

COUNCIL MEETING AGENDA

February 4, 2025

1:00 pm

COUNCIL CHAMBERS

400 Main Street SE

Pages

1. CALL TO ORDER

2. PUBLIC HEARINGS

There are no public hearings

3. PUBLIC INPUT SESSIONS

There are no items

4. PUBLIC AGENDA - 1:00 PM

5. CONFIRMATION OF MINUTES

5.1 Minutes of the regular meeting of January 21, 2025

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6. CONSENT AGENDA

6.1 Proclamation - Red Wear Canada Day (Charlotte Satink, Manager of Legislative Services and IGM/City Clerk)

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Deputy Mayor Spearman has proclaimed February 13, 2025 as Wear Red Canada Day in Airdrie to raise awareness for all Canadian women to be mindful and proactive in the management of their heart health and wellness.

7. BYLAWS (not requiring public hearing)

7.1 Bylaw No. B-06/2025 - Revision to Bylaw No. B-30/2024 (Jeff Brunen, Senior Planner)

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Council is being asked to give three readings to Bylaw No. B-06/2025, being a bylaw to revise the Accessory Suite regulations of Bylaw No. B-30/2024 to correct clerical and technical errors.

7.2	Bylaw No. B-07/2025 - Establishment of Policing Committee (Lynn Mackenzie, Manager of Municipal Enforcement and RCMP Support Services)	28
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Council is being provided with the new Policing Committee Bylaw as required by the Government of Alberta.

8. AGENDA REPORTS

8.1	SW Recreation Centre - Site Master Plan and Functional Program Update (Brad Anderson, Manager of Recreation)	51
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Council is being presented with an overview of the pre-design work underway and decisions returning to Council on the site master plan and functional report for the SW recreation centre.

8.2	Request from Rocky View Foundation to Approve Utilizing a Portion of Requisitioned Funds to Establish a Reserve Fund (Jessica DeVreeze, Team Leader Affordable Housing)	56
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Council is being asked to approve a request from Rocky View Foundation to use a portion of Airdrie's 2025 requisitioned funds towards establishing an RVF reserve fund for affordable housing development.

8.3	Letter of Support - Windwood Music Festival (Charlotte Satink, Manager of Legislative Services and IGM/City Clerk)	60
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Council is being asked to ratify a letter of support for the Windwood Music Festival's application to the Canada Council for the Arts 150 - Explore and Create grant for \$38,500 in funding for their two-week Windwood Music Festival in August 2025.

9. BUSINESS ARISING FROM COUNCIL COMMITTEES

9.1	Community Safety and Social Services
9.1.1	Chair Update (Verbal)
9.1.2	Items referred from Standing Committee
9.2	Community and Corporate Services
9.2.1	Chair Update (Verbal)
9.2.2	Items referred from Standing Committee
9.3	Community Infrastructure and Strategic Growth
9.3.1	Chair Update (Verbal)
9.3.2	Items referred from Standing Committee

10. NOTICES OF MOTION

11. COUNCIL MEMBERS REPORTS

12. UPDATE ON COUNCIL RESOLUTIONS

12.1 Council follow up to February 4, 2025

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13. CLOSED SESSION - Immediately following public agenda

13.1 Service Update - Section 24 (Advice from officials) Freedom of Information and Protection of Privacy Act

13.2 Notes

14. MOTIONS ARISING FROM CLOSED SESSION

15. ADJOURNMENT

COUNCIL MEETING

MINUTES

January 21, 2025
COUNCIL CHAMBERS
400 Main Street SE

PRESENT

Mayor P. Brown
Deputy Mayor H. Spearman
Councillor D. Belyk
Councillor R. Chapman
Councillor A. Jones
Councillor C. Kolson
Councillor T. Petrow

GUESTS

Cameron Heke, VP Stakeholder and Community Engagement, Habitat for Humanity Southern Alberta Department Community Safety & Social Services
Kimber Higa, Director, BILD-Calgary Region
Shaun Jones, National Sector Lead Affordable Housing, Colliers Project Leaders
Gerrard Oishi, President and CEO, Habitat for Humanity - Southern Alberta
Chris Rowe, CAO, Rocky View Foundation
Dr. Alina Turner, HelpSeeker Technologies

STAFF

H. Galanti, City Manager
M Labait, Manager Treasury
L. Mackenzie, Manager ME and RCMP Support Services
C. Satink, Manager Legislative Services & IGM/City Clerk
T. Belsham, Team Leader Legislative Services/Assistant City Clerk
P. Clark, Team Leader Social Planning
J. DeVreeze, Team Leader Affordable Housing
G. Gibeau, Team Leader Current Planning
S. Mitchell, Team Leader Budget and Financial Planning
J. Bryant, Social Planner
J. Dudek, Youth Engagement Liaison
N. Guillot, Social Planner
C. Jeromski, Planner II
D. McDonald, Senior Planner
C. Phillips, Legislative Officer
C. Sanders, Affordable Housing Capital Strategist
K. Spence, Council Technician
K. Rushford, Recording Technician

1. CALL TO ORDER

Mayor Brown called the meeting to order at 10:04 a.m.

2. CLOSED SESSION – 10:00 A.M.

2025-C-001

Moved By Councillor Belyk

That Council enters the Closed Meeting at 10:04 a.m. to discuss the following items:

1. Land Purchase - Section 25 (Disclosure harmful to economic and other interests of a public body) Freedom of Information and Protection of Privacy Act
2. Land Purchase - Section 25 (Disclosure harmful to economic and other interests of a public body) Freedom of Information and Protection of Privacy Act
3. Budget Amendment - Section 25 (Disclosure harmful to economic and other interests of a public body) Freedom of Information and Protection of Privacy Act

With the following:

PRESENT

Mayor P. Brown
Deputy Mayor H. Spearman
Councillor D. Belyk
Councillor R. Chapman
Councillor A. Jones
Councillor C. Kolson
Councillor T. Petrow

GUESTS

Dougal Forteath, Managing Director – Airdrie Housing Limited
Chris Rowe, Director - Rocky View Foundation

The following staff members were present to provide advice to officials:

STAFF

H. Galanti, City Manager,
S. Utz, Director Strategic Growth and Investment,
L. Mackenzie, Manager ME and RCMP Support Services,
J. Ramjohn, Manager Strategic Growth Services,
C. Satink, Manager, Legislative Services & IGM/City Clerk,
T. Belsham, Team Leader Legislative Services/Assistant City Clerk,
J. DeVreeze, Team Leader Affordable Housing,
A. Dormer, Team Leader Engineering,
G. Gibeau, Team Leader Current Planning,
B. Tomlinson, Team Leader Municipal Enforcement,
C. Sanders, Affordable Housing Capital Strategist,
C. Selinger, Housing Policy Strategist,
A. Wood, Corporate Properties Coordinator,
K. Spence, Council Technician, and
K. Rushford, who recorded the meeting.

Carried

2025-C-002

Moved by Councillor Belyk

That Council leaves the Closed Session at 12:59 p.m.

Carried

3. PUBLIC HEARING - 1:00 PM

1. Bylaw No. B-33/2024 – Land Use Bylaw Amendment Supportive Housing Regulation Updates (Crystal Jeromski, Planner II)

A Public Hearing is being held on Bylaw No. B-33/2024, being a bylaw to amend the supportive housing regulations within Land Use Bylaw No. B-01/2016.

Mayor Brown declared the Public Hearing for Bylaw No. B-33/2024 open at 1:04 p.m.

C. Jeromski, Planner II, presented Bylaw No. B-33/2024.

G. Gibeau, Team Leader Current Planning, provided clarification as to why a development permit application for a Supportive Housing facility “may” require proof of engagement with neighbours, rather than “shall”. Proof of public engagement is not part of the actual review process, but does supplement the application.

G. Gibeau confirmed that an accessory suite is permitted on a site with Supportive Housing, but the number of individuals living in the accessory suite will be included in the total number of people permitted in the facility, as it is on the same site.

There was discussion about whether to require a 150 metre separation distance between approved Supportive Housing facilities. The consensus of Council was to not require the separation distance.

Mayor Brown asked three times if there was anyone present who wished to speak in favour of Bylaw No. B-33/2024. There were no responses.

The Clerk advised that one e-mail was received in support of the Bylaw and was circulated to Council. A comment was made that the email relates more to secondary suites than supportive housing. Administration will reach out to the resident and make that clear.

Mayor Brown asked three times if there was anyone present who wished to speak in opposition to Bylaw No. B-33/2024. There were no responses.

The Clerk confirmed that no written e-mail submissions had been received in opposition to Bylaw No. B-33/2024.

Mayor Brown closed the Public Hearing for Bylaw No. B-33/2024 at 1:32 p.m.

C. Jeromski gave final remarks and Staff’s recommendation.

2025-C-003

Moved By Councillor Jones

That Council gives First Reading to Bylaw No. B-33/2024, being a bylaw to amend supportive housing regulations within the Land Use Bylaw B-01/2016.

Carried

2025-C-004

Moved By Deputy Mayor Spearman

That Council gives Second Reading to Bylaw No. B-33/2024.

Carried

2025-C-005

Moved By Councillor Petrow

That Council grants permission for Third Reading of Bylaw No. B-33/2024.

Carried Unanimously

2025-C-006

Moved By Councillor Kolson

That Council gives Third Reading to Bylaw No. B-33/2024.

Carried

4. PUBLIC INPUT SESSIONS

There are no items.

5. PUBLIC AGENDA - Immediately Following Public Hearing

6. CONFIRMATION OF MINUTES

1. Minutes of the regular meeting of December 17, 2024

2025-C-007

Moved By Councillor Belyk

That Council adopts the minutes of the regular meeting of December 17, 2024, as presented.

Carried

7. CONSENT AGENDA

2025-C-008

Moved By Councillor Petrow

That Council moves the following report included on the consent agenda to the regular agenda:

- Building Safer Communities Update Q4 2024.

Carried

1. Building Safer Communities Update Q4 2024 (Jessica Dudek, Youth Engagement Liaison)

2025-C-009

Moved By Councillor Petrow

That Council accepts the report titled “Building Safer Communities Update Q4 2024”, for information:

Carried

2. Proclamation – Kawasaki Disease Awareness Day (Charlotte Satink, Manager of Legislative Services and IGM/City Clerk)

2025-C-010

Moved By Councillor Chapman

That Council accepts the Proclamation – Kawasaki Disease Awareness Day, for information.

Carried

8. BYLAWS (not requiring public hearing)

1. 2025 Borrowing Bylaws Final Reading (Stephanie Mitchell, Team Leader Budget and Financial Planning)

2025-C-011

Moved By Councillor Petrow

That Council gives Second Reading to Bylaw No. B-01/2025, being a bylaw to fund \$89,990,011 of the Southwest Recreation Centre – Phase 1 Construction project.

Carried

2025-C-012

Moved By Councillor Chapman

That Council gives Third Reading to Bylaw No. B-01/2025.

Carried

2025-C-013

Moved By Councillor Kolson

That Council gives Second Reading to Bylaw No. B-02/2025, being a bylaw to fund \$6,847,700 of 2025 Sanitary projects.

Carried

2025-C-014

Moved By Councillor Jones

That Council gives Third Reading to Bylaw No. B-02/2025.

Carried

2025-C-015

Moved By Councillor Belyk

That Council gives Second Reading to Bylaw No. B-03/2025, being a bylaw to fund \$548,648 of 2025 Fire Vehicle and Equipment projects.

Carried

2025-C-016

Moved By Councillor Petrow

That Council gives Third Reading to Bylaw No. B-03/2025.

Carried

9. AGENDA REPORTS

1. Advancing Housing Solutions through a Made-in-Airdrie Approach (Jessica DeVreeze, Team Leader Affordable Housing)

2025-C-017

Moved By Deputy Mayor Spearman

That Council:

1. endorses the following recommendations of the Airdrie Housing Solutions Working Group:
 1. Establish a Collaborative Mechanism for Ongoing Engagement;
 2. Accelerate Implementation of the 2024-2030 Affordable Housing Principled Action Plan;
 3. Facilitate Partnerships with Industry and Non-Profit Organizations;
 4. Adopt an Evidence-Based Approach to Community Building; and
 5. Advocate for Airdrie's Interests with Other Orders of Government;and
2. directs Administration to find an appropriate path to implement the recommendations, with a report back to Council in Q2 2025 on updates.

Carried

RECESS

Mayor Brown called a recess at 2:24 p.m. The meeting reconvened at 2:35 p.m.

2. Habitat For Humanity Second Funding Request (Monica Labait, Manager of Treasury and Christa Sanders, Affordable Housing Capital Strategist)

2025-C-018

Moved By Councillor Chapman

That Council chooses to support the additional amount of municipal support for the project to meet Habitat for Humanity's request of \$275,000 through the affording housing reserve fund.

Defeated by vote of 3 in favour, 4 opposed

Opposed: Mayor Brown

Councillor Jones

Councillor Kolson

Councillor Petrow

3. North Highland Park Update (Daria McDonald, Senior Planner)

MEMBER LEAVES THE MEETING

Mayor Brown left the meeting at 3:33 p.m. Deputy Mayor Spearman took over the chair.

2025-C-019

Moved By Councillor Kolson

That Council directs Administration that no further comprehensive land use planning be pursued for the North Highland Park area at this time.

Carried (Mayor Brown not in attendance for the vote)

4. Amendments to the Social Policy (Jessie Bryant, Social Planner)

MEMBER JOINS THE MEETING

Mayor Brown joined the meeting at 3:38 p.m. and resumed the chair.

2025-C-020

Moved By Councillor Chapman

That Council endorses the new Social Policy COM-72-C as presented and repeals Social Policy COM-63-C.

Carried

5. FCSS Policy Amendments (Natasha Guillot, Social Planner)

2025-C-021

Moved By Councillor Belyk

That Council endorses the new Family and Community Support Services Policy COM-71-C as presented and repeals Family and Community Support Services Policy COM-62-C.

Carried

6. Participation Support for Subdivision and Development Appeal Board
Citizen Members Policy (Chelsea Phillips, Legislative Officer)

2025-C-022

Moved By Councillor Kolson

That Council:

1. endorses the new Participation Support for Subdivision and Development Appeal Board Citizen Members Policy P-FIN-31-C as presented; and
2. approves the recommendation to hold Subdivision and Development Appeal Board hearings every three weeks on Thursdays starting at 9:00 a.m. and directs Administration to return to Council with an updated 2025 Council calendar for approval.

Carried

10. BUSINESS ARISING FROM COUNCIL COMMITTEES

1. Community Safety and Social Services

1. Chair Update (Verbal)

There was nothing new to report.

2. Community and Corporate Services

1. Chair Update (Verbal)

There was nothing new to report.

3. Community Infrastructure and Strategic Growth

1. Chair Update (Verbal)

Councillor Jones advised that the Community Infrastructure and Strategic Growth Standing Committee reviewed the new Waterworks Bylaw, which will be coming to Council with recommendations, and Bylaw No. B-05/2025 - Redistricting for 516 Centre Ave NE, which will also be coming to Council with recommendations. Following the meeting, the Committee had refresher training on planning and development decisions.

11. NOTICES OF MOTION

There are no items.

12. COUNCIL MEMBERS REPORTS

There are no resolutions arising from board member reports.

13. UPDATE ON COUNCIL RESOLUTIONS

1. Council follow up to January 21, 2025

H. Galanti advised that there are four items on the Council follow-up list. Council dealt with Item #1 (Land Use Bylaw review for Supportive Housing) and Item #4 (Compensation for Citizen Members for SDAB) today, so those items will be removed from the list. The remaining two items on the list are progressing well. Item #2 (Drive Happiness Seniors Association Program) will be presented in Q2 and Item #3 (Zero-Lot Line Housing) in June.

14. MOTIONS ARISING FROM CLOSED SESSION

2025-C-023

Moved By Councillor Chapman

That Council directs Administration to proceed as discussed during Closed Session item 1.1.

Carried

2025-C-024

Moved By Deputy Mayor Spearman

That Council directs Administration to proceed as discussed during Closed Session item 1.2.

Carried

2025-C-025

Moved By Councillor Jones

That Council approves an amendment to the 2025 Capital Budget in the amount of \$521,000 to add Project #1336.

Carried

15. ADJOURNMENT

Mayor Brown adjourned the meeting at 4:09 p.m.

Mayor

City Clerk



January 26, 2025

Dear Mayor Brown,

Heart disease is the number one killer of women worldwide and the leading cause of premature death in women in Canada. Globally, cardiovascular diseases affect 1 out of 3 women, yet women everywhere are under-studied, under-diagnosed, under-treated, and under-aware when it comes to their cardiovascular health. Worse, considering that 80% of a woman's risk factors are within her control, heart disease is largely preventable.

[Wear Red Canada](#) is celebrated annually across Canada on February 13th to raise awareness about women's cardiovascular health. Organized events held across the country serve as a reminder for everyone, especially women, to be mindful, curious and proactive in the management of their heart health and wellness.

Powered by the Canadian Women's Heart Health Centre (CWHHC), the [Canadian Women's Heart Health Alliance](#) (CWHHA) is comprised of over 140 women's heart health professionals, patients and scientists from across Canada. Our mission is to share evidence-based strategies that will transform clinical practice and enhance collaborative action concerning women's heart health in Canada. Some of the Alliance's members live and work here in your constituency of Airdrie.

Each year, the CWHHA develops a national Wear Red Canada awareness campaign with the ultimate goal of improving the heart health of women in Canada of all ages. We invite you to learn more about Wear Red Canada Day at [WearRedCanada.ca](https://www.WearRedCanada.ca).

I write to you today, as our elected mayor and an advocate for improving health outcomes for women in Airdrie, to request your assistance in proclaiming February 13 as *Wear Red Canada day* in Airdrie.

We would also request a 2-3 minute pre-recorded video message to all of Canada on behalf of the city of Airdrie. We will provide you with all the needed briefing documents and remain at your disposal to answer any questions.

We want to see improved awareness of the greatest health risk to women in our communities, and, most importantly, fewer women dying prematurely from heart disease—and we believe we can achieve this with your help.



CANADIAN WOMEN'S
HEART HEALTH CENTRE

NATIONAL
ALLIANCE



HER HEART MATTERS

WEAR RED CANADA • FEB 13

Thank you for your time, for reading, and for your consideration. Do not hesitate to contact me if I can provide further information or suggested proclamation language for your review.

Yours sincerely,

Sophie Yonan

Bachelor of Health Sciences, Undergraduate Student

Cumming School of Medicine, University of Calgary

WEAR RED CANADA DAY

February 13, 2025

WHEREAS, Heart disease is the number one killer of women worldwide and the leading cause of premature death for Canadian women, a fact unknown to many women and their healthcare providers; and

WHEREAS, The Canadian Women's Heart Health Alliance is an organization of volunteer health professionals and patients working hard to improve women's heart health; and

WHEREAS, Wear Red Canada Day is celebrated annually to raise awareness for all Canadians, but especially Canadian women, to be mindful, curious, and proactive in the management of their heart health and wellness; and

WHEREAS, We want to see better prevention, diagnosis, and care and fewer women dying prematurely from heart disease;

THEREFORE, I, [insert name here], mayor of [Municipality], do hereby proclaim **February, 13, 2025 Wear Red Canada Day** in [Municipality], Alberta, Canada.

JOURNÉE TOUT LE MONDE EN ROUGE

13 février 2025

ATTENDU QUE la maladie du cœur est la première cause de décès chez les femmes dans le monde et la première cause de décès prématuré chez les Canadiennes, ce dont beaucoup de femmes et de soignants n'ont pas conscience; et

ATTENDU QUE l'Alliance canadienne de santé cardiaque pour les femmes est un groupe de spécialistes de la santé et de patientes qui travaillent bénévolement à améliorer la santé cardiaque des femmes; et

ATTENDU QUE la **Journée Tout le monde en rouge** est célébrée chaque année pour encourager les Canadiens — et tout particulièrement les Canadiennes — à se renseigner sur leur santé cardiaque et à en prendre soin; et

ATTENDU QUE nous souhaitons mieux prévenir, diagnostiquer et traiter la maladie du cœur, et réduire le nombre de femmes qui en décèdent prématurément;

PAR CONSÉQUENT, je, [], maire de [], proclame par la présente le **13 février 2025** la **Journée Tout le monde en rouge** à [], Alberta, Canada

[Insert signature]
Title



COUNCIL – AGENDA REPORT

Meeting Date: 4 February 2025

Subject: Bylaw No. B-06/2025 – Revise Bylaw No. B-30/2024 Accessory Suite Regulations

Directorate: Strategic Growth and Investment

Issue:

Council is being asked to give three readings to Bylaw B-06/2025, being a bylaw to revise the Accessory Suite regulations of Bylaw B-30/2024 to correct clerical and technical, errors.

Policy / Council Direction:

Revisions to a Bylaw

The *Municipal Government Act* (MGA) authorizes a municipality to, by bylaw, revise a bylaw to correct minor administrative issues, clarify regulations, and/or improve the intent of the bylaw. Specifically, section 63(2)(g) of the MGA states that a bylaw may make changes without materially affecting the bylaw in principle or substance to:

- (i) Correct clerical, technical, grammatical or typographical errors;
- (ii) Bring out more clearly what is considered to be the meaning of a bylaw; or
- (iii) Improve the expression of the bylaw.

According to MGA Section 66(1), provisions of a revising bylaw that replace provisions of a previous bylaw, when having the same effect, operate both retrospectively as well as prospectively and are deemed to come into force on the day(s) in which the corresponding previous bylaw came into force. Essentially, Bylaw B-06/2025 is revising clerical and technical errors in order to improve the meaning of the Accessory Suites Regulation Update, and would be effective as of same date as Bylaw B-30/2024, being December 18, 2024.

Also, as required by MGA section 63(4), the proposed revisions have been certified by the Chief Administrative Officer to have been prepared in accordance with section 63 of the *Municipal Government Act*. This certification has been included as Attachment #4.

Background:

Bylaw No. B-30/2024 was adopted by City Council at the December 17, 2024 Council Meeting and Public Hearing. This bylaw updated the *Land Use Bylaw's* (LUB) regulations on Accessory Suites to make them more broadly permitted across Airdrie. In the consolidation of these new regulations with the LUB, several technical and clerical revisions were identified and must be corrected to better achieve the desired outcome of the adopted bylaw. An overview of how these revisions work is shown in Attachment #3 in which Bylaw B-30/2024, Bylaw B-06/2025, and the final result in the Land Use Bylaw are compared.

Revision 1 – Conflicting Subsection Numbers

In Bylaw No. B-30/2024, sections 9 and 26 inserted new subsections under the headings of “Exceptions for Garage Suites” and “Exceptions for Secondary Suites”, respectively. However, these new subsections were amended under the exact same conflicting subsection number of “8.5.8(5)” which was not the intent of the bylaw. Administration asks that section 26 be revised to read as “8.5.8(6)” to resolve this correction and renumber the remainder of 8.5.8 accordingly. Bylaw No. B-06/2025 address this in Attachment #1 as sections 4 and 5.

Revision 2 – Duplicate Amendments

Bylaw No. B-30/2024 unintentionally created two amendments which amend the exact same item. Sections 22 and 32 both read as:

“That Section 6.22.3 (2)(d) is deleted and replaced with the following:

6.22.3 (2)(d)

A secondary suite shall have a separate entryway; and”

Administration requests that section 32 is deleted in its entirety to correct this issue. This revision can be viewed in Attachment #1 as section 7.

Revision 3 – Section 6.22 Preamble

Sections 10 and 35 of Bylaw No. B-30/2024 impact each other. Section 10 adds a new, renumbered subsection as part of the preamble for Section 6.22 Suites. Section 35 then, as it reads, deletes Section 6.22 “in its entirety”, which is not the intent of the amendment. To correct this by deleting the existing preamble only, Administration proposes sections 1 and 8 of Bylaw No. B-06/2025. Essentially, section 1 strikes out and replaces the original preamble with a new one and then the preamble is numbered as subsection (1). Then section 35 of Bylaw No. B-30/2024 is deleted entirely. This revision can be viewed in Attachment #1 as sections 1 and 8.

Revision 4 – Suite Type Deletions from Multiple Uses Not Allowed

Finally, sections 12, 19, and 30 all require minor revisions to align with the intent of Bylaw No. B-30/2024 in that more than one suite type could be developed on the same site. These three sections all require deletions to the suite types listed in the preamble to improve clarification of the same following subsection found in all three sections (12, 19, and 30). This revision can

be viewed in Attachment #1 as sections 2, 3 and 7. These deletions were listed in Bylaw No. B-30/2024 but the accompanying text did not reflect this intent.

Council Committee Routed Through:

No Standing Committees are involved with this proposed bylaw. According to the *Committees Bylaw*, the Community Infrastructure and Strategic Growth Standing Committee is not responsible for policy matters related to revising bylaws for the purpose of administrative and/or technical corrections.

Administration Recommendation:

That Council gives three readings to Bylaw No. B-06/2025, being a bylaw to amend Bylaw No. B-30/2024 by revising the Accessory Suite regulations to correct clerical and technical errors, as presented.

Alternatives/Implications:

If this bylaw is not approved with the proposed revisions then the desired effect of Bylaw No. B-30/2024 would not be achieved. Contradictions and unintended development standards would remain in the LUB and the goal of more broadly allowing Accessory Suites in Airdrie would be more challenging to administrate.

Budget Implications:

No budget implications are anticipated as a result of adopting Bylaw No. B-06/2025.

Communications and Engagement:

Pursuant to MGA Section 66(1), public notification is not required as the proposed revisions are not materially affecting the principle and/or substance of adopted Bylaw No. B-30/2024. Previous public engagement occurred in association with the Public Hearing held for Bylaw No. B-30/2024. Should Council adopt the proposed bylaw, Land Use Bylaw No. B-01/2016 would be consolidated and updated with these revisions.

Recommendation:

That Council gives three readings to Bylaw No. B-06/2025, being a bylaw to amend Bylaw No. B-34/2024 by .revising the Accessory Suite regulations to correct clerical and technical errors.

Jeff Brunen, Senior Planner

Staff Presenter:	Jeff Brunen
External Presenter:	N/A
Department:	Current Planning
Reviewed by:	Stephen Utz, Director, Strategic Growth & Investment
Attachments:	#1: Proposed Bylaw No. B-06/2025
	#2: Signed Bylaw No. B-30/2024
	#3: Existing Regulations & Proposed Revisions
	#4: Bylaw Revision Certification

**CITY OF AIRDRIE
PROVINCE OF ALBERTA
BYLAW NO. B-06/2025**

A bylaw to revise Bylaw B-30/2024

WHEREAS on December 17, 2024, City of Airdrie Council adopted Bylaw B-30/2024 to amend Accessory Suite regulations of *Land Use Bylaw*, B-01/2016;

AND WHEREAS the *Municipal Government Act*, RSA 2000, c M-26, authorizes a municipality to, by bylaw, revise a bylaw to correct clerical errors or better express the law without materially affecting the bylaw in principle or substance.

The City of Airdrie Council enacts as follows:

Part 1 – Bylaw Revisions

Revises Bylaw B-30/2024

1. That section 10 is revised by striking out “formatting the existing text as subsection (1) and adding the following text as subsection (2)” and substituting with the following:

striking out “Unless otherwise provided in a land use district, a principal dwelling on a lot may be developed with only one of a Garage Suite, Garden Suite, or Secondary Suite.” and substituting the following:

Notwithstanding the lists of Permitted and Discretionary Uses, Accessory Suites shall be considered a Discretionary Use on a property which is accessed only by a cul-de-sac.

2. That section 12 is revised by striking out “Secondary Suite” and “Garden Suite” to create the following:

6.22.1 (2)(a)

A Garage Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Child Care Facility, or Supportive Housing Facility;

- i. Notwithstanding the above, the Development Authority may approve a General Home Business on the same site as a Garage Suite where the application provides the parking required for the home business.

3. That section 19 is revised by striking out “Secondary Suite” and “Garage Suite” to create the following:

6.22.2 (2)(c)

A Garden Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Child Care Facility, or Supportive Housing Facility;

- i. Notwithstanding the above, a Garden Suite may be developed or used as a Bed and Breakfast at the discretion of the Development Authority.
- ii. Notwithstanding the above, the Development Authority may approve a General Home Business on the same site as a Garden Suite where the application provides the parking required for the home business.

4. That section 26 is revised by striking out the “(5)” and substituting “(6)” in both occurrences.
5. That Section 8.5.8, under the heading, “Parking, Access, and Connectivity”, strike out “(5)” and substitute with “(7)”, and strike “(6)” and substitute with “(8)”.

6. That section 30 is revised by striking out “Garage Suite” and “Garden Suite” to create the following:

6.22.3 (2)(b)

A Secondary Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Child Care Facility, or Supportive Housing Facility;

- i. Notwithstanding the above, the Development Authority may approve a General Home Business on the same site as a Secondary Suite where the application provides the parking required for the home business.

7. That section 32 is deleted in its entirety.

8. That section 35 is deleted in its entirety.

Part 2 – Administrative

Severability

9. In any provision or part of this bylaw is declared invalid by a court of competent jurisdiction, all other provisions of this bylaw remain valid and enforceable.

Transitional

10. This bylaw comes into force and effect on December 19, 2024.

READ a first time this 4th day of February 2025.

READ a second time this 4th day of February 2025.

READ a third time this 4th day of February 2025.

This bylaw was executed as of the latest date evidenced by digital signature below.

MAYOR

CITY CLERK

**BYLAW NO. B-30/2024
CITY OF AIRDRIE
PROVINCE OF ALBERTA**

BEING A BYLAW of the City of Airdrie, in the Province of Alberta to amend Bylaw No. B-01/2016, being the City of Airdrie Land Use Bylaw.

WHEREAS the *Municipal Government Act*, RSA, 2000, c. M-26, authorizes a municipality to adopt and amend a land use bylaw to establish districts, land uses and standards for each district, and a system for issuing development permits;

AND WHEREAS Council wishes to amend said Land Use Bylaw No. B-01/2016 in the manner outlined below;

NOW THEREFORE the Municipal Council of the City of Airdrie in Council duly assembled enacts that Bylaw No. B-01/2016 be amended as follows:

1. That Section 1.13(5) is amended by inserting "Dwelling, Semi-Detached" in the definition for Dwelling, Secondary Suite:

Dwelling, Secondary Suite means:

A secondary dwelling unit that is located within and accessory to a Dwelling, Single Detached or Dwelling, Semi-Detached. A Secondary Suite has an entrance separate from the entrance for the principal dwelling and contains living, cooking, sleeping, and sanitation facilities which are separate from those of the principal dwelling located on the site. This Land Use does not include a Dwelling, Garage Suite or a Dwelling, Garden Suite. This land use may also be referred to in this Bylaw as "Secondary Suite."

2. That Section 1.13(5) is amended as follows:

Tandem means:

In reference to parking configurations, to have two parking stalls required for the same land use arranged with one in front of another and facing the same direction.

3. That Section 1.13(5) is amended by inserting "Cul-de-sac" in the definitions as follows:

Cul-de-sac means:

A street or passage that is closed at one end.

4. That Section 4.4(1) Table 5 is amended by deleting the Minimum Parking Required for Accessory Uses and replacing with the following:

Section 4.4(1) Table 5

Use Classification	Minimum Parking Required
Accessory Uses	
Dwelling, Garage Suite Dwelling, Garden Suite Dwelling, Secondary Suite	1.0 stall per suite PLUS Parking as required for any other land uses provided on the site.

5. That the land use "Dwelling, Garage Suite" is deleted as a Discretionary Use and added as a Permitted Use in the following districts:
 - 5.1. Section 8.5.1 R1, Single Detached Residential District
 - 5.2. Section 8.5.3 R1-V, Village Residential District
 - 5.3. Section 8.5.6 R1-L, Narrow Lot Landed Residential District
 - 5.4. Section 8.5.35 F, Rural Farmstead District
 - 5.5. Section 8.5.36 RR-4, Rural Residential Four-Acre District
 - 5.6. Section 8.5.37 RR-2, Rural Residential Two-Acre District

6. That the land use “Dwelling, Garage Suite” is added as a Discretionary Use in the following districts:
 - 6.1. Section 8.5.2 R1-E, Estate Residential District
 - 6.2. Section 8.5.4 R1-W, Single Detached Wide Shallow District
7. That the land use “Dwelling, Garage Suite” is added as a Discretionary Use in the following districts:
 - 7.1. Section 8.5.5 R1-U, Urban Standard Residential District
8. That Section 8.5.6 is amended by deleting subsection 5 through 8
9. That Section 8.5.8 is amended by inserting the following as subsection (5) under the heading **Exceptions for Garage Suites** and renumbering the remaining provisions accordingly.

Section 8.5.8 (5)

Notwithstanding the list of Permitted and Discretionary Uses described above, a Garage Suite shall be considered a Permitted Use where it is accessory to a Dwelling, Single Detached.

10. That Section 6.22 is amended by formatting the existing text as subsection (1) and adding the following text as subsection (2):

“Notwithstanding the lists of Permitted and Discretionary Uses, Accessory Suites shall be considered a Discretionary use on a property which is accessed only by a cul-de-sac.”
11. That Section 6.22.1 (1) is deleted in its entirety.
12. That Section 6.22.1 (2)(a) is amended by deleting “Secondary Suite” and “Garden Suite”, and inserting subsection 6.22.1 (2)(a)(i)::

6.22.1 (2)(a)

A Garage Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Secondary Suite, Garden Suite, Child Care Facility, or Supportive Housing Facility;

- i. Notwithstanding the above, the Development Authority may approve a General, Home Business on the same site as a Garage Suite where the application provides the parking required for the home business.

13. That Section 6.22.1 (2)(l) is amended by reducing the Minimum Dimensions for Area and Width as follows:

6.22.1 (2)(l)

A site allowing the development of a Garage Suite shall meet the following Minimum Dimension requirements:

Minimum Dimensions	Area	Width
Site accommodating a Garage Suite	260m ² OR the minimum Area listed for the applicable Land Use District, whichever is greater	11.0m OR the minimum Width listed for the applicable Land Use District, whichever is greater

14. That Section 6.22.1 is amended by inserting the following as subsection (2)(m)

6.22.1 (2)(m)

Where a Garage Suite is developed on the same site as a zero lot line development, the entrance to the suite shall not be allowed on the same side yard where the private maintenance easement is provided.

15. That the land use “Dwelling, Garden Suite” is deleted as a Discretionary Use and added as a Permitted Use in the following districts:
 - 15.1. Section 8.5.2 R1-E, Estate Residential District
 - 15.2. Section 8.5.35 F, Rural Farmstead District

- 15.3. Section 8.5.36 RR-4, Rural Residential Four-Acre District
 15.4. Section 8.5.37 RR-2, Rural Residential Two-Acre District

16. That the land use “Dwelling, Garden Suite” is added as a Discretionary Use in the following districts:

- 16.1. Section 8.5.1 R1, Single Detached Residential District
 16.2. Section 8.5.3 R1-V, Village Residential District
 16.3. Section 8.5.4 R1-W, Single Detached Wide Shallow District

17. That Section 6.22.2 (1) is deleted in its entirety.

18. That Section 6.22.2 (2)(a) is deleted and replaced with the following:

6.22.2 (2)(a)

A site allowing the development of a Garden Suite shall meet the following Minimum Dimension requirements:

Minimum Dimensions	Area	Width
Site accommodating a Garden Suite	360m ² OR the minimum Area listed for the applicable Land Use District, whichever is greater	11.0m OR the minimum Width listed for the applicable Land Use District, whichever is greater

19. That Section 6.22.2 (2)(c) is amended by deleting “Secondary Suite” and “Garage Suite”, and inserting subsection 6.22.2 (2)(c)(ii):

Section 6.22.2 (2)(c)

A Garden Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Secondary Suite, Garage Suite, Child Care Facility, or Supportive Housing Facility;

- i. Notwithstanding the above, a Garden Suite may be developed or used as a Bed and Breakfast at the discretion of the Development Authority.
- ii. Notwithstanding the above, the Development Authority may approve a General, Home Business on the same site as a Garden Suite where the application provides the parking required for the home business.

20. That Section 6.22.2 (2)(e) is deleted and replaced with the following::

Section 6.22.2 (2)(e)

A Garden Suite shall not be located in a front yard;

21. That Section 6.22.2 is amended by inserting the following as subsection (2)(l)

Section 6.22.2 (2)(l)

Where a Garden Suite is developed on the same site as a zero lot line development, the entrance to the suite shall not be allowed on the same side yard where the private maintenance easement is provided.

22. That Section 6.22.3 (2)(d) is deleted and replaced with the following:

6.22.3 (2)(d)

A secondary suite shall have a separate entryway; and

23. That the land use “Dwelling, Secondary Suite” is deleted as a Discretionary Use and added as a Permitted Use in the following districts:

- 23.1. Section 8.5.1 R1, Single Detached Residential District
 23.2. Section 8.5.2 R1-E, Estate Residential District
 23.3. Section 8.5.3 R1-V, Village Residential District
 23.4. Section 8.5.4 R1-W, Single Detached Wide Shallow District
 23.5. Section 8.5.5 R1-U, Urban Standard Residential District

- 23.6. Section 8.5.6 R1-L, Narrow Lot Laned Residential District
- 23.7. Section 8.5.8 R2, Low Density Residential District
- 23.8. Section 8.5.16 M1, Neighbourhood Mixed Use District
- 23.9. Section 8.5.35 F, Rural Farmstead District
- 23.10. Section 8.5.36 RR-4, Rural Residential Four-Acre District
- 23.11. Section 8.5.37 RR-2, Rural Residential Two-Acre District

24. That the land use “Dwelling, Secondary Suite” is added as a Discretionary Use in the following districts:

- 24.1. Section 8.5.9 R2-T, Townhouse Residential District
- 24.2. Section 8.5.10 R2-A, Front-Attached Garage Townhouse District
- 24.3. Section 8.5.13 R3, Low-Rise Multifamily Residential District
- 24.4. Section 8.5.14 R4, Mid-Rise Multifamily Residential District

25. That Section 8.5.8 is amended as follows:

Permitted Land Uses	Discretionary Land Uses
Dwelling, Duplex Dwelling, Secondary Suite ² Dwelling, Semi-Detached Accessory Building Home Business, Limited Child Care, Limited	Dwelling, Garage Suite Dwelling, Single Detached Home Business, General Supportive Housing, Limited Urban Agriculture Bylaw B-08/2021

Note 1: All land uses are subject to general and use-specific regulations and standards provided in Parts 6 and 7 of this Bylaw.

Note 2: Dwelling, Secondary Suite shall be subject to the special requirements outlined in Sections 8.5.8(5).

26. That Section 8.5.8 is amended by inserting the following as subsection (5)

Exceptions for Secondary Suites

Section 8.5.8(5)

Notwithstanding the list of Permitted and Discretionary Uses above, a Secondary Suite shall be considered a Discretionary Use where it is accessory to a Dwelling, Semi-Detached.

27. That Section 8.5.16 is amended as follows:

Permitted Land Uses	Discretionary Land Uses
Accessory Building Animal Service, Limited Artist Studio Bylaw B-25/3023 Business Support Service Child Care, Limited Dwelling, Live-Work Unit Dwelling, Secondary Suite ² Financial Service Government Service Health Care, Limited Home Business, Limited Bylaw B-26/3023 Indoor Recreation, Limited Mixed Use Development, Limited Bylaw B-13/2021 Office Personal Service	Bed & Breakfast Cannabis Retail Bylaw B-62/2021 Child Care, General Bylaw B-31/2023 Dwelling, Duplex Dwelling, Semi-Detached Dwelling, Single Detached Home Business, General Home Business, Major Residential Sales Centre Bylaw B-26/2021 Residential Show Home Retail Store, Liquor Supportive Housing, General Temporary Event Urban Agriculture Bylaw B-08/2021

Restaurant Retail Store, Convenience Retail Store, General Supportive Housing, Limited	
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Note 1: All land uses are subject to general and use-specific regulations and standards provided in Parts 6 and 7 of this Bylaw.

Note 2: Dwelling, Secondary Suite shall be subject to the special requirements outlined in Sections 8.5.16(4).

28. That Section 8.5.16 is amended by inserting the following as subsection (4)

Exceptions for Secondary Suites

Section 8.5.16(4)

Notwithstanding the list of Permitted and Discretionary Uses above, a Secondary Suite shall be considered a Discretionary Use where it is accessory to a Dwelling, Semi-Detached.

29. That Section 6.22.3 (1) is deleted in its entirety.

30. That Section 6.22.3 (2)(b) is amended by deleting “Garage Suite” and “Garden Suite”, and inserting subsection 6.22.3 (2)(b)(i):

6.22.3 (2)(b)

A Secondary Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Garage Suite, Garden Suite, Child Care Facility, or Supportive Housing Facility;

- i. Notwithstanding the above, the Development Authority may approve a General, Home Business on the same site as a Secondary Suite where the application provides the parking required for the home business.

31. That Section 6.22.3 (2)(c) is deleted and replaced with the following:

6.22.3 (2)(c)

A Secondary Suite floor area shall not exceed the floor area of the principal building;

32. That Section 6.22.3 (2)(d) is deleted and replaced with the following:

6.22.3 (2)(d)

A secondary suite shall have a separate entryway, and;

33. That Section 6.22.3 (2)(f) is deleted in its entirety:

34. That Section 6.22.3 is amended by inserting the following as subsection (2)(g)

6.22.3 (2)(g)

Where a Secondary Suite is developed on the same site as a zero lot line development, the entrance to the suite shall not be allowed on the same side yard where the private maintenance easement is provided.

35. That Section 6.22 is deleted in its entirety.

6.22

Unless otherwise provided in a land use district, a principal dwelling on a lot may be developed with only one of a Garage Suite, Garden Suite, or Secondary Suite.

36. That Section 7.15 (1) is amended as follows:

7.15 (1)

Where an attached or detached garage is provided to allow for two contiguous (side-by-side) parking stalls, the minimum exterior width of the garage shall be at least 5.70 metres. A garage with a

minimum exterior width between 3.0 and 5.69 metres shall only be counted as one (1) parking space for the purposes of calculating parking requirements under this Bylaw. A garage with an exterior width of less than 3.0 metres shall not be counted as providing a parking space.

37. That Section 9.1 (2) is deleted and replaced with the following:

9.1 (2)

The following standards shall apply to Accessory Suites:

- (a) A Secondary Suite shall be considered a Permitted Use in any Direct Control Bylaw where a Dwelling, Single Detached is listed as either a Permitted or Discretionary Use. Any proposed Secondary Suites in a Direct Control Bylaw shall be subject to a Development Permit application and shall meet all requirements and standards provided in Section 6.22.3 (Secondary Suites), and other applicable standards, unless otherwise stated in the Direct Control Bylaw.
 - i. Notwithstanding the above, a Secondary Suite shall be considered a Discretionary Use where it is developed on the same site as a zero lot line development.
 - ii. Notwithstanding the above, a Secondary Suite shall be considered a Discretionary Use where it is listed as a Discretionary Use in a Direct Control Bylaw.
- (b) A Secondary Suite shall be considered a Discretionary Use in any Direct Control Bylaw where a Dwelling, Semi Detached is listed as either a Permitted or Discretionary Use.
- (c) A Garage Suite or Garden Suite shall be considered a Discretionary Use in any Direct Control Bylaw where a Dwelling, Single Detached is listed as either a Permitted or Discretionary Use. Any proposed Garage Suite or Garden Suite in a Direct Control Bylaw shall be subject to a Development Permit application and shall meet all requirements and standards provided in **Section 6.22.1 (Garage Suite) and Section 6.22.2 (Garden Suite)**, and other applicable standards, unless otherwise stated in the Direct Control Bylaw.
- (d) Where an Accessory Suite is developed on the same site as a zero lot line development, the entrance to the suite shall not be allowed on the same side yard where the private maintenance easement is provided.

READ a first time this 17th day of December 2024.

READ a second time this 17th day of December 2024.

READ a third time this 17th day of December 2024.

This bylaw was executed as of the latest date evidenced by digital signature below.

12/19/2024

Mayor Brown

dSign powered by Signority
MAYOR

12/19/2024

Charlotte Satink

dSign powered by Signority
CITY CLERK

Attachment #3 – Existing Sections & Revisions (redlined)
Bylaw No. B-06/2025
Accessory Suites Regulation – Minor Administration Revisions

Bylaw B-30/2024 Existing Regulations	Bylaw B-06/2025 Proposed Revisions	LUB Final Result
<p>10. That Section 6.22 is amended by formatting the existing text as subsection (1) and adding the following text as subsection (2):</p> <p>“Notwithstanding the lists of Permitted and Discretionary uses, Accessory Suites shall be considered a Discretionary Use on a property which is accessed only by a cul-de-sac.”</p>	<p>1. That section 10 is revised by striking out “formatting the existing text as subsection (1) and adding the following text as subsection (2)” and substituting with the following:</p> <p style="color: green;">striking out “Unless otherwise provided in a land use district, a principal dwelling on a lot may be developed with only one of a Garage Suite, Garden Suite, or Secondary Suite.” and substituting the following:</p> <p style="color: green;">“Notwithstanding the lists of Permitted and Discretionary Uses, Accessory Suites shall be considered a Discretionary Use on a property which is accessed only by a cul-de-sac.”</p>	<p>Revised 6.22 would go from:</p> <p>6.22 Suites Unless otherwise provided in a land use district, a principal dwelling on a lot may be developed with only one of a Garage Suite, Garden Suite, or Secondary Suite.</p> <p>To this:</p> <p>6.22 Suites Unless otherwise provided in a land use district, a principal dwelling on a lot may be developed with only one of a Garage Suite, Garden Suite, or Secondary Suite. (1) Notwithstanding the lists of Permitted and Discretionary Uses, Accessory Suites shall be considered a Discretionary Uses on a property which is accessed only by a cul-de-sac.</p>
<p>12. That Section 6.22.1 (2)(a) is amended by deleting “Secondary Suite” and “Garden Suite”, and inserting subsection 6.22.1 (2)(a)(i):</p> <p>6.22.1 (2)(a) A Garage Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Secondary Suite, Garden Suite, Child Care Facility, or Supportive Housing Facility;</p> <p style="padding-left: 20px;">i. Notwithstanding the above, the Development Authority may approve a General, Home Business on the same site as a Garage Suite where the application provides the parking required for the home business.</p>	<p>2. That section 12 is revised by striking out “Secondary Suite” and “Garden Suite” to create the following:</p> <p style="color: green;">6.22.1 (2)(a) A Garage Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Child Care Facility, or Supportive Housing Facility;</p> <p style="color: green; padding-left: 20px;">i. Notwithstanding the above, the Development Authority may approve a General Home Business on the same site as a Garage Suite where the application provides the parking required for the home business.</p>	<p>Revised 6.22.1 (2)(a) would go from:</p> <p>6.22.1 (2)(a) A Garage Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Secondary Suite, Garden Suite, Child Care Facility, or Supportive Housing Facility;</p> <p>To this:</p> <p>6.22.1 (2)(a) A Garage Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Child Care Facility, or Supportive Housing Facility;</p>
<p>19. That Section 6.22.2 (2)(c) is amended by deleting “Secondary Suite” and “Garage Suite”, and inserting subsection 6.22.2 (2)(c)(ii):</p> <p>6.22.2 (2)(c) A Garden Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Secondary Suite, Garage Suite, Child Care Facility, or Supportive Housing Facility;</p> <p style="padding-left: 20px;">i. Notwithstanding the above, a Garden Suite may be developed or used as a Bed and Breakfast at the discretion of the Development Authority.</p> <p style="padding-left: 20px;">ii. Notwithstanding the above, the Development Authority</p>	<p>3. That section 19 is revised by striking out “Secondary Suite” and “Garage Suite” to create the following:</p> <p style="color: green;">6.22.2 (2)(c) A Garden Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Child Care Facility, or Supportive Housing Facility;</p> <p style="color: green; padding-left: 20px;">i. Notwithstanding the above, a Garden Suite may be developed or used as a Bed and Breakfast at the discretion of the Development Authority.</p> <p style="color: green; padding-left: 20px;">ii. Notwithstanding the above, the Development Authority may approve a General Home Business on the same site as a Garden Suite where the application provides the parking</p>	<p>Revised 6.22.2 (2)(c) would go from:</p> <p>6.22.2 (2)(c) A Garden Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Secondary Suite, Garage Suite, Child Care Facility, or Supportive Housing Facility;</p> <p>To this:</p> <p>6.22.2 (2)(c) A Garden Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Child Care Facility, or Supportive Housing Facility;</p>

Attachment #3 – Existing Sections & Revisions (redlined)
Bylaw No. B-06/2025
Accessory Suites Regulation – Minor Administration Revisions

<p>may approve a General, Home Business on the same site as a Garden Suite where the application provides the parking required for the home business.</p>	<p>required for the home business.</p>	
<p>26. That Section 8.5.8 is amended by inserting the following as subsection (5):</p> <p>Exceptions for Secondary Suites Section 8.5.8(5) Notwithstanding the list of Permitted and Discretionary Uses above, a Secondary Suite shall be considered a Discretionary Use where it is accessory to a Dwelling, Semi-Detached.</p>	<p>4. That section 26 is revised by striking out the “(5)” and substituting “(6)” in both occurrences.</p> <p>5. That Section 8.5.8, under the heading, "Parking, Access, and Connectivity", strike out “(5)” and substitute with “(7)”, and strike “(6)” and substitute with “(8)”.</p>	<p>Inserted as new subsection (6):</p> <p>Exceptions for Secondary Suites (6) Notwithstanding the list of Permitted and Discretionary Uses above, a Secondary Suite shall be considered a Discretionary Use where it is accessory to a Dwelling, Semi-Detached.</p> <p>Subsequent subsections renumbered:</p> <p>Parking, Access, and Connectivity (5) (7) Where a detached garage of sufficient width and depth has not been constructed on a property to meet the parking requirement of this bylaw for that property, then a parking pad of concrete or similar hard material must be provided so as to provide the required parking area for the approved use(s) on the property.</p> <p>(6) (8) Notwithstanding the Minimum Dimensions provided above, the minimum width for a Semi-Detached Dwelling with Lane Access may be reduced to 6.7metres where a 6.1m-wide garage is provided sharing a common wall with another garage on an adjacent site and otherwise meets all of the requirements of Section 6.1 (Accessory Buildings).</p>
<p>30. That Section 6.22.3 (2)(b) is amended by deleting “Garage Suite” and “Garden Suite”, and inserting subsection 6.22.3 (2)(b)(i):</p> <p>6.22.3 (2)(b) A Secondary Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Garage Suite, Garden Suite, Child Care Facility, or Supportive Housing Facility;</p> <p>i. Notwithstanding the above, the Development Authority may approve a General, Home Business on the same site as a Secondary Suite where the application provides the parking required for the home business.</p>	<p>6. That section 30 is revised by striking out “Garage Suite” and “Garden Suite” to create the following:</p> <p>6.22.3 (2)(b) A Secondary Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Child Care Facility, or Supportive Housing Facility;</p> <p>i. Notwithstanding the above, the Development Authority may approve a General Home Business on the same site as a Secondary Suite where the application provides the parking required for the home business.</p>	<p>Revised 6.22.3 (2)(b) would go from:</p> <p>6.22.3 (2)(b) A Secondary Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Garage Suite, Garden Suite, Child Care Facility, or Supportive Housing Facility;</p> <p>To this:</p> <p>6.22.3 (2)(b) A Secondary Suite shall not be developed on the same site as a General or Major Home Business, Bed and Breakfast, Child Care Facility, or Supportive Housing Facility;</p>

Attachment #3 – Existing Sections & Revisions (redlined)
Bylaw No. B-06/2025
Accessory Suites Regulation – Minor Administration Revisions

<p>32. That Section 6.22.3 (2)(d) is deleted and replaced with the following:</p> <p>6.22.3 (2)(d) A secondary suite shall have a separate entryway; and</p>	<p>7. That section 32 is deleted in its entirety.</p>	<p>6.22.3 (2)(d) A secondary suite shall have a separate entryway; and</p>
<p>35. That Section 6.22 is deleted in its entirety.</p> <p>6.22 Unless otherwise provided in a land use district, a principal dwelling on a lot may be developed with only one of a Garage Suite, Garden Suite, or Secondary Suite.</p>	<p>8. That section 35 is deleted in its entirety.</p>	<p><i>Helps achieve the result of section 1 of Bylaw B-06/2025 above.</i></p>

MEMORANDUM

January 28, 2025

To: City Council

From: Sonya Hope, Municipal Legal Counsel

RE: Revisions to Bylaw B-30/2025

Pursuant to section 63 of the *Municipal Government Act*, Council may, by bylaw, revise any of its bylaws by making changes without materially affecting the bylaw in principle or substance. These may include:

- Changing the title, headings, numbering, or arrangement of a bylaw.
- Making changes to correct clerical errors, clarify the meaning, or improve the wording of a bylaw, without changing its main principles or substance.

Before first reading of a revision bylaw, the City Manager must certify in writing that the proposed revisions have been prepared in accordance with section 63 of the *Municipal Government Act*.

I, as delegate of the City Manager, certify that the revisions proposed to the following bylaw, by Bylaw B-06/2025, were prepared in accordance with section 63 of the *Municipal Government Act* as follows:

Bylaw	Revisions
B-30/2024	<ul style="list-style-type: none">• Correct numbering conflicts• Remove duplication of a section• Clarify the meaning of sections


Sonya Hope, Municipal Legal Counsel



COUNCIL – AGENDA REPORT

Meeting Date: 4 February 2025
Subject: Bylaw B-07/2025 - Establishment of Policing Committee
Directorate: Community Safety and Social Services

Issue:

Council is being provided with the new Policing Committee Bylaw as required by the Government of Alberta.

Policy / Council Direction:

The *Police Amendment Act*, 2022 and subsequent regulations (the *Police Governance (Ministerial) Regulation* and the *Police Governance Regulation*).

Background:

The *Police Amendment Act*, 2022, (formerly Bill 6) was brought forward by the Province to improve how communities, including the City of Airdrie; that are policed by the Royal Canadian Mounted Police (RCMP), is to have a greater role in setting policing priorities and performance goals.

As a result of these changes, Council must establish a Policing Committee by bylaw before March 1, 2025. Composition of the Policing Committee will consist of citizen members, elected officials and the discretionary appointment of two additional members to be appointed by the Province.

The creation of the Policing Committee as per this bylaw is in compliance with provincial requirements and Airdrie Council committee best practices.

Council Committee Routed Through:

This policy was not routed through a Council Committee.

Administration Recommendation:

That Council:

1. gives three readings to Bylaw No. B-07/2025 being the *Policing Committee Bylaw*,

2. gives three readings to Bylaw No. B-08/2025, being a bylaw to amend *Committees Bylaw* No. B-11/2024; and
3. approves a budget amendment of \$27,000, to be funded from the General Operating Reserve.

Alternatives/Implications:

The establishment of a Policing Committee by bylaw is legislatively required and must be completed by March 1, 2025.

Council could make minor amendments that would not affect the bylaw required to support the establishment of a Policing Committee.

Budget Implications:

Initial startup costs of the Policing Committee is estimated to be \$27,000 due to enhanced security check costs for members. A budget amendment in the amount of \$27,000 to be funded from the General Operating Reserve is recommended. The ongoing budget impact moving forward of the establishment of a Policing Committee is estimated to be \$20,000 annually and will be incorporated into future budgets.

Communications and Engagement:

Administration will communicate the changes publicly on the City's website and internally through a coordinated communications plan.

Recommendation:

That Council:

1. gives three readings to Bylaw No. B-07/2025 being the Policing Committee Bylaw;
2. gives three readings to Bylaw No. B-08/2025 being a bylaw to amend *Committees Bylaw* No. B-11/2024; and
3. approves a 2025 budget amendment of \$27,000 to be funded from the General Operating Reserve.

Lynn Mackenzie
Manager, Municipal Enforcement and RCMP Support Services

Staff Presenter:	Lynn Mackenzie
Department:	Municipal Enforcement
Reviewed by:	Kevin Weinberger, Charlotte Satink, Tammy Belsham
Attachments:	#1: Draft Policing Committee Bylaw B-07/2025 #2: Bylaw B-08/2025 amends <i>Committees Bylaw</i> B-11/2024 #3: Redline of <i>Committees Bylaw</i>

**BYLAW B-07/2025
CITY OF AIRDRIE
PROVINCE OF ALBERTA**

A bylaw of the City of Airdrie to establish a Policing Committee.

WHEREAS section 180(3) of the *Municipal Government Act*, RSA 2000, c M-26 allows Council by bylaw if it is required to fulfill by resolution under any enactment, which includes the *Police Act*, RSA 2000, c P-17 and *Police Amendment Act*, 2022, SA 2000, c 22.

The Council of the City of Airdrie enacts as follows:

Title

- 1 This bylaw may be cited as the “Policing Committee Bylaw”.

Definitions

- 2 Unless otherwise specified, the words used in this bylaw have the same meaning as defined in the *Municipal Government Act*, *Police Act* and its regulations.
- 3 In this bylaw:
- (1) “Administration” means any individual who reports to the City Manager or their delegate;
 - (2) “City” means the municipal corporation of the City of Airdrie or the area contained within the boundary thereof as the context requires;
 - (3) “City Manager” means the Chief Administrative Officer of the City within the meaning of the *Municipal Government Act* or their designate;
 - (4) “compensate” means payment for a citizen member’s time and service;
 - (5) “Chair” means the person who has authority to preside over a meeting;
 - (6) “citizen member” means a committee member who is not a Councillor;
 - (7) “City Clerk” means the employee of the City assigned the title of “City Clerk” or their delegate;
 - (8) “closed session” means a part of the meeting that is closed to the public in accordance with applicable legislation;
 - (9) “Council” means the municipal Council of the City of Airdrie;

- (10) “dependant” means a child, elder, or a person with special needs who is a dependant of a citizen member;
- (11) “disability” has the same meaning as defined in the *Accessible Canada Act*;
- (12) “enhanced security check” means the security check standard applicable by the province as per the *Police Act*;
- (13) “incidental expense” means an out-of-pocket cost necessarily incurred by a citizen member to attend meetings, like meals, public transit travel fares, dependant care, and accessibility supports;
- (14) “Mayor” means the person elected as the City of Airdrie’s chief elected official or delegate as provided for in the *Municipal Government Act*;
- (15) “meeting” means a regular meeting or an additional meeting of the Policing Committee to which a citizen member has been appointed;
- (16) “minutes” means the written record of matters and decisions of a meeting;
- (17) “officer in charge” means the officer in charge of the unit of police service that is providing policing services to the City as per the *Police Act*;
- (18) “organizational meeting” means the annual organizational meeting of Council held pursuant to the Act;
- (19) “reimburse” means the repayment of money a citizen member spends on an incidental expense; and
- (20) “resident” means a person who complies with the rules of residence stated in the *Local Authorities Election Act*.

Part 1 – Committee Establishment

Establishment

- 4 The Policing Committee is established.

Powers and Authority

- 5 The committee is an advisory committee of Council.

General Purpose

- 6 In accordance with the *Police Act*, the purpose of the committee is to:
- (1) oversee the administration of the municipal police service agreement;
 - (2) represent the interests and concerns of the public and of the Council to the officer in charge;
 - (3) develop a yearly plan of priorities and strategies for municipal policing in consultation with the officer in charge;
 - (4) develop a community safety plan in conjunction with the local police detachment and Mayor, including a plan for collaboration between the community and community agencies;
 - (5) provide the community safety plan annually, or on request, to the Minister; and
 - (6) assist in the selection of the officer in charge.

Part 2 – Terms of Appointment

Composition

- 1 Voting members of the committee include:
- (1) 2 councillors; and
 - (2) 3 citizen members.
- 2 Despite section 1, committee composition may include 2 additional voting members as appointed by the Province.
- 3 Non-voting members of the committee include:
- (1) the City Manager; and
 - (2) officer in charge.
- 4 The Mayor is an *ex-officio* non-voting member of the committee.

Councillor Appointments and Terms

- 5 Councillor appointments to the committee are made by Council.

- 6 Councillor appointments to the committee are for 2-year terms and start on the date of the organizational meeting at which the councillor is appointed to the committee.
- 7 Council may extend the term of a councillor on the committee by resolution in case of a mid-term appointment.
- 8 A councillor may request to be removed from the committee at any time.
- 9 Sections 5 to 7 do not apply to the Mayor.

Citizen Member Appointments and Term

- 10 Citizen member appointments are made by Council based on the recommendation of the City Manager.
- 11 Citizen members are appointed to the committee for a 3-year term to a maximum three consecutive terms.

Non-member Councillors

- 12 A non-member Councillor may not attend and take part in the discussion or debate in committee meetings.

General Member Eligibility

- 13 Applicants for appointments to the committee must satisfy eligibility requirements to be selected for appointment.
- 14 Citizen member committee members must submit an enhanced security check application to the City within 1 month of the date appointed.
- 15 Councillor committee members must submit an enhanced security check application to the City within 1 month of the date appointed.
- 16 The Mayor must submit an enhanced security check application within 1 month of the start of their electoral term.
- 17 The province is responsible for conducting the enhanced security check of all provincial appointees to the committee.
- 18 Administration supporting the committee do not need to complete an enhanced security check.

19 Members appointed to the committee must:

- (1) not be employed by the City or have been employed by the City within the last 12 months (starting from the first day the person is no longer employed by the City to the date of application);
- (2) not be a former City of Airdrie elected official within the last 12 months (starting from the day after their electoral term ended to the date of application);
- (3) be a resident of the City;
- (4) be at least 18 years old when their appointment is made;
- (5) be willing to sign a non-disclosure agreement and to complete and pass any security checks, as appropriate;
- (6) be a Canadian Citizen or a permanent resident of Canada for a minimum of 3 years prior to the date of appointment;
- (7) take the Oath of Office as per the *Police Act*;
- (8) not be an employee of or in a contractual agreement with:
 - (1) the Royal Canadian Mounted Police;
 - (2) any federal, provincial, municipal police agency;
 - (3) any peace officer agency;
 - (4) an attorney general ministry; or
 - (5) the solicitor general of Canada.

20 Provincial appointees to the committee may not be subject to eligibility requirements outlined in the bylaw but must abide by eligibility requirements required by the Province.

Chair and Vice Chair Appointments

- 21 At the first regular meeting of the year, the voting members will choose from the citizen members a Chair.
- 22 At a Council meeting, Council will choose from the Councillor members a Vice-Chair.

- 23 Chair appointments are for a 3-year term.
- (1) Despite section 23, the committee may extend the term of the Chair by special resolution.
- 24 Vice-Chair appointments are for a 2-year term.
- 25 The Vice-Chair assumes all duties of the Chair in their absence.
- 26 As per the *Police Act*, the Mayor cannot be appointed as Chair or Vice-Chair of this committee.
- 27 The committee may remove a Chair or Vice Chair by special resolution.

Removal and Termination

- 28 The following acts or omissions are deemed to be cause within the *Police Act* which may revoke a person as a member of the committee:
- (1) violation of the *Elected Officials Code of Conduct* or the *Citizen Members Code of Conduct*;
- (2) three or more unexcused absences from committee meetings during their term;
- (3) failure to maintain eligibility requirements as per this bylaw; and
- (4) information is publicly disclosed that could jeopardize police operations or is information that was obtained by the committee in confidence.
- 29 Despite section 28, a councillor's appointment to the committee automatically terminates if the councillor ceases to be a member of council.

Part 3 – Meetings and Roles

Quorum

- 30 Quorum of the committee is a majority of voting members.
- 31 The committee may not consider any business if quorum is not present.
- 32 If quorum is not met within fifteen minutes from the start of the meeting, the committee clerk takes down the names of the members present, and the meeting is deemed cancelled.

- 33 Any voting provincial appointees to the committee are added to the total complement of members of the committee and are included when calculating quorum.

Remote Participation

- 34 Members are expected to participate in meetings in person but may participate in meetings remotely as provided for in the remote participation rules set out in the *Procedure Bylaw*.

Meeting Schedule

- 35 The committee will hold regular meetings, at a minimum once per quarter on a Wednesday, unless otherwise determined by Council or the Chair.
- 36 Council approves the meeting dates and times at each organizational meeting of Council, or as otherwise required.
- 37 The Chair, in consultation with the City Manager and the City Clerk, may call additional meetings or cancel scheduled meetings to deal with time-sensitive matters or to make efficient use of the time and resources of the committee and Administration.
- 38 A meeting is deemed cancelled when there are no items on the agenda.

Place and time of Meetings

- 39 Meetings are usually held in the Council Chambers at the Airdrie City Hall or at such other place as is specified in the agenda.
- 40 Meetings usually start at 9:00 AM, unless determined otherwise by the Chair in consultation with the City Manager and the City Clerk and as is specified in the agenda.
- 41 Meetings are scheduled for three hours unless the committee passes a motion to extend the meeting.

Open to the public

- 42 Subject to section 43 meetings are open to the public.

Closed session for confidential items

- 43 The committee may, by resolution, move into a closed session to discuss confidential items.

- 44 When a meeting or part of a meeting moves into a closed session, all persons not specifically invited to remain in the meeting by the Chair or the City Manager must leave the meeting room and anyone attending remotely must disconnect from the meeting.
- 45 When in a closed session, members must not discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the committee.
- 46 The committee must not vote during a closed session, except for the vote to end the closed session.
- 47 After the closed session discussions are completed, the committee clerk must give reasonable notice to Administration and members of the public to return to the meeting before it continues.

Chair Responsibilities

- 48 The Chair is responsible for:
 - (1) opening and presiding over meetings;
 - (2) preserving order in meetings;
 - (3) deciding all questions of procedure at meetings;
 - (4) deciding who, aside from the members, may address the committee;
 - (5) determining the final agenda of a meeting, in consultation with the City Manager;
 - (6) making the final decision on requests to present or ask a question;
 - (7) making the final decision on communications that do not satisfy the respectful communication criteria; and
 - (8) presenting committee reports and requests to Council as required.

Committee Clerk Responsibilities

- 49 The committee clerk is designated by and responsible to the City Clerk.
- 50 It is the duty of the committee clerk:
 - (1) to give notice of each regular and additional meeting, along with an agenda of the matters to be considered;

- (2) to record motions and votes through the preparation of meeting minutes;
- (3) to advise the Chair on procedural rules, as required; and
- (4) to perform such other functions as may be required from time to time.

Order of Business, Agenda and Minutes

Order of business

51 The order of business of the committee meeting usually is:

- (1) Call to Order - Call to order - the Chair calls everyone present to order and starts the meeting.
- (2) Confirmation of Minutes- the committee considers the adoption or acknowledgement of minutes from the committee's preceding meetings, subject to the correction of any errors or omissions.
- (3) Public presentations and questions - Members of the public who have registered and been recognized by the committee may make presentations or ask questions.
- (4) Agenda Reports – the committee hears and considers any reports from Administration, any business arising, and any communications from the public that the Chair has added to the agenda.
- (5) Items referred from Council - the committee considers matters referred to it by Council and may make recommendations or resolutions, as Council requires.
- (6) Closed session - the committee closes the meeting to the public to hear confidential items.
- (7) Items arising from closed session - the meeting is re-opened to the public and the committee considers motions arising from closed session.
- (8) Adjournment - the Chair closes the meeting.

52 The order of business may be amended from time to time at the discretion of the Chair or the committee clerk.

- 53 The business of the committee is considered in the order set out in the agenda, but the Chair may vary the order of business to better deal with matters before the committee.
- 54 The committee must not consider any report, motion, or other matter, that has not been distributed to the members through the agenda.

Agenda

- 55 The committee clerk, under the direction of the City Manager, must prepare and distribute the agenda setting out the business to be considered at the meeting to the members.
- 56 After distribution of the agenda to the members, the committee clerk makes the agenda and any supplementary materials, except for those materials that must or may be withheld under the Act or other legislation, available to the public on the City's website.
- 57 The committee clerk may add, with the Chair's approval, an emergent item to the agenda, as an addendum, when the item requires a decision of the committee before the next scheduled meeting. The addendum is distributed to members, then added to the agenda on the City's website.

Notice

- 58 The committee clerk notifies all members of a meeting at least one business day before the meeting is held.
- 59 Notice of a regular meeting is given by posting the Council calendar on the City's website.
- 60 Notice of an additional meeting is given, where time permits, by posting a notice on the City's website.

Regrets

- 61 As soon as practicable, members who are unable to attend a meeting must send their regrets in writing to the Chair, City Manager and the committee clerk.

Minutes

- 62 The committee clerk prepares minutes of all meetings that includes:
 - (1) the names of members present at and absent from the meeting or any portion of the meeting;

- (2) under the section for presentations and questions, a brief description of the subject matter. In all other sections, only the resolution is recorded;
 - (3) all decisions and other proceedings;
 - (4) the names and municipality of residence of members of the public who speak to an item on the meeting agenda;
 - (5) all motions, including which member moved each motion and whether each motion was carried or defeated;
 - (6) the names of the members who voted against a motion or resolution and of those who were absent for the vote;
 - (7) any abstentions made under the Act or because of a pecuniary interest and the reason for the abstention; and,
 - (8) provision for the signatures of the Chair and the committee clerk, which may be applied in a digital format, in accordance with the Act.
- 63 Amended motions are recorded in the minutes as one resolution, complete with any amendments.
- 64 A withdrawn motion is not recorded in the minutes.
- 65 Where a motion, material, or submission is distributed or printed in the agenda, or are visible by means of an electronic viewing screen, it does not need to be read aloud into the record.

Part 4 – Public Participation at Meetings

- 66 A member of the public may request to make a presentation to or ask a question of the committee.
- 67 A member of the public who wants to make a presentation to or ask a question of the committee must register their request with the committee clerk by sending an email to legislative.services@airdrie.ca at least six business days before the meeting they wish to attend.
- (1) For questions, the email must include the requestor's name, contact information, and the question.
 - (2) For presentations, the email must:
 - (a) state the name(s) of the person(s) making the presentation;

- (b) describe the subject matter of the presentation and any requests for a Council decision; and
- (c) include any report or presentation materials (PowerPoint presentations are limited to a maximum of ten slides).

68 Presentations and questions must:

- (1) relate to the Airdrie community and represent local interests;
- (2) relate to matters within Council's jurisdiction; and
- (3) not be a matter dealt with by Council or a committee within the last year.

69 For a requestor to be placed on an agenda, the presentation or question must meet the requirements set out in this bylaw, satisfy the respectful communication criteria provided in section 76 of this bylaw, and be approved by the Chair. The requestor's materials are not included in the agenda.

70 If the requirements listed in section 76 are not met, the committee clerk summarizes the communication and recommends to the Chair that the communication be withheld.

71 If a presentation or question does not meet requirements set out by this bylaw, the Chair decides whether to:

- (1) withhold the request,
- (2) refer the matter to the City Manager to investigate and respond;
- (3) distribute the presentation or question to the members without being considered at a meeting; or
- (4) despite section 76, add the presentation or question to a meeting agenda.

Presenting or asking a question at a meeting

72 A person asking a question in person at a meeting is limited to five minutes' speaking time.

73 Presentations by members of the public are limited to ten minutes and may be extended to fifteen minutes by the Chair or beyond fifteen minutes by a majority vote.

- 74 The process for individuals and groups who have a question or presentation added to an agenda is as follows:
- (1) the Chair invites the speaker to state their name and municipality of residence and to make their question presentation or ask their question as they submitted;
 - (2) members may ask questions of the speaker;
 - (3) members may ask questions of Administration; and
 - (4) the committee makes a motion to receive for information or a motion to file the presentation or question.
- 75 The committee may ask Council, through the Chair, to direct Administration to investigate the topic of a presentation or a question and bring back any new recommendations to Council or the committee, at Council's discretion.

Respectful communications

- 76 All communications and requests from members of the public to the committee must:
- (1) include the name, address, and contact information of the sender;
 - (2) be legible and coherent;
 - (3) not be libelous, disrespectful, or improper; and
 - (4) not espouse discrimination, hatred, violence, or racism.

Conduct of public members

- 77 During a meeting, members of the public must:
- (1) not approach or speak to the committee without the Chair's permission;
 - (2) not speak on any matter for longer than five minutes unless permitted by the Chair or as permitted by this bylaw;
 - (3) maintain order and quiet; and
 - (4) not interrupt a speech or action of the committee or another person addressing the committee.

- 78 The Chair may order that a member of the public who disturbs the safe and orderly proceedings of the meeting or acts improperly at a meeting, by their words or actions, be expelled from the meeting.
- 79 A person who refuses to leave a meeting after being expelled by the Chair:
- (1) is guilty of an offence and liable to the penalties set out in the *General Penalty Bylaw*, including a fine up to \$2,500; and
 - (2) may be removed from the premises of the meeting by a bylaw enforcement officer, as ordered by the Chair.
- 80 The exercise of the authority to expel a person from a meeting and a stated reason under section 79 must be recorded in the meeting minutes.

Part 5 – Reimbursement

- 81 The City compensates and reimburses citizen members in accordance with Schedule “A” of this bylaw.
- 82 The City reimburses citizen members for their incidental expenses at the rates listed in Schedule “B” of this bylaw.
- 83 Part 5 of this bylaw is not applicable to elected officials.
- 84 Citizen Members must submit claim forms and any related receipts to the committee clerk within six months of a meeting or incurring the expense. Claims are processed in accordance with City policies, procedures and practices.
- 85 The City Manager makes the final decision when a citizen member and Administration disagree on the interpretation or application of reimbursement for the citizen member.

Part 6 – General

- 86 If there is a conflict between this bylaw, the *Committees Bylaw and Procedure Bylaw*, the *Municipal Government Act* and the *Police Act* prevail.
- 87 Each provision of this bylaw is independent of all other provisions. If any provision or part of this bylaw is declared invalid by a court of competent jurisdiction, all other provisions of this bylaw remain valid and enforceable.
- 88 Nothing in this bylaw relieves a person or organization from complying with any provision of any federal or provincial law or regulation, other bylaw, or any requirement of any lawful permit, order, or licence.

- 89 Any headings, sub-headings, or tables of contents in this bylaw are included for guidance purposes and convenience only and do not form part of this bylaw.
- 90 Where this bylaw refers to another act, bylaw, regulation, or agency, it includes reference to any act, bylaw, regulation, or agency that may be substituted for it.

Effective date

- 91 This bylaw comes into force and effect when it receives third reading and is signed by the Mayor and the City Clerk or designate, in accordance with the *Municipal Government Act*.

Read a first time this 4th day of February, 2025.

Read a second time this 4th day of February, 2025.

Read a third time this 4th day of February, 2025.

This bylaw was signed as of the latest date shown below.

Mayor

City Clerk

SCHEDULE “A”

Compensation rates for Policing Committee Citizen Members

- 1 Citizen members are compensated the following per diems for their attendance and participation in committee meetings:
 - (1) \$120 for meetings that are 3 hours or less; or
 - (2) \$150 for meetings that are longer than 3 hours.

SCHEDULE “B”

Reimbursement Rates for Incidental Expenses

Meals

- 1 The City reimburses citizen members for meals purchased while attending a meeting, if the meeting runs longer than 5 hours and the City does not provide a meal to the Policing Committee members.
- 2 The maximum claimable per diem is \$20.00 CAD for lunch and \$35.00 CAD for dinner. A gratuity of up to 15% of the meal amount may be allowed as part of the expense.

Transportation

- 3 The City reimburses a citizen member transit fare for travel on City of Airdrie transit within Airdrie for the sole purpose of attending an in-person meeting or returning from an in-person meeting.
- 4 The City does not reimburse citizen members for mileage, parking, rental vehicles, or the use of hired vehicles (including e-scooters), shared ride services, or chauffeured vehicle (like taxis, Ubers, etc.).

Dependant care

- 5 When a citizen member must pay for additional dependant care to attend a meeting, the City reimburses the citizen member for the costs of the dependant care for the duration of a meeting, and the reasonable travel time to and from an in-person meeting, up to \$1,000 annually.

Additional supports

- 6 The City reimburses citizen members experiencing a disability for the costs for accessibility services, technology, or other supports that the citizen member requires to participate in meetings, unless the support is provided by the City or funded by another source.

Ineligible expenses

- 7 Reimbursable incidental expenses do not include:
 - (1) any lost wages;
 - (2) monthly transit passes or transit passes for travel outside of the City of Airdrie;
 - (3) alcohol and cannabis; or
 - (4) anything else deemed non-incidental by the City Manager.

**BYLAW B-08/2025
CITY OF AIRDRIE
PROVINCE OF ALBERTA**

Being a bylaw to amend the Committees Bylaw to align with the
Policing Committee Bylaw.

WHEREAS the *Municipal Government Act*, RSA 2000, c M-26, allows Council to amend bylaws; and

WHEREAS the Council deems it desirable to amend *Committees Bylaw* B-11/2024;

The Council of the City of Airdrie enacts as follows:

Amendments

1 The *Committees Bylaw* No. B-11/2024 is amended by the following sections:

(1) Section 2(4) is deleted and the following is substituted:

(4) “advisory committee” means a Council committee established by bylaw that provides advice and recommendations as directed to Council or is required by legislation for a sustained period;

(2) Section 47 is amended by adding “; and” after “Affairs”;

(3) by adding the following after clause 47(1):

(2) Policing Committee.

Interpretation

2 If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw remain valid and enforceable.

3 Nothing in this bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw, or any requirement of any lawful permit, order, or licence.

4 Where this bylaw refers to another act, bylaw, regulation, or agency, it includes reference to any act, bylaw, regulation, or agency that may be substituted for it.

Effective date

- 5 Bylaw No. B-08/2025 is passed and comes into full force and effect when it receives third reading and is signed in accordance with the *Municipal Government Act*.

Read a first time this 4th day of February, 2025.

Read a second time this 4th day of February, 2025.

Read a third time this 4th day of February, 2025.

This bylaw was executed as of the latest date evidenced by digital signature below.

Mayor

City Clerk

ABRIDGED REDLINE – Pages with no changes have been removed

**BYLAW B-11/2024
OF THE CITY OF AIRDRIE
IN THE PROVINCE OF ALBERTA**

Being a bylaw to prescribe the powers, duties, functions, and orderly proceedings of the City's of Airdrie's Council committees.

WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, c M-26, as amended, a council may pass bylaws in relation to the procedure and conduct of committees established by the council, and

WHEREAS Council deems it advisable to set out procedures for the establishment and orderly conduct of its committees,

The City of Airdrie Council enacts as follows:

Title

- 1 This bylaw may be cited as the "Committees Bylaw".

Definitions

- 2 Words in this bylaw have the same meaning as in the *Municipal Government Act* (the "Act") and the *Procedure Bylaw*, unless otherwise defined as follows:

- (1) "Act" means the *Municipal Government Act*, RSA 2000, c M-26 and any regulations, as amended or replaced from time to time;
- (2) "ad hoc committee" means a temporary Council committee established by resolution, with a terms of reference, for a fixed period or until the completion of a specific task;
- (3) "Administration" means any individual who reports to the City Manager or their delegate;

~~(4) "advisory committee" means a Council committee established by bylaw that provides advice and recommendations as directed by Council for a sustained period;~~

(4) "advisory committee" means a Council committee established by bylaw that provides advice and recommendations as directed by Council or is required by legislation for a sustained period.

Part 3 - Advisory Committees

- 3 The following Council committees are designated as advisory committee(s):
 - (1) Airdrie Board of Youth Affairs; and
 - (2) Policing Committee.
- 4 Advisory committees may establish their own procedural rules provided they do not conflict with provincial legislation or City bylaws.
- 5 If there is a conflict between the advisory committee's procedures and legislation, the legislation prevails.
- 6 If there is a conflict between the advisory committee's enabling bylaw and this bylaw, the advisory committee's enabling bylaw prevails.



COUNCIL – AGENDA REPORT

Meeting Date: 4 February 2025

Subject: SW Recreation Centre – Site Master Plan and Functional Program Update

Directorate: Community Services

Issue:

Council is being provided with an overview of the pre-design work underway and decisions returning to Council on the site master plan and functional report for the SW recreation centre.

Policy / Council Direction:

The SW recreation centre is a key deliverable within Airdrie City Council's strategic focus area of leisure, recreation and culture.

Background:

Progress continues on the realization of the SW recreation centre project through ongoing pre-design stage work. Both the site master plan and functional report are underway to establish a series of site layout options based on the prioritized community needs, financial parameters, and site conditions. The endorsement by Council of a final site master plan and functional report will ultimately inform the scope of work for future design work and budget for all three phases of the SW recreation facility.

GGA Architecture, the successful proponent of this stage of pre-design work, are tasked to complete the steps detailed below that will inform a Council presented recommended site master plan layout, with additional options, in Q2.

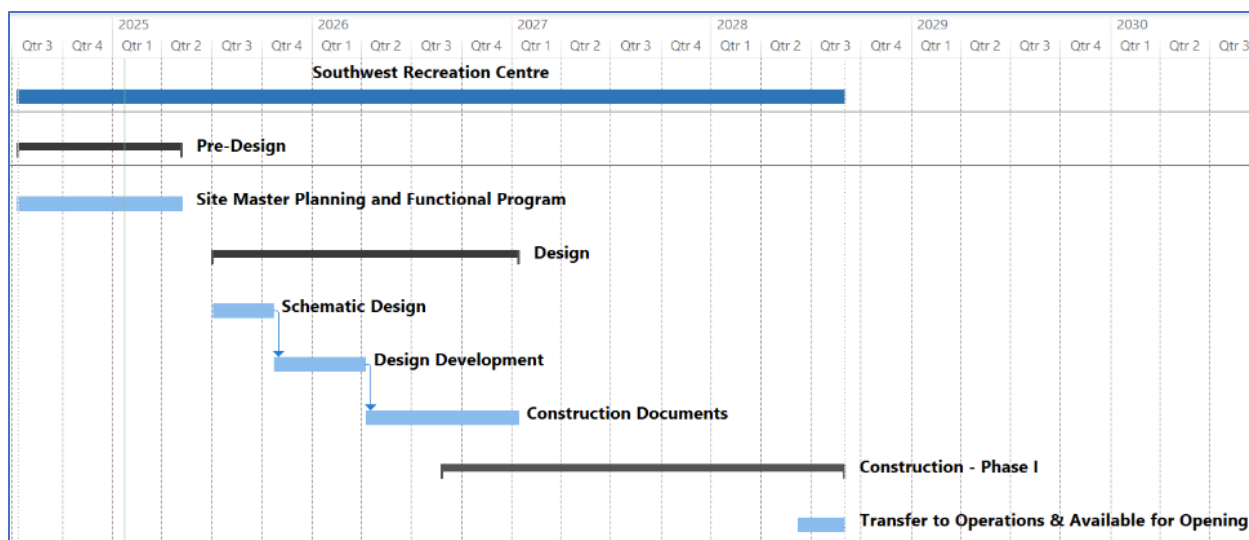
1. **Research:** Several preliminary planning reports and studies have been developed and endorsed over the past number of years by Council. These foundational elements assisted in developing a planned phased approach to the recreation facility with endorsed amenities that address the broadest voiced needs of residents. The site planning will build on these previous studies to illustrate options for proposed layouts of the facility footprint in various configurations, amenity dimensions, and information on supporting attributes such as parking and transportation.

2. **Engagement:** Public input into the SW recreation facility is critical and planned purposefully throughout every project stage. Within this stage of pre-design work, public engagement is necessary to inform the GGA team on options of amenity layouts, user needs and amenity priorities, and programmatic outcomes desired by the community. The audiences engaged include:
- Sport User Groups – Gathering input on the requirements of user group within all planned phases of the facility, focusing on both current needs and growth projections. Input collected inform the massing of activity spaces/amenities including storage, changeroom, spectating, staging, and other supporting spaces.
 - Community Users/Residents – The input from sport user groups is considered next to the comments and feelings of the wider community and their patterns/expectations of usage. An open house (planned for March 5, 2025) and online survey (February 24 to March 12) is planned to gather thoughts and feedback on specific amenities. The information collected will include how options within each amenity can address broadest voiced community needs, importance of various supporting amenities and infrastructure, and generally qualifying the usage statistics and preferences gathered from the community needs assessment.
 - Internal Assessment – Workshops held with programming and operations staff within current recreation facilities. Capturing the gaps, limitations, and strengths of existing facilities and amenities to support community use and programming – both based on existing demand and future projections.
 - Indigenous Engagement – While not specifically informing the functional report or site master plan, a comprehensive indigenous engagement strategy is being developed to ensure needs and preferences are captured and included within the future schematic and detailed design stages of the project. Importantly, the engagement looks to draw out how the indigenous community feels welcomed and included within a recreation facility and what elements connect and educate on the history, people, and land.
 - Rocky View Schools – As adjacent landowners, information is being shared bidirectionally to inform site layout options, most importantly regarding parking, access, and transportation.
3. **Analysis:** The site plan is informed by several technical studies of the site, the community, and the greater neighborhood. These studies include an environmental site assessment, traffic impact assessment, Rocky View Schools site planning, and the community developer's neighborhood structure plan.
4. **Synthesis:** GGA will create a site master plan and functional report that incorporate all the information from the above steps to inform amenity/facility sizing and site layout options. The collective inputs of engagement, research, and facility outcomes are quantified and qualified in the functional report to establish:

- Activities/Functions for Each Component – Detailed description of each major amenity and components within. Linking back to the stated community needs, it would be articulated how each aspect of the facilities accommodates activity and interests through the lenses of spontaneous users, program participants, and sport user groups. The information also guides general operational planning considerations including service delivery principles and methods.
 - Design Criteria/Physical Requirements – This information provides detailed space requirements and descriptions including what is contained within each amenity and area, special features, capacities, and special requirements of each component (access, security, privacy, safety, flexibility, critical dimensions, etc.). This element of work also considers the essential physical spaces required to accommodate the core activity areas (support rooms, building/mechanical systems, common areas, etc.). These elements are influenced by the physical requirements and activities of all other components.
 - Schedule of Accommodation – A space by space (room-by-room) list or schedule of accommodation, detailing the number of units required and area in net square meters with reference to the number of occupants and major equipment. Contained within would be components gross up factors.
5. **Communicate:** Administration and GGA Architecture will return to Council in Q2 2025 with a site master plan report, containing options that list the merits and potential constraints of each choice. This report will be the culmination of all the inputs collected and synthesized to date including research, public engagement, community needs assessments, financial parameters, growth and utilization projections. The preferred option recommended by GGA Architecture and Administration will be the one that is able to address the broadest voiced needs of sport groups, general residents, and considers how the facility will best be able to accommodate Airdrie's projected population growth over the next 20 years as it reaches ~150,000+ residents. The option ultimately endorsed by Council will dictate both the short and long-term future of the site and facility as the site fit determined will lock-in amenity choices for all three phases and serve as the basis for the design of the SW recreation facility. The implications of these options not only impact the size/scale of the overall facility but also the Class D budget estimates and what funding can be potentially collected through the community portion of the soon to be updated off-site levy.

Overall Project Plan

The functional report and endorsed site master plan in Q2 2025 will inform the next phases of work including schematic and detailed design. Additional public engagement elements will be developed and targeted individually for major facility stakeholders and general public. Additional budgetary conversations will take place in 2025 to confirm funding sources including Council's expectations of investment from core benefiting sport user groups.



Council Committee Routed Through:

NA

Administration Recommendation:

That Council accepts the presentation of the SW Recreation Centre – Site Master Plan and Functional Program Update for information.

Alternatives/Implications:

1. Airdrie City Council could request further and/or specific information return to Council in advance of the functional report and site master plan reports returning for endorsement.

Budget Implications:

Budgetary information will be included when the final reports return to Council in Q2 2025.

Communications and Engagement:

A communication plan has been developed and will be executed over the coming days to invite participation from the Airdrie community for the open house and online survey. Residents will be directed to the City's public engagement platform (<https://involve.airdrie.ca/>). The results of this piece of engagement work will influence the site master plan options returning to Council. All previous information and studies related to the preliminary planning of the SW recreation facility can also be found here:

<https://www.airdrie.ca/index.cfm?serviceID=2307> .

Recommendation:

That Council accepts the presentation of the SW Recreation Centre – Site Master Plan and Functional Program Update, for information.

Brad Anderson | Manager, Recreation

Staff Presenter:	Brad Anderson
External Presenter:	David Wittman GGA Architecture
Department:	Community Services
Reviewed by:	Michelle Lock
Attachments:	N/A



COUNCIL – AGENDA REPORT

Meeting Date: 4 February 2025

Subject: Request from Rocky View Foundation to Approve Utilizing a Portion of Requisitioned Funds to Establish a Reserve Fund

Directorate: Community Safety and Social Services

Issue:

Council is being asked to approve a request from Rocky View Foundation (RVF) to use a portion of Airdrie's 2025 requisitioned funds towards establishing an RVF reserve fund for affordable housing development.

Policy / Council Direction:

Per the *Alberta Housing Act*,¹ section 7.1, "On or before April 30 in any year a management body that provides lodge accommodation may requisition those municipalities for which the management body provides lodge accommodation for:

- a. the amount of the management body's annual deficit for the previous fiscal year arising from the provision of lodge accommodation, and
- b. any amounts necessary to establish or continue a reserve fund for the management body."

The Government of Alberta has indicated that, although it was not explicit in the Housing Management Body (HMB) regulations, utilizing requisitioned funds for anything other than lodge operations requires motions in support from each of the member requisitioned municipalities.

Background:

Rocky View Foundation (RVF)

The City of Airdrie has received a request (Attachment 1) from Rocky View Foundation's Chief Administrative Officer, Chris Rowe, for approval to use a portion of Airdrie's 2025 requisitioned funds towards establishing an RVF reserve fund. RVF's estimated 2025 requisition for Airdrie

¹ <https://www.canlii.org/en/ab/laws/stat/rsa-2000-c-a-25/latest/rsa-2000-c-a-25.html>

will be \$1,262,583. RVF is seeking approval to direct a portion of the requisitioned funds (approximately \$163,194) towards the reserve fund.

RVF is a Housing Management Body (HMB) that operates through provincial mandate and oversight. RVF's mission is to develop, maintain, and manage affordable homes that meet the diverse needs of the community. In addition to administering 111 rent supplements for Airdrie's residents through the Province's Rent Assistance Benefit (RAB) program, RVF currently operates two properties that provide 125 homes to Airdrie seniors. RVF's portfolio of services in Airdrie includes the Seniors Lodge program, targeting support for low-income seniors. RVF takes direction from its Board that is made up of elected officials from the six jurisdictions served by the organization, including one Airdrie Councillor or Mayor.

RVF was established and incorporated under a Ministerial Order from the Provincial government in the Alberta Housing Act. RVF's powers, functions, and duties as described in the Act include requisitioning the served jurisdictions "for the purposes of providing lodge accommodations". The Province has indicated that although it was not explicit in the HMB regulations, utilizing the requisitioned funds for anything other than Lodge operations requires motions in support from each of the member requisitioned municipalities.

Establishing an RVF Affordable Housing Reserve Fund:

As one of its member municipalities, RVF is requesting that Airdrie City Council support allowing part of the RVF 2025 tax requisition funds go towards establishing a dedicated RVF reserve fund (Fund). This Fund will serve in proactively addressing housing needs, leverage additional funding opportunities, and drive new development projects in the region.

Specifically, these funds will be directed to:

1. facilitate future RVF projects;
2. attract additional funding from other levels of government; and
3. promote financial stability.

Due to RVF's success in achieving improved financial management and operational efficiencies, RVF will be able to establish the Fund while also keeping the total 2025 RVF tax requisition amount the same or lower than its 2024 requisition.

Considerations:

As noted above, the Councils of all six of the RVF requisitioned municipalities must agree to the request for it to be approved. As with any RVF project, RVF will determine priority of capital projects based on a regional perspective that also considers funding an opportunity as determined by the RVF Board. This means that RVF funds requisitioned from Airdrie residents will not necessarily translate into the next RVF project being located in Airdrie. With this condition acknowledged, Administration is fully supportive of the RVF request as it advances the goals outlined in Airdrie's 2024-2030 Affordable Housing Principled Action Plan (AHPAP) and will enable RVF to be stronger positioned to meeting the growing demand for affordable housing and ensuring sustainable solutions for the future.

Additionally, although RVF's request is to apply requested funds towards the new RVF reserve fund in 2025 only, the hope is that there will be an opportunity to continue to capitalize the RVF Fund in future years.

Council Committee Routed Through:

This item was not routed through the Standing Committee as it is a Council decision.

Administration Recommendation:

Administration recommends that Council approves RVF's request to use \$163,194 of their City of Airdrie 2025 requisitioned funds to establish a Rocky View Foundation reserve fund for affordable housing.

Alternatives/Implications:

Council could choose to not support the request.

If not supported, RVF would not be able to establish a reserve fund which it deems a valuable financial tool to position RVF for strategic readiness to sustainably deliver housing for citizens and strengthen the housing system.

Budget Implications:

There are no implications for the City of Airdrie municipal budget, as no City of Airdrie municipally sponsored funds are being requested.

The proposed 2025 RVF requisitioned funds from the tax base are slightly lower than in 2024.

Communications and Engagement:

Public consultation has not been undertaken for this report.

Recommendation:

That Council approves Rocky View Foundation's request to use \$163,194 of their City of Airdrie 2025 requisitioned funds to establish a Rocky View Foundation reserve fund for affordable housing.

Cheryl Selinger, Housing Policy Strategist,
Affordable Housing

Staff Presenter:	Cheryl Selinger
External Presenter:	Chris Rowe, Chief Administrative Officer, Rocky View Foundation
Department:	Affordable Housing
Reviewed by:	ELT
Attachments:	#1: Request for Requisition of Capital Funds for Affordable Housing Reserve Fund

January 7, 2025

Dear Airdrie City Council,

Subject: Request for Requisition of Capital Funds for Affordable Housing Reserve Fund

Rocky View Foundation (RVF) is dedicated to addressing the growing need for safe, secure, and affordable housing across our county. For over 60 years, we have worked tirelessly to enhance the quality of life for individuals in need through sustainable housing solutions and community-driven initiatives.

As part of our ongoing mission, we are committed to fostering strong regional collaboration with our municipalities to identify and pursue opportunities for affordable housing development. To support these efforts, we are seeking your council's approval to establish a dedicated capital reserve fund for future regional housing projects. This fund will enable RVF to respond proactively to emerging housing needs across our region, leverage additional funding opportunities, and drive the development of new housing initiatives. With affordable housing remaining a critical issue in our region, planning for long-term sustainability is essential.

Recognizing the financial pressures on municipal budgets, we are proud to share that we have reduced our current operating budget for the upcoming year. This adjustment ensures that the total requisition we request will not exceed the amount allocated in the previous year. ***In short, we can pursue this initiative of an Affordable Housing Reserve Fund without increasing our requisition from last year.***

As such, RVF respectfully requests that \$500,000 be included in the 2025 budget to establish the Affordable Housing Reserve Fund. These funds will serve as the foundation for a sustainable and impactful reserve, enabling us to:

1. **Plan for the Future:** Facilitate the construction, expansion, or rehabilitation of affordable housing units in line with identified community needs.
2. **Leverage Other Funding:** Strengthen our ability to secure provincial, federal, and private funding opportunities through matching contributions.
3. **Ensure Financial Stability:** Mitigate financial risks associated with unforeseen capital expenditures or market fluctuations.

Establishing this fund will be pivotal in ensuring we meet the increasing demand and continue serving all our communities effectively.

Please feel free to contact us at 403-945-9724 with any questions or to arrange a meeting.

Sincerely,

Chris Rowe

Chris Rowe
Chief Administrative Officer

Canada Council for the Arts 150
P.O. Box 1047, Elgin Street
Ottawa, Ontario, K1P 5V8

Dear Sir/Madam

Re: Windwood Music Festival - Grant Application

On behalf of Airdrie City Council, I am pleased to provide a letter in support of the Windwood Music Festival's application to the **Explore and Create: - Concept to Realization** for \$38,500 of funding for their two-week **Windwood Music Festival** in August of 2025.

Airdrie has experienced one of the highest growth rates in Canada and is currently the fastest-growing city in Alberta. Airdrie is home to an estimated 80,000 people and supporting the sustainable growth of the city's arts and culture scene, plays a crucial role in strengthening our community. The Windwood Music Festival has been instrumental in addressing the arts needs of a rapidly growing city and supporting this organization's sustainable development greatly benefits our local community.

Airdrie is a city that loves the arts. The Windwood Music Festival has celebrated three seasons in Airdrie and each year they see their audience base growing, their collaborators and supporters increasing and their community reach expanding. In 2024, the festival and its resident artists partnered with the Airdrie Abilities Center, Airdrie Adult Care facilities at Bethany Airdrie, Souto Farms, the Airdrie Public Library, and St. George in the Pines in Banff. As well as performing in the aforementioned locations they also performed in the Bert Church Theatre, Chinook Winds Park, and Brella Vida. Each of these venues attract their own unique communities and most of their audiences do not have easy access to classical music. We repeatedly hear that it is great to have such high-level classical music in Airdrie, rather driving to Calgary to see similar events.

They have a strong group of collaborators who want to continue to build their relationship with them, including the Nose Creek Players, local arts groups such as the Calgary Civic Low Brass Quartet and Flute Duo, the Airdrie Community Choir, Airdrie Scots Pipe and Drums, Solfeo Academy, Starbright Academy, mezzo-soprano Alicia Woynarski, local audio engineers, photographers and drone artists, event spaces, venues, farms, churches and breweries. Each year, this list grows.

In short, Windwood takes classical music beyond its usual locale of concert halls and places it in many of Airdrie's most-loved recreational spaces. Furthermore, the festival has also brought impactful collaborations with local small businesses, the city's theatre group, other regional musicians and our seniors' community to life.

Council and I are pleased to support the Windwood Music Festival's request for funding from the Canada Council for the Arts 150.

Sincerely,



Heather Spearman
Deputy Mayor

OUTSTANDING COUNCIL FOLLOW-UP (Updated to February 4, 2025)

	Item	Director Contact	Councillor and Date Originated	Expected Return Date	Director Update
1	Direct Administration to work with Volunteer Airdrie Society with respect to the coordination of current Airdrie Transit programs and the Drive Happiness Seniors Association Program and to return to Council with options, whether by direct or indirect support to help further their success.	S. Utz	DM Jones – Mar 18/23	June 2025	Administration will review the scope of the existing specialized medical trips to Calgary program and assess any service gaps based on community need. This report will review service model options, including operational costs, demand forecasts and levels of service. Administration will also review the intergovernmental relationship for the health services creating the demand for medical trips.
2	Direct Administration to prepare a follow-up report to the one presented to Council on June 4, 2024 regarding the impacts of zero-lot line housing.	S. Utz	T. Petrow – June 4/24	June 2025	Administration will review the impacts of zero-lot line housing, especially those with front-drive access, in neighbourhoods with the benefit of winter occupancy and higher completion and occupancy rates in general.