMP NAME HERE)

**MELISSA D. HAAVIND**  
A Commissioner for Oaths  
in and for Alberta  
My Commission expires July 31, 2025

MY APPOINTMENT EXPIRES \_\_\_\_\_

\*(Must be legibly printed or stamped).

Sec. 226, MGA & Sec. 17, FOIP

(Signature of person who  
witnessed signatures on the  
petition)



# Request for Decision

**To:** Mayor & Council

**Staff Contact:** Ethan Wilson, Manager of Infrastructure

**Date Prepared:** September 11, 2024

**Meeting Date:** September 18, 2024

**SUBJECT:** **Alberta Community Partnership Grant Application - Stormwater Management Cooperative**

**RECOMMENDATION:** THAT Council direct Administration to support the City of Chestermere in their application for an Alberta Community Partnership Grant under the Intermunicipal Collaboration component related to the regional Stormwater Management Cooperative.

## STRATEGIC PRIORITIES:



Affordable  
Housing



Climate  
Resiliency



Community  
Development



Community  
Wellness



Economic  
Development



Financial  
Sustainability

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

The Stormwater Management Cooperative (CSMI) is a regional stormwater solution that currently consists of the Town, Rockyview County, the City of Calgary, and the Western Irrigation District. This collaborative effort allows for regional stormwater releases that meet environmental guidelines and prepares for future climate adjustments, minimizing the impact on local development.

---

## SUSTAINABILITY

### **ECONOMIC SUSTAINABILITY:**

This collaborative effort is a way to share costs which each municipality would otherwise have to spend on their own.

**SOCIAL SUSTAINABILITY:**

N/A

**ENVIRONMENTAL SUSTAINABILITY:**

Climate resiliency and planning ahead for future scenarios ensures that our impact on the environment is minimized

---

**IMPLICATIONS OF RECOMMENDATION:****GENERAL:**

This application is being made by the City of Chestermere in an attempt to minimize the costs expended as they explore the possible opportunity of rejoining the Stormwater Management Cooperative. Costs include legal, engineering, and other relevant tasks to review the feasibility of having Chestermere rejoin the Cooperative.

**ORGANIZATIONAL:**

None.

**OPERATIONAL:**

None.

**FINANCIAL:**

None at this time, the costs would otherwise be borne by the City of Chestermere with a small portion being born by the Cooperative (i.e. Legal) in which the Town would be responsible for their portion (<5%).

**POLICY:**

None.

**IMPLEMENTATION:**

With council's approval, the resolution (through approved meeting minutes) would be shared with the City of Chestermere and appended to the grant application.

---

**BACKGROUND:**

Discussions between the City of Chestermere and the Stormwater Management Cooperative (CSMI) continue on various topics, one of which is whether the Cooperative may be a solution for Chestermere's stormwater needs. This determination will require some effort from different entities, including legal, engineering, and other subject matter experts, in which expenses are

likely to be incurred. As this is a regional solution, the ACP grant provides funding for intermunicipal collaboration efforts.

The City of Chestermere would be the Managing Partner applicant while the Town would be a supporting applicant and the City of Calgary and Rockyview County also supporting (although a council motion is only required from one supporting community).

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

Exploring the potential for Chestermere to join the Stormwater Management Cooperative allows the municipality to make an educated decision and also allows the Cooperative to allow a new partner with little financial implications.

#### **DESIRED OUTCOMES:**

With this motion, the City of Chestermere would make a similar motion and submit the grant application before the deadline of October 1, 2024.

#### **COMMUNICATIONS:**

Internal communications and correspondence between municipalities has proceeded as required to properly prepare the application.

#### **ALTERNATIVE ACTIONS/MOTIONS:**

N/A

Ethan Wilson, Manager of Infrastructure	Approved - 12 Sep 2024
Jamie Dugdale, Director of Infrastructure, Operations, and Development Services	Approved - 12 Sep 2024
Veronica Anderson, Legislative Services Officer	Approved - 12 Sep 2024
Claudette Thorhaug, Legislative Services Officer	Approved - 12 Sep 2024
Kevin Scoble, Chief Administrative Officer	Approved - 13 Sep 2024



# Request for Further Direction

**To:** Council

**Staff Contact:** Claudette Thorhaug, Legislative Services Officer

**Date Prepared:** September 12, 2024

**Meeting Date:** September 18, 2024

**SUBJECT:** Letter of Support - Strathmore Overnight Shelter

**RECOMMENDATION:** THAT Council provide further direction for the letter of support for the Strathmore Overnight Shelter that was drafted, as directed by Council, following the Regular Council Meeting on September 4, 2024.

## 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:**

N/A

**ORGANIZATIONAL:**

N/A

**OPERATIONAL:**

N/A

**FINANCIAL:**

N/A

**POLICY:**

N/A

**IMPLEMENTATION:**

N/A

---

**BACKGROUND:**

Policy 1109 - Letters of Support Policy was approved by Council on March 6, 2024 during a Regular Council Meeting. The Letters of Support Policy is included in Attachment I.

---

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

N/A

**DESIRED OUTCOMES:**

N/A

**COMMUNICATIONS:**

N/A

**ALTERNATIVE ACTIONS/MOTIONS:**



1. THAT Council authorize Mayor Fule to sign the letter of support as presented in Attachment II.
2. Council may decide to not pursue any further action.

**ATTACHMENTS:**

[Attachment I: 1109-Letters-of-Support-Policy](#)

[Attachment II:Letter of Support - Strathmore Overnight Shelter\\_Redacted](#)

---

Veronica Anderson, Legislative Services Officer

Approved  
- 13 Sep  
2024

Kevin Scoble, Chief Administrative Officer

Approved  
- 13 Sep  
2024



# TOWN POLICY

**POLICY NUMBER: 1109**

---

**REFERENCE:**

Resolution No. 047.03.24

**ADOPTED BY:**

Town Council

---

**PREPARED BY:** Legislative Services

**DATE:** March 6, 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 or 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.
  - i. If any concerns or objections are raised than Legislative Services will bring the letter to the next available council meeting for review.
  - ii. 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.
  - i. If any concerns or objections are raised than Legislative Services will bring the letter to the next available council meeting for review.
  - ii. 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.

- i. If any concerns or objections are raised than Legislative Services will bring the letter to the next available council meeting for review.
- ii. 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.
  - i. If any concerns or objections are raised than Legislative Services will bring the letter to the next available council meeting for review.
  - ii. 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: March 2028

**END OF POLICY**

**APPROVAL**

  
\_\_\_\_\_  
Mayor

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

To:  
**Brett Case**  
Director, South Operations  
Seniors, Community, and Social Services

*\* sent by email only \**

Sec. 17, FOIP

Sent Via Email: [brett.case@gov.ab.ca](mailto:brett.case@gov.ab.ca)

**Re: Support Letter for Strathmore Overnight Shelter (SOS)**

Dear Director Case;

The Town of Strathmore (The Town) is pleased to present this letter of support for the Strathmore Overnight Shelter (SOS).

Since its inception in 2009 and its opening in 2018, four successive Councils have actively demonstrated support for the SOS; evidenced in the fact that the Town supported the work of Pastor and Shelter Director, Elizabeth Karp, in assisting with development permits and provided other guiding advice as she pursued building of the Shelter.

In 2015, Strathmore Town Council voted to provide the SOS with \$40,000.00 in funding. After the Shelter opened, the Town provided the water meter for the building at no cost. During COVID, Council voted to set aside emergency funding for the SOS in case they needed to utilize hotel rooms for isolating residents. Council voted to grant the SOS \$10,000.00 in 2023, and \$20,000.00 in 2024.

The Town Council recognizes the contribution SOS has made to the community and has worked diligently to partner with SOS in multiple ways including having the Strathmore Family Community Support Services (FCSS) provide clients with aid in securing counseling, transportation, procuring identification, and in applying for appropriate supports such as housing and senior's benefits. During periods of extreme heat and cold the Town opens a cooling and warming station during the daytime so Shelter clients stay safe and away from extreme elements.

Strathmore Town Council is supportive of SOS opening 24 hours a day. This will improve the quality of life for clients and could alleviate concerns within the community. Council is also supportive of the SOS expanding the number of client beds, providing proper approvals have been received from the proper guiding legislative authorities.

If you have questions or require additional information please do not hesitate to contact our offices at 403-934-3133 or by e-mail at [lsadmin@strathmore.ca](mailto:lsadmin@strathmore.ca).

Sincerely;

Mayor Pat Fule