

# Agenda

REGULAR MEDICINE HAT CITY COUNCIL  
City Hall – Council Chambers  
Monday, April 08, 2024  
4:45 PM – Closed Session  
6:30 PM – Public Meeting

## 1. CLOSED SESSION

Subject to the [Freedom of Information and Protection of Privacy Act](#)

### Items Discussed

- Facility Naming Rights (s.16 economic interests of a third party, s.24 advice from officials)
- Council Strategy and Policy Development (s.19 confidential evaluations)

## 2. CALL TO ORDER

## 3. LAND ACKNOWLEDGEMENT

The City of Medicine Hat acknowledges that we live and work on treaty territory. The City pays respect to all Indigenous Peoples and honours their past, present and future. We recognize and respect their cultural heritages and relationships to the land.

## 4. MOMENT OF REFLECTION / PRAYER

## 5. ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

- 5.1. Regular Council Meeting Minutes - March 18, 2024
- 5.2. Special Council Meeting Minutes - March 21, 2024

## 6. ADOPTION OF THE AGENDA

## 7. COUNCIL ANNOUNCEMENTS

## 8. CONSENT AGENDA

### Receive for Corporate Record

- 8.1. Development and Infrastructure Committee Meeting Minutes - March 7, 2024
- 8.2. Public Services Committee Meeting Minutes - March 11, 2024
- 8.3. Development and Infrastructure Committee Meeting Minutes - March 21, 2024
- 8.4. Public Services Committee Meeting Minutes - March 25, 2024
- 8.5. Council Committee of the Whole Meeting Minutes - March 25, 2024

Receive for Information

- 8.6. 2023 Fire and Emergency Services Year-In-Review Report  
*Note: A presentation will be provided at a future Council meeting.*
- 8.7. Community Vibrancy Advisory Board Meeting Minutes -  
November 29, 2023 and January 31, 2024
- 8.8. City of Medicine Hat Environmental Framework
- 8.9. Development and Infrastructure Committee Outstanding Items -  
March 7, 2024
- 8.10. Public Services Committee Outstanding Items- March 11, 2024
- 8.11. Development and Infrastructure Committee Outstanding Items -  
March 21, 2024
- 8.12. Public Services Committee Outstanding Items - March 25, 2024

**9. PUBLIC HEARING(S)**

- 9.1. Bylaw 4808 to amend the Land Use Bylaw to rezone the 800  
Block of 2 Street SE as Medium Density Residential District
  - 9.1.1 Call to Order
  - 9.1.2 Introduction by Administration  
Robert Sissons, Manager of Planning
  - 9.1.3 Presentations / Submissions
    - City Clerk Notification Report
    - Alberta Infrastructure Submission
  - 9.1.4 Close Public Hearing
  - 9.1.5 Business Arising from the Hearing  
Bylaw 4808 – Second/Third Readings  
**RECOMMENDATION THAT** Council considers second and  
third readings of Bylaw 4808 to amend the Land Use Bylaw to  
Plan 1491, Block 2, Lots 6-20 inclusive as Medium Density  
Residential District.
- 9.2. Bylaw 4809 to amend the Land Use Bylaw to rezone 830A  
Balmoral Street SE as Neighborhood Commercial District
  - 9.2.1 Call to Order
  - 9.2.2 Introduction by Administration  
Robert Sissons, Manager of Planning
  - 9.2.3 Presentations / Submissions
    - City Clerk Notification Report



- 9.2.5 Business Arising from the Hearing  
Bylaw 4809 – Second/Third Readings

**RECOMMENDATION THAT** Council considers second and third readings of Bylaw 4809 to amend the Land Use Bylaw to rezone 830A Balmoral Street SE as Neighborhood Commercial District.

- 9.3. Bylaw 4810 to amend the Land Use Bylaw to rezone Plan 3204M, Block 3, Lot 37 to Medium Density Residential District

- 9.3.1 Call to Order

- 9.3.2 Introduction by Administration  
Robert Sissons, Manager of Planning

- 9.3.3 Presentations / Submissions
- City Clerk Notification Report

- 9.3.4 Close Public Hearing

- 9.3.5 Business Arising from the Hearing  
Bylaw 4810 – Second/Third Readings

**RECOMMENDATION THAT** Council considers second and third readings of Bylaw 4810 to amend the Land Use Bylaw to rezone Plan 3204M, Block 3, Lot 37 to Medium Density Residential District.

## 10. UNFINISHED BUSINESS

- 10.1. Bylaw 4805 - Council Code of Conduct  
Sponsor: City Manager  
First Reading: March 4, 2024

**RECOMMENDATION THAT** Council considers second and third readings of Bylaw 4805 – Council Code of Conduct.

## 11. NEW BUSINESS

- 11.1. Procedure Bylaw Amendment - Bylaw 4815  
Sponsor: City Manager

**RECOMMENDATION THAT** Council considers all three readings of Bylaw 4815 to amend the Procedure Bylaw.

- 11.2. Rotating Council Chair-Representative for Future Meetings  
Sponsor: City Manager

**RECOMMENDATION THAT** the duties of the Mayor related to chairing meetings and attending the Administrative Committee meetings be undertaken by the Councillors in the positions of Deputy Mayor or Acting Mayor on the 45-day rotating schedule



established at the beginning of the Council term pursuant to the Procedure Bylaw for as long as the Mayor is not authorized to perform those duties.

11.3. Council Motions - Grant Programs

Sponsor: Public Services

**RECOMMENDATION THAT** Council extends delivery timelines for the report(s) related to grant criteria for Non-Profit Agencies by directing Administration to develop and present the report in Q3 2024.

11.4. Renaming of Boardroom 2-1 - Ted Grimm Conference Room

Sponsor: City Manager

**RECOMMENDATION THAT** Council approves renaming of Boardroom 2-1 to the “Ted Grimm Conference Room”, in honor of former Mayor, Ted Grimm.

11.5. Information Request

Sponsor: Mayor Clark

**12. COMMITTEE BUSINESS**

12.1. Taking the Strong Towns Approach in Medicine Hat

Sponsor: Development and Infrastructure Committee

Shawn Champagne, Senior Planner, will provide a presentation.

12.2. Bylaw 4735 to Amend the Unsightly Property Bylaw

Sponsor: Development and Infrastructure

**RECOMMENDATION THAT** Council considers **first reading only** of Bylaw 4735 to amend the Unsightly Property Bylaw.

12.3. Sports Wall of Fame Recommendation

Sponsor: Public Services Committee

**RECOMMENDATION THAT** Council approves both Joseph Henry Fisher and Sensei Zorislav Krco be inducted into the Medicine Hat Sports Wall of Fame for their contributions to the sports of hockey and karate respectively.

12.4. 2024 Community Vibrancy Grant Distribution

Sponsor: Public Services Committee

**RECOMMENDATION THAT** Council approves distribution of the 2024 Community Projects and Activities Grants as per the Community Vibrancy Advisory Board recommendations.



12.5. New Incentive Policy 0179 and Amending Tax Incentive Bylaw 4667

Sponsor: Council Committee of the Whole

Public Hearing for Bylaw 4799: May 6, 2024

**RECOMMENDATION THAT Council:**

- considers first reading only of Bylaw 4799 to amend the Tax Incentive Bylaw;
- rescinds Incentive Policy 0170;
- approves Incentive Policy 0179; and
- approves the City Centre Vibrancy Incentive Program and the Infill and Redevelopment Housing Incentive Program pursuant to Policy 0179.

13. **NOTICE(S) OF MOTION**

14. **COUNCIL MEMBER REPORTS**

15. **ADJOURNMENT**

**NEXT CITY COUNCIL MEETING:** April 22, 2024

**MINUTES OF THE REGULAR MEDICINE HAT  
CITY COUNCIL MEETING  
HELD ON MONDAY, MARCH 18, 2024 AT 6:30 PM  
IN CITY HALL COUNCIL CHAMBERS**

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**PRESENT:** Mayor L. Clark, Chair  
Cllr. R. Dumanowski  
Cllr. C. Hider  
Cllr. D. Hirsch  
Cllr. A. Knodel  
Cllr. A. McGrogan  
Cllr. R. Robins  
Cllr. A. Van Dyke

**ALSO PRESENT:** A. Mitchell, City Manager  
B. Stauth, Managing Director of Public Services  
D. Egert, Managing Director of Corporate Services  
P. Bohan, Managing Director of Development and Infrastructure  
R. Pancoast, Managing Director of Energy, Land and Environment  
B. Bullock, City Solicitor  
L. Randle, City Clerk  
R. Korven, Legislative Services Specialist

**NOT PRESENT** Cllr. S. Sharps

1. **CLOSED SESSION**

Councillor C. Hider - Councillor A. Knodel moved that City Council close the meeting to the public at 3:45 p.m. to discuss the following item pursuant to the [Freedom of Information and Protection of Privacy Act](#) and that Council reconvene for the public meeting at 6:30 p.m. in Council Chambers.

Items Discussed

- Legal Proceedings Update (s.27 privileged information) - received for information

**For: 8; Against: 0; Absent: 1**  
**Voting Against:** (None)

Carried

2. **CALL TO ORDER**

The Mayor called the meeting to order at 6:30 p.m.

3. **LAND ACKNOWLEDGEMENT**

The Mayor provided the land acknowledgement.

4. **MOMENT OF REFLECTION / PRAYER**

Observed.

5. **ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES**

(5.1.) **Regular Council Meeting Minutes - March 4, 2024**

Hearing no objection, the Mayor declared the minutes of the March 4, 2024 Regular City Council Meeting adopted as presented.

6. **ADOPTION OF THE AGENDA**

Hearing no objection, the Mayor declared the agenda of the March 18, 2024 Regular City Council Meeting adopted as presented.

7. **COUNCIL ANNOUNCEMENTS**

There were no announcements.

8. **CONSENT AGENDA**

Council requested that item 8.4 be discussed separately, as further detailed below.

Councillor A. McGrogan - Councillor A. Knodel moved that Council approve the Consent agenda, with items 8.1 to 8.3 being received for the corporate record and items 8.5 to 8.10 being received for information.

**For: 8; Against: 0; Absent: 1**  
**Voting Against: (None)**

Carried

- (8.1.) Corporate Services Committee Meeting Minutes - February 22, 2024
- (8.2.) Public Services Committee Meeting Minutes - February 26, 2024
- (8.3.) Energy, Land and Environment Committee Meeting Minutes - March 7, 2024
  
- (8.4.) Annual State of Parks and Recreation Report 2023  
Upon inquiry, Council heard that the comprehensive fees and charges framework referenced on page 10 of the report, which considers several factors beyond traditional cost recovery rates, will apply to both individual and group users.
  
- (8.5.) Working Groups 2023 Annual Reports
- (8.6.) Community Vibrancy Advisory Board Meeting Minutes - October 25, 2023
- (8.7.) Police Commission Meeting Minutes - January 17, 2024
- (8.8.) Corporate Services Committee Outstanding Items - February 22, 2024

- (8.9.) Public Services Committee Outstanding Items - February 26, 2024
- (8.10.) Energy, Land and Environment Committee Outstanding Items - March 7, 2024

9. **NEW BUSINESS**

There was no new business.

10. **COMMITTEE BUSINESS**

(10.1.) **Procurement Bylaw 4811 - Replacement of Bylaw 3230**

Managing Director Egert provided an introduction and administration answered questions from Council.

Councillor R. Dumanowski - Councillor C. Hider moved that Council give first reading to Bylaw 4811, a bylaw of the City of Medicine Hat governing the procurement by the City of goods, services or other things of value.

**For: 8; Against: 0; Absent: 1**  
**Voting Against:** (None)

Carried

Councillor R. Dumanowski - Councillor C. Hider moved that Council give second reading to Bylaw 4811.

**For: 7; Against: 1; Absent: 1**  
**Voting Against:** Mayor L. Clark

Carried

Councillor R. Dumanowski - Councillor C. Hider moved that Council unanimously consent to have third reading of Bylaw 4811 at this meeting.

**For: 8; Against: 0; Absent: 1**  
**Voting Against:** (None)

Carried

Councillor R. Dumanowski - Councillor C. Hider moved that Council give third and final reading to Bylaw 4811, a bylaw of the City of Medicine Hat governing the procurement by the City of goods, services or other things of value.

**For: 8; Against: 0; Absent: 1**  
**Voting Against:** (None)

Carried

(10.2.) **Policy 0147 Social Media Updates**

Managing Director Egert provided an introduction and administration answered questions from Council.



Councillor R. Dumanowski - Councillor A. Knodel moved that Council approve the updates to Social Media Policy 0147, as presented.

**For: 8; Against: 0; Absent: 1**  
**Voting Against:** (None)

Carried

11. **NOTICE(S) OF MOTION**

There were no Notices of Motion received.

12. **COUNCIL MEMBER REPORTS**

There were no reports.

**MOTION TO CLOSE MEETING TO THE PUBLIC**

At 7:05 p.m. Councillor A. Knodel - Councillor A. Van Dyke moved that City Council close the meeting to the public to discuss the following:

- Resident Concern (s.24 advice from officials) – *received for information*
- Pecuniary Interest - (s.24 advice from officials) – *received for information*
- Information Request (s.24 advice from officials) – *postponed*
- Legal Proceedings Update (s.27 privileged information) – received for information (*Administration and Mayor Clark were not present for this discussion*)

Seeing no objection, the Mayor declared the meeting closed to the public at 7:05 p.m.

**MOTION TO RECESS**

Councillor A. Knodel - Councillor A. Van Dyke moved that Council take a 5-minute recess and reconvene the closed session at 7:10 p.m.

Seeing no objection, Mayor Clark declared a 5-minute recess.

**MOTION TO OPEN THE MEETING TO THE PUBLIC**

Councillor D. Hirsch - Councillor A. Van Dyke moved that Council reconvene the Open council meeting at 8:53 p.m.

**For: 8; Against: 0; Absent: 1**  
**Voting Against:** (None)

Carried

**MOTION TO RECESS**

Councillor A. Knodel - Councillor C. Hider moved that Council recess the meeting until 3:45 p.m. on March 19, 2023.

**For: 8; Against: 0; Absent: 1**  
**Voting Against:** (None)

Carried

**MOTION TO CLOSE THE MEETING TO THE PUBLIC**

On March 19, 2024, Councillor A. Knodel - Councillor C. Hider moved that Council close the meeting to the public at 3:45 p.m. to discuss the following:

- Legal Proceedings Update (s.27 privileged information) - received for information

**For: 7; Against: 0; Absent: 2** (Mayor Clark, Councillor Sharps)  
**Voting Against:** (None)

Carried

**MOTION TO OPEN THE MEETING TO THE PUBLIC**

Councillor A. Knodel – Councillor C. Hider moved that Council reconvene the Open council meeting at 6:10 p.m.

**For: 7; Against: 0; Absent: 2** (Mayor Clark, Councillor Sharps)  
**Voting Against:** (None)

Carried

13. **ADJOURNMENT**

The meeting adjourned at 6:10 p.m. on March 19, 2024.

Adopted by City Council on April 8, 2024.

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MAYOR LINNSIE CLARK  
CHAIR

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LARRY RANDLE  
CITY CLERK

**MINUTES OF THE SPECIAL MEDICINE HAT  
CITY COUNCIL MEETING  
HELD ON THURSDAY, MARCH 21, 2024 AT 12:00 PM  
IN CITY HALL COUNCIL CHAMBERS**

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**PRESENT:** Cllr. A. McGrogan, Acting Mayor and Chair  
Cllr. R. Dumanowski  
Cllr. C. Hider  
Cllr. D. Hirsch  
Cllr. A. Knodel (*remote attendance*)  
Cllr. R. Robins  
Cllr. A. Van Dyke

**ALSO PRESENT:** A. Mitchell, City Manager  
B. Stauth, Managing Director of Public Services  
D. Egert, Managing Director of Corporate Services  
P. Bohan, Managing Director of Development and Infrastructure  
R. Pancoast, Managing Director of Energy, Land and Environment  
B. Bullock, City Solicitor  
L. Randle, City Clerk  
R. Korven, Legislative Services Specialist

**NOT PRESENT:** Mayor L. Clark, Chair  
Cllr. S. Sharps

1. **CALL TO ORDER**

Acting Mayor McGrogan called the meeting to order at 12:03 p.m.

2. **LAND ACKNOWLEDGEMENT**

Acting Mayor McGrogan provided the land acknowledgment.

3. **MOMENT OF REFLECTION / PRAYER**

Observed.

4. **NEW BUSINESS**

(4.1.) **Council Code of Conduct Matter**

Councillor C. Hider - Councillor R. Dumanowski moved that Council accept the investigation report from Kingsgate Legal dated February 27, 2024.

**For: 7; Against: 0; Absent: 2**  
**Voting Against: (None)**

Carried

Councillor C. Hider - Councillor R. Dumanowski moved that Council finds Mayor Linnsie Clark has breached the City's Code of Conduct Bylaw 4492 by failing to treat the City Manager with courtesy, dignity, and respect during the exchange at the August 21, 2023 Open Council Meeting.

**For: 7; Against: 0; Absent: 2**  
**Voting Against:** (None)

Carried

Councillor D. Hirsch - Councillor C. Hider moved that arising from such breach of the Code of Conduct, the following sanctions are imposed:

- (a) publication of a letter of reprimand and request for apology, in the form read out by the Acting Mayor on behalf of Council;
- (b) suspension of Mayor Clark's presiding duties under section 154 of the Municipal Government Act;
- (c) Mayor Clark will no longer be the official spokesperson for Council;
- (d) Mayor Clark is prohibited from entering the Administration area of City Hall, and outside of Council meetings will not have any direct contact with City staff other than the City Manager, which will be on the following basis:
  - Mayor Clark may only communicate with the City Manager via email that must be copied to all of Council; and
  - If the City Manager agrees to meet with Mayor Clark in-person, such meeting must be in the presence of another member of Council;
- (e) Mayor Clark will no longer attend meetings of the Administration Committee;
- (f) Corresponding to the foregoing reductions in Mayor Clark's duties, her salary will be reduced by 50% effective from the date of this motion.

**For: 7; Against: 0; Absent: 2**  
**Voting Against:** (None)

Carried

Acting Mayor McGrogan read the letter of reprimand and request for apology.

Councillor R. Dumanowski - Councillor R. Robins moved that Council address the appointment of a rotating Chair for future meetings and a replacement representative of Council to attend Administration Committee meetings at the next regularly scheduled Council meeting.

**For: 7; Against: 0; Absent: 2**  
**Voting Against:** (None)

Carried

5. **ADJOURNMENT**

Acting Mayor McGrogan adjourned the meeting at 12:11 p.m.

Adopted by City Council on April 8, 2024.

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ACTING MAYOR ANDY MCGROGAN  
CHAIR

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LARRY RANDLE  
CITY CLERK

# DEVELOPMENT AND INFRASTRUCTURE COMMITTEE MEETING MINUTES

Tuesday, March 7, 2024

Boardroom 2-1, City Hall

2:30 P.M.

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**PRESENT:** Councillor S. Sharps, Chair  
Councillor A. McGrogan, Vice Chair  
Councillor A. Van Dyke

**ALSO PRESENT:** A. Mitchell, City Manager  
P. Bohan, Managing Director, Development & Infrastructure  
B. Bullock, Solicitor (*remote attendance*)  
J. Garland, Director Environmental Utilities (*remote attendance*)  
S. Nowakowski, Director Municipal Works (*remote attendance*)  
L. Boyd, Manager, Airport (*remote attendance*)  
T. Petryshyn, Specialist Corporate Communications  
D. Burkitt, Constituency Assistant  
K. Eden, Executive Assistant

## 1. TAKING THE STRONG TOWNS APPROACH IN MEDICINE HAT

Shawn Champagne, Senior Planner Policy, Planning and Development Services delivered a presentation to Committee including an update on the Strong Towns approach in Medicine Hat. Mr. Champagne, spoke about the history of the Strong Towns efforts to date and provided examples of how staff have been employing Strong Towns thinking over the past several years. Some examples include innovative ways to deliver sewer services, abandoning unused mainlines, repurposing water mains initiating a City-wide open house and a supporting a community inspired Free Play initiative. Planning and Development Services are working on ways to fast-track processes to create affordable housing and exploring options for pre-approved housing plans with garage plans already available to the public. Proposed changes to the Land Use Bylaw are also underway.

The Development and Infrastructure Committee recommends **THAT COUNCIL RECEIVES THIS FOR INFORMATION AND THAT THE PRESENTATION BE PROVIDED AT AN UPCOMING COUNCIL MEETING.**

**INFORMATION**

## 2. MANAGING DIRECTOR'S SERVICE AREA UPDATE – VERBAL

Managing Director Bohan provided updates in relation to the following:

### Housing Accelerator Plan Application

The Federal Housing Accelerator Plan funding application was denied. Administrators of the program declined to provide the reason for the denial nor identify successful applicants. The Development and Infrastructure division will continue to take steps to implement as many of the nine initiatives that were identified in the application. The division will take steps to search for other potential sources of funding. In the past three months, six new higher density rezoning's have been brought forward, making their way through the process to Council. It is important to understand the significant contributions these potential projects may have on reducing future property tax increases.

### Airport

Airline passenger activity levels have remained steady. The airport continues to work on efforts to retain and enhance air service to Medicine Hat. Final stages of scoping for the Airport Master Plan are underway.

### Municipal Works

Snow and ice control throughout the city has been the focus over the past several weeks. Municipal Works will begin repairs to potholes. MD Bohan encouraged residents to reach out to [mw@medicinehat.ca](mailto:mw@medicinehat.ca) report a problem on the website so crews can address them quickly.

Signage for the Division Avenue reconstruction will be installed this spring to prepare the community for what they can expect to see once construction is complete. The project team has already engaged with local stakeholders about the impacts in the area during construction.

Staff are in negotiations with CP Rail as part of the Dunmore Road overlay which may result in the removal of the tracks at the bottom of Dunmore Hill.

The Transportation Master Plan, Transportation Safety Plan and Active Transportation Plan are on-going with completion scheduled for fall 2024.

### Highway 3 Twinning

The contract for the design phase of the provincial project to twin Highway 3 has been awarded. The City is in communication with the province and contractor. Discussions will include future accountability for roads and maintenance at various points near the city boundary.

### Food Waste Compost Pilot

Staff participated in the Home and Garden Tradeshow to highlight and promote the upcoming food waste piloting project. The City's iMap identifies the areas included in the pilot which reaches nearly 4,000 households (Details here: <https://www.medicinehat.ca/en/home-property-and-utilities/food-waste.aspx>)

### Water Shortage Management Plan

MD Bohan advised that Alberta Environment and Protected Areas are satisfied with the work the City of Medicine Hat is doing to prepare for the impending water shortage this summer. The [Water Shortage Management Plan](#) is available on the City's website at [medicinehat.ca/waterconservation](http://medicinehat.ca/waterconservation). Medicine Hat has been under voluntary restrictions (Stage 1) since last fall and is likely to enter Stage 2 (some mandatory restrictions) this year. Through regular stakeholder meetings with rural and provincial partners, a regional plan is starting to take shape.

### 3<sup>rd</sup> Street SE Utility and Surface Upgrades

Preparations continue with extensive community engagement under way. An open house has been scheduled for Tuesday, March 12 at the Esplanade starting at 4:30 p.m. The successful vendor is exhibiting good faith collaboration by securing off-site parking for all worker vehicles to protect parking around the work zone.

Managing Director Bohan expressed appreciation for the support received and for the extra effort being made by staff to ease impacts to the community.

Committee expressed appreciation both for the information provided and for staff efforts in all areas.

**INFORMATION**

**5. COMMITTEE OUTSTANDING ITEMS (OIL)**

Committee reviewed the current Outstanding Items List, attached to the agenda.

Item #1, the Escort Service Bylaw No. 3472 was updated to be available for Committee’s review in Q3.

Staff continue to work on these matters and information will be provided in due course.

**INFORMATION**

**Adjournment**

The meeting adjourned at 3:28 P.M.

Received by City Council on April 8, 2024.

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COUNCILLOR SHILA SHARPS, CHAIR

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LARRY RANDLE  
CITY CLERK



# Public Services Committee

## MEETING MINUTES

Monday, March 11, 2024

City Hall, Boardroom 2-1

3:45 P.M.

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**PRESENT:** Councillor R. Robins, Chair  
Councillor R. Dumanowski, Vice-Chair  
Councillor C. Hider *(attended remotely)*

**ALSO PRESENT:** Councillor A. McGrogran (non-member of Committee) *(attended remotely)*  
A. Mitchell, City Manager  
B. Stauth, Managing Director of Public Services  
J. Will, Director of Parks and Recreation  
L. Prestayko, Director of Community Development  
C. Eakins, Fire Chief and Director of Fire & Emergency Services  
B. Bullock, City Solicitor *(attended remotely)*  
C. Graham, Director of Communications, Engagement & Marketing  
M. Josie, Projects & Partnerships Lead *(attended remotely)* [Item #1]  
L. Perry, Executive Assistant

**DELEGATION:** Community Vibrancy Advisory Board [Item #1]  
• J. Reid, Board Member

### **1. SPORTS WALL OF FAME RECOMMENDATION - 2023**

Committee welcomed Jill Reid, a member of the Community Vibrancy Advisory Board (CVAB). Ms. Reid provided information regarding the rationale behind the recommendation and the merit of the nominees.

Committee extended their appreciation for CVAB's consideration of the applications and thanked Ms. Reid, along with staff who supported the application intake and adjudication processes.

Following discussion, the Public Services Committee recommends that **CITY COUNCIL APPROVE BOTH JOSEPH HENRY FISHER AND SENSEI ZORISLAV KRKO BE INDUCTED INTO THE MEDICINE HAT SPORTS WALL OF FAME FOR THEIR CONTRIBUTIONS TO THE SPORTS OF HOCKEY AND KARATE RESPECTIVELY.**

**ADOPTION**

### **2. 2023 FIRE AND EMERGENCY SERVICES YEAR-IN-REVIEW REPORT**

Mr. Stauth provided an overview, explaining the Fire and Emergency Services (FE&S) Year-In-Review report is the first of its kind for the City, and highlights the changes and successes in the department in 2023.

Chief Eakins provided a presentation summarizing the mission, vision and values of FE&S, staffing updates, information related to 911 calls, partnerships currently in place, business plan accomplishments, and data related to response times, incidents, and inspections. Chief Eakins discussed upcoming plans for 2024 which include hiring of a Fire and Life Safety Educator, an enhanced health and wellness program, technology improvements, and celebration of the department's 125<sup>th</sup> anniversary.

At Committee's request, the presentation will be provided to City Council at a future regular meeting.

**INFORMATION**

**3. COMMUNITY VIBRANCY ADVISORY BOARD (CVAB) – NOV 29/23 & JAN 31/24 MEETINGS**

Committee discussed minutes of the Community Vibrance Advisory Board (CVAB) meetings held on November 29, 2023 and January 31, 2024.

Committee extended appreciation for the information provided.

**INFORMATION**

**4. MANAGING DIRECTOR'S SERVICE AREA UPDATE – VERBAL**

Managing Director Stauth provided updates in relation to the following:

1. Transit Services During Medicine Hat Tigers Playoff Games – Work is underway to provide a shuttle service (from one or two locations) to Co-op Place for Round One Medicine Hat Tigers playoff games. If there is ample interest in the service, it may continue through additional playoff rounds. Pick up locations for this trial service are still being determined.

Committee extended appreciation for the information provided.

**INFORMATION**

**5. COMMITTEE OUTSTANDING ITEMS**

Staff continue to work on existing matters as outlined and will provide an update to Committee as appropriate.

**INFORMATION**

**ADJOURNMENT**

The meeting adjourned at 4:42 P.M.

Received by City Council on April 8, 2024.

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**COUNCILLOR RAMONA ROBINS, CHAIR**

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**LARRY RANDLE, CITY CLERK**

**DEVELOPMENT AND INFRASTRUCTURE COMMITTEE  
MEETING MINUTES**

**Thursday, March 21, 2024**

Boardroom 2-1, City Hall

2:30 P.M.

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**PRESENT:** Councillor S. Sharps, Chair  
Councillor A. McGrogan, Vice Chair  
Councillor A. Van Dyke

**ALSO PRESENT:** A. Mitchell, City Manager  
P. Bohan, Managing Director, Development & Infrastructure  
B. Bullock, Solicitor  
M. Klassen, Solicitor (*remote attendance*)  
S. Briggs, Acting Director Environmental Utilities (*remote attendance*)  
S. Nowakowski, Director Municipal Works (*remote attendance*)  
L. Boyd, Manager, Airport (*remote attendance*)  
T. Petryshyn, Specialist Corporate Communications  
B. Potts, Bylaw Supervisor, Police Services (*arrived at 1:30 p.m.*)  
Insp. B. Secondiak, Police Services (*arrived at 1:30 p.m.*)  
R. Sissons, Manager, Planning & Development Services (*remote attendance starting at 1:35 p.m.*)  
K. Eden, Executive Assistant

**1. BYLAW NO. 4735 TO AMEND UNSIGHTLY PROPERTY BYLAW NO. 3117**

MD Bohan introduced the item. City Solicitor Ben Bullock, with support from Inspector Brent Secondiak and Bylaw Supervisor Brad Potts, presented amendments to the Unsightly Property Bylaw.

At the October 3, 2023, Open City Council meeting, Council directed administration to conduct a review of Bylaw No. 3117, pertaining to vacant and derelict properties and to report back to Council with options to enhance the effectiveness of the Bylaw. A jurisdictional scan was conducted including Calgary, Edmonton, Red Deer, Airdrie, Lethbridge and Strathcona County. Proposed amendments include new sections to prescribe standards relating to security and maintenance, increasing fines for first offenses, and adding or refining definitions.

The Development and Infrastructure Committee recommends **THAT CITY COUNCIL GIVE FIRST READING TO AMENDING BYLAW NO. 4735 TO AMEND UNSIGHTLY PROPERTY BYLAW NO. 3117.**

**ADOPTION**

**2. MANAGING DIRECTOR'S SERVICE AREA UPDATE – VERBAL**

Ranchlands Blvd. Traffic Calming

Municipal Works staff completed a traffic engineering assessment of 43 locations with a recommendation to pilot traffic calming measures on Ranchlands Blvd. Of the 43 locations monitored for traffic safety and speed across the city, Ranchlands Blvd. is the most concerning with the highest 85<sup>th</sup> percentile measurement. Over a one-week period, vehicles speeds were records at 75, 83, 92 and 103km/hour on the 50km/hour road. Staff hand-delivered 321 letters to residents last summer alerting them that "speed humps" were to be

installed as a traffic calming measure. There were only 11 responses with nine opposed and two in favour. The City will trial other measures this summer and may revisit the traffic humps after the other measures are assessed, and the recommendations of the Transportation Safety Strategy are known (expected fall 2024).

#### Drought Planning

Staff continue to work with Energy, Land and Environment division and Alberta Environment Protected Areas on drought planning which includes drafting water sharing agreements between large water license holders in the Oldman/South Saskatchewan river basins (Lethbridge, Lethbridge County, Irrigation districts). City of Medicine Hat is currently still in phase 1 of its water shortage management plan and staff are ready to adjust phases as conditions change. Committee shared the request for more communication to put the community at ease. The City's [Water Shortage Management Plan](#) is available on the City's website at [medicinehat.ca/waterconservation](http://medicinehat.ca/waterconservation)

#### Food Waste Compost Pilot

The Pilot for Food waste composting is on track and set to rollout out in April. The trial areas include just under 4000 households that were selected based on areas that have the highest concentration of existing yard waste collection users. Residents selected to participate will be receiving the kitchen pail along with instructions and information about the program shortly. The Environmental Utilities department is also trialing an innovative solution to help identify contamination by installing cameras with AI technology on the booms of the collection trucks.

#### 7 Street NW & Altawana Drive NE Rehab Project

The City will abandon an old sewer line and install new water lines in a major construction project this summer that will disrupt the intersection of Altawana Avenue and 7 Street NW for a period of time. The original sewer line was installed along the bank of the hill and was expensive and time-consuming to maintain. The full project is expected to conclude in October 2024 and MD Bohan will update committee at the next meeting about the potential impact to back-to-school.

#### Highway 3 Twinning

Staff continue discussions with the Province about the alignment of the Highway 3 twinning project as it nears the Medicine Hat area. MD Bohan reported that the planning is progressing well.

#### Municipal Works Update

Ongoing snow and ice control operations continue as required. City wide pothole patching has been a priority during favorable weather conditions.

Locations and planning for 2024 capital road and storm projects have been identified:

- Bridge Maintenance/Rehabilitation program on various bridges throughout the city.
- 3<sup>rd</sup> Street SE Downtown surface enhancements in conjunction with Environmental Utilities water/sanitary renewal
- Division Avenue SE Road upgrade from 3<sup>rd</sup> Street SE to Cemetery Hill
- 8<sup>th</sup> Street SE traffic calming mini roundabouts in conjunction with water/sanitary renewal.
- Overlay program on Dunmore Road from Spencer Street to Southview Drive SE

MD Bohan reported that the City is recruiting summer students in and encouraged committee to spread the word.

Planning request

Councillor Van Dyke requested an opportunity for Council to perform a mock walkthrough of what it is like to request a permit or license through Planning and Development Services to better understand the process. City Manager Mitchell will work with administration and respond back to committee at a later date.

Managing Director Bohan expressed appreciation for the support received.

Committee expressed appreciation both for the information provided and for staff efforts in all areas.

**INFORMATION**

**3. COMMITTEE OUTSTANDING ITEMS (OIL)**

Committee reviewed the current Outstanding Items List, attached to the agenda.

No items were added to the list.

Staff continue to work on these matters and information will be provided in due course.

**INFORMATION**

Adjournment

The meeting adjourned at 1:50 P.M.

Received by City Council on April 8, 2024.

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**COUNCILLOR SHILA SHARPS,  
CHAIR**

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**LARRY RANDLE  
CITY CLERK**

# Public Services Committee

## MEETING MINUTES

Monday, March 25, 2024

City Hall, Boardroom 2-1

3:45 P.M.

---

**PRESENT:** Councillor R. Robins, Chair *(attended remotely)*  
Councillor R. Dumanowski, Vice-Chair  
Councillor C. Hider

**ALSO PRESENT:** A. Mitchell, City Manager  
B. Stauth, Managing Director of Public Services  
J. Will, Director of Parks and Recreation  
C. Eakins, Fire Chief and Director of Fire & Emergency Services *(attended remotely)*  
B. Bullock, City Solicitor *(attended remotely)*  
A. Nelson, Manager of Cultural Experiences & Events  
T. Petryshyn, Corporate Communications Specialist  
L. Perry, Executive Assistant

**DELEGATION:** Community Vibrancy Advisory Board *[Item #1]*  
• D. Giles, Chair

### 1. 2024 COMMUNITY VIBRANCY GRANT DISTRIBUTION

Committee welcomed Dylan Giles, Chair of the Community Vibrancy Advisory Board (CVAB). Mr. Giles discussed the evaluation process that arrived at the recommendations presented. All applications were received and reviewed by the grant committee in accordance with the policy criteria; eleven have been recommended for funding. The second intake is set to occur in Q3.

Following discussion, the Public Services Committee recommends that **CITY COUNCIL APPROVES DISTRIBUTION OF THE 2024 COMMUNITY PROJECTS AND ACTIVITIES GRANTS AS PER THE COMMUNITY VIBRANCY ADVISORY BOARD RECOMMENDATIONS.**

**ADOPTION**

### 2. MANAGING DIRECTOR'S SERVICE AREA UPDATE – VERBAL

Managing Director Stauth provided updates in relation to the following:

1. Parks Maintenance - Medicine Hat remains in Phase 1 water restrictions which requires Parks and Recreation to reduce regular water consumption by 25%. Accordingly, the public may expect to see less watering at parks, symptoms of dormancy, brown grass, and more weeds as dormant or dry turf cannot compete as fervently against weeds as healthy turf.

It was noted that sports fields are in a different classification than other parks areas which are categorized as A, B, or C. Reduced watering may affect parks areas disproportionately based on their category. The Parks and Recreation department is committed to maintaining the more than 20,000 trees in the urban canopy.

Communications will play a large role in public understanding and acceptance of the condition of Medicine Hat's green spaces this summer.

2. Low Income Transit Pass Funding Status Update - Managing Director Stauth informed Committee that provincial funding for the low-income transit pass (LITP) program, administered through Fair Entry, runs out March 31, 2024. The province has not indicated whether funding will continue through the new provincial budget.

Staff committed to continue subsidizing the program with municipal funds into April and will revisit if funding is still not confirmed before May. It is anticipated that if provincial funding is not received, the available budget will be depleted in early Q3 2024.

Committee asked a letter be sent to our MLA requesting the status of transit funding, and staff will action accordingly. Staff are monitoring this matter closely and will keep committee apprised of updates as appropriate.

3. Downtown Washrooms – 24-hour washroom access with security at the downtown Transit Terminal has been in effect for over six months. A mid-way survey to targeted businesses and residents downtown garnered 29 responses compared to the initial 136 responses six months ago. Responses show:

- Stakeholders are seeing less evidence of outdoor washroom usage.
- The number of respondents directing people to the public washrooms at the Transit Terminal has doubled (from 40% to 80%).
- Appreciation for added security in the terminal (and Medicine Hat Police Service confirms they spend less time dedicating resources at this location).

Of note, security costs have increased due to the requirement of two guards at night for 'working alone' legislation. There are now two guards on site between 10 p.m. and 6 a.m. At this time, Public Services is able to cover the additional costs through operating budget and will evaluate success to bring final recommendations forward once a full year of data is available.

4. Transit Services During Medicine Hat Tigers Playoff Games – Medicine Hat Transit, in conjunction with Co-op Place, is running an express shuttle for \$5 per person from two locations: the Medicine Hat Mall and the downtown Transit Terminal, direct to Co-op Place for each Medicine Hat Tigers Round 1 playoff game. The first bus will load at 6 p.m. on game night and depart when full. The trial will be re-evaluated should the Tigers advance to Round 2.

Committee extended appreciation for the information provided.

**INFORMATION**

### **3. COMMITTEE OUTSTANDING ITEMS**

It was decided the Expected Report Date for *Downtown Washrooms* would be updated to Q4, 2024. The name of the item will also be updated to *Downtown Washrooms Final Update and Recommendations*.

Staff continue to work on existing matters as outlined and will provide an update to Committee as appropriate.

**INFORMATION**

### **ADJOURNMENT**

The meeting adjourned at 4:33 P.M.

Received by City Council on April 8, 2024.

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COUNCILLOR RAMONA ROBINS, CHAIR

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LARRY RANDLE, CITY CLERK

# Council Committee of the Whole

## MEETING MINUTES

Monday, March 25, 2024  
City Hall, Council Chambers  
6:31 PM

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**PRESENT:** Deputy Mayor A. Knodel, Chair  
Mayor L. Clark  
Cllr. R. Dumanowski  
Cllr. C. Hider  
Cllr. D. Hirsch  
Cllr. A. Knodel  
Cllr. A. McGrogan (*remote attendance*)  
Cllr. S. Sharps (*remote attendance*)  
Cllr. A. Van Dyke

**ALSO PRESENT:** A. Mitchell, City Manager  
R. Pancoast, Managing Director, Energy, Land and Environment  
D. Egert, Managing Director, Corporate Services  
B. Stauth, Managing Director, Public Services  
P. Bohan, Managing Director, Development & Infrastructure  
B. Bullock, City Solicitor  
S. McLean-Moore, Director, Economic Development (Item 1)  
R. Sissons, Manager of Planning (Item 1)  
M. Klasen, Solicitor (Item 1)  
K. Redden, Director, Environment, Land & Gas Production (Item 2)  
A. Coombs, Manager, Environmental Strategy & Compliance,  
Environment, Land & Gas Production (Item 2)  
A. Carswell, Environmental Specialist, Environment, Land & Gas  
Production (Item 2)  
L. Randle, City Clerk  
R. Korven, Legislative Services Specialist

**NOT PRESENT:** Cllr. R. Robins

**DELEGATION:** Kirsten MacKenzie, Senior Advisor, Sustainability, LEED AP BD+C,  
Envision SP, WSP (Item 2)

**1. Adjustment to Agenda**

Cllr Hirsch – Cllr Van Dyke moved that agenda item 2, “Motion to Close Meeting to the Public”, be removed and replaced with an item called “City of Medicine Hat Environmental Framework”.

**CARRIED**

**2. Repeal Policy 0170 and Approve Incentive Policy 0179 and Amend the Tax Incentive Bylaw No. 4667**

Selena McLean-Moore, Director of Economic Development, provided a presentation which provided background information and highlighted the rationale behind the recommendations.



Upon inquiry related to eligibility for the City Centre Vibrancy Incentive, it was clarified that residential properties are ineligible and that the determination of “completed in a timely manner” would be determined by administration based upon the complexity of individual projects.

Director McLean-Moore and Robert Sissons, Manager of Planning, answered questions of Committee related to determination of incentive amounts, payback periods, eligibility criteria and applicable areas; how the brownfield incentives compare to other municipalities; how administration will evaluate the applications; the measurements of success; and budget ramifications.

It was suggested that Item 1.1(a) within the Procedures of the Incentive Policy should include staff involved in the development of an Incentive Award along with those involved in evaluation or approval.

It was confirmed that once Council approves the recommendation, approval of applications for the incentives will rest with administration.

Following discussion, Council Committee of the Whole recommends **THAT COUNCIL CONSIDERS:**

- (a) **FIRST READING OF BYLAW 4799 TO AMEND THE TAX INCENTIVE BYLAW;**
- (b) **REPEAL OF INCENTIVE POLICY 0170;**
- (c) **APPROVAL OF INCENTIVE POLICY 0179;**
- (d) **APPROVAL OF THE CITY CENTRE VIBRANCY INCENTIVE PROGRAM AND THE INFILL AND REDEVELOPMENT HOUSING INCENTIVE PROGRAM PURSUANT TO POLICY 0179.**

**ADOPTION**

**3. City of Medicine Hat Environmental Framework**

Managing Director Rochelle Pancoast provided an introduction, indicating that the presentation would facilitate an opportunity for dynamic feedback from Council on action items that staff have identified as high priority areas. The feedback is being sought early, as the Environmental Framework is a new focus area to the City and the financial asks will be incremental to the historical asks.

Adria Coombs, Manager of Environmental Strategy & Compliance, provided a presentation which included a project update, reviewed high-priority actions to obtain Council feedback on those actions, and highlighted next steps for going to Open Council in June 2024.

Kevin Redden, Director of Environment, Land & Gas Production, and Manager Coombs answered questions of Committee related to cost constraints, future budget requests, water conservation efforts, collaboration related to invasive species, the potential for conversion of parks areas to more natural areas, the potential for incentives related to xeriscaping or reducing water consumption, and the mechanism for reporting on implementation.

Committee heard that it is anticipated that there will be an annual report provided to Council related to the Environmental Framework.

Upon inquiry, Committee heard that the community has the opportunity to provide feedback and submit questions on the [Environmental Framework Project](#) through the Shape Your City website.

Committee expressed appreciation for the presentation and the work done to date.

**INFORMATION**

**Adjournment**

The meeting adjourned at 8:28 PM.

Received by City Council on April 8, 2024.

\_\_\_\_\_  
**DEPUTY MAYOR ALLISON KNODEL**  
**CHAIR**

\_\_\_\_\_  
**LARRY RANDLE**  
**CITY CLERK**

**DATE: 2024-04-08****MEETING: REGULAR COUNCIL****DEPARTMENT: FIRE & EMERGENCY SERVICES****REPORT AUTHOR: CHAD EAKINS – FIRE CHIEF &  
DIRECTOR OF FIRE & EMERGENCY SERVICES****2023 FIRE AND EMERGENCY SERVICES  
YEAR-IN-REVIEW REPORT****EXECUTIVE SUMMARY:**

Fire and Emergency Services (FES) saw many changes and successes in 2023. FES has produced a 2023 year-in-review report to highlight the changes and successes of the department.

**STRATEGIC ALIGNMENT:****INNOVATION****ECONOMIC EVOLUTION****SERVICE ORIENTATION****PARTNERSHIPS & GOVERNANCE****COMMUNITY WELLNESS****RESILIENCY & SUSTAINABILITY****RECOMMENDATION:**

It is recommended through Administrative Committee and Public Services Committee that City Council receive the 2023 Fire and Emergency Services year-in-review report for information.

**PREVIOUS COUNCIL MOTIONS / DIRECTIONS:**

There are no previous motions from Council.

**BACKGROUND / ANALYSIS:**

Through the corporate reorganization, FES has become a true start-to-finish emergency service with the addition of 911 Communications and Emergency Management. For approximately a decade, FES has been working towards meeting NFPA 1710 and Council's approved response times of 6:20 for the first arriving engine and 12:20 for a full alarm assignment (three station response). The year-in-review report highlights the success and progress of meeting these standards as they relate to response times and staffing requirements as well as provides highlights from all branches and services FES provides to the community. The report provides an overall state of Fire and Emergency Services.

**INTERNAL AND EXTERNAL ENGAGEMENT CONSIDERATIONS:**

Fire and Emergency Services works and consults with many stakeholders both internally and externally such as:

- Local and regional police services
- Search and Rescue
- Municipal Works
- Environmental Utilities
- Alberta Emergency Management Agency
- Cypress County
- Town of Redcliff
- County of Forty Mile
- Town of Bow Island

**POTENTIAL RISKS / IMPACTS:**
**Financial:**

Funding Request:	No	
Budgeted Item:	No	
Funding Explanation:	N/A	
Budget Amendment Form?	No	

**Health, Safety and Environmental:**

N/A

**Legal / Legislative / Policy:**

N/A

**PUBLIC PARTICIPATION REQUIRED FOR IMPLEMENTATION:**

Through this report, the public will have an opportunity to gain a greater understanding of the service provided by Fire and Emergency Services.

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ALTERNATIVE OPTIONS / PROS AND CONS:**

N/A

**IMPLEMENTATION PLAN:**

Fire and Emergency Services looks forward to feedback from this report and will apply that feedback into future business plans where possible.

<b>APPROVED BY &amp; DATE:</b>	Brian Stauth Managing Director of Public Services	2024-02-27
<b>ATTACHMENTS:</b>	1: Medicine Hat Fire and Emergency Services 2023 Year-In-Review Report 2: PowerPoint Presentation	

# MEDICINE HAT FIRE AND EMERGENCY SERVICES

## 2023 YEAR IN REVIEW



REVIEW 2023 YEAR IN REVIEW 2023 YEAR IN REVIEW 2023 YEAR IN REVIEW 2023 YEAR IN REVIEW 2023 YEAR IN REVIEW 2023 YEAR IN REVIEW 2023 YEAR IN REVIEW 2023 YEAR IN REVIEW 2023



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# MESSAGE FROM THE FIRE CHIEF

It is with great pride that I present you with the Medicine Hat Fire and Emergency Services (MHFES) 2023 annual review. Over the past twelve months, our dedicated team of professionals from all branches including suppression, 911 communications, community safety, training, and administration have worked tirelessly to ensure the safety and well-being of our community.

MHFES is a respected leader amongst Canadian fire services. Our department responded to 4425 calls for service throughout the year. From residential fires to medical emergencies, hazardous material incidents to vehicle accidents and fire prevention activities, our highly skilled personnel were on the front lines, ensuring swift and effective responses. Notably, our response times meet established standards, and remain well below national averages, which is a testament to our strategic deployment and proactive approach.

At the heart of our department's mission is a steadfast commitment to excellence, by continually adapting to uphold the quality of life and public safety in our community. Throughout 2023, our firefighters underwent rigorous training programs, staying abreast of the latest firefighting techniques, medical protocols, and technological advancements. This commitment to continuous improvement is reflected in our response times, efficiency, and the overall preparedness of our team.

Homelessness, substance use disorders and mental health are contributing factors that continue to impact communities across Canada and we're seeing these trends increase. Together with community partners, our staff remains focused on community safety. We are committed to building on these relationships and supporting the efforts of partners to prioritize issues, develop solutions, and bring people together to support the needs of those most vulnerable.

I am honoured to serve as Fire Chief and I am extremely proud of the work and service our team provides to our community. Our team is driven by our core values and



our residents first focus, which provides our residents with the highest level of service.

As we look to the future, MHFES remains committed to evolving and adapting to meet the changing needs of our community. We will continue to invest in training, technology, and community engagement to ensure that our residents receive the highest standard of emergency services.

Stay safe,

  
Chad Eakins, Fire Chief





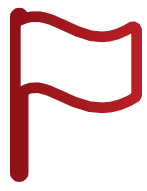
# Medicine Hat

FIRE & EMERGENCY SERVICES



## THE DEPARTMENT

MHFES is an all-hazards emergency response organization providing optimum protection, prevention, and dispatch services ensuring the safety of our residents, businesses, and visitors. With a holistic approach to Emergency Management, MHFES ensures that all responding agencies are fully prepared in times of disaster, while concurrently educating the public on emergency preparedness. MHFES provides response services and has fire dispatch agreements to support our surrounding communities. MHFES protects the City's tax base and supports economic development through extensive inspection, education, prevention, and enforcement programs.



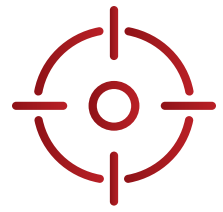
### MISSION

To provide optimum protection and prevention for our residents, businesses, and visitors. We are continually adapting to uphold the quality of life and public safety in our community.



### VISION

To remain a progressive and innovative service that ensures a safe community through access to, and delivery of comprehensive public safety services.



### VALUES

- Accountability
- Integrity
- Respect
- Professionalism
- Caring
- Teamwork

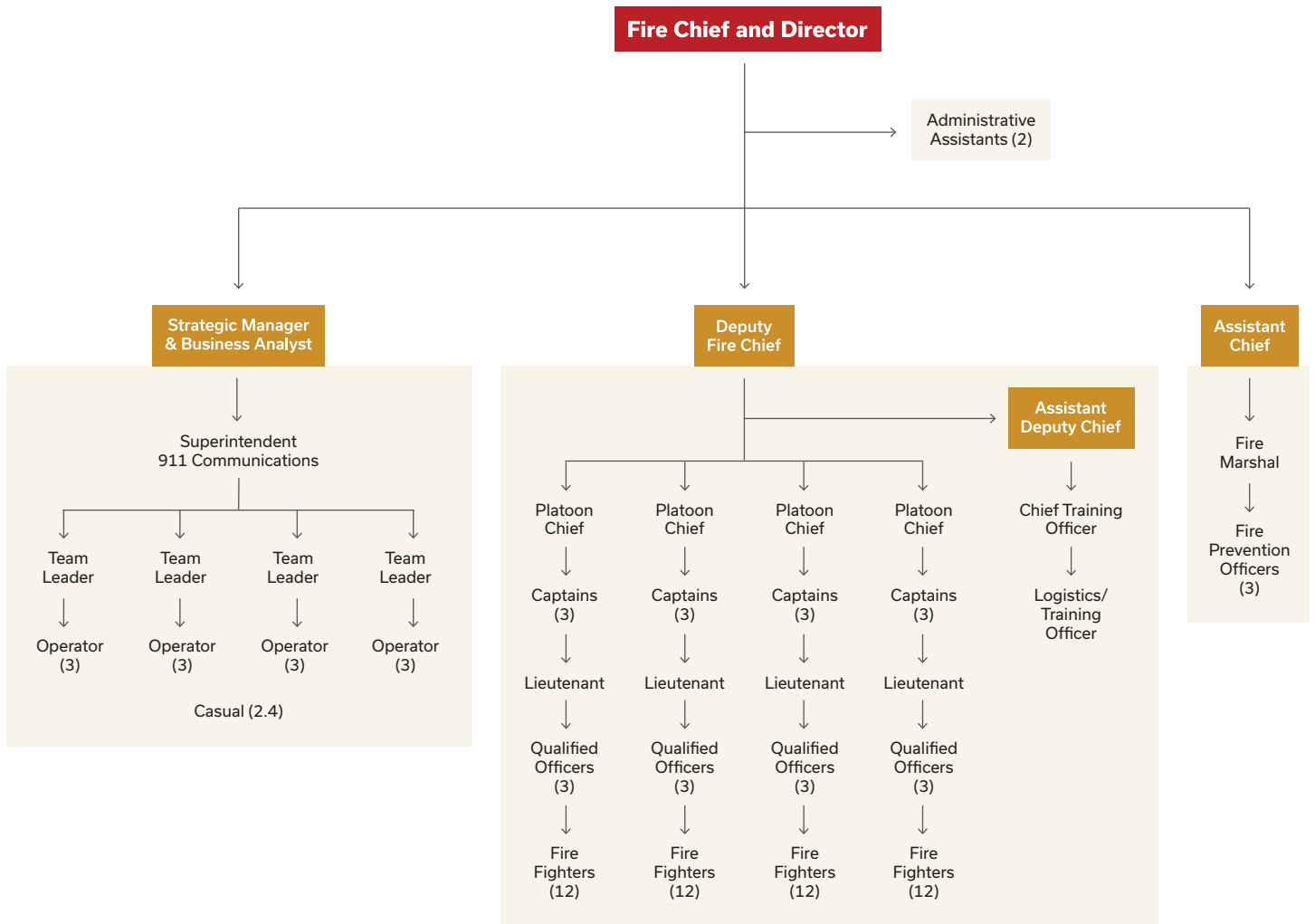




# ORGANIZATIONAL STRUCTURE



**Medicine Hat**  
FIRE & EMERGENCY SERVICES



# OUR PEOPLE

## NEW HIRES

Our fire service recently bolstered its ranks by recruiting ten highly skilled and dedicated firefighters. This strategic move aims to enhance emergency response capabilities, ensuring the safety and well-being of the community. Additionally, our communications branch hired four new staff members for their critical role as 911 operators. Their diverse backgrounds and expertise contribute to a dynamic and resilient emergency services team. The addition of these professionals reinforces the department's commitment to proactive fire prevention, rapid fire and rescue operations. Eight of these new firefighters were hired to bolster platoon strength to achieve National Fire Protection Association (NFPA) 1710.

- 10 Firefighters
- 4 911 Operators

### NFPA Standard 1710

**Occupancy Type:** Single-Family Dwelling

**Deployment:** Minimum of 16 members or 17 if aerial device used

The initial full alarm assignment to a structure fire in a typical 2000 ft<sup>2</sup> (186 m<sup>2</sup>), two-story, single-family dwelling without a basement and with no exposures must provide for a minimum of 16 members (17 if an aerial device is used).



# 114 staff supporting six areas:

- Suppression
- 911 Communications
- Community Safety
- Training and Logistics
- Emergency Management
- Administration

## PROMOTIONS

Eight of our officers and three civilians received promotions to new substantive ranks and positions. Well deserved, we look forward to your positive contributions and leading change. **Well Done!**

- |                                |                                  |
|--------------------------------|----------------------------------|
| • 1 Fire Chief                 | • 1 Captain                      |
| • 1 Deputy Fire Chief          | • 1 Lieutenant                   |
| • 1 Assistant Deputy Chief     | • 1 Manager Strategy & Analytics |
| • 1 Chief Training Officer     | • 1 Superintendent               |
| • 1 Logistics Training Officer | • 1 Administrative Assistant     |
| • 1 Platoon Chief              |                                  |

## RETIREMENTS

In 2023, MHFES honoured the retirement of one member who achieved the milestone of **47 years of service** to our community. We extend our sincere thanks and gratitude to those who have retired from a career of service to the City of Medicine Hat.



# 911 COMMUNICATIONS

911 Communications plays a crucial role in public safety by serving as the “first” first responder in the emergency services chain; we are the primary point of contact for individuals in distress or facing emergencies. We are staffed by trained operators and keep our community safe 24/7, by receiving and responding to emergency and non-emergency calls from the public.

When a person dials 911, the call taker gathers vital information, such as the nature and location of the emergency and other relevant details about the incident, and then dispatches the appropriate emergency services, such as police, fire, or other agencies for assistance. Dispatchers must remain calm under pressure, quickly assess situations, and provide critical instructions to callers until help arrives.

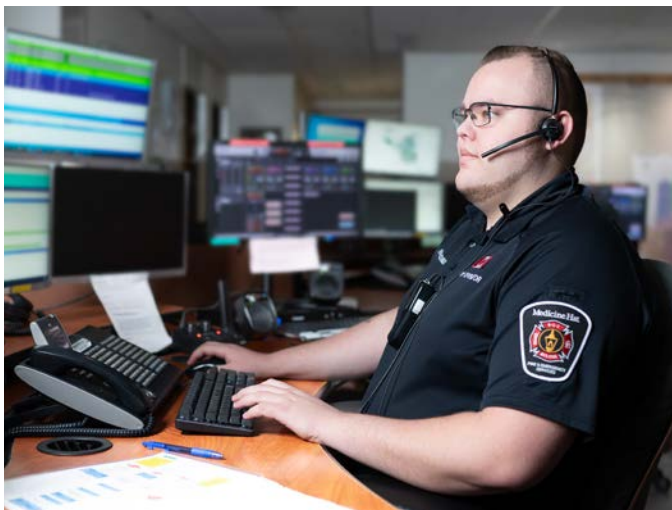
Additionally, our 911 center utilizes several platforms of advanced technology to pinpoint the exact location of callers, ensuring swift and accurate response times. We are the lifeline between individuals in crisis and the timely deployment of essential emergency services, and as such are a cornerstone of community safety and well-being.



Medicine Hat 911 is multifaceted and includes a comprehensive and diverse skillset. We are cooperative partners for the City of Medicine Hat Police (MHPS), Emergency Utilities, Special Transit, County of Forty Mile Fire Departments, and the Town of Redcliff Fire Department.

TYPES OF CALLS	
Wireless Calls	<b>18,741</b>
Non-wireless Calls	<b>6,918</b>

TYPES OF INCIDENTS	
MHPS	<b>32,534</b>
MHFES	<b>2,752</b>
Rural Fire	<b>331</b>
Special Transit	<b>13,488</b>
Utilities	<b>1,222</b>



# SUPPRESSION

Fire Suppression Branch is the largest branch of MHFES, consisting of 80 firefighters aligned into four platoons with 20 members each. Their schedule is set up to provide 24x7 service by these platoons working a rotating schedule of 10-hour day shifts and 14-hour night shifts. The on-duty Platoon Chief supervises our shifts and oversees suppression operations across the city, while a Captain manages each fire station and crew. The platoon members are located across the city in three fire stations: Station 1 on Parkview Dr. NE, Station 2 on Trans Canada Way SE, and Station 3 located at the airport.

The name "Suppression Branch" has been used for over 100 years to describe the responding fire crews, but it does not truly reflect what MHFES first responders actually do. Although their primary focus remains the suppression of fires, they respond to any request for assistance from our community. The Suppression Branch is trained with multiple skill sets, including fire operations, vehicle extrication, hazardous materials (Haz-Mat), surface-ice rescue, swift water rescue, technical rescue, fire codes, life safety checks, etc.

Every month, our staff conduct many hours of training to maintain these skill sets. MHFES also maintains four specialty teams, which include our three Advanced Response teams (Aquatics, Technical Rescue, and Hazardous Material) and an Honour Guard. Members of these Specialty Teams serve in those positions for at least six years and dedicate additional hours of training to enhance their skills, ensuring they are fully prepared for any emergency.

MHFES also attends to Medical First Response incidents. This is a cooperative initiative with our emergency response partner – Alberta Health Services. We respond to high-priority medical incidents within the City of Medicine Hat to help provide timely medical treatment and care to our residents. Our suppression crews are trained with standard first aid and CPR. They are qualified to deliver basic life support, provide oxygen therapy, and perform defibrillation using an automatic external defibrillator in cardiac arrest situations. Supporting Alberta Health Services ensures our residents the highest level of care.



## Property saved

Total Contents: \$56,591,710  
 Total Loss: \$2,054,407  
 Total Saved: \$54,537,303  
 Saved: **96.37%**



## 80 seconds

Time it takes for a firefighter to **gear up** and be on the road.



## 198,547 litres

Amount of water used.



# TRAINING AND LOGISTICS

A Chief Training Officer coordinates the training, evaluation, course development, and training records management. Training ensures skills maintenance, learning new technical knowledge, health and safety, and career development, including leadership and supervisory skills.

The department's Human Resources Development Program (HRDP) outlines the skills and abilities needed for each in-scope classification level and requirements for Advanced Response Team participation. The HRDP covers all technical knowledge, and career advancement training requirements. Our training meets NFPA standards and certification from other bodies, such as the Safety Codes Act, Canadian Standards Association (CSA), and Underwriters Laboratory of Canada (ULC).

In close collaboration with fleet services and facilities staff, a Logistics Training Officer is responsible for the acquisition and maintenance of all MHFES assets, including apparatus and fleet vehicles, equipment, and facilities, as well as the procurement and distribution of supplies and materials necessary for day-to-day functions and emergency response. This responsibility encompasses the entire lifecycle of each asset, beginning with research to determine suitability, all the way through to the disposal of the asset.

All training hours are recorded and broken into two areas: skills maintenance and new technical/leadership training. Skills maintenance is when firefighters conduct training activities and practice skills they have previously learned to keep their skills sharp. As firefighters join a team or advance in their careers, they will complete training to learn new skills. These training hours are captured in the new technical/leadership training category.



13,247 hours  
of **skills maintenance training**



1,962 hours  
**technical/leadership training**



24,362  
**feet of fire hose tested and maintained**



9  
**new AED purchased** which are compatible with Alberta EMS units to prevent interruption during CPR



770  
**cylinders refilled**



11,460  
**SCBA\*, cylinder, mask and escape pack inspections completed**

\*SCBA means **Self-Contained Breathing Apparatus**. The SCBA supplies clean air to the firefighter so that they can breathe inside a building or an area with toxic smoke and gases.



# COMMUNITY SAFETY

This branch consists of the Fire Marshal and three Fire Prevention Officers responsible for fire inspections, investigations and community safety initiatives. They perform technical and field operational work that provides a comprehensive fire prevention delivery system aimed at reducing the loss of life and property to fire and mishap. Fire investigators/inspectors have many roles including inspections of public buildings, plans review, fire safety planning, public education and code enforcement.



## LIFE SAFETY CHECKS & INSPECTIONS

Regular life safety checks and inspections of business and residential buildings have been conducted since the early 1950's. These inspections/life safety checks limit the risk to life and property loss by identifying unsafe conditions, which could contribute to the start and spread of smoke and fire. Inspectors do the inspections under the authority of the Alberta Safety Code Act as Safety Codes Officers (Fire Discipline). The inspection process is part of the Fire Department's Quality Management Plan. As trained Safety Code Officers, they inspect different building occupancy types in Medicine Hat. Also, they conduct building occupancy inspections on new construction/renovation with the City of Medicine Hat Building Safety Code Officers (excluding single family dwellings unless requested). Fire Prevention Officers conduct all follow-ups and re-inspections for orders, compliance and variances.

## FIRE INVESTIGATIONS

Fire investigations are performed on every fire that results in property damage with dollar loss, injury and/or death, to determine the origin, cause and circumstances of the fire. Investigators are on call 24/7 and available to respond and investigate all fires. All fire investigations are reported to the Alberta government. The data that is gathered is used to update future building and fire codes and design public safety campaigns for educational purposes.



## PLANS REVIEWS

Inspectors work cooperatively with the City of Medicine Hat Planning and Development Services by reviewing building plans, performing site inspections, providing occupancy approvals and consulting with builders and architects to ensure that buildings conform to the Alberta Fire Code and Alberta Building Code.



## COMMUNITY EDUCATION

MHFES is always looking to advance public education within our community and seeks out those opportunities. The Community Safety Branch performs public education with businesses, schools, children, seniors and the public through presentations and programs. Presentations and programs include Preschool Fire Safety Presentations, Fire Prevention Week School Presentations, High School Fire Science Presentation, Fire Science Arson Course at Medicine Hat College, Fire Safety Course for Health Care Aids, Youth Fire Setter Program, After the Fire Program, Senior Fire Safety Presentations, New Canadian Fire Safety Presentations, and community engagement through school tours, trade shows and media campaigns.

Fire Prevention Week occurs during the second week of October each year. MHFES realizes that seconds count when it comes to keeping the community safe during a fire.

Fire Prevention staff and fire fighters interacted with approximately 5,110 students from kindergarten to grade six in 22 different schools. Students were informed about the importance of having working smoke alarms and practiced fire escape plans at home.



Through the Preschool and Senior Fire Safety Presentations we engaged over 140 Preschool children about fire safety and over 130 seniors on fire and life safety initiatives. The Senior's Training Program is a senior specific fire safety and fall prevention program from NFPA and is called "Remembering When." The Community Safety branch also partners with Saamis Immigration and have worked with approximately 20 new Canadians to provide them with fire safety education which most have never had.

Fire Safety programs also include Home Fire and Life Safety Checks upon request. A City of Medicine Hat resident can call MHFES to arrange a home inspection to be completed. This home inspection will include checking smoke alarms, developing escape plans, sharing educational materials and investigating the home for potential home fire or life-safety hazards.

MHFES will initiate the After the Fire Program when substantial fires happen within our community. Fire services staff canvas the immediate area where the fire occurred, going door to door offering free home fire safety inspections, providing fire safety information and addressing citizens' concerns, including testing and changing smoke alarms for residents. Information packages are left for residents who were not home.



Throughout **2023**  
we provided **fire prevention education** to:

140

pre-kindergarten children

5,110

kindergarten to grade 6 students

25

middle school students

35

high school students

130

adults

130

seniors

20

new Canadians



## KEY HIGHLIGHTS



### Fire Life Safety Checks and Inspections

- **1496** annual
- **329** revisits



### Plans Review

- **59** Technical Coordination Committee Submissions completed



### Fire Investigations

#### Top 4 causes of fires:

- undetermined
- kitchen fire
- careless smoking
- arson



### 5 Most Frequent Violations

- fire extinguisher
- exit lighting
- fire hazards
- fire alarms
- fire separations



### After the Fire

- **113** homes contacted in the After the Fire initiative



### Unsafe Outdoor Living Response

- **60** interactions with unhoused individuals



### Alarm Fitness

- **170** smoke alarms checked
- **39** batteries replaced/fire alarms discovered not working

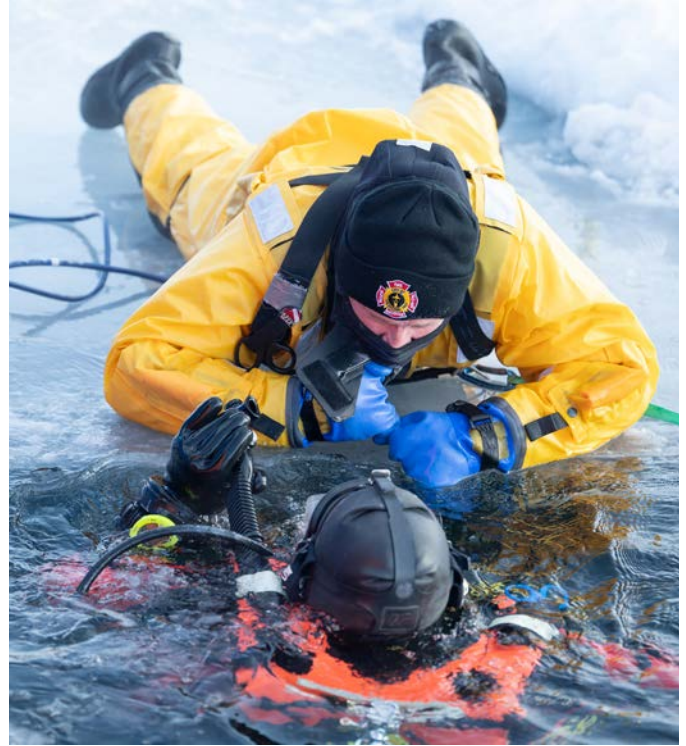




# ADVANCE RESPONSE TEAMS

## AQUATICS RESCUE TEAM

This team of 16, highly skilled and trained personnel are responsible for search, rescue and recovery. They are able to respond any time of year, and conduct training dives on a monthly basis to ensure that they operate at the highest standard. The Aquatics Rescue Team has an agreement with HALO to provide rapid deployment assistance for surrounding communities in Southeastern Alberta. They are also capable of assisting Calgary and Lethbridge Aquatics Rescue Teams.



## HAZARDOUS MATERIALS RESPONSE

MHFES has a pivotal role in responding to hazardous materials release emergencies. Dispatching emergency personnel, confirming, assessing, stabilizing and identifying the potential releases are all encompassed in this role. The Hazardous Materials Team is a dedicated group of 10 members that provide ongoing training to maintain and develop the skills of all trained members in the department. This team has acquired multiple props to support this continued training. To date, 60 out of 80 MHFES suppression members are trained to the NFPA 472 Technician Level.



## TECHNICAL RESCUE

This team consists of 16 members from the suppression branch. The City of Medicine Hat and surrounding area offers rescue challenges such as high rises, steep coulees and confined spaces, all of which the Technical Rescue Team is trained to mitigate. Our Technical Rescue Team is responsible for two main disciplines; rope rescue and confined space rescue.



763 hours  
of **Dive and Sonar Training**



1,049 hours  
of **Technical Rescue Training**



552 hours  
of **HazMat Training and Review**



## HONOUR GUARD

In 2000, MHFES, in cooperation with the International Association of Fire Fighters Local 263, established a 12 member Honour Guard to represent both partners for the City of Medicine Hat in planned and unplanned ceremonial events. Honour Guard members train regularly to be ready for annual events such as Remembrance Day ceremony and the Medicine Hat Stampede Parade. Additionally, they also participate in unplanned events such as funerals of active or retired members for the MHFES. The Honour Guard has chosen the Canadian Armed Forces drill manual as the foundation for the service. The latest update to the Honour Guard uniform was in 2017. To honour the tradition of our service, each member of the Honour Guard receives a tailored uniform in the style of the first uniforms worn by the MHFES in the 20th century.



# EMERGENCY MANAGEMENT

Emergency Management works with emergency response agencies, critical infrastructure partners and residents to ensure Medicine Hat is a resilient community. When a major emergency arises in our city – be it an extreme weather event, a dangerous goods incident, a pandemic, or a large community service disruption to a critical service – Emergency Management collaborates with partner agencies to provide a coordinated and efficient response.



## MUNICIPAL EMERGENCY MANAGEMENT PLAN

Emergency Management conducted a full review and revision of the Municipal Emergency Management Plan (MEMP). MEMP provides a clear and concise incident management framework which the City of Medicine Hat utilizes for all large-scale emergencies to ensure we are well coordinated from the first responders on the ground to elected officials. MEMP also complies with the recently introduced Alberta Incident Management System.

## SEVERE WEATHER MANAGEMENT PLAN

With the increasing risk of severe weather incidents, the City undertook a full review of how we collaboratively respond to these events. With the support from other City departments, Emergency Management developed a comprehensive hazard-specific plan that addresses extreme snow, extreme wind, and extreme temperature incidents. The Severe Weather Management Plan's effectiveness was evaluated with an extreme wind tabletop exercise.

## TECHNOLOGY

Emergency Management continues to evolve with technology introductions and advancements. With the help of other City departments, Emergency Management has developed and implemented mobile applications for evacuations and rapid damage assessments. Further advancement will continue throughout 2024 with the full implementation of a third-party incident management software platform to further support incident management practices.

## TRAINING

Throughout 2023, the City facilitated Incident Command System Training for over 100 City employees and regional partners involved in response activities. Additionally, skill enhancement training was conducted with 52 City employees involved in supporting Emergency Management during a large-scale incident.





Station 1, which opened in 2018, is the newest of our three stations and is housed on the north side of the South Saskatchewan River. This fire station was the final piece of the station relocation project, improving Fire Service response coverage to our residents.

Aside from a front line and back up fire engine, the station houses a brush truck for grass fire response. It also includes an aquatics rescue truck, a primary dive boat, and the rescue jet boat due to its proximity to the river. The aquatics response truck is equipped with all our diver's personal dive equipment, and is completely self-contained, to ensure that no matter where our team responds, they are equipped to efficiently and safely complete a series of dive operations in any weather condition.

The Station 1 boat launch opened in 2022, allowing for rapid deployment of watercraft during water-related emergencies. Firefighters can seamlessly transition to the water to quickly reach individuals in distress on the water, providing immediate assistance and improving the chances of successful rescues.



## STATION 2

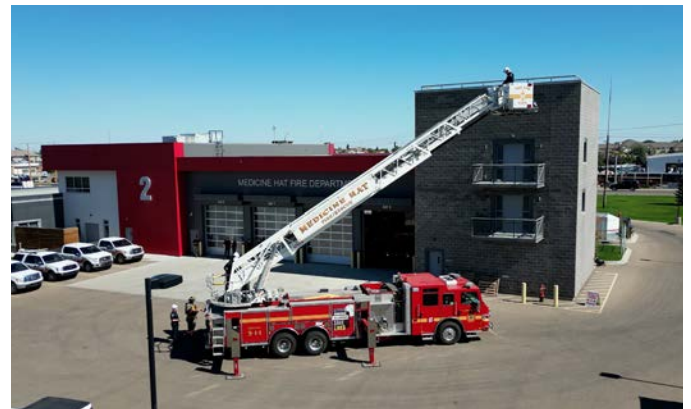


Station 2 opened on Trans Canada Way SE in February of 2017. This was the first phase of the station relocation project, replacing the Dunmore Road station. Relocating this station improved fire response coverage to residents in the southern parts of the city. This station is home to Fire headquarters, which houses our administration team, the training and logistics branch, the community safety branch, and a suppression crew.

A three-story tower was built at this station to facilitate a wide variety of training scenarios, including confined space, forcible entry, rope rescue, search and rescue, simulated fire suppression, fire fighter self-rescue, and full-scale hose advancing operations on a multi-story structure. Our training tower is invaluable in what it offers to our suppression/rescue personnel for training possibilities.

Station 2 houses many apparatus that assist firefighters in providing emergency response and service to our community. This includes a front line and back-up fire engines. Our rescue/command vehicle is the fire departments on scene command post and carries equipment for water rescue, hazardous materials response, and a wide variety of specialized tools and equipment to assist in vehicle extrication, building collapse and other rescue scenarios. Additionally, there is a ladder/platform truck with a 105-foot aerial platform, capable of rescue operations, water tower applications, and can be used in multiple scenarios.

Station 2 is also home to our technical rescue vehicle. This vehicle is specifically designed to house equipment to assist in rope rescue operations and confined space incidents. Completing the compliment of apparatus at Station 2 is a brush truck used to fight grass fire and a self-contained fire investigation unit used by our fire investigators, who investigate all significant fires within the City of Medicine Hat.



# STATION 3



Station 3, which opened in December 2004, is the oldest of our stations. Being located outside of the municipal airport, it became our primary airport response station, housing the department's specialized airport rescue fire fighting vehicle, which carries equipment designed to fight aircraft fires and provide emergency egress from the airport. Additionally, this station is home to a ladder truck that responds to calls for service in the City, a brush truck, zodiac boat, and a fire engine that supports Cypress County when requested.



The Medicine Hat Fire Fighters memorial is located at Fire Station 3.



BY THE  
**NUMBERS**



**4,425**  
incidents

Inspections	304	6.7%
Life Safety Checks	1521	34.4%
Alarms	633	14.3%
Medical First Response	615	13.9%
Hazmat	339	7.7%
Fire Other	226	5.1%
Motor Vehicle	225	5.1%
Public Service	190	4.3%
Investigative Mode	167	3.8%
Fire Investigation	70	1.6%
Public Education	51	1.2%
Structure Fire Residential	43	1.0%
Structure Fire Non-Residential	10	0.2%
Rescue	27	0.6%
Mutual Aid	4	0.1%

**Medicine Hat Fire & Emergency Services**

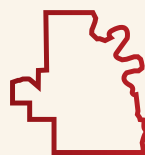
SERVES AN ESTIMATED:



**65,949**  
residents



**28,689**  
residences



**119.7**  
km<sup>2</sup>



**17,633**  
hours of training



**2,479**  
emergency  
incidents



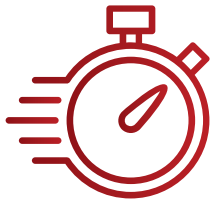
**1,825**  
fire and property  
maintenance  
inspections





# 633

fire alarm incidents



# 6:06

structure fire response time

Council approved response time is 06:20 for First Engine on Scene for Structure Fires 90% of the time.

**We responded in 06:06 90% of the time.**

## PROPERTY SAVED AND LOST



# \$56.59M

worth of property and infrastructure caught fire



# \$54.54M

was protected and saved by MHFES



# \$2.05M

was lost as a result of fire

## RESPONSE DATA

All time is calculated in seconds and based on the 90th percentile in its individual metric.

### First Truck on Scene

#### Council Approved Target Response

2021

2022

2023

Total Response Time

6:20

6:26

6:24

**6:20**

Travel Time

4:30

4:35

4:45

**4:47**

Turnout Time

1:20

1:51

1:28

**1:28**

Alert Time

0:30

MHFES strives to respond with the first arriving Engine Company within 6:20, 90% of the time (90th percentile performance). This Council approved response time target for first arriving engines is based on the National Fire Protection Association (NFPA) Standards, tenability for occupants in burning buildings, and time to collapse when fire impinging on structural floor members.

### Full Alarm Assignment

#### Council Approved Target Response

2021

2022

2023

Total Response Time

12:20

11:59

10:24

**10:39**

Travel Time

10:30

9:28

10:25

**9:16**

Turnout Time

01:20

1:58

1:38

**1:31**

Alert Time

0:30

MHFES strives to place two engine companies and one ladder company on scene in 12:20, 90% of the time (90th percentile performance).

Total Response Time: Notification of emergency to 'at scene'.

Travel Time: En route to 'at scene'.

Turnout Time: Notification of emergency to beginning point of travel time.

Alert Time: Time call is received to time units are alerted.





# LOOKING AHEAD

## 125<sup>TH</sup> ANNIVERSARY

Next year, MHFES celebrates a remarkable milestone as it marks its 125th anniversary, a testament to its unwavering commitment to the safety and well-being of the community. Since its inception in 1900, the fire department has been a steadfast guardian, evolving with the times to meet the ever-changing needs of our growing community.

Over the past century and a quarter, our department has grown from a modest brigade to a highly skilled and technologically advanced team protecting our residents 24/7. The department's dedicated firefighters have bravely faced countless challenges, from historic blazes that shaped the city's landscape to the modern complexities of emergency response. Through it all, their resilience and commitment to public safety have remained unwavering.

In addition to their role in firefighting, MHFES has played a crucial part in community education and prevention. The department has actively engaged with residents through outreach programs, fire drills, and safety demonstrations, fostering a culture of preparedness. This proactive approach has undoubtedly saved lives and property over the years.

The 125th anniversary is not just a celebration of the



past but a reflection on the future. As the city continues to grow and change, MHFES remain at the forefront of innovation and excellence in emergency response. The department continually invests in training, equipment, and technology to ensure it stays ahead of emerging challenges.

As we begin to plan a recognition event for this milestone we will invite the community to join us in honouring the men and women of MHFES for their selfless dedication. As the department looks back on its storied history, it does so with pride, knowing that it has been an integral part of the city's journey. Here's to the next 125 years of safeguarding lives, protecting property, and being a beacon of strength for Medicine Hat.



## NEXT GENERATION 911

Next Generation 911 (NG911) is an advanced emergency telecommunications system designed to improve the efficiency, reliability, and effectiveness of emergency response in Canada. Unlike traditional 911 systems, which primarily handle voice calls, NG911 integrates digital data, such as text messages, photos, and videos, allowing individuals to communicate more information to emergency services.

NG911 utilizes internet protocol (IP) networks to transmit multimedia data, enabling faster and more accurate emergency response. This technology enhances situational awareness for dispatchers, enabling them to make more informed decisions and allocate resources more effectively.

NG911 represents a significant advancement in emergency communications infrastructure, empowering emergency services to better serve and protect communities in the digital age.



## FIRE AND LIFE SAFETY EDUCATOR

This role will focus on proactive education, engagement, and outreach initiatives to reduce fire incidents and enhance community life safety. This position will also enable the fire service to engage with the public and key stakeholders, develop tailored educational programs, and establish a strong foundation for community risk reduction initiatives through face-to-face delivery and a strong social media platform. Like all communities, some groups such as the elderly, children, people with disabilities, and low-income individuals, might be more vulnerable to safety risks. The Fire and Life Safety Educator will focus on reaching and assisting these populations to ensure no one is left behind.

## HALO

Flight following is a service provided to monitor the progress of the helicopter along its route. This enhanced safety service is a new partnership between Rangeland Helicopters Inc. / HALO and MHFES. The pilots will provide their intended route and altitude and 911 will track their position and provide assistance if needed. Overall, flight following enhances situational awareness and aids in the efficient management of HALO.



OUR  
**PARTNERS**



# PROUD TO SERVE MEDICINE HAT AND SURROUNDING AREA

Medicine Hat  
FIRE & EMERGENCY SERVICES

## VISION STATEMENT

Medicine Hat Fire and Emergency Services will remain a progressive and innovative service that ensures a safe community through access to, and delivery of, comprehensive public safety services.

## CORE VALUES

### Accountability

I will own my actions and decisions

### Integrity

I will act with honesty, honor, and truthfulness

### Respect

I will respect myself, our department, our residents and visitors

### Professionalism

I will be professional in my duties, appearance, and attitude

### Caring

I will treat all people with dignity and compassion

### Teamwork

We are one team

## MISSION STATEMENT

Medicine Hat Fire and Emergency Services provides optimum protection and prevention for our residents, businesses, and visitors. We are continually adapting to uphold the quality of life and public safety in our community. We will focus on our core values to provide services that exceed expectations of our residents.

## CONNECT WITH US



403-529-8282



fireprevention@medicinehat.ca



medicinehat.ca/fire



facebook.com/MedHatFire



Medicine Hat

# 2023 Year in Review



Fire and Emergency Services  
March 11, 2024

# THE DEPARTMENT



## Medicine Hat

FIRE & EMERGENCY SERVICES

### MISSION

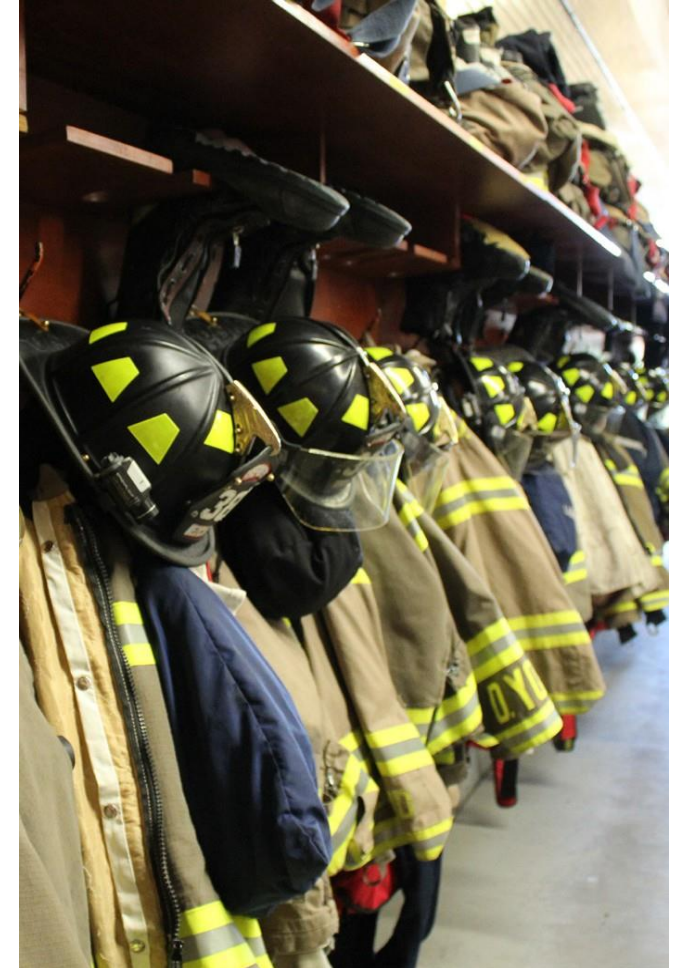
To provide optimum protection and prevention for our residents, businesses, and visitors. We are continually adapting to uphold the quality of life and public safety in our community.

### VISION

To remain a progressive and innovative service that ensures a safe community through access to, and delivery of comprehensive public safety services.

### VALUES

ACCOUNTABILITY  
INTEGRITY  
RESPECT  
PROFESSIONALISM  
CARING  
TEAMWORK



# OUR PEOPLE

NEW HIRES

PROMOTIONS

RETIREMENTS



**114** staff supporting **six** areas:

-  Suppression
-  Communications
-  Community Safety
-  Training and Logistics
-  Emergency Management
-  Administration

# 2023 HIGHLIGHTS



## TYPES OF CALLS

Wireless Calls	18,741
Non-wireless Calls	6,918

## INCIDENTS

MHPS	32,534
MHFES	2,752
Rural Fire	331
Special Transit	13,488
Utilities	1,222



# 2023 HIGHLIGHTS



**4,425**  
incidents

Inspections	304	6.7%
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## Medicine Hat Fire & Emergency Services

SERVES AN ESTIMATED:



**65,949**  
residents



**28.7K**  
residences



**119.7**  
km<sup>2</sup>



**2,479**  
emergency incidents



**1,825**  
fire and property maintenance inspections



**17,663**  
hour of training

# 2023 HIGHLIGHTS

## RESPONSE DATA

All time is calculated in seconds and based on the 90th percentile in its own individual metric.

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**\$54.54M**

was protected and saved by MHFES



**\$2.05M**

was lost as a result of fire



**6:06**

structure fire response time

We responded in 06:06 90% of the time.

# PARTNERSHIPS



# BUSINESS PLAN

## 2023 - MHFES ACHIEVED

### NFPA 1710

- Additional support and capacity for fire operations
- Creates capacity for strategic deployment and initiatives
  - Hired 8 (10) firefighters
  - Largest hiring since 2004

### COMMUNITY SAFETY BRANCH

- Combined Fire Prevention and Support Services into one branch.
  - Resident's First

### LEVERAGE TECHNOLOGY

- Emergency Operations Center notifications
- Funding provided to upgrade traffic pre-emption
- Continue analysis of response performance



# 2024 – LOOKING FOWARD

---

## MEDICINE HAT FIRE AND EMERGENCY SERVICES

- Fire and Life Safety Educator
- Health and Wellness Program
- Technology
  - Next Gen 911
  - Expand traffic pre-emption technology
- Emergency Management
  - InformaCast
  - Update Municipal Emergency Management Plan (MEMP)
  - Identifying Common Operating Picture software solution (live situation updates)
- 125<sup>th</sup> Anniversary



# QUESTIONS



Community Vibrancy Advisory Board (CVAB)  
**MEETING MINUTES**  
Wednesday, November 29, 2023  
City Hall Boardroom 2-1

---

**PRESENT**

Katie Smith, Chair  
Amy Risk Richardson  
Brooks Sadden  
Darcy Stach  
Deanna Haysom  
Dylan Giles, Vice-Chair  
Jill Reid  
Mary Tulip

**ALSO PRESENT**

Ramona Robins, Council Representative  
Leah Prestayko, Director, Community Development  
Scott Richter, Business & Innovation Manager, Parks and Recreation  
Dr. John Buchko, Principal, EDS Group Inc.  
Natalie Sauer, Parks and Recreation  
Bonnie-Lou Yaroshko, Community Development

**NOT PRESENT**

Niki Gray

**1. Call to Order, Welcome and Introductions**

Katie Smith called the meeting to order at 5:30 pm. Introductions followed.

**2. Adoption of the Agenda**

The Agenda of the November 29, 2023, meeting was adopted as circulated.

**3. Adoption of the Minutes of the October 25, 2023, CVAB Meeting**

The Minutes of the October 25, 2023, meeting were adopted as presented.

**4. Presentation**

Scott Richter introduced Dr. John Buchko, who shared an Outdoor Enjoyment Strategy Overview presentation outlining the project status and the next steps in the plan implementation. He outlined the focus of the project that includes four initiatives - trail etiquette, off-leash dog policy, the Parks Bylaw update, and the new wildlife Bylaw, stating they will support the four pillars of outdoor enjoyment - safety, respect, the environment, and inclusiveness.

## 5. Previous Committee Business

### 5.1. Updates

#### 5.1.1. Truth & Reconciliation Committee Recommendations Progress

Leah Prestayko reported that Community Inclusion Coordinator position interviews are currently taking place to hire a staff person who will be implementing some of the committee recommendations.

#### 5.1.2. Recognizing Contributions of Workers During the Pandemic

Leah Prestayko reported on the status of the four CVAB recommendations that City Council approved:

- The community portrait project has been completed. The portraits have been installed along the outside of the Esplanade for public viewing.
- In partnership with the Medicine Hat Public Library, stories have been collected for the journal time capsule project and placed in a Medalta crock, sealed and stored in the Esplanade Archives.
- The link to the six-part audio series Together Again Story Collection Project, a representation of the collective community memory of 55 Medicine Hat residents interviewed in September 2022 about their lived experiences during the pandemic years, will be forwarded to the members.
- The commemorative tree planting in the arboretum will take place in the spring/summer of 2024.

## 6. New Business

### 6.1. Sports Wall of Fame Recommendation

Natalie Sauer gave an overview of the application submitted for Joseph Henry Fisher for the Sports Wall of Fame. CVAB members discussed the application weighing the application against the spirit of the goals of the Sports Wall of Fame.

**Motion:** That the Community Vibrancy Advisory Board (CVAB) recommends that Joseph Henry Fisher be inducted into the Sports Wall of Fame for his contribution to the sport of hockey, as the first Medicine Hat native to play in the National Hockey League, and for his part in bringing a Western Hockey League franchise, the Medicine Hat Tigers, to Medicine Hat.

Moved: Jill Reid  
Seconder: Brooks Sadden

Carried

## 7. Information Items

### 7.1. Members Updates



Mary Tulip reported on the Family and Community Support Services Association of Alberta (FCSSAA) Conference she attended as the CVAB representative November 22 – 24, 2023, in Edmonton. The theme was Creating Connections – Building Bridges and included the importance of the granting process supporting creating community leaders.

Mary Tulip shared the Southern Alberta Ethnic Association (SAEA) now has its own building in Lethbridge. It is a Not-For-Profit multicultural hub that showcases ethnic diversity in southern Alberta.

Amy Risk Richardson shared the Vital Signs report is now available. The report will be distributed to CVAB members.

Jill Reid shared that the City of Ottawa is being sued for their use of an app for all parking. As some residents do not have cell phones or do not use apps, the practise is deemed discriminatory. A discussion followed about the marginalization of groups and people that don't have cell phones.

## **7.2. Councillor Update**

Councillor Robins reported on recent Council activities.

## **7.3. Staff Updates**

In partnership with Family and Community Support Services, the Digital Wellness Coalition, Students Association of Medicine Hat College, and What Matters to Hatters, the City is hosting a series of film screenings and interactive discussions centered around the documentary, **The Great Disconnect**. The schedule will be forwarded to CVAB members.

The individuals who, in the fall, shared they would not be reapplying for CVAB membership were recognized for their contributions – Darcy Stach and Niki Gray. All members whose terms are expiring on December 31, 2023, were thanked for their service.

## **8. Outstanding Items List**

### **8.1. Men's Mental Health Supports**

Resources from the FCSSAA Conference will be shared.

### **8.2. Recognizing Contributions of Workers During the Pandemic**

This item will remain on the Agenda.

## **9. Next Meeting**

Wednesday, January 31, 2023, at 5:30 pm in the Esplanade Cutbanks Room.

## **10. Adjournment**

The Chair adjourned the meeting at 7:30 pm.

# Agenda

**Community Vibrancy Advisory Board Meeting  
(CVAB)**  
Wednesday, November 29, 2023, 5:30 pm  
**City Hall Boardroom 2-1**

- 1. Call to Order and Welcome**
- 2. Adoption of the Agenda**
- 3. Adoption of the Minutes of the October 25, 2023, CVAB Meeting**
- 4. Presentation**
  - 4.1. Outdoor Enjoyment Strategy – Off Leash Areas, Scott Richter & John Buchko
- 5. Previous Committee Business**
  - 5.1. Updates
    - 5.1.1. Truth & Reconciliation Committee Recommendations Progress
    - 5.1.2. Recognizing Contributions of Workers During the Pandemic
- 6. New Business**
  - 6.1. Sports Wall of Fame Nomination
- 7. Information Items**
  - 7.1. Members Updates
  - 7.2. Councillor Update
  - 7.3. Staff Updates
- 8. Outstanding Items List**
  - 8.1. Men’s Mental Health Supports
  - 8.2. Recognizing Contributions of Workers During the Pandemic
- 9. Next Meeting**

Wednesday, January 31, 2024 @ 5:30 pm
- 10. Adjournment**

Community Vibrancy Advisory Board (CVAB)  
**MEETING MINUTES**  
Wednesday, October 25, 2023  
Esplanade Cutbanks Room

---

**PRESENT**

Katie Smith, Chair  
Brooks Sadden  
Darcy Stach  
Deanna Haysom  
Dylan Giles, Vice-Chair  
Jill Reid  
Mary Tulip  
Niki Gray

**ALSO PRESENT**

Ramona Robins, Council Representative  
Brian Stauth, Managing Director, Public Services Division  
Leah Prestayko, Director, Community Development  
Aaron Nelson, Manager, Cultural Experiences & Events  
Bonnie-Lou Yaroshko, Community Development

**NOT PRESENT**

Amy Risk Richardson

**1. Call to Order, Welcome and Introductions**

Katie Smith called the meeting to order at 5:02 pm. Introductions followed.

**2. Adoption of the Agenda**

The Agenda of the October 25, 2023, meeting was adopted as amended to include:

4.2.1. FCSSAA Resolution

**3. Adoption of the Minutes of the September 27, 2023, CVAB Meeting**

The Minutes of the September 27, 2023, meeting were adopted as amended to change the word 'work' to the word 'know' in 4.1.1. and add the words "from Jill Reid" after the word "email" in the first paragraph of 6.1.

**4. Previous Committee Business**

**4.1. Updates**

**4.1.1. Community Vibrancy Advisory Board Applications Accepted by  
November 1, 2023**

Leah Prestayko reported the deadline for CVAB applications is November 1, 2023, at 4 pm and encouraged members to share the application information with their networks. Members with terms expiring were invited to reapply.

**4.2. Family & Community Support Services Association of Alberta Conference (FCSSAA) November 22 – 24, 2023**

Leah Prestayko reported that Mary Tulip has agreed to attend the FCSSAA conference as the CVAB representative. The Board reviewed the Special Resolution to Amend Bylaws to be voted on during the FCSSAA Annual General Meeting.

**4.2.1. FCSSAA Resolution**

**Appendix A**

**Motion:** CVAB members recommend that Mary Tulip vote in favour of the Special Resolution to Amend Bylaws during the FCSSAA Annual General Meeting.

Moved: Niki Gray  
 Seconded: Dylan Giles

Carried

**5. New Business**

**5.1. Community Vibrancy Grants**

The CVAB members reviewed the Community Vibrancy grant applications prior to the meeting and discussed the applications at the meeting. A suggestion was made that for future grants, an information session be held prior to the application deadline for prospective grant applications to help them better understand how applications are evaluated and what is required in an application.

**Motion:** That the Community Vibrancy Advisory Board (CVAB) forward the following recommendations for the 2024 - 2025 Community Vibrancy Grant funding to the Public Services Committee and City Council for approval.

Moved: Mary Tulip  
 Seconded: Brooks Sadden

Carried

**Note:** One member left the meeting before the vote, six members voted in favour of the motion while one member abstained from voting.

**Community Projects and Activities Grants**

<b>RoadWorn Productions &amp; Management</b>	
Porchfest 2024 will be a free presentation of local musicians performing from Southeast Hill porches, with the addition of a grand finale performance at Central Park.	<b>\$7,000</b>
<b>Strathcona Art Studios</b>	

An outdoor arts and crafts show and sale for the public featuring the water colour artists and various crafts groups which meet at the Veiner Centre.	<b>\$500</b>
<b>the Urban Trees Collective</b>	
An interactive projection arts installation that celebrates the connection between the Medicine Hat community and their trees.	<b>\$4,000</b>
<b>Total</b>	<b>\$11,500</b>

### One-Year Festival Grants

<b>The Kiwanis Club of Medicine Hat</b>	
For Family Day activities at Police Point Park including complimentary cookies, hot chocolate, outdoor hot dogs roasting, a scavenger hunt, a walking tour of the trails and wildlife kit building.	<b>\$1,500</b>
<b>Firekeepers Women’s Society</b>	
For Metis Week to host crafting events along with a traditional Metis Kitchen Party with a traditional feast, fiddlers and dancers.	<b>\$5,000</b>
<b>Medicine Hat Vintage Trailer Rally</b>	
Three-day gathering of vintage trailers in the Gas City campground, showcasing Medicine Hat to visitors and offering a new experience to the community via a public open house.	<b>\$2,000</b>
<b>Spectrum Festival Foundation</b>	
An early summer gathering of community, multiculturalism, local fares, entertainment, and family fun for everyone without any financial barrier to individuals of any background.	<b>\$8,000</b>
<b>Total</b>	<b>\$16,500</b>

### Two-Year Festival Grants

<b>Medicine Hat Jazz Society</b>	
For the 28 <sup>th</sup> annual Medicine Hat JazzFest activities, specifically free daytime outdoor concerts on the front lawn of the Esplanade and shows presented for elementary school children.	<b>\$16,000</b>
<b>Medicine Hat Skateboard Association</b>	
July 1st Beat the Heat festival with a focus on families to bring community together and showcase athletic, arts and cultural groups in Medicine Hat.	<b>\$19,000</b>
<b>Medicine Hat Folk Music Club</b>	

A week-long Tongue on the Post Folk Music festival celebrating Folk Music in and around Medicine Hat in the middle of the winter!	<b>\$13,500</b>
<b>Willy Taillon – Rise Up Hot Air Balloon Festival</b>	
Multi-day Hot Air Balloon Festival inclusive to everyone in the city and surrounding areas.	<b>\$17,000</b>
<b>Rotary Club of Medicine Hat Music Festival Society</b>	
A two-week performance experience for all levels of children and youth, with professional adjudicators and live performances.	<b>\$500</b>
<b>Total</b>	<b>\$66,000</b>
<b>Total Festival Grants Funding Recommended</b>	<b>\$82,500</b>

## 5.2. Board Check-in

Brian Stauth asked the Board members about their experiences as CVAB members, including through the following questions:

- Are the CVAB Agenda topics meaningful to the members?
- Are there other topics that would be meaningful to the members that should be included?
- Is meeting monthly the correct frequency for meetings?
- Is membership in CVAB a meaningful use of members' time?

Discussion followed including a suggestion that CVAB members give a presentation at Council about their work on an annual basis.

## 6. Information Items

### 6.1. Members Updates

Jill Reid reported the Community Spirit Awards function was very good, and that she was the only CVAB member who attended.

Jill Reid shared the information about the Coats on Finlay event, an effort to collect coats and winter apparel for those in need. Winter clothing will be hung on the bridge and left overnight for anyone to take free of charge.

Deanna Haysom reported on the “Careers The Next Generation” program for high school students to learn about different careers to help them find out what jobs appeal to them. She encouraged members to spread the information to their networks as appropriate.

Mary Tulip shared information from the University of Calgary Comparative Perspectives on Immigration to Small and Mid-Sized Cities call for interview participants. She will forward the information poster to members to share with their networks.

### 6.2. Councillor Update

Councillor Robins reported on recent Council activities, including the Public Services Committee (PSC) members are now Councillors Robins, Hider and Dumanowski. The new PSC meeting time is 3:30 pm on the second and fourth Mondays of the month.

### **6.3. Staff Updates**

Leah Prestayko invited the members to the free Public Engagement Open House on Wednesday, November 1, 2023, from 4 – 8 pm in the Helen Beny Gibson Lounge at City Hall. As this event is for the public, members were encouraged to share this information with their networks.

## **7. Outstanding Items List**

### **7.1. Men’s Mental Health Supports**

### **7.2. Recognizing Contributions of Workers During the Pandemic**

An updated list of accomplishments from the CVAB recommendations for recognizing the contributions of workers during the pandemic will be brought to the November CVAB meeting.

### **7.3. Future Items**

- In 2025, the Medicine Hat Chamber of Commerce will be celebrating its 125<sup>th</sup> anniversary and have asked the City of Medicine Hat to assist in the celebration. CVAB members were asked if they would like to assist with this project.
- Information about the Public Art Policy and what funding is available for new public art will be provided at an upcoming CVAB meeting.

## **8. Next Meeting**

Wednesday, November 29, 2023 @ 5:30 pm in the Esplanade Cutbanks Room.  
Post Meeting Note: The location of the meeting was changed to City Hall Boardroom 2-1.

## **9. Adjournment**

The Chair adjourned the meeting at 7:50 pm.

**SPECIAL RESOLUTION TO AMEND  
BYLAWS  
Proposed to the Annual General Meeting  
of the Family and Community Support Services Association of Alberta  
  
(FCSSAA) Edmonton, November 24, 2023**

**BACKGROUND:** The Family and Community Support Services Association of Alberta (FCSSAA) has determined by deliberation and discussion of the Association Board and Members to amend its Bylaws, and the Association Board has determined that the following amendments are in order and in keeping with the good governance and administration of the organization.

**NOW THEREFORE BE IT RESOLVED THAT** the Bylaw amendments proposed by Special Resolution to the Members on November 24, 2023 be approved.

**Whereas**, the FCSSAA Membership elects a President at the Annual Meeting;

**Whereas**, the current nomination and election process for the President at the Annual Meeting may not allow the Membership enough time for consideration of the candidates running for the position of President;

**Whereas**, the current one (1) year term for the position of President does not provide the continuity that may be achieved with a two (2) year term.

**Whereas**, the above proposal requires Bylaw Amendments to be approved by the Membership;

**Therefore be it resolved that**, the FCSSAA Bylaws be amended as to read as follows:

**4.3 Election and Appointment of Board Members**

- 4.3.1 The Full FCSSAA Members shall elect by nomination and a clear majority a President at the Annual Meeting by voting delegates.

The President shall be elected for a two (2) year term beginning in 2025 at the Annual Meeting. This term shall commence at the conclusion of the Annual Meeting at which they are elected, and shall, unless sooner vacated, terminate at the conclusion of the Annual Meeting two (2) years hence. The President position will have a cumulative term limit of six (6) years.

- 4.3.2 A call for nominations for the President position will be issued at minimum four (4) weeks prior to the nomination deadline.

interested persons must submit a completed nomination package electronically to the Association at least two weeks prior to the Annual Meeting. The nomination must be endorsed by at least one FCSSAA Member in good standing.



The Membership will be informed of the nominees prior to the Annual Meeting.

- 4.3.3 If there are no nominations received prior to the nomination deadline for the President position, nominations from the floor at the Annual Meeting will be accepted.
- 4.3.4 The Member who made the nomination has no more than two minutes to speak to the nomination. If the Member is not present, the written statement from the nomination package will be read.
- 4.3.5 Each candidate for the position of President has up to five minutes to speak in response to the nomination. The order of speaking is determined by a drawing of lots by the person presiding over the election.
- 4.3.6 If a vacancy occurs in the office of the President, between Annual Meetings it shall be filled by the Vice President as selected by the Board, for an interim period until the next Annual Meeting, with the Vice President's consent. The Vice President who moves to the interim President position shall vacate their position as Vice President on the Board and a new Vice President will be selected by the Board.

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The Board of Directors is instructed to file the Special Resolution as adopted, with Alberta Corporate Registry in accordance with the Societies Act. RSA 2000 c. S-14

Community Vibrancy Advisory Board (CVAB)  
**MEETING MINUTES**  
Wednesday, January 31, 2024  
Esplanade Cutbanks Room

---

**PRESENT**

Dylan Giles, Chair  
Brooks Sadden, Vice-Chair  
Deanna Haysom  
Jill Reid  
Katie Smith  
Mary Tulip  
Morgan Blair  
Sourav Saha

**ALSO PRESENT**

Ramona Robins, Council Representative  
Leah Prestayko, Director, Community Development  
Aaron Nelson, Manager Cultural Experiences & Events  
Alyssa Ledene, Community Inclusion Coordinator  
Michele Josey, Projects and Partnerships Lead, Parks and Recreation  
Bonnie-Lou Yaroshko, Community Development

**NOT PRESENT**

Lisa Galecki

**1. Call to Order, Welcome and Introductions**

Katie Smith called the meeting to order at 5:30 pm. The new members were welcomed, and introductions followed.

**2. Adoption of the Agenda**

The Agenda of the January 31, 2024, meeting was adopted as circulated.

**3. Elections**

Leah Prestayko explained the duties of the Chair and the Vice-Chair along with the election process.

**3.1. Chair**

Dylan Giles was acclaimed Chair.

**3.2. Vice-Chair**

Brooks Sadden was acclaimed Vice-Chair.

#### 4. Adoption of the Minutes of the November 29, 2023, CVAB Meeting

The Minutes of the November 29, 2023, meeting were adopted as presented.

#### 5. Previous Committee Business

##### 5.1. Updates

##### 5.1.1. 2024/2025 Community Vibrancy Grants

Councillor Robins discussed City Council's approval of additional Community Vibrancy Grant funding for 2024 and the distribution of One-Year festival Grants. She advised that Council has directed Administration to revisit the community funding framework for festival and event funding distribution in the community with respect to Canada Day RFP process.

#### 6. New Business

##### 6.1. Sports Wall of Fame Recommendation

Michele Josey gave an overview of the Sports Wall of Fame program and history which began in 1983. She also gave the background on the application submitted for Sensai Zoraislav Krco for induction into the Sports Wall of Fame. The induction ceremony will be held at the Big Marble Go Centre on a date decided by consulting with the nominees and nominators.

**Motion:** That the Community Vibrancy Advisory Board (CVAB) recommends Sensai Zoraislav Krco be inducted into the Sports Wall of Fame for his contribution to the sport of karate, as a karate teacher, trainer, coach, examiner and competitor.

Moved: Brooks Sadden  
Seconder: Sourav Saha

Carried

##### 6.2. 2023 Community Vibrancy Advisory Board Report

##### 6.2.1. 2023 Activity Summary

Councillor Robins invited CVAB members to attend Public Services Committee (PSC) meetings to present information on their work, activities and concerns as appropriate and relevant. The process to add a CVAB presentation to a PSC Agenda was shared. CVAB decided they would request to present at PSC on an ad hoc basis when the group feels they have something worthy of reporting.

##### 6.3. 2024 CVAB Goals

CVAB members expressed a desire to create a 2024 strategic plan and goals that align with City Council's Strategic Plan. Information about working with a facilitator and having a process to assist with accomplishing this will be brought to the February CVAB meeting.

#### **6.4. 2024 Community Vibrancy and Microgrant Update**

CVAB members were invited to share the current grant opportunities with their networks as appropriate.

CVAB members decided to form a Community Vibrancy Grant Review Subcommittee to review and score the grants using the Submit.com grant portal and to present their recommendations at the February 28, 2024, CVAB meeting.

CVAB members who volunteered to be on the Community Vibrancy Grant Review Subcommittee included:

- Mary Tulip
- Sourav Saha
- Dylan Giles
- Jill Reid
- Katie Smith

Leah Prestayko will call the members who were not at the meeting to find out if they would like to be part of Grant Review Subcommittee.

**Post Meeting Note:** Deanna Haysom also volunteered to be on the Review Subcommittee.

### **7. Information Items**

#### **7.1. Members Updates**

Jill Reid shared information about:

- the City of Medicine Hat's request for public input about the Arts, Heritage, and Entertainment Master Plan
- attending the Disconnect Documentary, and
- that Miywasin Friendship Centre has interesting upcoming events

#### **7.2. Councillor Update**

Councillor Robins reported on recent Council activities, and said that another Councillor from PSC will be attending the February CVAB meeting in her place.

#### **7.3. Staff Updates**

The news release about the City of Medicine Hat inviting the public to attend the 'Municipal Mingle', a public engagement event at the Esplanade Studio Theatre on February 13, 2024, will be emailed to the CVAB members.

### **8. Outstanding Items List**

#### **8.1. Men's Mental Health Supports**

It was noted that the closing of the Canadian Mental Health Association Alberta Southeast Region office in Medicine Hat is impacting access to mental health supports.

#### **8.2. Recognizing Contributions of Workers During the Pandemic**

In response to one of the CVAB recommendations, a tree will be planted in the Memorial Arboretum in the summer.

**8.3. 2023 Community Vibrancy Grants Follow Up**

Having 2023 community vibrancy grant recipients report on their events at CVAB meetings was suggested.

**9. Next Meeting**

Wednesday, February 28, 2024 @ 5:30 pm in the Esplanade Cutbanks Room.

**10. Adjournment**

The meeting was adjourned at 7:43 pm.

# Agenda

## Community Vibrancy Advisory Board Meeting (CVAB)

Wednesday, January 31, 2024, 5:30 pm  
Esplanade Cutbanks Room

### 1. Call to Order, Welcome and Introductions

### 2. Adoption of the Agenda

### 3. Elections – Leah Prestayko

- 3.1. Chair
- 3.2. Vice-Chair

### 4. Adoption of the Minutes of the November 29, 2023, CVAB Meeting

### 5. Previous Committee Business

- 5.1. 2024/2025 Community Vibrancy Grants

### 6. New Business

- 6.1. Sports Wall of Fame Nomination
- 6.2. 2023 CVAB Report
  - 6.2.1. 2023 Activity Summary
- 6.3. 2024 CVAB Goals
- 6.4. 2024 CVAB Grant Update

### 7. Information Items

- 7.1. Members Updates
- 7.2. Councillor Update
- 7.3. Staff Updates

### 8. Outstanding Items List

- 8.1. Men's Mental Health Supports
- 8.2. Recognizing Contributions of Workers During the Pandemic

### 9. Next Meeting

Wednesday, February 28, 2024 @ 5:30 pm

### 10. Adjournment

CVAB Agenda January 31, 2024

1

Community Vibrancy Advisory Board (CVAB)  
**MEETING MINUTES**  
Wednesday, November 29, 2023  
City Hall Boardroom 2-1

---

**PRESENT**

Katie Smith, Chair  
Amy Risk Richardson  
Brooks Sadden  
Darcy Stach  
Deanna Haysom  
Dylan Giles, Vice-Chair  
Jill Reid  
Mary Tulip

**ALSO PRESENT**

Ramona Robins, Council Representative  
Leah Prestayko, Director, Community Development  
Scott Richter, Business & Innovation Manager, Parks and Recreation  
Dr. John Buchko, Principal, EDS Group Inc.  
Natalie Sauer, Parks and Recreation  
Bonnie-Lou Yaroshko, Community Development

**NOT PRESENT**

Niki Gray

**1. Call to Order, Welcome and Introductions**

Katie Smith called the meeting to order at 5:30 pm. Introductions followed.

**2. Adoption of the Agenda**

The Agenda of the November 29, 2023, meeting was adopted as circulated.

**3. Adoption of the Minutes of the October 25, 2023, CVAB Meeting**

The Minutes of the October 25, 2023, meeting were adopted as presented.

**4. Presentation**

Scott Richter introduced Dr. John Buchko, who shared an Outdoor Enjoyment Strategy Overview presentation outlining the project status and the next steps in the plan implementation. He outlined the focus of the project that includes four initiatives - trail etiquette, off-leash dog policy, the Parks Bylaw update, and the new wildlife Bylaw, stating they will support the four pillars of outdoor enjoyment - safety, respect, the environment, and inclusiveness.

## 5. Previous Committee Business

### 5.1. Updates

#### 5.1.1. Truth & Reconciliation Committee Recommendations Progress

Leah Prestayko reported that Community Inclusion Coordinator position interviews are currently taking place to hire a staff person who will be implementing some of the committee recommendations.

#### 5.1.2. Recognizing Contributions of Workers During the Pandemic

Leah Prestayko reported on the status of the four CVAB recommendations that City Council approved:

- The community portrait project has been completed. The portraits have been installed along the outside of the Esplanade for public viewing.
- In partnership with the Medicine Hat Public Library, stories have been collected for the journal time capsule project and placed in a Medalta crock, sealed and stored in the Esplanade Archives.
- The link to the six-part audio series Together Again Story Collection Project, a representation of the collective community memory of 55 Medicine Hat residents interviewed in September 2022 about their lived experiences during the pandemic years, will be forwarded to the members.
- The commemorative tree planting in the arboretum will take place in the spring/summer of 2024.

## 6. New Business

### 6.1. Sports Wall of Fame Recommendation

Natalie Sauer gave an overview of the application submitted for Joseph Henry Fisher for the Sports Wall of Fame. CVAB members discussed the application weighing the application against the spirit of the goals of the Sports Wall of Fame.

**Motion:** That the Community Vibrancy Advisory Board (CVAB) recommends that Joseph Henry Fisher be inducted into the Sports Wall of Fame for his contribution to the sport of hockey, as the first Medicine Hat native to play in the National Hockey League, and for his part in bringing a Western Hockey League franchise, the Medicine Hat Tigers, to Medicine Hat.

Moved: Jill Reid  
Seconder: Brooks Sadden

Carried

## 7. Information Items

### 7.1. Members Updates



Mary Tulip reported on the Family and Community Support Services Association of Alberta (FCSSAA) Conference she attended as the CVAB representative November 22 – 24, 2023, in Edmonton. The theme was Creating Connections – Building Bridges and included the importance of the granting process supporting creating community leaders.

Mary Tulip shared the Southern Alberta Ethnic Association (SAEA) now has its own building in Lethbridge. It is a Not-For-Profit multicultural hub that showcases ethnic diversity in southern Alberta.

Amy Risk Richardson shared the Vital Signs report is now available. The report will be distributed to CVAB members.

Jill Reid shared that the City of Ottawa is being sued for their use of an app for all parking. As some residents do not have cell phones or do not use apps, the practise is deemed discriminatory. A discussion followed about the marginalization of groups and people that don't have cell phones.

## **7.2. Councillor Update**

Councillor Robins reported on recent Council activities.

## **7.3. Staff Updates**

In partnership with Family and Community Support Services, the Digital Wellness Coalition, Students Association of Medicine Hat College, and What Matters to Hatters, the City is hosting a series of film screenings and interactive discussions centered around the documentary, **The Great Disconnect**. The schedule will be forwarded to CVAB members.

The individuals who, in the fall, shared they would not be reapplying for CVAB membership were recognized for their contributions – Darcy Stach and Niki Gray. All members whose terms are expiring on December 31, 2023, were thanked for their service.

## **8. Outstanding Items List**

### **8.1. Men's Mental Health Supports**

Resources from the FCSSAA Conference will be shared.

### **8.2. Recognizing Contributions of Workers During the Pandemic**

This item will remain on the Agenda.

## **9. Next Meeting**

Wednesday, January 31, 2023, at 5:30 pm in the Esplanade Cutbanks Room.

## **10. Adjournment**

The Chair adjourned the meeting at 7:30 pm.

## **2023 Community Vibrancy Advisory Board (CVAB) Activity Summary**

CVAB began the year with elections for Chair and Vice-Chair. Katie Smith was acclaimed Chair and Dylan Giles was acclaimed Vice-Chair.

### ***CVAB Presentations to the Public Services Committee (PSC)***

- Katie Smith and Amy Risk-Richardson presented the Community Vibrancy grant recommendations on behalf of CVAB at the PSC meeting on May 8, 2023.
- Katie Smith presented the Family and Community Support Services (FCSS) grant recommendations on behalf of CVAB at the PSC meeting on June 12, 2023.

### ***Presentations Received***

- At the January 25, 2023, CVAB meeting, Shantel Ottenbreit, a Community Resource Worker with the City of Medicine Hat, reported on the Medicine Hat community groups involved in the neighbourhood associations project.
- At the February 22, 2023, CVAB meeting, Shawn Champagne, a Senior Planner from Planning & Development Services, gave a presentation about the City of Medicine Hat's Strong Towns project and the principles to consider when working towards financially sustainable cities.
- At the March 29, 2023, CVAB meeting, Scott Richter, Business & Innovation Manager with the Parks and Recreation department, gave a presentation called the Outdoor Enjoyment Strategy about safety, protecting the environment, and respectful use of parks and open spaces while ensuring appropriate and balanced levels of service for all users. CVAB members were invited to give feedback.
- At the March 29, 2023, Dave Young, Special Projects Manager with the Public Services Division, gave a presentation called the Recognition/ Commemoration Policy Review about the selection and criteria for the approval of temporary and permanent recognition and commemoration displays in City facilities to provide the community a fair, consistent,

transparent and concise approval process. CVAB members were invited to give feedback.

- At the May 31, 2023, CVAB meeting, Scott Richter gave a presentation about the updated proposed Medicine Hat off-leash dog spaces. CVAB members were invited to give feedback.
- At the November 29, 2023, CVAB meeting, Dr. John Buchko, a City contractor from EDS Group Inc., shared an Outdoor Enjoyment Strategy Overview presentation outlining the project status and the next steps in the planning process.

### *Invitations CVAB Members Received*

- CVAB members were invited to be part of the Community Well-Being Plan Advisory Committee, a City led endeavor, to oversee the work of the development of the Community Well-Being Plan. Niki Gray was selected to be the CVAB representative on the Advisory Committee.
- Members were invited to work on the Recognition Wall Framework that may include recognition of Medicine Hat current or former residents for achievement or contribution to sports, arts, culture and other pursuits.
- Members were invited to the Community Foundation of Southeastern Alberta's annual Founder's Day Picnic and Spring Grant presentation on May 29, 2023.
- Members were invited to the Moving & Choosing Healthy Communities Spring Network Meeting on May 25, 2023, in the Big Marble Go Centre.
- Members were invited to the Box City Project at the Esplanade April 25, 2023, to May 14, 2023, created by Grade 3 students from River Heights School.
- Members were invited to the Brain Injury Relearning Services organization's open house on June 2, 2023, for a BBQ and a tour.
- Members were invited to attend the Medicine Hat Ancestors Reburial Project events on August 2, 2023, at the Esplanade Arts & Heritage Centre.
- Members were invited to the Coronation Tea at the Wellington Retirement Residence on September 15, 2023.
- Members were invited to attend Art in Motion on September 16, 2023, that included the Lieutenant Governor of Alberta, Salma Lakhani, presenting three awards to provincial artists.

- Members were invited to the Medicine Hat Public School Division’s Resources Fair October 13, 2023, at the Central Office location.
- Members were invited to attend the 2023 Community Spirit Awards on October 18, 2023, at the Esplanade.
- Members were invited to the Community Foundation’s 2023 Vital Signs Launch on October 30, 2023.
- Members were invited to the public engagement Open House November 1, 2023, in the Helen Beny Gibson Lounge at City Hall.

### *Miscellaneous*

- The skills and competencies required for CVAB members were identified to align with CVAB’s mandate.
- At their September 5, 2023, meeting, City Council approved CVAB’s recommendations of recipients for the City of Medicine Hat 2023 Community Spirit Awards.
- At their October 25, 2023, meeting, CVAB members made recommendations for the 2024 – 2025 Community Vibrancy grant funding to be forwarded to the Public Services Committee and City Council for approval.
- Mary Tulip represented CVAB at the Family & Community Support Services Association of Alberta Conference (FCSSAA) November 22 – 24, 2023, in Edmonton.
- At their November 29, 2023, meeting, CVAB members made a recommendation for an inductee to the Sports Wall of Fame for a ceremony to take place in 2024.

**DATE: 2024-03-25**
**DEPARTMENT: ENERGY, LAND & ENVIRONMENT  
MANAGING DIRECTOR'S OFFICE**
**MEETING: COUNCIL COMMITTEE OF THE WHOLE  
REPORT AUTHOR: JENNIFER ANDERSON,  
EXECUTIVE ASSISTANT, ENERGY, LAND &  
ENVIRONMENT**
**CITY OF MEDICINE HAT ENVIRONMENTAL FRAMEWORK**
**EXECUTIVE SUMMARY:**

The intent of the March 25, 2024 Council Committee of the Whole session will be to review and discuss priority actions and obtain City Council feedback. This session will specifically focus on **high-priority actions** that were determined by senior and executive leadership through recent engagement sessions. The final Environmental Framework document will be coming back to Council for approval later in 2024 and all proposed actions within the Environmental Framework Action Plan (contingent on future corporate strategic priorities, economic constraints, and other related variables outside of our control) will be presented for information and awareness.

**STRATEGIC ALIGNMENT:**

<b>INNOVATION</b>	<b>ECONOMIC EVOLUTION</b>	<b>SERVICE ORIENTATION</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>PARTNERSHIPS &amp; GOVERNANCE</b>	<b>COMMUNITY WELLNESS</b>	<b>RESILIENCY &amp; SUSTAINABILITY</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**RECOMMENDATION:**

It is recommended through the Administrative Committee that Council Committee of Whole receive for information and provide feedback as input prior to Council making a decision related to the Environmental Framework at a future Council meeting.

**PREVIOUS COUNCIL MOTIONS / DIRECTIONS:**

At the direction of City Council's Strategic Priority 6.5, Environment Land & Gas Production (ELGP) was directed to lead the development and implementation of an Environmental Framework with prioritized strategies and actions. Council approved the capital and operating budgets for 2022/2023 on December 19, 2022. A progress report was presented to City Council for information on the Environmental Framework in the Regular Council meeting held on January 16, 2023.

Subsequently in 2023, a project update and engagement session was held in the Council Committee of the Whole meeting on May 29, 2023. The Draft Environmental Framework document and Proposed Action plan were presented to Council on December 18, 2023 where City Council approved the Environmental Topics and related Goals as an initial step in Environmental Framework implementation.

**BACKGROUND / ANALYSIS:**

As a part of Stage 2 of the Environmental Framework project, ELGP and WSP have collaborated with key City departments to socialize the proposed actions and further identify City corporate and departmental priorities and budgetary restrictions/requirements. This collaboration (as summarized below) has informed the following details related to the implementation of each action outlined in the Draft Action Plan:

- Priority level (high, medium, low);
- Timeline (e.g., anticipated start, duration);
- Responsibilities / Partnerships; and
- Resource Allocation.

On February 13, 2024, an Action Prioritization Workshop occurred. The intent of this workshop was to collaborate with senior and executive leadership to identify priority actions, which are considered those that will be implemented in the short-term (e.g., 1-5 years). The feedback received from key City stakeholders from this session has informed the priority level identified within the Draft Action Plan.

Building upon the feedback received during the Action Prioritization Workshop, four focus group working sessions were held between ELGP, key City stakeholders and subject matter experts at WSP to solicit feedback on the implementation of each action in the Action Plan. The feedback received during the workshops informed the timeline, responsible departments and partnerships, and estimated resource allocation for future budgetary and action implementation considerations.

**INTERNAL AND EXTERNAL ENGAGEMENT CONSIDERATIONS:**

Establishing an Environmental Framework is a comprehensive undertaking that shifts additional resources into defined environmental leadership areas by the City. This ambition will require trade-offs given competing priorities and limited resources. While staff targets formalized adoption of the Environmental Framework by City Council, the Action Plan is meant to be more fluid, and subject to budgetary approvals and timeline revisits as required. While this structural separation of Framework and Plan allows greater flexibility in execution, it also introduces disciplinary risk to achieve the goals and targets as defined under the Environmental Framework.

**POTENTIAL RISKS / IMPACTS:**

**Financial:**

Funding Request:	No	If yes, amount: N/A
Budgeted Item:	No	Funding Source: N/A
Funding Explanation:	N/A	
Budget Amendment Form?	No	

The implementation of any identified action plans will require funding through reserves and grants which may result in annual expenses which could potentially impact tax rates and utility rates.

**Health, Safety and Environmental:**

N/A

**Legal / Legislative / Policy:**

N/A

**PUBLIC PARTICIPATION REQUIRED FOR IMPLEMENTATION:**

Public participation will not be required for implementation as the proposed actions are under the City’s operational control. However, general public support for the purpose and objective of the Environmental Framework is considered to be important. Implementation of the proposed actions within the Environmental Framework will be the responsibility of the operational City departments and departmental support will be vital. Outcomes of the proposed actions may have impacts to the public with regards to opinions of City operations such as reduced watering of green spaces. The Environmental Framework will provide the public with explanation for the actions implemented for the purpose of environmental impact and sustainability for the City of Medicine Hat.

<b>INFORM</b> <input checked="" type="checkbox"/>	<b>CONSULT</b> <input type="checkbox"/>	<b>INVOLVE</b> <input type="checkbox"/>	<b>COLLABORATE</b> <input type="checkbox"/>	<b>EMPOWER</b> <input type="checkbox"/>
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**ALTERNATIVE OPTIONS / PROS AND CONS:**

N/A

**IMPLEMENTATION PLAN:**

Based on feedback received from Council Committee of the Whole during the March 25<sup>th</sup> session, WSP will finalize the Environmental Framework and Proposed Action Plan, which is scheduled to be presented to Open Council on June 3, 2024.

<b>REVIEWED BY &amp; DATE:</b>	Adria Coombs Manager, Environmental Strategy & Compliance, Environment, Land & Gas Production Kevin Redden Director, Environment, Land & Gas Production	2024-03-08
<b>APPROVED BY &amp; DATE:</b>	Rochelle Pancoast Managing Director, Energy, Land and Environment	2024-03-11
<b>ATTACHMENTS:</b>	1: City of Medicine Hat Environmental Framework Presentation	

# Council Committee of the Whole Session

## City of Medicine Hat Environmental Framework

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March 25, 2023





# Today's Session Intent



**Provide** project update



**Review** and **discuss** high-priority actions and obtain Council feedback on those actions



**Discuss** next steps for going to Open Council in June 2024



# PROJECT OVERVIEW

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## PROJECT BACKGROUND

The Project involves the development and implementation of a Municipal Environmental Framework for the City of Medicine Hat.

## OBJECTIVES

- Capture, reflect and build on City's current environmental objectives.
- Direction and strategies for integrated environmental management.
- Mitigation of future climate change risks.
- Demonstrate City's leadership and commitment to community and environment.

Framework will deliver an adaptive 25-year long-range plan with emphasis on short-term action plan.



# WHERE WE LEFT OFF

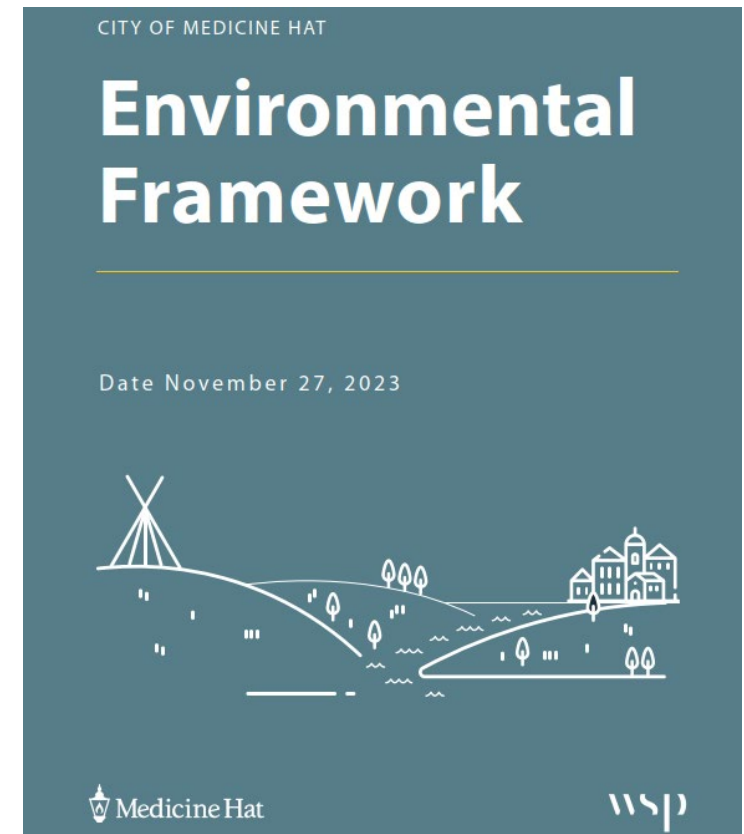
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# Where We Left Off



The following were key milestones that informed the development of the Draft Environmental Framework, which include extensive **stakeholder engagement**:





## ENVIRONMENTAL FRAMEWORK – TOPICS



### WATER

Protect and responsibly manage water resources, enhance water quality, and improve the efficiency of water systems to support access to clean and safe water for all residents.



### ENERGY & AIR

Encourage the efficient use of energy, transition to low-carbon and renewable energy uses, and reduce the presence of air contaminants to improve the health and well-being of residents.



### ECOSYSTEM & AGRICULTURE

Protect, respect and maintain local ecosystems to promote ecological integrity and encourage local agriculture.



### RECYCLING & WASTE MANAGEMENT

Responsibly manage solid waste and increase waste diversion opportunities to reduce the amount of waste sent to landfill.



### COMMUNITY & LAND DEVELOPMENT

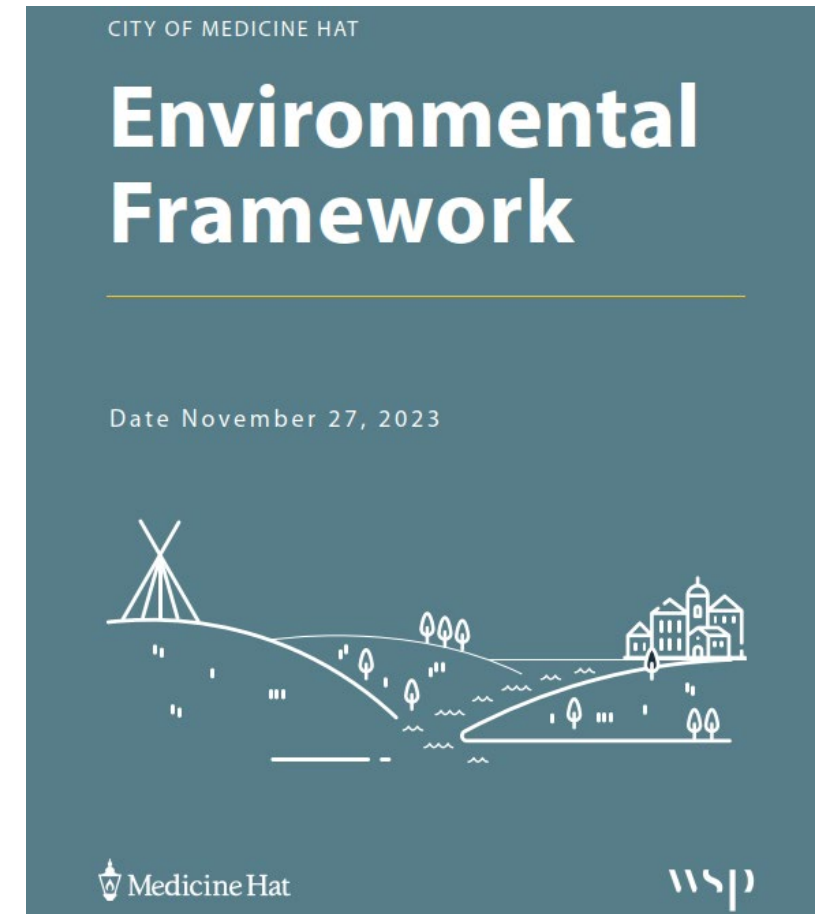
Support sustainable community development through inclusivity, increased access to active and alternative transportation, and enhanced connection to nature.



## FRAMEWORK KEY ELEMENTS

Within the Framework, each Environmental Topic has its own section, each containing the following key elements:

- ✓ **WHAT WE HEARD**
- ✓ **GOAL(S)**
- ✓ **OVERVIEW**
- ✓ **CONTEXT**
- ✓ **CLIMATE RESILIENCE**
- ✓ **RELATED INITIATIVES**
- ✓ **TARGET CONSIDERATIONS**
- ✓ **KEY STRATEGIES & PROPOSED ACTIONS**



# WHERE WE ARE NOW

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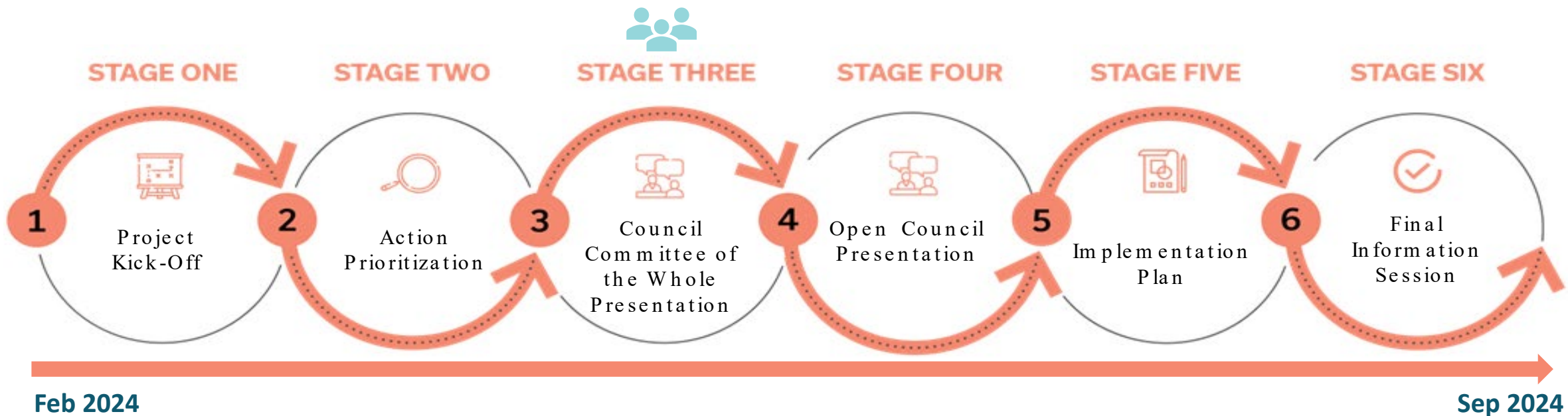
# Where We Are Now



## PROJECT SCHEDULE

This next phase of work consists of:

- Collaboration with key City departments to socialize the proposed actions and further identify City corporate and departmental priorities and budgetary restrictions/requirements (**STAGE 2**)
- Returning to Council with a final Environmental Framework and proposed Action Plan (**STAGE 4**)



Feb 2024

Sep 2024



## REFINE ACTIONS AND DEVELOP IMPLEMENTATION PLAN

As an outcome of this further engagement with key City departments, the following details have been outlined for each proposed action in an operational **Action Plan**:

- Priority level (high, medium, low);
- Timeline (e.g., anticipated start, duration);
- Responsible department(s) and partnerships; and
- Resource allocation (including *rough-order-of-magnitude* costs)

The proposed **Action Plan** is intended to inform an **Implementation Plan**, which will provide the City with additional guidance on:

- The decision-making process;
- Communication & collaboration protocol; and
- The monitoring and evaluating progress.



Note that the implementation of the Framework is expected to be a long-term process with annual progress reports.

# Where We Are Now



The following is a summary of the further engagement that has taken place with key City departments to socialize the proposed actions and further identify City corporate and departmental priorities and budgetary restrictions / requirements:

## Action Prioritization Workshop

*Intent:* collaborate with **senior & executive leadership** to identify priority actions



Strategy	Proposed Actions	Priority			Anticipated Start
		High (1-5 Yrs)	Medium (5-15 Yrs)	Low (15-25 Yrs)	

## Focus Group Working Sessions

*Intent:* identify timeline and resource allocation associated with each action

Anticipated Start	Duration	Responsibilities / Partnerships		Policy Alignment	Resource Allocation			2024 Out of Cycle Budget Implication Request (\$)	2025-26 Budget Request Anticipated (\$)
		Lead	Support		Consulting Services	Operating Costs	FTE		

# DRAFT ACTION PLAN:

## High-Priority Actions



# Important Context



Please note that this session will focus on **high-priority actions** (those to be implemented within 1-5 years) with high-level overview of whether the actions are:

- a new budget item for future budgets within the next 5 years
- currently underway
- included in the 2025/26 budget requests

The proposed Action Plan is meant to be fluid and will be subject to budgetary approvals and timeline revisits as required. This also allows flexibility in the proposed Actions with any regulatory changes over time.



## STRATEGY:

**W1.1** Develop a **City-wide Water Management Strategy** which will incorporate water source protection, municipal water utility operation and maintenance, the City’s plans for economic development and growth, applicable legislation and response to climate-related events.



HIGH PRIORITY ACTIONS (1-5 YRS)	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<b>W1.1 #1</b> Conduct an assessment of the City’s current and future water consumption, needs and resources.	✓	-	✓
<b>W1.1 #2</b> Conduct an assessment of the City’s water and wastewater infrastructure identifying areas for improvement and upgrades.	-	✓	-
<b>W1.1 #4</b> Develop a proactive and phased Water Management Strategy through collaboration with City departments that incorporates water source protection, municipal water utility operation and maintenance, the City’s plans for economic development and growth, applicable legislation and response to climate-related events.	✓	-	✓



## STRATEGY:

**W1.2** Implement measures to **promote water conservation and efficiency** within City Operations.



### HIGH PRIORITY ACTIONS (1-5 YRS)

	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<p><b>W1.2 #1</b> Create an awareness campaign for smart water use for internal City staff, covering topics such as changing levels of service, park naturalization, and more.</p> <p>Investigate incentives for water saving grants for the community.</p>	-	✓	-
<p><b>W1.2 #2</b> Develop a potable water consumption inventory for all City-owned properties (buildings, parks, recreational facilities, open spaces).</p>	-	✓	-
<p><b>W1.2 #3</b> Develop a rate calculation for water utilities that balances cost recovery, profitability and resource protection for inclusion in the Water Service Bylaw.</p>	-	✓	-



## STRATEGY:

**W2.1** Develop a holistic approach to **watershed protection** and **stormwater management**.



HIGH PRIORITY ACTIONS (1-5 YRS)	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<b>W2.1 #1</b> Conduct an inventory, inspection, and condition review of the existing stormwater system (including airport lands)	-	✓	-
<b>W2.1 #2a</b> Develop and adopt a level of service (LOS) for the stormwater service.	-	✓	-
<b>W2.1 #2b</b> Develop and adopt a stormwater bylaw to regulate drainage and stormwater quality protection.	-	✓	-
<b>W2.1 #3</b> Develop a city-wide Master Drainage Plan that, combines existing plans and evaluates outstanding areas to provide direction for management of the entire stormwater system.	✓	-	-





**STRATEGY:**

**E3.1 Increase awareness** and **implement measures** for energy efficiency throughout City operations.

HIGH PRIORITY ACTIONS (1-5 YRS)	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<b>E3.1 #1</b> Develop and implement awareness campaigns regarding energy efficiency in City daily operations. Develop educational material about energy conservation practices.	-	-	-
<b>E3.1 #2</b> Complete an Energy Benchmark Assessment to identify gaps and opportunities for continual energy efficiency improvement.	-	✓	-



**STRATEGY:**

**E4.1** Continue to **identify and implement energy efficiency opportunities** at City-owned facilities.

HIGH PRIORITY ACTIONS (1-5 YRS)	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<b>E4.1 #2</b> Report and monitor energy consumption annually.	-	✓	-
<b>E4.1 #3</b> Identify grant funding.	-	✓	-



**STRATEGY:**

**E5.1 Reduce GHG emissions** from City buildings, fleet, and operations.

HIGH PRIORITY ACTIONS (1-5 YRS)	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<b>E5.1 #2</b> Investigate financing and grant options.	-	✓	-
<b>E5.1 #3</b> Develop a corporate baseline GHG inventory.	✓	-	-



**STRATEGY:**

**E5.2 Support the community** in GHG emissions reduction.

HIGH PRIORITY ACTIONS (1-5 YRS)	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<b>E5.2 #1</b> Investigate funding opportunities for the community to transition from fossil fuel heating.	-	✓	-



**STRATEGY:**

**E6.1** Implement actions to **enhance outdoor air quality.**

**HIGH PRIORITY ACTIONS (1-5 YRS)**

**E6.1 #2** Investigate providing bike parking at City-owned buildings that is accessible by both staff and visitors. Explore secure parking and storage for both traditional bikes and e-bikes.

New Budget Item	Action Underway In 2024	2025-26 Budget Request
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-	-	-
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**STRATEGY:**

**E6.2 Prioritize indoor air quality** at City-owned buildings and facilities.

HIGH PRIORITY ACTIONS (1-5 YRS)	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<b>E6.2 #1</b> Develop specifications for renovation work at City-owned buildings prioritizing low-emitting materials.	-	✓	-



**STRATEGY:**

**E7.1** Identify opportunities for **adding renewable sources** to the energy grid.

HIGH PRIORITY ACTIONS (1-5 YRS)	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<b>E7.1 #1</b> Develop and implement a Clean Energy/Energy Transition Strategy.	✓	-	-
<b>E7.1 #2</b> Continue to pursue potential pilot projects underway, including Energy Innovation Challenge and Facilities Management Solar Generation.	✓	✓	✓
<b>E7.1 #3</b> Develop an educational program for City staff and Council to understand the federal requirements that will impact the City energy generation and distribution operations.	-	✓	-
<b>E7.1 #4</b> Develop an educational program to build awareness and support various grant funding programs for the community.	-	✓	-

# ECOSYSTEM & AGRICULTURE



**STRATEGY:**

**E8.1** Develop a standard City operational program for **dealing with invasive species, pests, and vegetation control.**

HIGH PRIORITY ACTIONS (1-5 YRS)	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<b>E8.1 #1</b> Develop and adopt levels of service and related areas for vegetation control on City parks and properties.	-	✓	-
<b>E8.1 #2</b> Develop an Integrated Pest Management Plan.	✓	-	-





**STRATEGY:**

**EA8.2 Implement planting of trees and shrubs** on City- owned properties and **encourage community tree planting and maintenance.**

HIGH PRIORITY ACTIONS (1-5 YRS)	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<b>EA8.2 #1</b> Update and implement the CMH Urban Forestry Strategic Plan.	-	✓	-
<b>EA8.2 #2</b> Update the list of trees/shrubs for landscaping of developments.	-	-	-

# ECOSYSTEM & AGRICULTURE



**STRATEGY:**

**EA8.3 Encourage naturalization and promote protection** of sensitive environmental areas.



HIGH PRIORITY ACTIONS (1-5 YRS)	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<b>EA8.3 #1</b> Conduct an inventory of City-owned properties, rights-of-ways, environmental reserves and parks to understand vegetation and maintenance requirements.	-	-	-
<b>EA8.3 #2</b> Develop and adopt a Naturalization Plan for identified City-owned parks, building landscape and infrastructure projects.	-	✓	-
<b>EA8.3 #3</b> Conduct a city-wide biophysical assessment.	✓	-	-

# ECOSYSTEM & AGRICULTURE



**STRATEGY:**

**EA9.1** Implement a program that uses City park space or vacant lots and leases with organized groups for **local food production**.

HIGH PRIORITY ACTIONS (1-5 YRS)	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<b>EA9.1 #1</b> Develop an education program regarding growing local food and the key benefits.	-	-	-
<b>EA9.1 #2</b> Investigate a strategy to use vacant City-owned land as potential locations for community gardens.	-	-	-

# RECYCLING & WASTE MANAGEMENT



## STRATEGY:

**SW10.1** Encourage **waste diversion** within City operations.



### HIGH PRIORITY ACTIONS (1-5 YRS)

	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<p><b>SW10.1 #1</b> Conduct waste audits at priority City-owned facilities to ensure proper waste diversion.</p> <p>Conduct audits of cleaning and waste management practices at priority City-owned facilities. Add recycling and separation of waste requirements to City contracts.</p>	✓	-	-
<p><b>SW10.1 #3</b> Investigate requiring Waste Diversion Plans for the construction, major renovation and/or demolition of City- owned facilities.</p> <p>Look to include standards in City construction/ demolition contracts for sorting and diverting of waste materials.</p>	✓	-	-

# RECYCLING & WASTE MANAGEMENT



**STRATEGY:**

**SW10.2** Encourage better **waste management and diversion** for citizens and developers within the City of Medicine Hat.



HIGH PRIORITY ACTIONS (1-5 YRS)	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<b>SW10.2 #1</b> Implement and pilot a residential food waste composting program in accordance with the Waste Management Strategy.	-	✓	-



## STRATEGY:

**C11.1 Increase demand** for and use of the City’s public transportation network.

### HIGH PRIORITY ACTIONS (1-5 YRS)

**C11.1 #1** Complete a full review for transit demand, including all geographical area. Identify areas/routes that may need special consideration for scooters, bikes etc. to increase ridership.

Explore the feasibility of adding bike racks on buses (traditional bikes and e-bikes).

**C11.1 #2** Investigate additional opportunities for public transportation during times of large-scale community events at various City facilities and parks with consideration for adding park and ride locations.

Ensure ample access to accessible transportation.

Investigate existing issues regarding parking for mass events at Echo Dale Regional Park.

	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<b>C11.1 #1</b> Complete a full review for transit demand, including all geographical area. Identify areas/routes that may need special consideration for scooters, bikes etc. to increase ridership.	-	✓	-
Explore the feasibility of adding bike racks on buses (traditional bikes and e-bikes).			
<b>C11.1 #2</b> Investigate additional opportunities for public transportation during times of large-scale community events at various City facilities and parks with consideration for adding park and ride locations.	-	-	-
Ensure ample access to accessible transportation.			
Investigate existing issues regarding parking for mass events at Echo Dale Regional Park.			

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# COMMUNITY & LAND DEVELOPMENT



## STRATEGY:

**C11.2** Encourage all new neighborhoods are designed as **multi-modal communities**.



### HIGH PRIORITY ACTIONS (1-5 YRS)

**C11.2 #1** Review development policies for new communities, ensure that there are minimum standards for amount and access to trails / pathways that are interconnected with the City's active transportation network.

New Budget Item	Action Underway In 2024	2025-26 Budget Request
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# COMMUNITY & LAND DEVELOPMENT



## STRATEGY:

**C12.1** Optimize the use of **available land, reduce urban sprawl,** and **create walkable neighborhoods** that encourage active lifestyles.



HIGH PRIORITY ACTIONS (1-5 YRS)	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<b>C12.1 #1</b> Create a brownfield inventory.	-	✓	-
<b>C12.1 #3</b> Develop a strategy to intensify existing commercial and residential zones and encourage mixed-use development at commercial nodes.	-	-	-



# COMMUNITY & LAND DEVELOPMENT



## STRATEGY:

**C12.2 Promote ecosystem continuity** through a thoughtfully **designed open space network**, which could include the inclusion of more flora and fauna into landscape design, incorporation of natural and historical features and connections into open space design strategies, etc.

HIGH PRIORITY ACTIONS (1-5 YRS)	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<b>C12.2 #1</b> Review development policies for new communities, ensure that there are minimum standards for amount and access open space network.	-	-	-
<b>C12.2 #2</b> Review development and landscape policies to ensure there are minimum standards for natural landscaping / incorporation of landscape features that connect to the City's history while also improving biodiversity.	-	-	-
<b>C12.2 #4</b> Further examine the allocation of City-owned open spaces to understand distribution and form and encourage purposeful design.	-	-	-

# COMMUNITY & LAND DEVELOPMENT



## STRATEGY:

**C13.1 Develop a community education and outreach program** to support the Environmental Framework and associated initiatives.



HIGH PRIORITY ACTIONS (1-5 YRS)	New Budget Item	Action Underway In 2024	2025-26 Budget Request
<p><b>C13.1 #1</b> Leverage Strong Towns Community Lab to support this strategy, such as:</p> <ul style="list-style-type: none"> <li>– Creating guidelines for community-led volunteer experiences related to environment and landscape.</li> <li>– Ensuring proper planning occurs for activities that will occur.</li> </ul> <p>Engage with the community by creating volunteer opportunities and informing on how they can support the initiatives.</p>	-	-	-
<p><b>C13.1 #2</b> The City will develop and implement a community education and outreach program that covers themes within the Environmental Framework.</p>	-	-	-

# NEXT STEPS

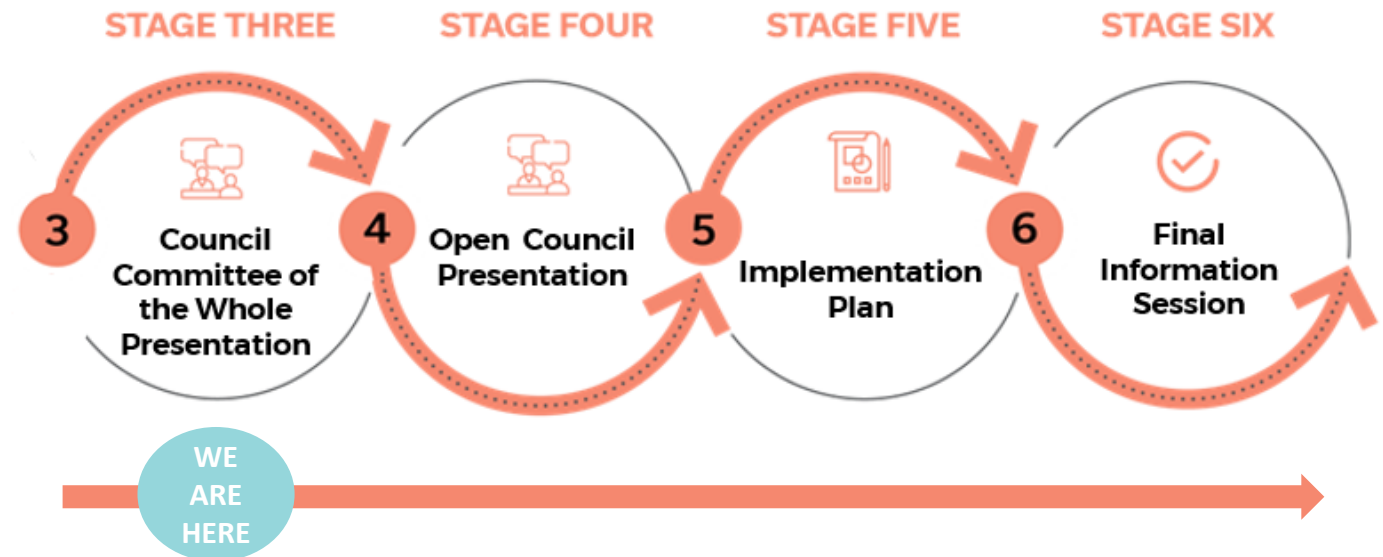
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## NEXT STEPS

- Continue to work with stakeholders to finalize details in the Action Plan.
- Present the final Environmental Framework to Open Council on June 3<sup>rd</sup>, 2024.
- Begin to develop the Implementation Plan.



# Thank You

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**OUTSTANDING ITEMS LIST**  
**PUBLIC SERVICES STANDING COMMITTEE**

**March 11, 2024**

#	Subject	Requested Date	Individual(s) Responsible	Notes	Expected Report Date
1	Parks and Recreation Master Plan	February 26, 2024	Public Services Managing Director	Overview of the status and timeline for action items within the Parks and Recreation Master Plan	Q1, 2025
2	Community Wellness Framework Report	January 9, 2023	Public Services Managing Director	Overview of timeline and milestones.	Q3, 2024
3	Towne Square Update	November 27, 2023	Public Services Managing Director	Report on activities and programming throughout 2024.	Q4, 2024
4	Downtown Washrooms	July 4, 2023	Public Services Managing Director	Exploration of other options rather than build out of Towne Square washroom	Q1, 2024





**OUTSTANDING ITEMS LIST**  
**PUBLIC SERVICES STANDING COMMITTEE**

**March 25, 2024**

#	Subject	Requested Date	Individual(s) Responsible	Notes	Expected Report Date
1	Parks and Recreation Master Plan	February 26, 2024	Public Services Managing Director	Overview of the status and timeline for action items within the Parks and Recreation Master Plan	Q1, 2025
2	Community Wellness Framework Report	January 9, 2023	Public Services Managing Director	Overview of timeline and milestones.	Q3, 2024
3	Towne Square Update	November 27, 2023	Public Services Managing Director	Report on activities and programming throughout 2024.	Q4, 2024
4	Downtown Washrooms	July 4, 2023	Public Services Managing Director	Exploration of other options rather than build out of Towne Square washroom	Q1, 2024



# Land Use Bylaw Amendment

Bylaw No. 4808

Rezoning the 800 Block of 2<sup>nd</sup> Street SE,  
Plan 1491, Block 12, Lots 6-20 (Inclusive) to  
Medium Density Residential District (R-MD)

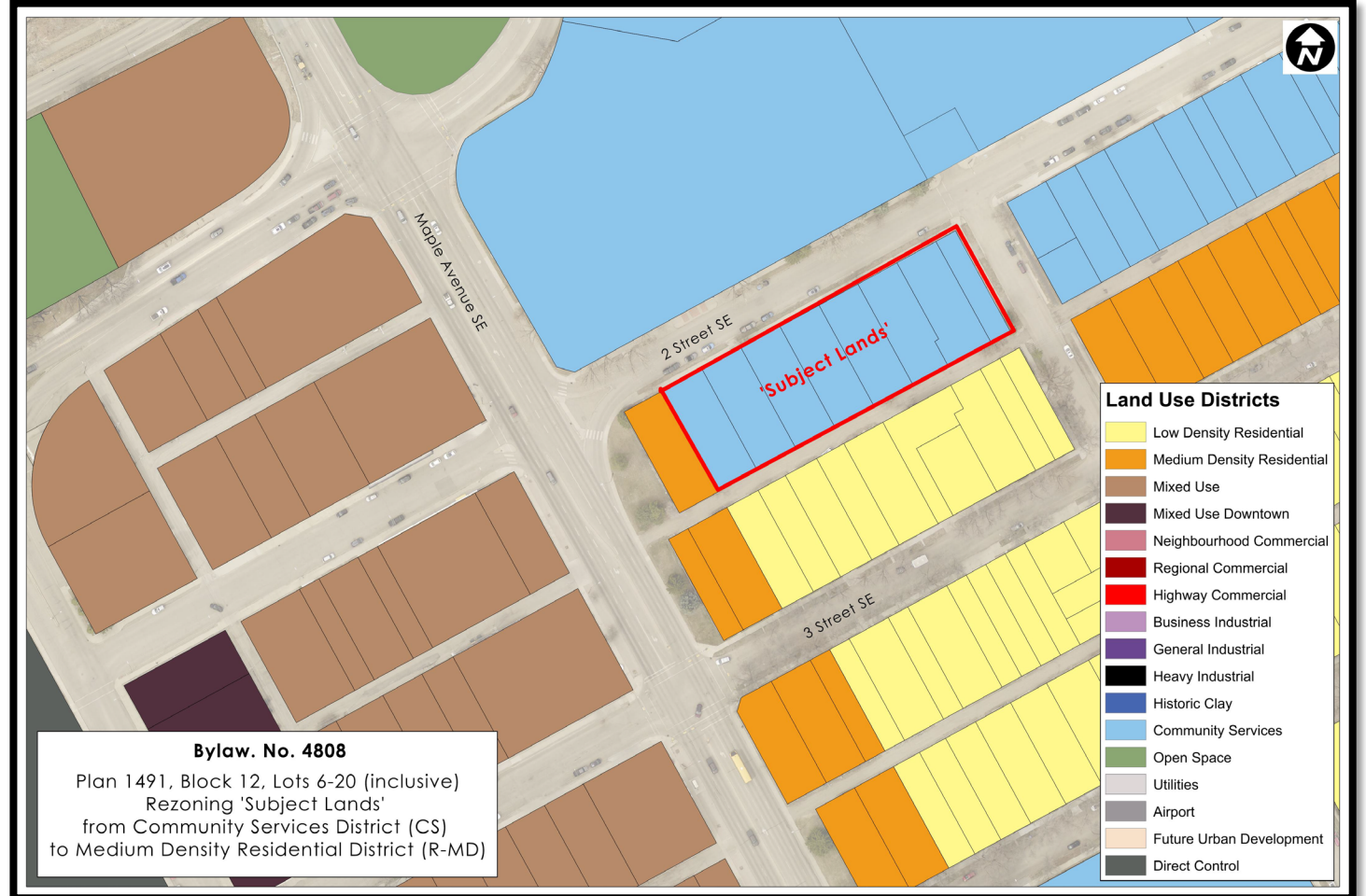
# Presentation Overview

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- Site Context
- Land Use Bylaw Amendment Details
- Policy Context
- Photos
- Recommendation

# Site Context

- River Flats Neighbourhood
- Community Service Uses
- Maple Avenue SE



Rezoning the 800 Block of 2<sup>nd</sup> Street SE

Planning and Development Services

# LUB Amendment Details

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- Rezoning the 800 block of 2 Street SE (lots 6-20 inclusive) from Community Services District (CS) to Medium Density Residential District (R-MD)
- Intent of rezoning is to allow the Land & Real Estate department to obtain Council authorization to sell the land
- Land is currently vacant
- Lots are being consolidated
- Circulated to Technical Coordinating Committee (TCC)

# City Council Strategic Plan Alignment

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1.9

Actively pursue opportunities to remove obstacles to success, innovation, and incremental development, while ensuring regulatory compliance.

6.8

Maximize infill and brownfield development and revitalization of existing areas, including by implementing a brownfield redevelopment strategy.

# Financial Impacts

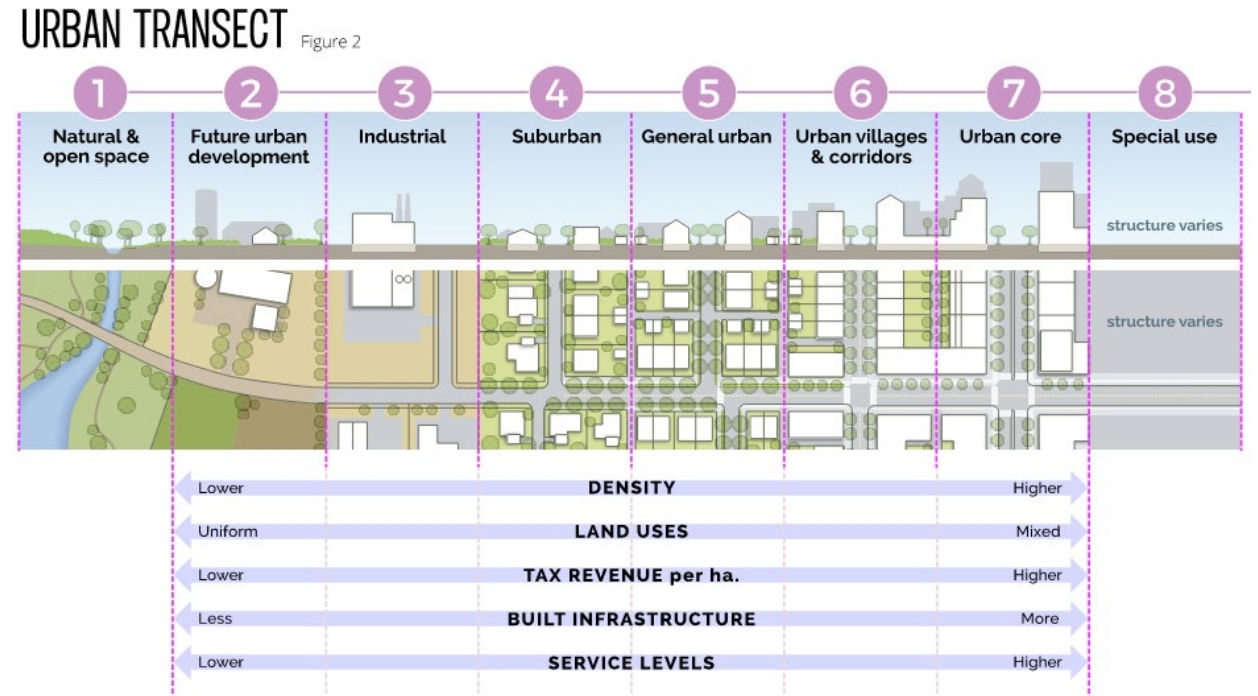
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- Future development of this site would have a substantial positive impact on the assessment base.
- The vacant site is currently assessed at approximately \$765,500, which is a Value Per Hectare of \$1.7 million.
- Estimates of Value per Hectare (VPH) based on comparable developments in the River Flats neighbourhood are outlined below:
  - Single Detached Houses: \$2.7 MM/ha
  - Attached Housing 2 units: \$4.8 MM/ha
  - Attached Housing >2 Units: \$16 MM/ha
  - Multiple Unit Residential or Apartments: \$10-30 MM/ha

Please note: these are only estimates, the estimates are conservative, and these numbers could vary significantly based on what is ultimately proposed for the site.

# Legal / Policy Context – Municipal Development Plan

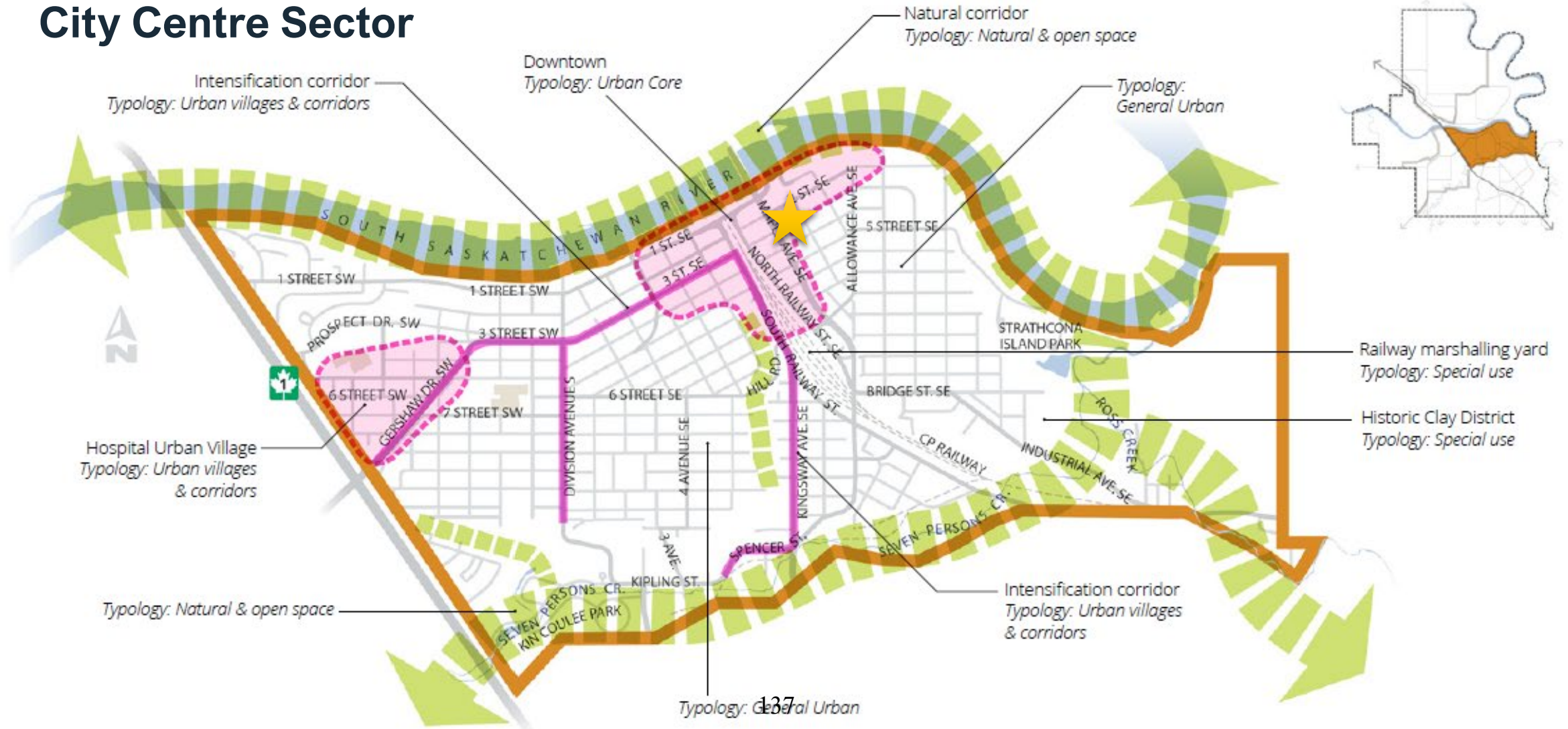
- City Centre Sector
- Urban Core Typology (Downtown)
- Major intensification node





# Policy Context – Municipal Development Plan

## City Centre Sector



# Policy Context – Municipal Development Plan

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## Section 3 – How We Grow

### ▪ 3.1 – Vibrant Downtown

- Priority 2 – The Downtown should **evolve over the long term into a higher density mixed use district** that provides desirable opportunities for urban living, entertainment, and destination retail.
  - Guiding Policy 2 – Downtown land uses should be compatible and contribute to the transition to a desirable urban residential neighbourhood and the most walkable and urban area of the city. Desirable future land uses include:
    - a. Residential
  - Guiding Policy 3 – The unique character and heritage of our Downtown should be reinforced by:
    - a. Blending traditional local building styles and materials with quality modern design in new developments.

# Policy Context – Municipal Development Plan

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## Section 3 – How We Grow

### ▪ 3.1 – Vibrant Downtown (Continued)

- Guiding Policy 4 – To create a critical mass of population that will support business services, and public amenities, the density of dwellings should be substantially increased. To achieve this, new residential development should:
  - a. Be configured as mixed-use buildings whenever possible, with active commercial uses (e.g., food and beverage, small scale retail, etc.) located on the main floor;
  - b. Be **designed as multi-storey buildings**;
  - d. Contain a **diverse range of residential types** (e.g., affordable, multi-bedroom, accessible, etc.) and varied forms of ownership (e.g., rental, condominiums, supportive living, etc.)

# Policy Context – Municipal Development Plan

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## Section 3 – How We Grow

### ▪ 3.2 – Livable Neighbourhoods

- Priority 1 – Neighbourhoods should be cohesive, with an appropriate structure of land uses and densities.
  - Guiding Policy 2 – The organization of land uses within a neighbourhood should be determined by both function and intensity, with:
    - b. **medium density or high density residential located on the perimeter of the neighbourhood along a major street;**
  - Guiding Policy 5 - Neighbourhoods should include a variety of housing types and designs that support:
    - a. shifting demographics and family structures;
    - b. all ages and abilities, specifically with adequate provision for accessible and visitable housing; and
    - c. a variety of income levels and ownership structures.

# Policy Context – Municipal Development Plan

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## Section 4 – Where We Grow

### ▪ 4.3 – Energized Infill

- A balanced approach of accommodating a portion of our population growth through infill development is encouraged.
- Concentrating major projects primarily within the Downtown area and within the three urban villages.
- A benefit of an increased level of infill is the tempering of greenfield growth, thus furthering the objective of delaying capital infrastructure expenditure in the city's outer areas.
- Priority 5– Establish an urban redevelopment process that is financially feasible, predictable and results in a net positive experience for neighbourhoods.
  - Guiding Policy 3. **The City should actively assist and engage in urban redevelopment projects** by:
    - b. actively acquiring, consolidating, and preparing land parcels for redevelopment, either internally or through the private sector.

# Policy Context – River Flats Area Redevelopment Plan

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## Section 2.2 – Principles

- Principle 3 – Encourage redevelopment/growth that enhances the community’s diversity and amenities:
  - Intensify by integrating new and diverse residential housing types.
  - Encourage sensitively designed commercial and intensification.

## Section 3.0 – Neighbourhood Urban Structure

### 3.4 – Old Town Neighbourhood

- Policy 5 – Ensure that development supports the “sense of place” for the neighbourhood by providing sensitive integration of land uses and high-quality intensification.
- Policy 6 – Support **comprehensive multi-dwelling residential** and community amenity development along the river (old arena site, and curling rink area), **along 2 Street SE between Maple Avenue SE and Allowance Avenue SE**, and within the Local Neighbourhood Commercial Node.

# Regulatory Context – Land Use Bylaw

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- Purpose of **Medium Density Residential District** is:
  - to allow for the Development and moderate intensification of residential neighbourhoods with low to **mid-rise built forms at medium densities** such as Multiple Unit Residential Developments, Attached Housing, and Apartments
- The site falls under Schedule “A” (River Flats Overlay) within the Land Use Bylaw.
  - Purpose of the overlay is to ensure new developments in the River Flats community are sensitive in scale to existing developments and maintain the traditional character and pedestrian-friendly design of the streetscape.
  - The overlay in the Land Use Bylaw allows us to implement guiding policies from the ARP during the development permit review stage.
  - Specific requirements will be applied at the time of the Development Permit.

# Site Photos

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- Aerial and oblique photos
- Ground photos



2 ST SE





2-ST SE





2 ST SE







# Recommendation

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It is recommended through the Municipal Planning Commission that City Council approve Bylaw No. 4808 to rezone the 800 Block of 2<sup>nd</sup> Street SE, Plan 1491, Block 12, Lots 6-20 (Inclusive) to Medium Density Residential District (R-MD).



**DATE: 2024-03-04****MEETING: REGULAR COUNCIL****DEPARTMENT: PLANNING AND DEVELOPMENT SERVICES (PDS)****REPORT AUTHOR: BRYANA RINTOUL, MPLAN., PLANNER, PDS****BYLAW NO. 4808****REZONING THE 800 BLOCK OF 2 STREET SE, PLAN 1491, BLOCK 12, LOTS 6-20 (INCLUSIVE) TO MEDIUM DENSITY RESIDENTIAL DISTRICT (R-MD)****EXECUTIVE SUMMARY:**

Proposed Land Use Bylaw Amendment to rezone the 800 block of 2 Street SE (lots 6 - 20 inclusive) from Community Services District (CS) to Medium Density Residential District (R-MD) to allow the Land & Real Estate department to obtain Council authorization to sell the lots and ultimately receive a future development proposal that aligns with the vision of the Municipal Development Plan.

**STRATEGIC ALIGNMENT:****INNOVATION****ECONOMIC EVOLUTION****SERVICE ORIENTATION****PARTNERSHIPS & GOVERNANCE****COMMUNITY WELLNESS****RESILIENCY & SUSTAINABILITY****RECOMMENDATION:**

It is recommended through the Municipal Planning Commission that City Council approves Bylaw No. 4808, a Land Use Bylaw amendment to rezone the 800 block of 2 Street SE (lots 6 – 20 inclusive) from Community Services District (CS) to Medium Density Residential District (R-MD).

**PREVIOUS COUNCIL MOTIONS / DIRECTIONS:**

No previous Council motions or directions.

**BACKGROUND / ANALYSIS:**

The proposed Land Use Bylaw amendment is to rezone the 800 block of 2 Street SE (lots 6 – 20 inclusive) from Community Services District (CS) to Medium Density Residential District (R-MD). The applicant has indicated the lots are being consolidated. The intent of the rezoning is to allow the Land & Real Estate department to obtain Council authorization to sell the lots and ultimately receive a development proposal that aligns with the vision of the Municipal Development Plan.

The site is part of the River Flats Area Redevelopment Plan. The surrounding area consists predominantly of community service uses with the Medicine Hat Remand Centre and the Medicine Hat Police Service to the North of the site and the old arena site and Medicine Hat Curling Club to the northeast.

The site is currently used as a parking lot by the Medicine Hat Police Service (MHPS) and the City of Medicine Hat Land and Real Estate department has negotiated an alternative parking location for the MHPS off-site, this location will be the 800 block of Birch Avenue and Ash Avenue. The old arena site is also a prime redevelopment site for multiple unit residential development.

The primary access to the site is from 2<sup>nd</sup> Street SE, additional access to the site is available from the rear lane. The site is adjacent to Maple Avenue SE, which is an arterial roadway. The nearest transit stops are directly across from the site on the north side of 2 Street SE, northeast of the site in front of the Medicine Hat Police station and several along Maple Avenue SE.

The site is located within what the Municipal Development Plan identifies as a major intensification node (Downtown). This is an appropriate location for multiple unit residential development as it will contribute to establishing a critical mass of population in the downtown that can support businesses, services, and public amenities. It is also in alignment with the City’s Strong Towns goals to support infill development to optimize the use of existing land and services.

**INTERNAL AND EXTERNAL ENGAGEMENT CONSIDERATIONS:**

The site has previously gone through two Technical Coordinating Committee circulations for review and comment regarding the proposed land sale for multi-family development (2022-19 and 2022-19 (2s)). One concern was from Police Services indicating that they use the site for parking. As noted previously, this has been resolved as Land and Real Estate has negotiated an alternative parking location. An additional concern is that there is limited electric capacity for this location, so any proposed development will have to work with Electric Distribution to discuss electrical service options as they must actively manage the risk of overloading the system until additional capacity is brought on. No other major concerns were identified.

The Municipal Government Act (MGA) requires municipalities in Alberta to advertise and hold a public hearing for amendments to the Land Use Bylaw. The City of Medicine Hat sends out notification letters to adjacent landowners, advertises online through the CMH website, advertises in the newspaper, and posts a notification sign on the site prior to the public hearing, which is held during the regular Council meeting. At the time of the MPC meeting, the comment period for the posted sign is still open to the public. The comment period will be concluded prior to the Council meeting and any comments will be considered and provided during the presentation to Council.

**POTENTIAL RISKS / IMPACTS:**

***Financial:***

Funding Request:	No	
Budgeted Item:	No	
Funding Explanation:	N/A	
Budget Amendment Form?	No	

All costs of the Land Use Bylaw amendment are borne by the landowner/agent as they initiated it.

**Economic and Financial Impact of future development**

Future development of this site would have a substantially positive impact on the tax base in the long term. The vacant site is currently assessed at approximately \$765, 500, which is a Value Per Hectare of 1.7 million. The impact to the tax base will be determined by the type of development proposal received for the site. Estimates of Value per Hectare (VPH) based on comparable developments in the River Flats neighbourhood are outlined below:

- Single Detached Houses: 2.7 million/per hectare.
- Two unit attached housing: 4.8 million/per hectare.
- Attached Housing:
  - Affordable Units: 8 million/hectare
  - Average Units: 16 million/hectare
- Multiple Unit Residential & Apartments: 10 - 30 million/hectare

Please note, these are only estimates, the estimates are conservative, and these numbers could vary significantly based on what is ultimately proposed for the site.

**Health, Safety and Environmental:**

All health, safety and environmental concerns will be addressed at the time of a development permit application.

**Legal / Legislative / Policy:**

**Municipal Development Plan (MDP)**

The site is located within what the Municipal Development Plan identifies as the City Centre Sector and further, the Urban Core typology. The Urban Core is intended to be a compact area which functions as city centre. Taller structures, mixed-use buildings, pedestrian-oriented, commercial, entertainment, apartments, civic buildings, town squares and transit stations are typical.

The proposal to rezone the site from Community Services District (CS) to Medium Density Residential District (R-MD) is compliant with the Municipal Development Plan and is an appropriate location for multi-family development because it is within an identified intensification node (Downtown) and aligns with a strategic goal of the MDP - Vibrant Downtown. It is also in alignment with the MDP priority to support major infill projects in the downtown area to optimize the use of existing land and services. As supported by policies outlined below.

***Section 3 – How We Grow***

***Section 3.1 – Vibrant Downtown***

- *Priority 2 – The Downtown should evolve over the long term into a higher density mixed use district that provides desirable opportunities for urban living, entertainment, and destination retail.*
  - *Guiding Policy 2 – Downtown land uses should be compatible and contribute to the transition to a desirable urban residential neighbourhood and the most walkable and urban area of the city. Desirable future land uses include:*
    - a. *Residential*
  - *Guiding Policy 3 – The unique character and heritage of our Downtown should be reinforced by:*
    - b. *Blending traditional local building styles and materials with quality modern design in new developments.*

- *Guiding Policy 4 – To create a critical mass of population that will support businesses services, and public amenities, the density of dwellings should be substantially increased. To achieve this, new residential development should:
 
  - a. *Be configured as mixed-use buildings whenever possible, with active commercial uses (e.g., food and beverage, small scale retail, etc.) located on the main floor;*
  - b. *Be designed as multi-storey buildings;*
  - d. *contain a diverse range of residential types (e.g., affordable, multi-bedroom, accessible, etc.) and varied forms of ownership (e.g., rental, condominiums, supportive living, etc.)**

### **Section 3.2 - Livable Neighbourhoods**

- *Priority 1 – Neighbourhoods should be cohesive, with an appropriate structure of land uses and densities.*
- *Guiding Policy 2 – The organization of land uses within a neighbourhood should be determined by both function and intensity, with:
 
  - b. *medium density or high density residential located on the perimeter of the neighbourhood along a major street;**
- *Guiding Policy 5 - Neighbourhoods should include a variety of housing types and designs that support:
 
  - a. *shifting demographics and family structures;*
  - b. *all ages and abilities, specifically with adequate provision for accessible and visitable housing; and*
  - c. *a variety of income levels and ownership structures.**

### **Section 4 – Where We Grow**

#### **Section 4.3 – Energized Infill**

- *A balanced approach of accommodating a portion of our population growth through infill development is encouraged.*
- *Concentrating major projects primarily within the Downtown area and within the three urban villages.*
- *A benefit of an increased level of infill is the tempering of greenfield growth, thus furthering the objective of delaying capital infrastructure expenditure in the city’s outer areas.*
- *Priority 5– Establish an urban redevelopment process that is financially feasible, predictable and results in a net positive experience for neighbourhoods.
 
  - *Guiding Policy 3. The City should actively assist and engage in urban redevelopment projects by:
 
    - b. *actively acquiring, consolidating, and preparing land parcels for redevelopment, either internally or through the private sector.***

## **River Flats Area Redevelopment Plan (ARP)**

The proposed site is located within the River Flats Area Redevelopment Plan (ARP). The site is situated in what the ARP identifies as the Old Town Neighbourhood, which is intended to be for public service and residential uses. This site is specifically intended for public service and section 3.0(Policy 7.) of the ARP indicates that the area at 2<sup>nd</sup> Street SE and Maple Avenue SE is intended for an anchor building to continue the “Civic District” as detailed in the Downtown Redevelopment Plan. Given the age of the River Flats ARP (2011) any conflicting principles and policies with the MDP, the MDP shall prevail.

The proposal for a multi-family development is still supported by the ARP as it aligns with one of the major principles of the ARP as well as several policies as detailed below.

### **Section 2.2 – Principles**

- *Principle 3 – Encourage redevelopment/growth that enhances the community’s diversity and amenities:*
  - *Intensify by integrating new and diverse residential housing types.*
  - *Encourage sensitively designed commercial and intensification.*

### **Section 3.0 – Neighbourhood Urban Structure**

#### **3.4 – Old Town Neighbourhood**

- *Policy 5 – Ensure that development supports the “sense of place” for the neighbourhood by providing sensitive integration of land uses and high-quality intensification.*
- *Policy 6 – Support comprehensive multi-dwelling residential and community amenity development along the river (old arena site, and curling rink area), along 2 Street SE between Maple Avenue SE and Allowance Avenue SE, and within the Local Neighbourhood Commercial Node.*

Any new developments should align with the policies outlined in the ARP and Appendix A: Residential Infill Design Guidelines.

## **Land Use Bylaw (LUB)**

The Land Use Bylaw describes the purpose of the Medium Density Residential District (R-MD) is to allow for the Development and moderate intensification of residential neighbourhoods with low to mid-rise built forms at medium densities such as Multiple Unit Residential Developments, Attached Housing, and Apartments. Rezoning the subject site to R-MD for future residential development aligns with the purpose of the Medium Density Residential District and is compatible with the surrounding land uses.

Density requirements for the Medium Density Residential District (R-MD) include the following:

- The minimum density of a Site is 25 UPH.
- The maximum density of a Site that is developed with Multiple Unit Residential Developments is 75 UPH.
- The maximum density of a Site that is developed with Attached Housing is 100 UPH.
- The maximum density of a Site that is developed with Apartments is 150 UPH.

The site falls under Schedule “A” (River Flats Overlay) within the Land Use Bylaw. The main purpose of this overlay is to ensure new developments in the River Flats community are sensitive in scale to existing developments and maintain the traditional character and pedestrian-friendly design of the streetscape. The overlay in the Land Use Bylaw allows us to implement guiding policies from the ARP during the development permit review stage. Specific requirements will be applied at the time of the Development Permit.

Rezoning the subject site to Medium Density Residential (R-MD) to accommodate future multiple unit residential development proposals aligns with the purpose of the Medium Density Residential District.

**PUBLIC PARTICIPATION REQUIRED FOR IMPLEMENTATION:**

This Land Use Bylaw amendment has met the criteria of the MGA for advertisement and Council’s public notification process to post a sign on site to inform, provide clarity, and allow the public to review and comment on the proposal for consideration in the decision.

<b>INFORM</b> <input type="checkbox"/>	<b>CONSULT</b> <input type="checkbox"/>	<b>INVOLVE</b> <input checked="" type="checkbox"/>	<b>COLLABORATE</b> <input type="checkbox"/>	<b>EMPOWER</b> <input type="checkbox"/>
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**ALTERNATIVE OPTIONS / PROS AND CONS:**

Alternative Option 1 – Refuse the rezoning

This option is not recommended as multi-family development is strongly encouraged in the downtown to create a critical mass of population and utilize existing services. Additionally, future development of this site would have a substantial positive impact on the tax base in the long term.

**IMPLEMENTATION PLAN:**

Subject to City Council approval of the rezoning, the next steps in the land development process are completion of lot consolidation, council authorization for the Land & Real Estate department to sell the lots, and submission of a development permit application.

<b>APPROVED BY &amp; DATE:</b>	Robert Sissons, RPP, MCIP, M.Sc Manager of Planning	2024-02-15
<b>ATTACHMENTS:</b>		

**CITY CLERK NOTIFICATION REPORT**

Bylaw 4808 to Amend the Land Use Bylaw

to Rezone the 800 Block of 2 Street SE as Medium Density Residential District

Public notice of the subject Bylaw was published in the Medicine Hat News on Saturday, March 16, 2024 and Saturday, March 23, 2024.

A notification letter related to proposed Bylaw 4808 was mailed to 45 adjacent/abutting/vicinity property owners on March 6, 2024.

One written submission was received from Alberta Infrastructure as included herein.

## Rondi Korven

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**From:** David Pattison  
**Sent:** March 26, 2024 9:12 AM  
**To:** Robert Sissons; Clerk  
**Cc:**  
**Subject:** Bylaw 4808

**This email was sent from an external address that is not a CMH account.**

**Do not click links or open attachments unless you recognize the sender and know the content is safe. If unsure, use Phish Alert Report.**

Good morning

Alberta Infrastructure is the owner of the Remand Centre across the street from the proposed development.

We have no objection to the proposed development and consolidation.

Regards.

David V. Pattison, RPP, MCIP, Ed D  
Alberta Infrastructure  
Land Planning  
3<sup>rd</sup> Floor, 6950 113 Street  
Edmonton

Classification: Protected A

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**From:** Robert Sissons  
**Sent:** Tuesday, March 26, 2024 9:01 AM  
**To:** David Pattison  
**Cc:** pbe <pbe@medicinehat.ca>; Planning <Planning@medicinehat.ca>  
**Subject:** RE: Development permit application

**CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.**

Hi David,

We don't have an active Development Permit application for that land. It is currently going through a rezoning (Statutory public hearing on April 8<sup>th</sup>) and lot consolidation process. If you would like to submit written statements for the public hearing please email the City of Medicine Hat Clerk's office [clerk@medicinehat.ca](mailto:clerk@medicinehat.ca) (403-529-8221). Reference Bylaw 4808.

Information can be found under Proposed bylaws.



Regards,  
Robert



**Robert Sissons** RPP, MCIP, M.Sc.  
**Manager of Planning**

Planning & Development Services  
City of Medicine Hat

Classification: Protected A

**From:** David Pattison  
**Sent:** Monday, March 25, 2024 5:13 PM  
**To:** pbe <[pbe@medicinehat.ca](mailto:pbe@medicinehat.ca)>  
**Subject:** Development permit application

**This email was sent from an external address that is not a CMH account.**

**Do not click links or open attachments unless you recognize the sender and know the content is safe. If unsure, use Phish Alert Report.**

Planning

I understand there is an application for a development across from the Medicine Hat Remand Centre.

Can you send me the application that was circulated.

We are the owner of the remand centre and just wanted to provide a "no objection" comment.

Thanks.

David V. Pattison, RPP, MCIP, Ed D  
Alberta Infrastructure  
Land Planning  
3<sup>rd</sup> Floor, 6950 113 Street  
Edmonton

Classification: Protected A

The contents of this message and any attached documents may contain confidential, proprietary and/or legally privileged material or subject matter. If you are not the intended recipient, the information contained herein may not be reviewed, relied upon, modified, distributed, retransmitted or used for any purposes. Please delete all copies of this email and immediately notify the sender by return email.

**BYLAW NO. 4808**

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**A BYLAW OF THE CITY OF MEDICINE HAT** to amend Bylaw No. 4168, the City of Medicine Hat Land Use Bylaw.

**AND WHEREAS** the land shown on the Location Map in Schedule “A” to this Bylaw and legally described as Plan 1491 Block 12 Lots 6-20 (Inclusive) (hereinafter referred to as the “subject lands”) is presently designated as Community Services District (CS);

**AND WHEREAS** an application has been made to re-designate the subject lands as Medium Density Residential District (R-MD) in the City of Medicine Hat Land Use Bylaw;

**AND WHEREAS** the requirements of the *Municipal Government Act* RSA 2000, Chapter M-26 with regard to the advertising of this Bylaw have been complied with;

**AND WHEREAS** copies of this Bylaw and related documents were made available for inspection by the public at the office of the City Clerk as required by the *Municipal Government Act* RSA 2000, Chapter M-26;

**AND WHEREAS** in accordance with the City’s policies and procedures respecting Land Use Bylaw amendments, copies of this Bylaw and related documents were forwarded to the Municipal Planning Commission and to the City Planner & Director of Development Services, for review and comment;

**AND WHEREAS** in accordance with the requirements of the Municipal Government Act, RSA 2000, C M-26, a public hearing was held with respect to this Bylaw.

**NOW THEREFORE THE MUNICIPAL CORPORATION OF THE CITY OF MEDICINE HAT, IN COUNCIL ASSEMBLED, ENACTS AS FOLLOWS:**

1. This Bylaw may be cited as Land Use Amending Bylaw 4808.
2. Bylaw No. 4168, being the City of Medicine Hat Land Use Bylaw, is hereby amended by re-designating the subject lands as Medium Density Residential District (R-MD) as shown in Schedule “A”.
3. This Bylaw comes into force on the date it is passed.

**READ A FIRST TIME** in open Council on March 4, 2024.

**READ A SECOND TIME** in open Council on \_\_\_\_\_.

**READ A THIRD TIME** in open Council on \_\_\_\_\_.

**SIGNED AND PASSED** on \_\_\_\_\_.

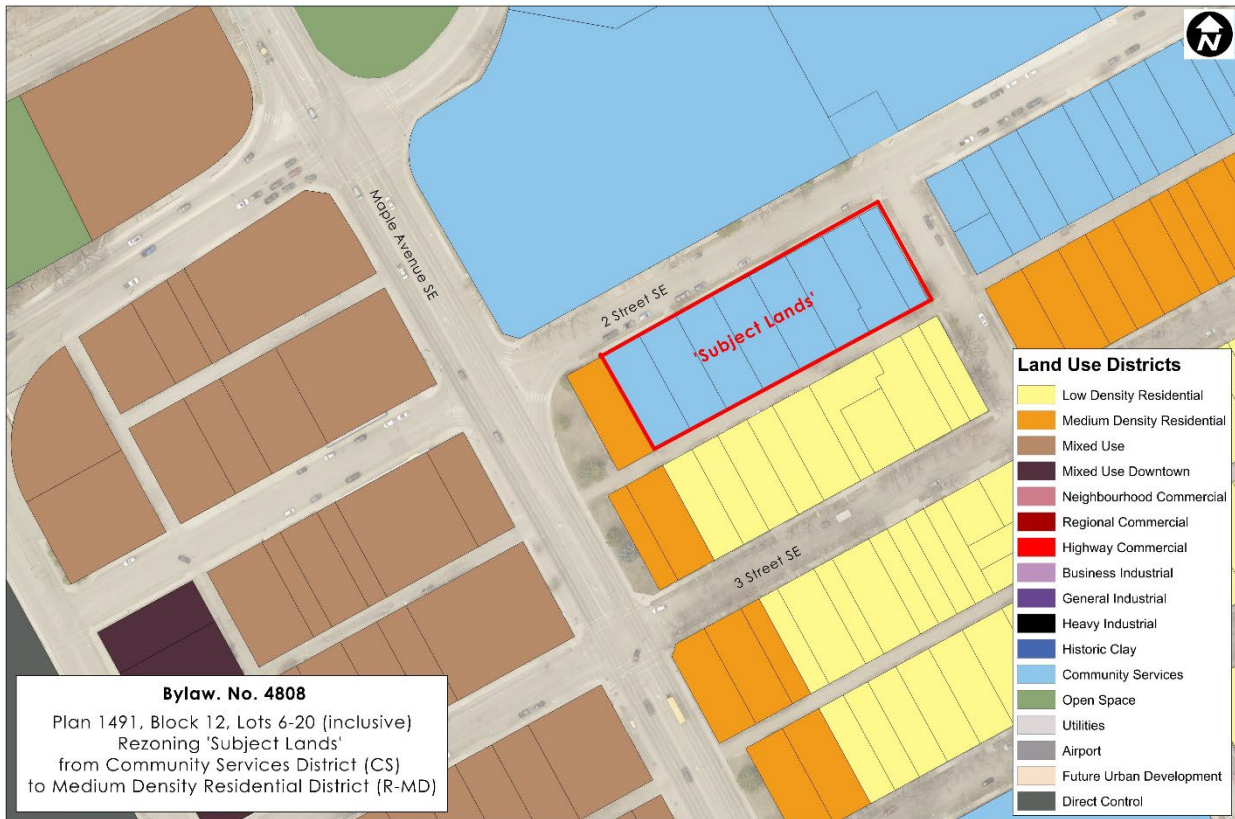
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**MAYOR:** Linnsie Clark

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**CITY CLERK:** Larry Randle

**Schedule "A"**  
**Bylaw No. 4808**





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# Land Use Bylaw Amendment

Bylaw No. 4809

Rezoning 830A Balmoral Street SE to  
Neighbourhood Commercial District (C-N)

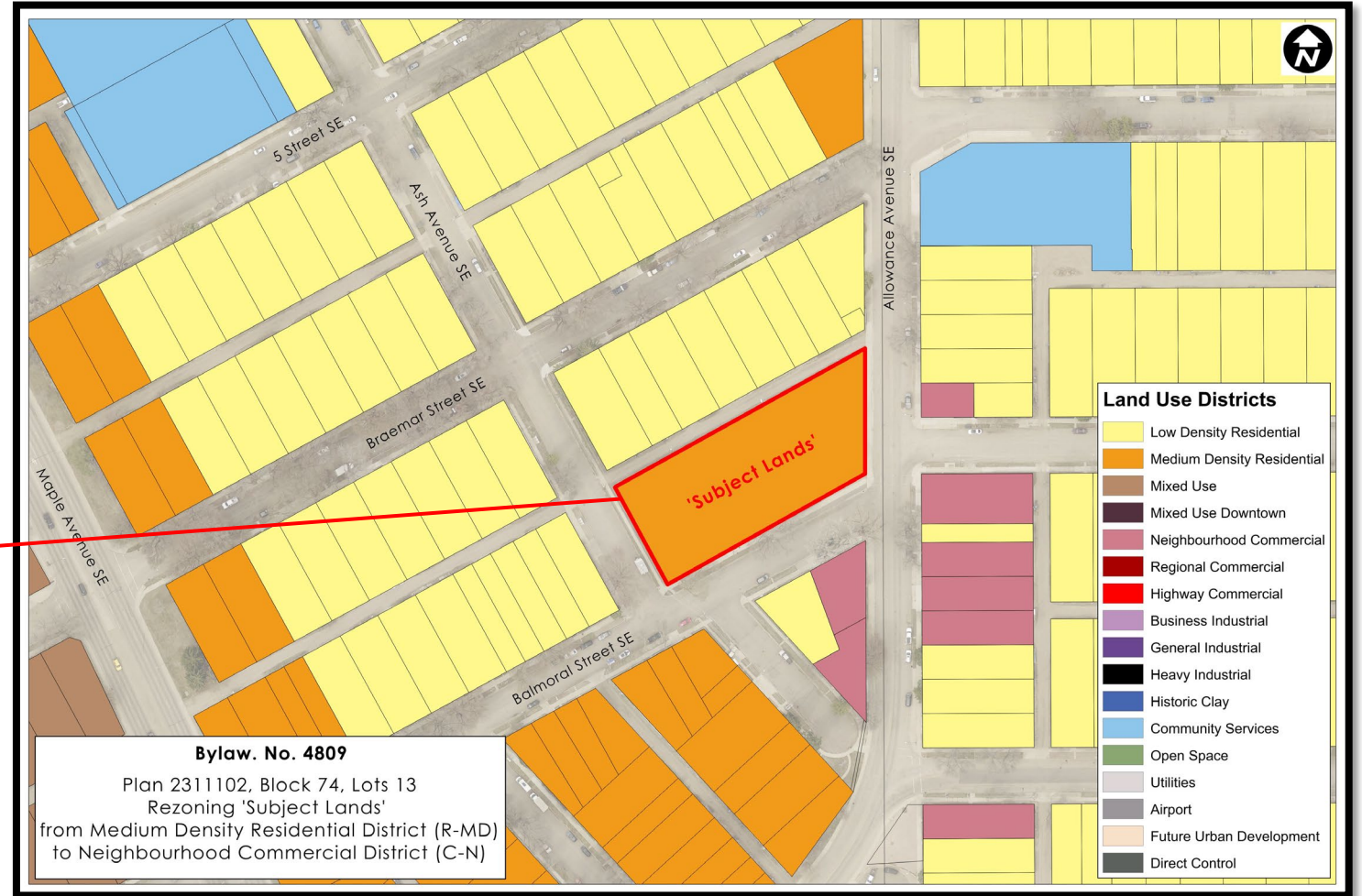
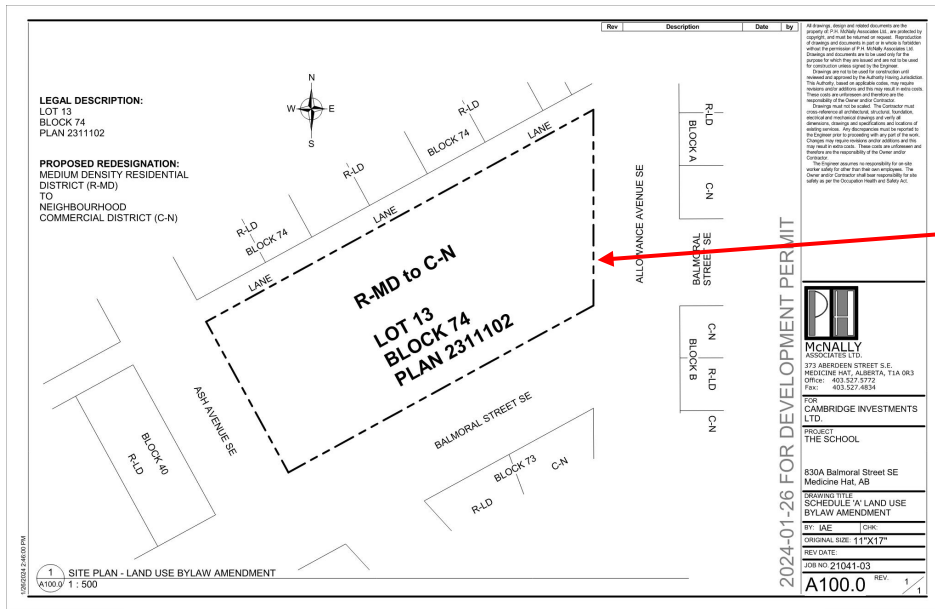
# Presentation Overview

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- Site Context
- Land Use Bylaw Amendment Details
- Policy Context
- Photos
- Recommendation

# Site Context

- River Flats Neighbourhood
- Former School site
- Main Transit Route



# LUB Amendment Details

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- Rezoning 830A Balmoral Street SE to Neighbourhood Commercial District.
- Council approved a rezoning of the site from Community Services District to Medium Density District on April 4, 2023.
- Developer has revised plans:
  - Intent of rezoning is to accommodate a portion of the site for a Daycare Facility.
  - The balance of the site is still anticipated to be residential.

# City Council Strategic Plan Alignment

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**1.9**

Actively pursue opportunities to remove obstacles to success, innovation, and incremental development, while ensuring regulatory compliance.

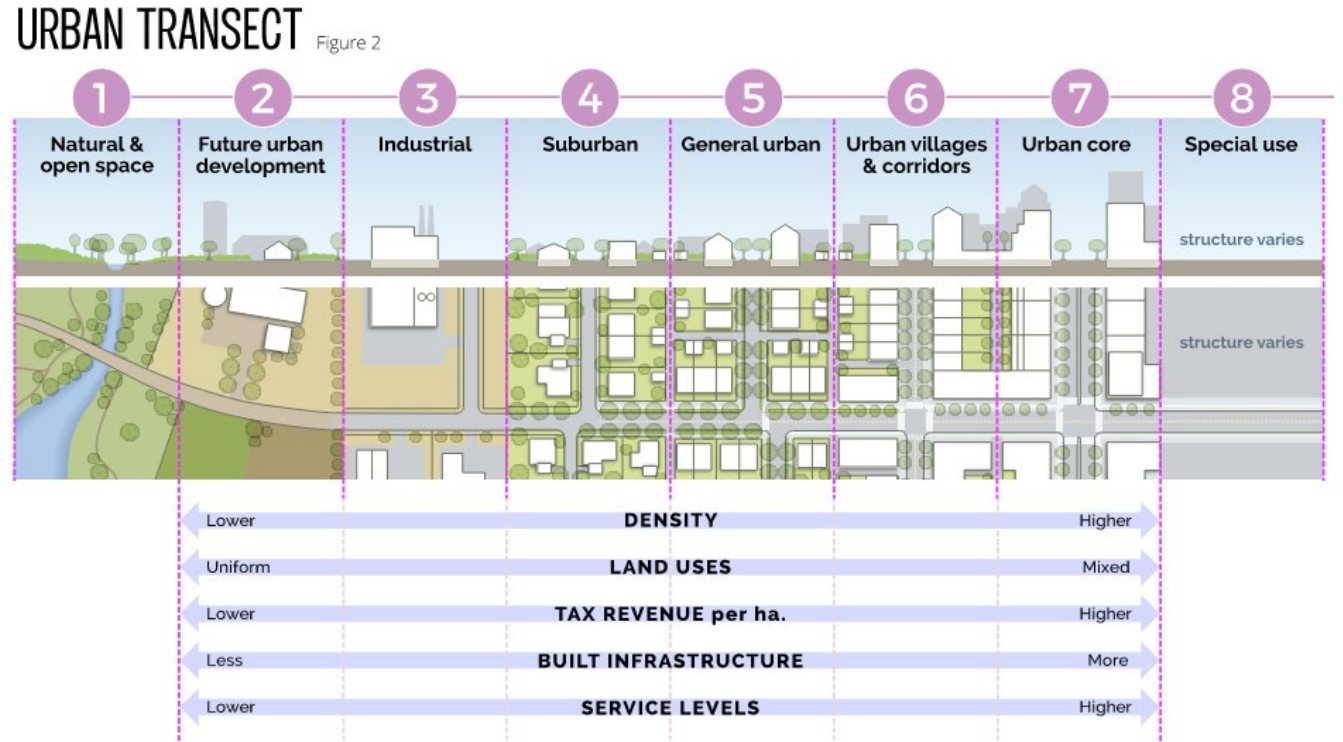
**6.8**

Maximize infill and brownfield development and revitalization of existing areas, including by implementing a brownfield redevelopment strategy.



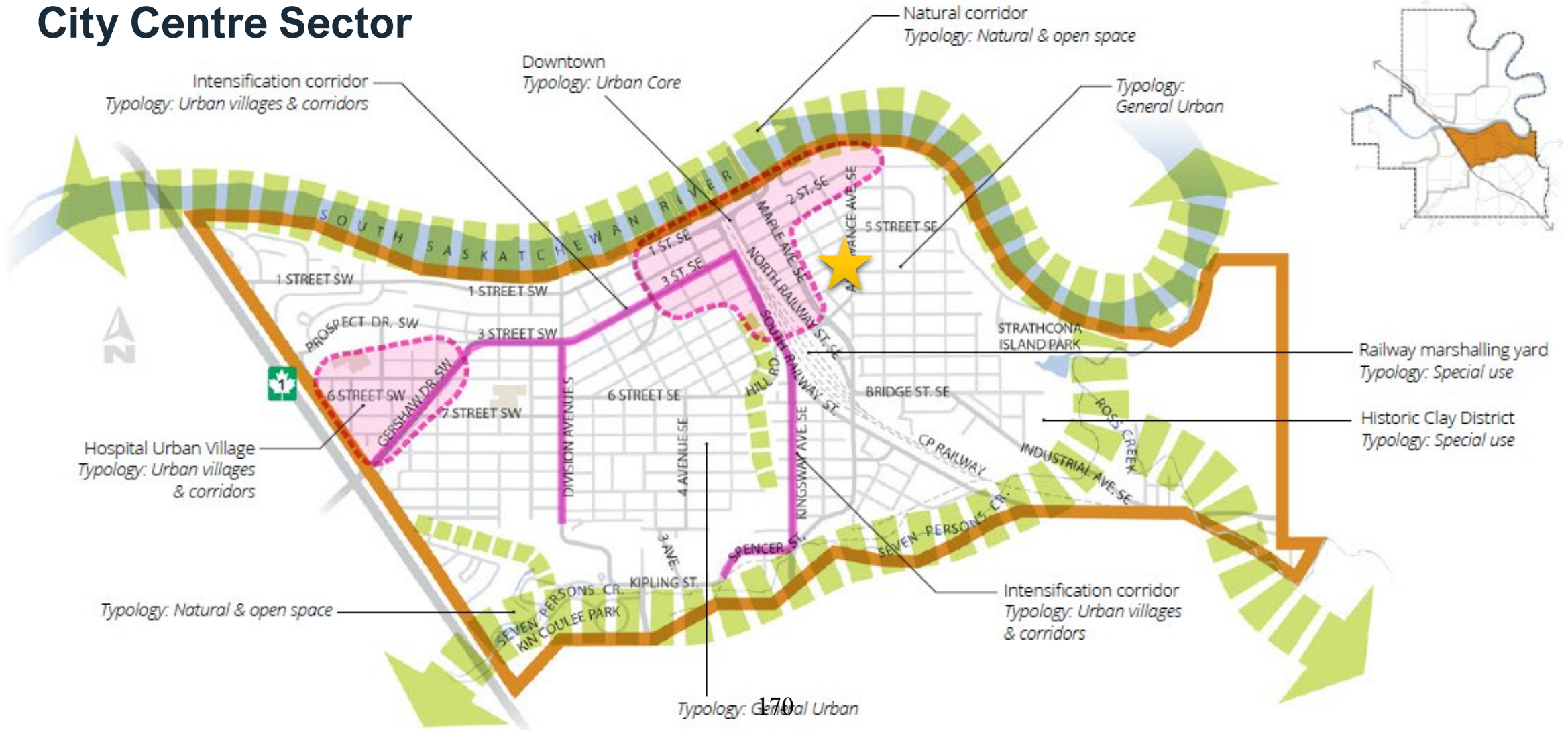
# Policy Context – Municipal Development Plan

- City Centre Sector
- General Urban Typology



# Policy Context – Municipal Development Plan

## City Centre Sector



# Policy Context – Municipal Development Plan

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## Section 3 – How We Grow

### ▪ 3.2 – Livable Neighbourhoods

- Priority 1 – Neighbourhoods should be cohesive, with an appropriate structure of land uses and densities.
  - Guiding Policy 2 – The organization of land uses within a neighbourhood should be determined by both function and intensity, with:
    - b. medium density or high density residential located on the perimeter of the neighbourhood along a major street;
  - Guiding Policy 5 - **Neighbourhoods should include a variety of housing types and designs** that support:
    - a. shifting demographics and family structures;
    - b. all ages and abilities, specifically with adequate provision for accessible and visitable housing; and
    - c. a variety of income levels and ownership structures.

# Policy Context – Municipal Development Plan

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## Section 4 – Where We Grow

### 4.3 – Energized Infill

- A balanced approach of accommodating a portion of our population growth through infill development is encouraged.
- Concentrating major projects primarily within the Downtown area and within the three urban villages.
- A benefit of an increased level of infill is the tempering of greenfield growth, thus furthering the objective of delaying capital infrastructure expenditure in the city's outer areas.
- Priority 2 – Ensure orderly and financially efficient long-term growth by effectively planning development
  - Guiding Policy 9 – Interim use of underutilized school buildings or sites for community purposes is encouraged.
- Priority 4 - Encourage minor increases in density through infill development in established neighbourhoods to optimize use of existing land and services.
  - Guiding Policy 4 – Underutilized neighbourhood commercial or **institutional sites should be creatively repurposed, including redevelopment as more dense mixed-use buildings.**

# Policy Context – River Flats Area Redevelopment Plan

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## Section 2.2 – Principles

- Principle 3 – Encourage redevelopment/growth that enhances the community’s diversity and amenities:
  - Intensify by integrating new and diverse residential housing types.
  - **Encourage sensitively designed commercial and intensification.**

## Section 3.0 – Neighbourhood Urban Structure

### 3.2 – Land Use

- Ensure that essential community amenities such as schools, churches, daycare and retail are protected and enhanced.

#### 3.2.2 – Primarily Single Dwelling Area

- Policy 3 – Schools, parks and community amenities including but not limited to, churches, daycares and community centres, should be maintained and enhanced throughout the Primarily Single-Dwelling Area to meet the social and active and passive recreational needs of residents and contribute to the overall neighbourhood environment.

# Policy Context – River Flats Area Redevelopment Plan

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## 3.2.7 – Public Service Area

- The intent of the Public Service Area is to provide for the development of civic uses and schools that serve to be a focus of the community for education, recreation, or other community activities.

## 3.4 – Old Town Neighbourhood

- Policy 5 – Ensure that development supports the “sense of place” for the neighbourhood by providing sensitive integration of land uses and high-quality intensification.
- Policy 6 – Support comprehensive multi-dwelling residential and community amenity development along the river (old arena site, and curling rink area), along 2 Street SE between Maple Avenue SE and Allowance Avenue SE, and within the Local Neighbourhood Commercial Node.

Any new developments should align with the policies outlined in the ARP and Appendix A: Residential Infill Design Guidelines.

# Regulatory Context – Land Use Bylaw

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- Purpose of **Medium Density Residential District** is:
  - to allow for the Development and moderate intensification of residential neighbourhoods with low to mid-rise built forms at medium densities such as Multiple Unit Residential Developments, Attached Housing, and Apartments
- Purpose of the **Neighbourhood Commercial District** is
  - to maintain and promote small scale commercial development that serves the needs of the immediate neighbourhood, while encouraging incorporation of residential uses above commercial uses in multi-storey buildings.
- The Medium Density Residential District (R-MD) does not allow for Day Care Facilities as Permitted or Discretionary Uses, whereas the **Neighbourhood Commercial District (C-N) allows for both Day Care Facilities and Apartments as Discretionary Uses.**
- The site falls under Schedule “A” (River Flats Overlay) within the Land Use Bylaw.

# Site Photos

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- Aerial photo
- Ground photos





Braemar Street SE

Ash Avenue SE

Balmoral Street SE

Allowance Avenue SE







APE

732  
013

KEEP OUT



APE



Another Restoration  
Project By:  
**Cambridge**  
INVESTMENTS LTD.  
Urban Developers and Property Management

# Recommendation

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It is recommended through the Municipal Planning Commission that City Council approve Bylaw No. 4809 to rezone 830A Balmoral Street SE to Neighbourhood Commercial District (C-N).

**DATE: 2024-03-04****MEETING: REGULAR COUNCIL****DEPARTMENT: PLANNING AND DEVELOPMENT  
SERVICES (PDS)****REPORT AUTHOR: BRYANA RINTOUL, MPLAN.,  
PLANNER, PDS****BYLAW NO. 4809****REZONING 830A BALMORAL STREET SE TO NEIGHBOURHOOD COMMERCIAL DISTRICT****EXECUTIVE SUMMARY:**

Proposed Land Use Bylaw Amendment to rezone 830A Balmoral Street SE from Medium Density Residential District (R-MD) to Neighbourhood Commercial District (C-N) to accommodate a proposed change of use and a future residential development proposal.

**STRATEGIC ALIGNMENT:****INNOVATION****ECONOMIC EVOLUTION****SERVICE ORIENTATION****PARTNERSHIPS & GOVERNANCE****COMMUNITY WELLNESS****RESILIENCY & SUSTAINABILITY****RECOMMENDATION:**

It is recommended through the Municipal Planning Commission that City Council approves Bylaw No. 4809, a Land Use Bylaw amendment to rezone 830A Balmoral Street SE from Medium Density Residential District (R-MD) to Neighbourhood Commercial District (C-N).

**PREVIOUS COUNCIL MOTIONS / DIRECTIONS:**

Council approved a rezoning of 830A Balmoral Street SE from Community Services District (CS) to Medium Density Residential District (R-MD) on April 4, 2023.

**BACKGROUND / ANALYSIS:**

The proposed Land Use Bylaw amendment is to rezone 830A Balmoral Street SE from Medium Density Residential District (R-MD) to Neighbourhood Commercial District (C-N). The intent of the rezoning is to accommodate a proposed change of use to lease a portion of the existing building and field, to an existing daycare operator. The other portion of the existing building is intended to be converted into a residential development in the future. The Medium Density Residential District (R-MD) does not currently allow for Day Care Facilities whereas, the Neighbourhood Commercial District (C-N) allows for Day Care Facilities and Apartments as Discretionary Uses. A timeline for when a development permit application can be expected for the residential development proposal is unknown at this time.



The site was historically zoned Community Services (CS) to accommodate CAPE School, formerly St. Louis School. The school has since been relocated, which allows for potential redevelopment of the site. The surrounding area is predominately low density and medium density residential on the west side of Allowance Ave, with low density residential and neighbourhood commercial on the east. The site is walkable to multiple amenities in the area, including commercial areas along Maple Ave and North Railway St, and public parks such as Rotary Park and Strathcona Island Park. The site abuts Allowance Ave, which is a collector road, and is in close proximity to Maple Ave, which is an arterial road. The site is primarily accessed from Allowance Avenue SE, Balmoral Street SE and does have lane access. There is a transit stop across allowance avenue to the east on Balmoral Street, another further south off Prince Street SE and several along Maple Ave SE.

Considering the location of the site there is no anticipated impact for rezoning the site to Neighbourhood Commercial District (C-N) to accommodate a Day Care Facility and a prospective residential development. The area is adequately equipped with access to multiple modes of transportation, it is in close proximity to a variety of amenities and is an excellent adaptive reuse of a currently underutilized site and vacant building.

**INTERNAL AND EXTERNAL ENGAGEMENT CONSIDERATIONS:**

There was a development proposal for the site in 2023 that was circulated to the Technical Coordinating Committee for review and comment (2023-24). A change of use development permit application for a Day Care facility will not require a Technical Coordinating Committee circulation, but any future development proposal will be circulated through the committee for review and comment.

The Municipal Government Act (MGA) requires municipalities in Alberta to advertise and hold a public hearing for amendments to the Land Use Bylaw. The City of Medicine Hat sends out notification letters to adjacent landowners, advertises online through the CMH website, advertises in the newspaper, and posts a notification sign on the site prior to the public hearing, which is held during the regular Council meeting. At the time of the MPC meeting, the comment period for the posted sign is still open to the public. The comment period will be concluded prior to Council meeting and any comments will be considered and provided during the presentation to Council.

**POTENTIAL RISKS / IMPACTS:**

**Financial:**

Funding Request:	No	
Budgeted Item:	No	
Funding Explanation:	N/A	
Budget Amendment Form?	No	

All costs of the Land Use Bylaw amendment are borne by the landowner/agent as they initiated it.

**Health, Safety and Environmental:**

All health, safety and environmental concerns will be addressed at the time of a development permit application

## Legal / Legislative / Policy:

### **Municipal Development Plan (MDP)**

The proposed site is within what the MDP identifies as the City Centre Sector and would be described as a General Urban typology on the urban transect model. Land uses within the City Centre Sector are mostly residential, mixed use, community service and open space.

The General Urban typology consists of mature low-density areas, largely residential, with various housing types, parks, schools, churches and small commercial uses. Traditional grid-pattern streets and rear lanes are typical. Policies within the MDP strongly encourage redevelopment of underutilized sites and infill development to optimize use of existing land and services. The proposed rezoning aligns with the MDP as detailed in the policies outlined below.

### **Section 3 – How We Grow**

#### **Section 3.1 – Vibrant Downtown**

- *Priority 2 – The Downtown should evolve over the long term into a higher density mixed use district that provides desirable opportunities for urban living, entertainment, and destination retail.*
- *Guiding Policy 2 – Downtown land uses should be compatible and contribute to the transition to a desirable urban residential neighbourhood and the most walkable and urban area of the city. Desirable future land uses include:*
  - a. *Residential*
  - b. *Small scale retail and personal services*
- *Guiding Policy 3 – The unique character and heritage of our Downtown should be reinforced by:*
  - c. *Blending traditional local building styles and materials with quality modern design in new developments.*
- *Guiding Policy 4 – To create a critical mass of population that will support businesses services, and public amenities, the density of dwellings should be substantially increased. To achieve this, new residential development should:*
  - a. *Be configured as mixed-use buildings whenever possible, with active commercial uses (e.g. food and beverage, small scale retail, etc.) located on the main floor;*
  - b. *Be designed as multi-storey buildings;*
  - d. *contain a diverse range of residential types (e.g. affordable, multi-bedroom, accessible, etc.) and varied forms of ownership (e.g. rental, condominiums, supportive living, etc.)*

#### **Section 3.2 - Livable Neighbourhoods**

- *Priority 1 – Neighbourhoods should be cohesive, with an appropriate structure of land uses and densities.*
  - *Guiding Policy 4 - Clustering of compatible neighbourhood commercial, public services, and higher density housing to create mixed-use urban villages that serve several neighbourhoods is encouraged.*

- *Guiding Policy 5 - Neighbourhoods should include a variety of housing types and designs that support:*
  - a. *shifting demographics and family structures;*
  - b. *all ages and abilities, specifically with adequate provision for accessible and visitable housing; and*
  - c. *a variety of income levels and ownership structures.*

#### **Section 4 – Where We Grow**

##### **Section 4.3 – Energized Infill**

- *A balanced approach of accommodating a portion of our population growth through infill development is encouraged.*
- *Concentrating major projects primarily within the Downtown area and within the three urban villages.*
- *A benefit of an increased level of infill is the tempering of greenfield growth, thus furthering the objective of delaying capital infrastructure expenditure in the city’s outer areas.*
- *Priority 2 – Ensure orderly and financially efficient long-term growth by effectively planning development.*
  - *Guiding Policy 9 – Interim use of underutilized school buildings or sites for community purposes is encouraged.*
- *Priority 4 – Encourage minor increases in density through infill development in established neighbourhoods to optimize use of existing land and services.*
  - *Guiding Policy 4 – Underutilized neighbourhood commercial or institutional sites should be creatively repurposed, including redevelopment as more dense mixed-use buildings.*

#### **River Flats Area Redevelopment Plan (ARP)**

The proposed site is located within the River Flats Area Redevelopment Plan (ARP). The site is situated in what the ARP identifies as the Old Town Neighbourhood, which is intended to be for public service and residential uses. This site is specifically intended for public service as it was an existing school site but is adjacent to sites that the plan identifies as Primarily Single Dwelling, Mixed Use and Neighbourhood Commercial land uses. The proposal for rezoning the site to Neighbourhood Commercial to accommodate both a Day Care Facility and a potential future residential development are in alignment with the ARP as outlined below:

##### **Section 2.2 – Principles**

- *Principle 3 – Encourage redevelopment/growth that enhances the community’s diversity and amenities:*
  - *Intensify by integrating new and diverse residential housing types.*
  - *Encourage sensitively designed commercial and intensification.*

#### **Section 3.0 – Neighbourhood Urban Structure**

##### **3.2 – Land Use**

- *Ensure that essential community amenities such as schools, churches, daycare and retail are protected and enhanced.*

### **3.2.2 – Primarily Single Dwelling Area**

- *Policy 3 – Schools, parks and community amenities including but not limited to, churches, daycares and community centres, should be maintained and enhanced throughout the Primarily Single-Dwelling Area to meet the social and active and passive recreational needs of residents and contribute to the overall neighbourhood environment.*

### **3.2.7 – Public Service Area**

- *The intent of the Public Service Area is to provide for the development of civic uses and schools that serve to be a focus of the community for education, recreation, or other community activities.*

### **3.4 – Old Town Neighbourhood**

- *Policy 5 – Ensure that development supports the “sense of place” for the neighbourhood by providing sensitive integration of land uses and high-quality intensification.*
- *Policy 6 – Support comprehensive multi-dwelling residential and community amenity development along the river (old arena site, and curling rink area), along 2 Street SE between Maple Avenue SE and Allowance Avenue SE, and within the Local Neighbourhood Commercial Node.*

Any new developments should align with the policies outlined in the ARP and Appendix A: Residential Infill Design Guidelines.

### **Land Use Bylaw (LUB)**

Land Use Bylaw No. 4168 describes the purpose of the Medium Density Residential District (R-MD) is to allow for the Development of new residential neighbourhoods with low rise built forms at medium densities while allowing contextual densification to occur in established neighbourhoods. The purpose of the Neighbourhood Commercial District (C-N) is to maintain and promote small scale commercial development that serves the needs of the immediate neighbourhood, while encouraging incorporation of residential uses above commercial uses in multi-storey buildings. The Medium Density Residential District (R-MD) does not allow for Day Care Facilities as Permitted or Discretionary Uses, whereas the Neighbourhood Commercial District (C-N) allows for both Day Care Facilities and Apartments as Discretionary Uses.

The site falls under Schedule “A” (River Flats Overlay) within the Land Use Bylaw. The main purpose of this overlay is to ensure new developments in the River Flats community are sensitive in scale to existing developments and maintain the traditional character and pedestrian-friendly design of the streetscape. The overlay in the Land Use Bylaw allows us to implement guiding policies from the ARP during the development permit review stage. Specific requirements will be applied at the time of the Development Permit.

Rezoning the subject site to Neighbourhood Commercial to accommodate a proposed change of use to a Day Care Facility and potential residential development in the future aligns with the purpose of the Neighbourhood Commercial District and is compatible with the surrounding land uses.

**PUBLIC PARTICIPATION REQUIRED FOR IMPLEMENTATION:**

This Land Use Bylaw amendment has met the criteria of the MGA for advertisement and Council’s public notification process to post a sign on site to inform, provide clarity, and allow the public to review and comment on the proposal for consideration in the decision.

<b>INFORM</b> <input type="checkbox"/>	<b>CONSULT</b> <input type="checkbox"/>	<b>INVOLVE</b> <input checked="" type="checkbox"/>	<b>COLLABORATE</b> <input type="checkbox"/>	<b>EMPOWER</b> <input type="checkbox"/>
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**ALTERNATIVE OPTIONS / PROS AND CONS:**

Alternative Option 1 – Refuse the rezoning

This option is not recommended as repurposing of underutilized sites and infill development to utilize existing services is highly supported through the Municipal Development Plan and Council Strategic Priorities.

**IMPLEMENTATION PLAN:**

Subject to City Council approval of the rezoning, the next step in the land development process is submission of a change of use development permit application for the proposed Day Care Facility. If a residential development is proposed in the future a development permit will be required at that time.

<b>APPROVED BY &amp; DATE:</b>	Robert Sissons, RPP, MCIP, M.sc Manager of Planning	2024-02-15
<b>ATTACHMENTS:</b>		

**CITY CLERK NOTIFICATION REPORT**

Bylaw 4809 to Amend the Land Use Bylaw  
to Rezone 830A Balmoral Street SE as Neighborhood Commercial District

Public notice of the subject Bylaw was published in the Medicine Hat News on Saturday, March 16, 2024 and Saturday, March 23, 2024.

A notification letter related to proposed Bylaw 4809 was mailed to 85 adjacent/abutting/vicinity property owners on March 6, 2024.

No written submissions were received.

**BYLAW NO. 4809**

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**A BYLAW OF THE CITY OF MEDICINE HAT** to amend Bylaw No. 4168, the City of Medicine Hat Land Use Bylaw.

**AND WHEREAS** the land shown on the Location Map in Schedule “A” to this Bylaw and legally described as Plan 2311102 Block 74 Lot 13 (hereinafter referred to as the “subject lands”) is presently designated as Medium Density Residential District (R-MD);

**AND WHEREAS** an application has been made to re-designate the subject lands as Neighbourhood Commercial District (C-N) in the City of Medicine Hat Land Use Bylaw;

**AND WHEREAS** the requirements of the *Municipal Government Act* RSA 2000, Chapter M-26 with regard to the advertising of this Bylaw have been complied with;

**AND WHEREAS** copies of this Bylaw and related documents were made available for inspection by the public at the office of the City Clerk as required by the *Municipal Government Act* RSA 2000, Chapter M-26;

**AND WHEREAS** in accordance with the City’s policies and procedures respecting Land Use Bylaw amendments, copies of this Bylaw and related documents were forwarded to the Municipal Planning Commission and to the City Planner & Director of Development Services, for review and comment;

**AND WHEREAS** in accordance with the requirements of the Municipal Government Act, RSA 2000, C M-26, a public hearing was held with respect to this Bylaw.

**NOW THEREFORE THE MUNICIPAL CORPORATION OF THE CITY OF MEDICINE HAT, IN COUNCIL ASSEMBLED, ENACTS AS FOLLOWS:**

1. This Bylaw may be cited as Land Use Amending Bylaw 4809.
2. Bylaw No. 4168, being the City of Medicine Hat Land Use Bylaw, is hereby amended by re-designating the subject lands as Neighbourhood Commercial District (C-N) as shown in Schedule “A”.
3. This Bylaw comes into force on the date it is passed.

**READ A FIRST TIME** in open Council on March 4, 2024.

**READ A SECOND TIME** in open Council on \_\_\_\_\_.

**READ A THIRD TIME** in open Council on \_\_\_\_\_.

**SIGNED AND PASSED** on \_\_\_\_\_.

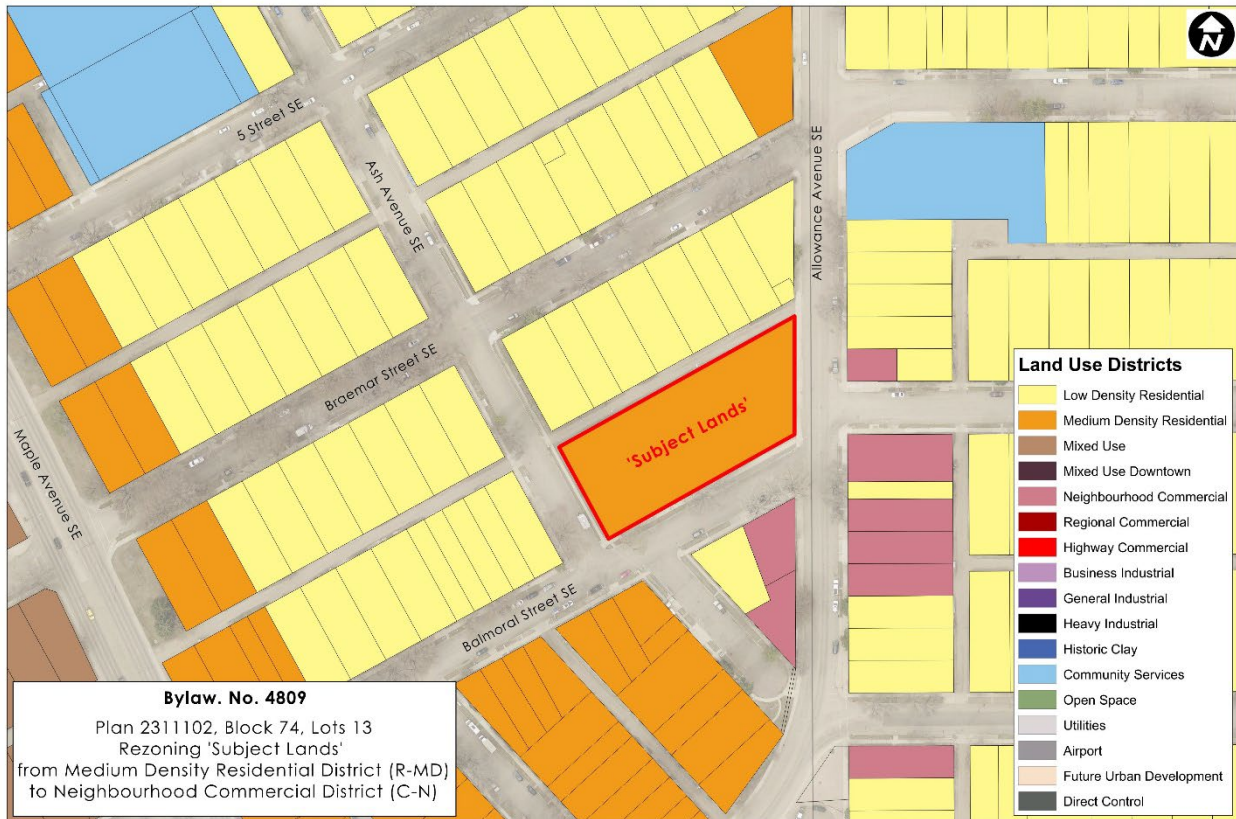
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**MAYOR:** Linnsie Clark


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**CITY CLERK:** Larry Randle

**Schedule "A"**  
**Bylaw No. 4809**







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# Land Use Bylaw Amendment

Bylaw No. 4810

Rezoning Lot 37, Block 3, Plan 3204M  
to Medium Density Residential District  
(R-MD)

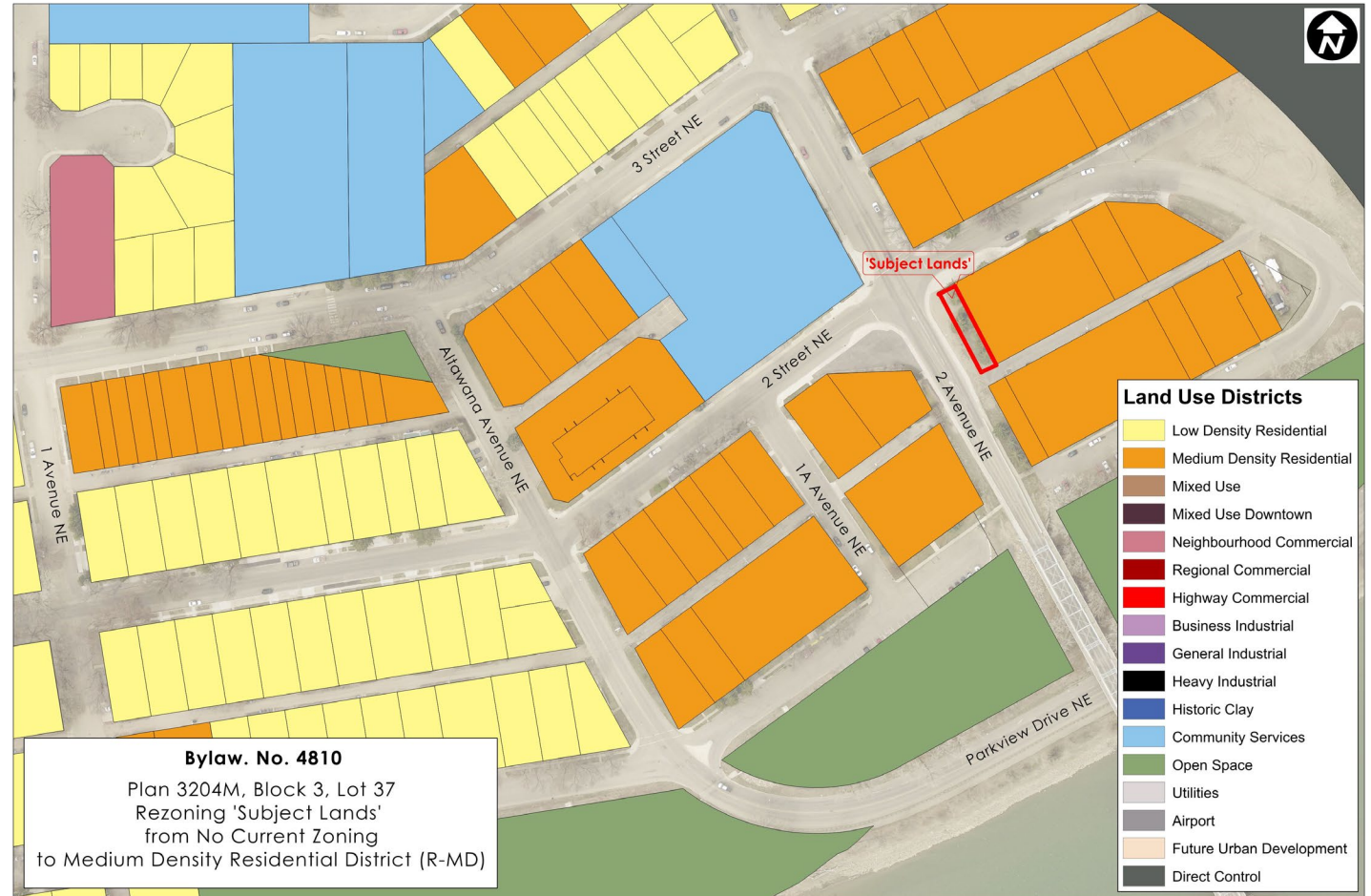
# Presentation Overview

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- Site Context
- Land Use Bylaw Amendment Details
- Policy Context
- Photos
- Recommendation

# Site Context

- Riverside neighbourhood
- Primarily residential
- Area mostly developed
- Proximity to downtown



# LUB Amendment Details

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- Rezoning Lot 37, Block 3, Plan 3204M to Medium Density Residential District (R-MD)
- Site currently has no land use designation
- Intent of rezoning is to accommodate future medium density residential use through the consolidation with adjacent parcel
- Land is currently vacant and in the process of being sold
- Land sale request Circulated to Technical Coordinating Committee (TCC)

# City Council Strategic Plan Alignment

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**1.9**

Actively pursue opportunities to remove obstacles to success, innovation, and incremental development, while ensuring regulatory compliance.

**6.8**

Maximize infill and brownfield development and revitalization of existing areas, including by implementing a brownfield redevelopment strategy.

# Financial Impacts

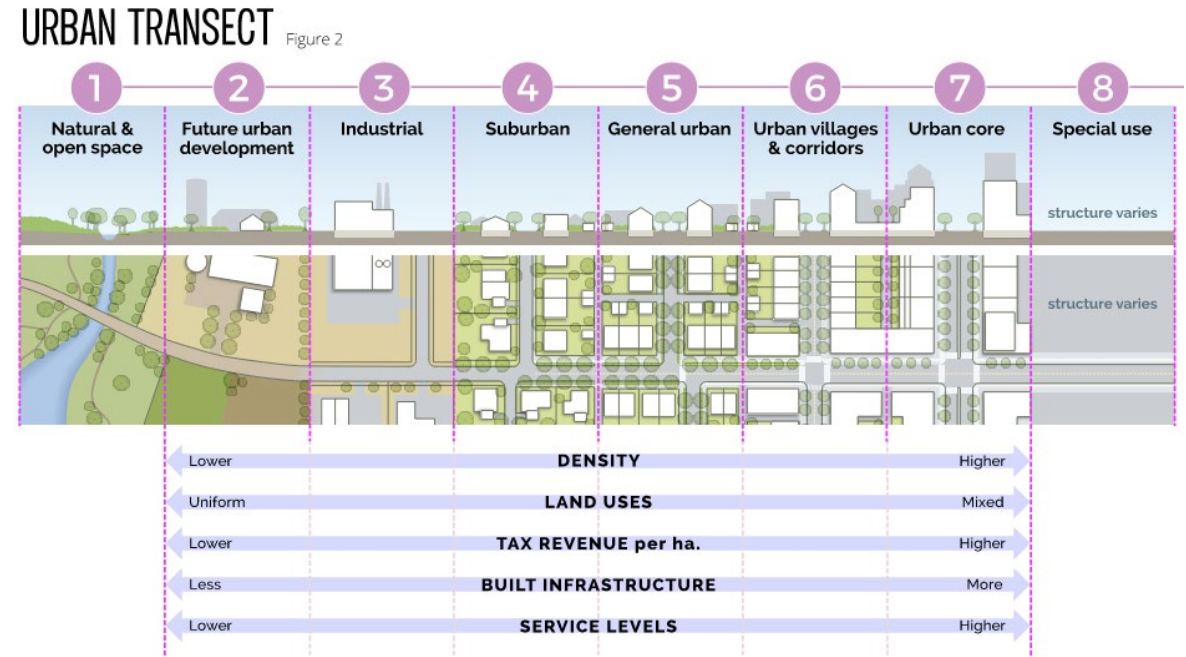
Estimates for the subject site, based on comparable developments within the neighbourhood of Riverside, would likely create a **Value per Hectare (VPH) between 12 and 21 \$MM/ha.**

Site	Area (Hectares)	Assessed Value	Value Per Hectare (approx.)
Apartment Building (4 storeys / 49 units)	0.2369	\$5,036,500	\$21.0M
Apartment Building (3 storeys / 27 units)	0.2230	\$2,826,100	\$12.6M
Single Detached House	0.0557	\$270,000	\$4.8M
Subject site in current state	0.0279	\$31,000	\$1.1M

The impact to the tax base will be determined by the type of development proposal received for the site.

# Legal / Policy Context – Municipal Development Plan

- North Residential Sector
- Urban Villages & corridors
- Minor intensification node



# Policy Context – Municipal Development Plan

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## 3.2 Livable Neighbourhoods (pg. 35)

- Priority 1 – Neighbourhoods should be cohesive, with an appropriate structure of land uses and densities.
- Guiding Policy 2 – The organization of land uses within a neighbourhood should be determined by both function and intensity, with:
  - b. medium density or **high density residential located on the perimeter of the neighbourhood along a major street**;
- Guiding Policy 5 - Neighbourhoods should include a variety of housing types and designs that support:
  - a. shifting demographics and family structures;
  - b. all ages and abilities, specifically with adequate provision for accessible and visitable housing;
  - c. a variety of income levels and ownership structures.



# Policy Context – Municipal Development Plan

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## 4.0 Where we Grow (pg. 66)

- Priority 3 – Establish urban villages by **increasing density in strategic locations** and along specific transportation corridors.
  - Guiding Policy 4. Minor intensification nodes should support more **site-specific locations for increased density.**
- Priority 5– Establish an urban redevelopment process that is financially feasible, predictable and results in a net positive experience for neighbourhoods.
  - Guiding Policy 3. The City should actively assist and engage in urban redevelopment projects by:
    - b. actively acquiring, consolidating and preparing land parcels for redevelopment, either internally or through the private sector.

# Policy Context – Riverside Neighbourhood Plan

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## 2.2 Objectives (pg. 17)

- Objective A – Create a blueprint for **strategic intensification**. Allow for the planned contextual intensification of the neighbourhood with various built forms in the proper locations.

# Regulatory Context – Land Use Bylaw

- Purpose of **Medium Density Residential District** is:
  - To allow for the Development of and moderate intensification of residential neighbourhoods with low to **mid-rise built forms at medium densities** such as Multiple Unit Residential Developments, Attached Housing, and Apartments.

## 6.3.2 PERMITTED USES <sup>97</sup>

- (i) Attached Housing (minimum of four Dwellings)
- (ii) Multiple Unit Residential Development
- (iii) Remote Work
- (iv) Single Detached House provided it legally existed on a Site as of January 1<sup>st</sup>, 2015

## 6.3.3 DISCRETIONARY USES <sup>98</sup>

- (i) Apartments
- (ii) Attached Housing (two or three Dwellings)
- (iii) Backyard Suite
- (iv) Duplex
- (v) Garages
- (vi) Home Business, Major
- (vii) Home Business, Minor
- (viii) Secondary Suite

# Site Photos

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- Aerial photo
- Ground photos



2nd Avenue NE

2nd Street NE

1st Street NE

205





# Recommendation

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It is recommended through the Municipal Planning Commission that City Council approve Bylaw No. 4810 to rezone Lot 37, Block 3, Plan 3204M to Medium Density Residential District (R-MD).



**DATE: 2024-03-04****MEETING: REGULAR COUNCIL****DEPARTMENT: PLANNING AND DEVELOPMENT  
SERVICES (PDS)****REPORT AUTHOR: REBECCA ARABSKY, PLANNER,  
PDS****BYLAW NO. 4810****REZONING LOT 37, BLOCK 3, PLAN 3204M TO MEDIUM DENSITY RESIDENTIAL DISTRICT****EXECUTIVE SUMMARY:**

Proposed Land Use Bylaw Amendment to rezone Lot 37, Block 3, Plan 3204M to Medium Density Residential District (R-MD) in order to accommodate future development.

**STRATEGIC ALIGNMENT:****INNOVATION****ECONOMIC EVOLUTION****SERVICE ORIENTATION****PARTNERSHIPS & GOVERNANCE****COMMUNITY WELLNESS****RESILIENCY & SUSTAINABILITY****RECOMMENDATION:**

It is recommended through the Municipal Planning Commission that City Council approves Bylaw No. 4810, a Land Use Bylaw amendment to rezone Lot 37, Block 3, Plan 3204M, which currently has no land use designation to Medium Density Residential District (R-MD).

**PREVIOUS COUNCIL MOTIONS / DIRECTIONS:**

No previous Council motions or directions.

**BACKGROUND / ANALYSIS:**

The proposed Land Use Bylaw Amendment is to rezone Lot 37, Block 3, Plan 3204M to Medium Density Residential District (R-MD) which currently has no land use designation. Currently the subject site is on the same title as Lot 1 Block 3 Plan 3204M (202 1 Street NE). There is a subdivision application (2024MH003) submitted to subdivide Lot 1 and Lot 37 to provide separate titles and allow the lots to be sold individually. There is interest for the City to sell the subject site to the adjacent property (229 2 Street NE) to be consolidated into the parcel to create a larger site. This will allow a much more substantial development to occur at 229 2 Street NE. A subdivision application is currently under review and a condition of subdivision approval will be rezoning the site to Medium Density Residential District (R-MD).

The site is located within the established neighborhood of Riverside with direct access to the downtown core using Finlay Bridge. The surrounding area consists predominantly of Medium Density Residential land uses including large and small scale apartments and some single detached homes. To the northwest is a Community Service parcel containing the Saint Patrick’s Roman Catholic Church. The site is also located near the Canadian Pacific Railway with close access to open space as well. The immediate surrounding area is fully developed with some sites presenting the opportunity for redevelopment. Designating the subject site as Medium Density Residential District to accommodate a residential use will allow a more seamless process for selling the land in the future.

**INTERNAL AND EXTERNAL ENGAGEMENT CONSIDERATIONS:**

The request (2023-12 TCC Circulation) was circulated to the Technical Coordinating Committee for review and comment regarding the potential sale of this parcel. The TCC circulation indicated no major concerns with the potential future sale of the subject site. Any technical concerns will be addressed through the subdivision process or future development permit process.

The Municipal Government Act (MGA) requires municipalities in Alberta to advertise and hold a public hearing for amendments to the Land Use Bylaw. The City of Medicine Hat sends out notification letters to adjacent landowners, advertises online through the CMH website, advertises in the newspaper, and posts a notification sign on the site prior to the public hearing, which is held during the regular Council meeting. At the time of the MPC meeting, the comment period for the posted sign is still open to the public. The comment period will be concluded prior to Council meeting and any comments will be considered and provided during the presentation to Council.

**POTENTIAL RISKS / IMPACTS:**

**Financial:**

Funding Request:	No	
Budgeted Item:	No	
Funding Explanation:	N/A	
Budget Amendment Form?	No	

All costs of the Land Use Bylaw amendment are borne by the City of Medicine Hat due to the initiation of the rezoning application. All future development costs will be borne by the future landowner.

**Economic and Financial Impact of future development**

Future development of this site would have a positive impact on the tax base in the long term. Once the site is consolidated with 229 2 Street NE, the increase in site area will allow for a more substantial multi-family development. If this site was consolidated with 229 2 Street NE and a proposal was submitted to construct the densest allowed development, estimates based on comparable developments within the Riverside neighbourhood could likely create a Value per Hectare (VPH) in the range of \$12 million dollars per hectare to \$21 million dollars per hectare. As a comparison, a single detached house in the neighbourhood creates a value per hectare in the range of \$3 million to \$5 million dollars per hectare.

**Health, Safety and Environmental:**

All health, safety and environmental concerns will be addressed at the time of subdivision application and development permit application.

**Legal / Legislative / Policy:**

**Municipal Development Plan (MDP)**

The subject site is located within the North Residential Sector of the Municipal Development Plan. Current land uses within this sector are mostly residential, parks, schools, churches and small commercial.

The site is identified near a minor intensification site with typologies of urban villages and corridors which include denser areas where people tend to shop, eat and gather. Condominiums, townhouses, mixed-use buildings, recreations centres and commercial uses are common.

### **Section 3 - How We Grow**

#### **Section 3.2 - Livable Neighbourhoods**

- *Having quality urban design and various mobility options directly correlates to the quality of life, safety, health and social cohesion of neighbourhoods. However, facilitating Medicine Hat's long-term financial sustainability means sensitively matching urban design with the context for each area, as well as considering adaptability of design for potential future changes.*
- *Priority 1 – Neighbourhoods should be cohesive, with an appropriate structure of land uses and densities.*
  - *Guiding Policy 2 – The organization of land uses within a neighbourhood should be determined by both function and intensity, with:*
    - b. medium density or high density residential located on the perimeter of the neighbourhood along a major street;*
  - *Guiding Policy 3. Appropriate transitions between varying levels of residential density should be provided to create a logical neighbourhood form and structure*
  - *Guiding Policy 4 - Clustering of compatible neighbourhood commercial, public services, and higher density housing to create mixed-use urban villages that serve several neighbourhoods is encouraged.*
  - *Guiding Policy 5 - Neighbourhoods should include a variety of housing types and designs that support:*
    - a. shifting demographics and family structures;*
    - b. all ages and abilities, specifically with adequate provision for accessible and visitable housing; and*
    - c. a variety of income levels and ownership structures.*

#### **Section 4 – Where We Grow**

- *Priority 3 – Establish urban villages by increasing density in strategic locations and along specific transportation corridors.*
  - *Guiding Policy 1 – Strategic locations within the city should be transitioned into nodes of denser development. Intensification efforts should be focused on underutilized areas within these locations, such as surface parking lots. These urban villages should complement and enhance the existing primary function of the existing locations (e.g. shopping, recreation, health care, entertainment) to create multi-purpose destinations. Depending on the context, location and available land, desirable additions to these urban villages may include:*
    - a. compatible and supporting commercial or institutional uses;*
    - b. mid to high-rise residential buildings;*
    - c. public spaces and pocket parks;*
    - d. recreational, cultural or entertainment facilities; and*
    - e. transit facilities and structured parking.*

- *Guiding Policy 2 - Specific transportation corridors which connect urban villages (see figure 16 - page 67) should be transitioned to livable main streets which support higher density development, while maintaining their function as primary traffic corridors. These intensification corridors should reflect a high-quality urban environment by incorporating:
 
  - a. low to mid-rise medium density residential buildings;
  - b. low to mid-rise mixed-use buildings with compatible ground floor commercial businesses which provide goods and services for residents in adjacent neighbourhoods;
  - c. major single use buildings that serve adjacent neighbourhoods and benefit from being located on a primary transportation corridor;
  - d. off-street parking space behind, above or underground buildings;
  - e. minimal building setbacks to establish strong street definition;
  - f. multi-modal street design that provides transit connectivity, and that encourages cycling;
  - g. walkable environments with features such as wide sidewalks, universal design pedestrian crossings, pedestrian-level lighting, street trees and street furniture; and
  - h. placemaking features which contribute to creating appealing, character-rich destinations.*
- *Guiding Policy 4. Minor intensification nodes should support more site-specific locations for increased density.*
- *Priority 5– Establish an urban redevelopment process that is financially feasible, predictable and results in a net positive experience for neighbourhoods.*
  - *Guiding Policy 3. The City should actively assist and engage in urban redevelopment projects by:
 
    - b. actively acquiring, consolidating and preparing land parcels for redevelopment, either internally or through the private sector.*

### **Riverside Neighbourhood Plan (ARP)**

The vision for the Riverside Neighbourhood Plan is: *A thriving neighbourhood that support residential intensification while maintaining the unique character elements and amenities that make it a desirable place to live, work and play.*

The subject site is located within the Medium/High Density Residential area which is comprised of a variety of residential built forms and institutional uses. The site has a direct connection to the Downtown via Finlay Bridge and is near the commercial area along 3 Street NE. An increase in population in this area could help to support the local commercial sites within Riverside. The Land Use Bylaw amendment to rezone the subject site is in alignment with the Municipal Development Plan and Riverside Neighbourhood Plan.

### **Land Use Bylaw (LUB)**

The Land Use Bylaw describes the purpose of the Medium Density Residential District (R-MD) is to allow for the Development and moderate intensification of residential neighbourhoods with low to mid-rise built forms at medium densities such as Multiple Unit Residential Developments, Attached Housing, and Apartments. Rezoning the subject site to R-MD for future residential development aligns with the purpose of the Medium Density Residential District and is compatible with the surrounding land uses.

With the land currently having no land use designation, any development permit application submitted to Planning and Development Services would not be able to be approved.

**PUBLIC PARTICIPATION REQUIRED FOR IMPLEMENTATION:**

This Land Use Bylaw amendment has met the criteria of the MGA for advertisement and Council’s public notification process to post a sign on site to inform, provide clarity, and allow the public to review and comment on the proposal for consideration in the decision.

<b>INFORM</b> <input type="checkbox"/>	<b>CONSULT</b> <input type="checkbox"/>	<b>INVOLVE</b> <input checked="" type="checkbox"/>	<b>COLLABORATE</b> <input type="checkbox"/>	<b>EMPOWER</b> <input type="checkbox"/>
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**ALTERNATIVE OPTIONS / PROS AND CONS:**

Alternative Option 1 – Refuse the rezoning

This option is not recommended as rezoning the land is required to permit a use of the land under the Land Use Bylaw. Rezoning the land concurrently with the subdivision streamlines the process for the sale of land.

**IMPLEMENTATION PLAN:**

Subject to City Council approval of the rezoning, the next step in the land development process is endorsement of the subdivision and submission of a development permit application.

<b>REVIEWED BY &amp; DATE:</b>	Brad Irwin, RPP, MCIP Planner	2024-02-12
<b>APPROVED BY &amp; DATE:</b>	Robert Sissons, RPP, MCIP, M.sc Manager of Planning	2024-02-14
<b>ATTACHMENTS:</b>		

**CITY CLERK NOTIFICATION REPORT**

Bylaw 4810 to Amend the Land Use Bylaw

to Rezone Plan 3204M, Block 3, Lot 37 to Medium Density Residential District

Public notice of the subject Bylaw was published in the Medicine Hat News on Saturday, March 16, 2024 and Saturday, March 23, 2024.

A notification letter related to proposed Bylaw 4810 was mailed to 19 adjacent/abutting/vicinity property owners on March 6, 2024.

No written submissions were received.

**BYLAW NO. 4810**

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**A BYLAW OF THE CITY OF MEDICINE HAT** to amend Bylaw No. 4168, the City of Medicine Hat Land Use Bylaw.

**AND WHEREAS** the land shown on the Location Map in Schedule “A” to this Bylaw and legally described as Plan 3204M Block 3 Lot 37 (hereinafter referred to as the “subject lands”) presently has no land use designation.

**AND WHEREAS** an application has been made to re-designate the subject lands as Medium Density Residential District (R-MD) in the City of Medicine Hat Land Use Bylaw;

**AND WHEREAS** the requirements of the *Municipal Government Act* RSA 2000, Chapter M-26 with regard to the advertising of this Bylaw have been complied with;

**AND WHEREAS** copies of this Bylaw and related documents were made available for inspection by the public at the office of the City Clerk as required by the *Municipal Government Act* RSA 2000, Chapter M-26;

**AND WHEREAS** in accordance with the City’s policies and procedures respecting Land Use Bylaw amendments, copies of this Bylaw and related documents were forwarded to the Municipal Planning Commission and to the Director of Planning & Development Services, for review and comment;

**AND WHEREAS** in accordance with the requirements of the Municipal Government Act, RSA 2000, C M-26, a public hearing was held with respect to this Bylaw.

**NOW THEREFORE THE MUNICIPAL CORPORATION OF THE CITY OF MEDICINE HAT, IN COUNCIL ASSEMBLED, ENACTS AS FOLLOWS:**

1. This Bylaw may be cited as Land Use Amending Bylaw No. 4810.
2. Bylaw No. 4168, being the City of Medicine Hat Land Use Bylaw, is hereby amended by re-designating the subject lands as Medium Density Residential District (R-MD) as shown in Schedule “A”.
3. This Bylaw comes into force on the date it is passed.

**READ A FIRST TIME** in open Council on March 4, 2024.

**READ A SECOND TIME** in open Council on \_\_\_\_\_.

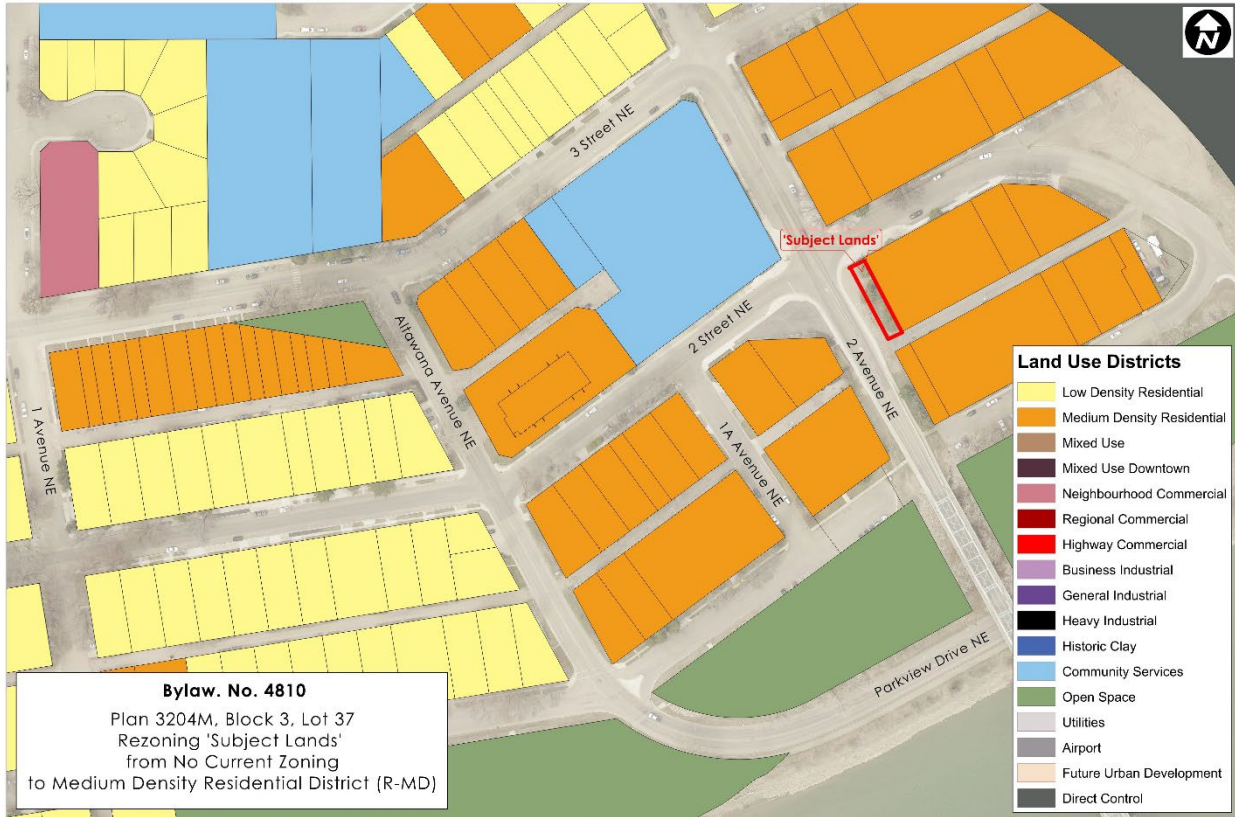
**READ A THIRD TIME** in open Council on \_\_\_\_\_.

**SIGNED AND PASSED** on \_\_\_\_\_.

\_\_\_\_\_  
**MAYOR:** Linnsie Clark

\_\_\_\_\_  
**CITY CLERK:** Larry Randle

**Schedule "A"**  
**Bylaw No. 4810**





**BYLAW NO. 4805**

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**A BYLAW OF THE CITY OF MEDICINE HAT** to establish a Code of Conduct for members of Council.

**WHEREAS** pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a Code of Conduct governing the conduct of councillors;

**AND WHEREAS** pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the Code of Conduct established by the council;

**AND WHEREAS** the public is entitled to expect the highest standards of conduct from the members that it elects to Council for the City of Medicine Hat;

**AND WHEREAS** the establishment of a Code of Conduct for members of Council is consistent with the principles of transparent and accountable government;

**AND WHEREAS** a Code of Conduct ensures that members of Council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

**NOW THEREFORE** the Council of the City of Medicine Hat, in the Province of Alberta, duly assembled, enacts as follows:

**1. Short Title**

1.1. This Bylaw may be referred to as the “Council Code of Conduct Bylaw”.

**2. Definitions**

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

- (a) “Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and the Code of Conduct For Elected Officials Regulation, Alta Reg 200/2017 and any amendments or successor legislation;
- (b) “Administration” means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the City Manager;
- (c) “Administrative and Legislative Review Committee” means the Administrative and Legislative Review Committee of the Municipality, as it is established or reconstituted;
- (d) “Administrative Organization Bylaw” means Municipality Bylaw No. 4662, as amended or replaced from time to time;
- (e) “City Clerk” means the City Clerk of the Municipality, or their delegate;
- (f) “City Manager” means the chief administrative officer of the Municipality, or their delegate;

- (g) “City Solicitor” means the City Solicitor of the Municipality, or their delegate;
- (h) “Complainant” means a Member, an employee of the Municipality or a member of the public who has experienced, or witnessed behaviour or an activity by a Member that they reasonably believe, in good faith, is in contravention of this Bylaw;
- (i) “Confidential Information” includes information in the possession of, or received in confidence by, the Municipality or Council that the Municipality or Council is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIPP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:
- i) the security of the property of the Municipality;
  - ii) a proposed or pending acquisition or disposition of land, interests or estates in oil and gas assets (including mines or minerals), or other property;
  - iii) a tender that has or will be issued but has not been awarded;
  - iv) contract negotiations;
  - v) employment and labour relations;
  - vi) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
  - vii) law enforcement matters;
  - viii) litigation or potential litigation, including matters before administrative tribunals; and
  - ix) advice that is subject to solicitor-client privilege.
- (j) “Council” means the municipal council of the Municipality;
- (k) “Discrimination” or “Discriminate” means any act or omission based on race, religious beliefs, colour, gender, mental or physical disability, marital status, age, ancestry, place of origin, family status, source of income, sexual orientation, gender identity, or gender expression, that:
- i) results in loss of or limit on opportunities to work;
  - ii) offends the dignity of the person, or
  - iii) both of the circumstances in subsections 2.1(k)i) and 2.1(k)ii).

Sexual Harassment is a form of gender discrimination and refers to behaviour that creates or permits a sexualized or sexually charged atmosphere and may be written, verbal, physical, online or electronic, a gesture or display, or any combination of these;

- (l) “FOIPP” means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- (m) “Harassment” or “Harass” means conduct or comment, either one-time or repeated that:
  - i) is demeaning, intimidating, threatening, or abusive;
  - ii) is not trivial or fleeting in nature;
  - iii) causes offence and should have reasonably been expected to offend; and
  - iv) undermines authority or respect in the workplace, or impairs work performance, or limits opportunities for advancement, or creates an intimidating, hostile or offensive work environment;
- (n) “Investigator” means a third-party appointed under this Bylaw to perform the role of “Investigator” under this Bylaw;
- (o) “Mayor” means the chief elected official of the Municipality as defined in the Act;
- (p) “Member” means a member of Council and includes a councillor or the Mayor;
- (q) “Municipality” means the municipal corporation of the City of Medicine Hat; and
- (r) “Social Media” refers to freely accessible, third-party hosted, interactive web-based technologies used to produce, post and interact through text, images, video and audio to inform, share, promote, collaborate or network.

### **3. Purpose and Application**

- 3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and to establish a procedure for the investigation and enforcement of those standards.

### **4. Representing the Municipality**

- 4.1. Members must:

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council;

- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny; and
- (e) keep in confidence matters discussed in a closed session at a Council or Council committee meeting until discussed at a meeting held in public.

## **5. Communicating on Behalf of the Municipality**

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor, unless otherwise designated by Council. All inquiries from the media regarding the official Council position on an issue must be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. A Member must not make a statement when they know that statement is false.
- 5.5. A Member must not make a statement with the intent to mislead Council or members of the public.
- 5.6. Use of Social Media
  - (a) As public figures and representatives of the Municipality, Members must exercise sound judgment and be prudent in what material they post on Social Media. As with any other communication, Members are accountable for content and confidentiality. Members should exercise caution when engaging in debate or making comments on contentious matters, as feelings and emotions can become enflamed very quickly.
  - (b) When engaged in matters pertaining to their roles as Members, in using Social Media, Members must not attempt to disguise or mislead as to their identity or status as an elected representative of the Municipality.
  - (c) Members must not use Social Media to publish anything that is dishonest, unsubstantiated, or misleading in any way when engaged in matters pertaining to their roles as Members.

## **6. Respecting the Decision-Making Process**

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. A Member must not, unless authorized by Council, attempt to bind Council or the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.

- 6.2. Members must conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in a closed session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members must accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.
- 6.4. Members must approach decision-making with an open mind that is capable of persuasion.

## **7. Adherence to Policies, Procedures and Bylaws**

- 7.1. Members must uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by the Municipality.
- 7.2. Members must respect the Municipality as an institution, its bylaws, policies and procedures and must encourage public respect for the Municipality, its bylaws, policies and procedures.
- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

## **8. Respectful Interactions with Council Members, Staff, the Public and Others**

- 8.1. A Member must:
  - (a) act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest;
  - (b) treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, or intimidation;
  - (c) not use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public;
  - (d) not Discriminate;
  - (e) respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members;

- (f) foster an environment of trust by showing consideration for every person's values, beliefs and contributions, and supporting and encouraging public participation where appropriate;
- (g) demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning;
- (h) demonstrate respect for the decision-making processes of the Municipality, accepting that a decision of Council is a decision of Council as a whole; and
- (i) demonstrate respect for the professional capacities of municipal employees, including employees' responsibility to provide unbiased and objective advice without undue influence from any individual Member or faction of Council.

8.2. Members must not:

- (a) involve themselves in matters of Administration, which fall within the jurisdiction of the City Manager as outlined in the Administrative Organization Bylaw;
- (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties, including the duty to disclose improper activity; or
- (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

**Harassment**

8.3. Council Members must not engage in Harassment of other Members of Council, employees of the Municipality or members of the public.

8.4. Members must not engage in Sexual Harassment of any person.

**9. Confidential Information**

9.1. Members must refrain from disclosing or releasing any Confidential Information acquired by virtue of their office except when required by law or authorized by Council.

9.2. In the course of their duties, Members may also become privy to Confidential Information received outside of a closed session. Members must not:

- (a) disclose or release by any means to any member of the public, including the media, any Confidential Information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council;
- (b) access or attempt to gain access to Confidential Information in the custody or control of the Municipality unless it is necessary for the performance of

the Member's duties and is not otherwise prohibited by Council, and only then if the Confidential Information is acquired through appropriate channels in accordance with applicable Council bylaws and policies; or

- (c) use Confidential Information for personal benefit or for the benefit of any other individual or organization.

## **10. Pecuniary Interest**

10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

10.2. Declaring a pecuniary interest:

- (a) The determination as to whether or not a Member has a pecuniary interest is made by the particular Member involved. Where a Member has determined that a pecuniary interest exists, that Member must comply with the requirements set out in section 172 of the Act.
- (b) It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest, subject to any City policy or Council approval for the reimbursement of the Member's legal expenses.

## **11. Conflicts of Interest**

11.1. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

11.2. Members must not engage in any activity, pecuniary or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties in the public interest. Without limiting the generality of the foregoing, Members must not use any information gained in the execution of office that is not available to the members of the public for any purpose other than official duties.

## **12. Improper Use of Influence**

12.1. A Member must not use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

12.2. A Member must not act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.

12.3. Members must not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.

- 12.4. Members must refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates.

### **13. Use of Municipal Assets and Services**

- 13.1. Members are stewards of public resources and must avoid waste, abuse and extravagance in the use of public resources.

- 13.2. Members must use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:

- (a) municipal property, equipment, service, supplies and staff resources that are available to members of the public may be used by a Member for personal use upon the same terms and conditions as members of the public, including booking and payment of any applicable fees or charges; and
- (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

### **14. Orientation and Other Training Attendance**

- 14.1. Every Member is encouraged to attend the orientation training offered by the Municipality within ninety (90) days after the Member takes the oath of office.

- 14.2. Every Member is encouraged to attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

### **15. Remuneration and Expenses**

- 15.1. Members must be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

- 15.2. Members must not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.

- 15.3. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality must be left with the Municipality when the Member ceases to hold office.

### **16. Complaint and Informal Resolution Process**

- 16.1. A Complainant may address the prohibited conduct as follows:



- (a) advise the Member that the behaviour or activity contravenes this Bylaw;
- (b) encourage the Member to acknowledge and agree to stop the behaviour or activity and to avoid future occurrences of the behavior or activity;
- (c) keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information;
- (d) if applicable, confirm to the Member their satisfaction with the response of the Member; or, if applicable, advise the Member of their dissatisfaction with the response;
- (e) consider the need to pursue the matter in accordance with the formal complaint process outlined in Section 18 below, or in accordance with another applicable judicial or quasi-judicial process or complaint procedure.

## **17. Mediation**

- 17.1. All Complainants are encouraged to initially pursue an informal complaint procedure as the first means of stopping and remedying a behaviour or activity that is prohibited by this Bylaw.
- 17.2. The Complainant may request the City Clerk or the City Manager to assist in an informal discussion of the alleged complaint with the Member in an attempt to resolve the issue.
- 17.3. The Complainant and the respondent may choose to pursue formal mediation. If the Complainant and the respondent agree to mediation, they must jointly select a mediator. If they cannot agree on the choice of mediator or if the selected mediator is not available to commence the mediation within thirty (30) days, the City Manager in consultation with the City Solicitor must select a mediator.
- 17.4. Costs of the mediation process are the responsibility of, and must be paid by, the Municipality.
- 17.5. If the mediator concludes at any time that a mediated resolution of the complaint is not possible, the mediator must return the file to the City Manager for the complaint to proceed to investigation under the formal complaint process. The mediator will not provide any report or assessment on the issue.
- 17.6. If a complaint is settled on terms satisfactory to the Complainant and the respondent as a result of mediation, the complaint file must be closed.
- 17.7. It is not a precondition or a prerequisite that a Complainant must pursue an informal complaint process before pursuing the formal complaint process.

## **18. Formal Complaint Process**

- 18.1. A Complainant may file a formal complaint with the City Clerk if:
  - (a) the Complainant reasonably believes in good faith that a Member has contravened this Bylaw; or

- (b) an informal resolution of the complaint was initiated by the Complainant, but the complaint could not be resolved informally.
- 18.2. A complaint must be made in writing, dated and legibly signed.
- 18.3. The complaint must contain the following information:
- (a) the name of the Complainant and the Member who is the subject of the complaint;
  - (b) the date of the conduct which is the subject of the complaint;
  - (c) the nature of the conduct which is the subject of the complaint; and
  - (d) other relevant information to the complaint, which may include the names of witnesses.
- 18.4. A complaint under this Bylaw must be filed with the City Clerk not later than ninety (90) days after the date the Complainant became aware of the conduct giving rise to the complaint.

## **19. Formal Complaint Initial Assessment**

- 19.1. Within seven (7) days of receiving a complaint under this Bylaw, the City Clerk must:
- (a) forward the complaint to the Administrative and Legislative Review Committee;
  - (b) notify the respondent and provide them with a copy of this Bylaw and the complaint; and
  - (c) advise Council of the receipt of a complaint at the next Council meeting during the closed session.
- 19.2. The Administrative and Legislative Review Committee must conduct an initial assessment of the complaint and may:
- (a) determine whether the complaint should be dismissed; or
  - (b) at its discretion, refer a complaint to an Investigator for an initial assessment.
- 19.3. If the Administrative and Legislative Review Committee refers the complaint to an Investigator, it must direct the City Manager to appoint an Investigator selected from a list of qualified Investigators which Council approves, from time to time.
- 19.4. The Administrative and Legislative Review Committee or the Investigator may dismiss a complaint in the following circumstances:
- (a) the complaint is frivolous,
  - (b) the complaint is vexatious,

- (c) the complaint is not made in good faith,
  - (d) the complaint is without grounds or there are insufficient grounds for conducting an investigation,
  - (e) the Complainant is out of time in accordance with section 18.4, or
  - (f) the complaint is otherwise outside the scope of this Bylaw.
- 19.5. The Administrative and Legislative Review Committee or the Investigator may request further information from the Complainant to assist in determining whether there are reasonable grounds for believing that the Member has breached this Bylaw.
- 19.6. Within thirty (30) days of receipt of a complaint, the Administrative and Legislative Review Committee or the Investigator must make a determination under section 19.4 and notify the Complainant, the respondent and Council in writing providing reasons if the Administrative and Legislative Review Committee or the Investigator dismisses the complaint. The Administrative and Legislative Review Committee or the Investigator may extend the thirty (30) day period under this section 19.6 if it is not practically possible to make a determination within that time period.
- 19.7. A determination under section 19.4 made by the Administrative and Legislative Review Committee or the Investigator is final and may not be reviewed or reconsidered by Council.
- 19.8. Prior to making a determination under section 19.4, the Administrative and Legislative Review Committee or the Investigator may inform the Complainant and the respondent of the option to attempt a voluntary dispute resolution process to try to resolve the complaint.
- 19.9. For the purposes of an initial assessment conducted by an Investigator under this section or an investigation under section 20, if communication between Council and the Investigator is necessary, the Chair of the Administrative and Legislative Review Committee shall be Council's sole point of Contact with the Investigator.
- 19.10. Except as expressly authorized by this Bylaw, all proceedings regarding an initial assessment of a complaint must be kept confidential.
- 19.11. The Municipality is responsible for the costs of the assessment conducted by an Investigator.

## **20. Investigation**

- 20.1. If the Administrative and Legislative Review Committee or Investigator does not dismiss the complaint, and the complaint was evaluated under section 19.4 by the Administrative and Legislative Review Committee, the City Manager must, as soon as possible, appoint an Investigator to conduct the investigation, selected from a list of qualified Investigators which Council approves.
- 20.2. If the determination under section 19.4 was conducted by an Investigator and the

complaint was not dismissed, that Investigator must complete the investigation.

- 20.3. The Investigator may conduct the investigation as considered appropriate, but the process must include fair process for the Member, including the opportunity to seek legal counsel and for the Member to provide a response to the complaint.
- 20.4. The Investigator may request further information from the Complainant to assist in determining whether there are reasonable grounds for believing that the Member has breached this Bylaw. The Member is entitled to disclosure of all relevant information gathered during an investigation.
- 20.5. Once all relevant information regarding the complaint has been provided to the Member by the Investigator, the Member will have ten (10) business days to provide the Investigator with a written response to the allegations, including any supporting documents. This deadline may be extended by the Investigator if the Investigator concludes that it is not practically possible for the Member to provide a response within that time period.
- 20.6. Upon a Complainant's complaint being directed to investigation, the Investigator may inform the Complainant and the respondent of the option to attempt a voluntary dispute resolution process to try to resolve the complaint.
- 20.7. The Investigator must complete the investigation as soon as possible in the circumstances and in any event no later than ninety (90) days from the date of the receipt of the complaint or completion of the initial assessment as the case may be, unless the Investigator determines that doing so is not practically possible, subject to any suspension under section 20.8.
- 20.8. Despite any other provision in this Bylaw regarding the timing to deal with a formal complaint, if the City Clerk receives a complaint regarding a Member within two (2) months before a general municipal election, the obligations under this Bylaw are suspended until after the first organizational meeting of Council following the general municipal election.

## **21. Member Conduct not in Breach**

- 21.1. If after reviewing all pertinent information the Investigator determines that the Member did not violate this Bylaw, the Investigator will advise Council, the Complainant and the Member of the decision, in writing, and will not disclose the fact of the investigation except as set out in this section 21.1.
- 21.2. The Investigator's decision that a Member did not violate this Bylaw is final and may not be reviewed or reconsidered by Council.

## **22. Member Conduct in Breach**

- 22.1. If after reviewing all pertinent information the Investigator determines that the Member did violate this Bylaw, the Investigator will:
  - (a) prepare a written report explaining their decision that the Member violated this Bylaw;

- (b) make a recommendation as to the appropriate sanction;
  - (c) if the Investigator determines that a contravention of this Bylaw occurred but:
    - i) the Member took all reasonable steps to prevent it; or
    - ii) the breach was trivial or committed through inadvertence or a genuine error of judgment,the Investigator must state this in their decision and recommend that no sanction be imposed;
  - (d) advise the City Manager that the Investigator has a decision to be provided in a verbal report to Council in the closed session of the next Council meeting;
  - (e) not less than twenty-four (24) hours nor more than forty-eight (48) hours prior to the start of the Council meeting at which the verbal report is to be considered, provide a copy of the decision, on a strictly confidential basis, to the Member about whom the report was received;
  - (f) provide all other Members with a copy of the decision on a strictly confidential basis at the same time the Investigator provides their verbal report to Council; and
  - (g) following the closed meeting the Investigator's decision will be made publicly available.
- 22.2. The Investigator's decision that a Member violated this Bylaw is final and may not be reviewed or reconsidered by Council. Despite the finality of the Investigator's decision on whether a Member violated this Bylaw, Council must decide at a regular Council meeting or a special Council meeting called to discuss the item whether to adopt the Investigator's recommendation as to sanction or whether to substitute a different lesser or greater sanction.
- 22.3. The Municipality is responsible for the costs of the investigation conducted by an Investigator.
- 22.4. Except as expressly authorized by this Bylaw, all proceedings regarding the investigation must be kept confidential.
- 22.5. A Member who is the subject of an investigation is entitled to be represented by independent legal counsel, at the Member's sole expense, subject to Council approval for the reimbursement of the Member's legal expenses.
- 22.6. If a Member is a member of the Administrative and Legislative Review Committee (or such other third party established by Council to initially assess complaints), and the Member is:
- (a) a Complainant; or
  - (b) a respondent in a complaint,

the Member must not review the complaint, conduct any assessment functions under this Bylaw or act as Council's point of contact with the Investigator, and the Mayor may appoint a different Member to participate in that Member's place on the Administrative and Legislative Review Committee.

## **23. Sanctions**

- 23.1. During the regular Council meeting or a special Council meeting at which sanction will be discussed, the following process shall apply:
- (a) The Member who is the subject of the complaint may provide oral comments to Council in addition to any written response provided. The Member is entitled to have legal counsel present during the Council meeting, at the Member's sole expense. Council may ask questions of the Member.
  - (b) Once the Member who is the subject of the complaint has completed any oral comments, the Member and legal counsel for the Member, if any, and the Complainant if the Complainant is a Member, must leave the meeting.
  - (c) Following the departure of the individuals identified in subsection 23.1(b), Council must determine the appropriate sanction having regard for the severity and frequency of the conduct.
- 23.2. Sanctions that may be imposed on a Member, by Council, upon a finding by an Investigator that the Member has breached this Bylaw may include:
- (a) a letter of reprimand addressed to the Member;
  - (b) requesting the Member to issue a letter of apology;
  - (c) publication of a letter of reprimand or request for apology and the Member's response;
  - (d) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
  - (e) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
  - (f) suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members;
  - (g) reduction or suspension of remuneration payable to the Member corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
  - (h) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

**24. Compliance and Enforcement**

- 24.1. Members must uphold the letter and the spirit and intent of this Bylaw.
- 24.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 24.3. Members must not:
  - (a) undertake any act of reprisal or threaten reprisal against a Complainant or any other person for providing relevant information to Council or to any other person; or
  - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

**25. Review**

- 25.1. This Bylaw must be brought forward for review at the beginning of each term of Council at least once every four (4) years from the date that this Bylaw is passed, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

**26. Interpretation**

- 26.1. In this Bylaw, the words “shall” and “must” denote a mandatory intention. The word “may” is permissive.

**27. Repeal and Coming Into Force**

- 27.1. Bylaw No. 4492 is repealed.
- 27.2. This Bylaw comes into force on the day that it is passed.

READ A FIRST TIME in open Council on March 4, 2024.

READ A SECOND TIME in open Council on \_\_\_\_\_

READ A THIRD TIME in open Council on \_\_\_\_\_

SIGNED AND PASSED on \_\_\_\_\_

\_\_\_\_\_  
MAYOR: Linsie Clark

\_\_\_\_\_  
CITY CLERK: Larry Randle

DATE: 2024-02-20

MEETING: REGULAR COUNCIL

DEPARTMENT: CITY SOLICITOR

REPORT AUTHOR: REX OSIVWEMU, SOLICITOR

**NEW COUNCIL CODE OF CONDUCT BYLAW****EXECUTIVE SUMMARY:**

The *Municipal Government Act* (“MGA”) requires every council to establish a code of conduct bylaw and that the bylaw be reviewed every four years. The proposed new Council Code of Conduct Bylaw (“**New Bylaw**”) accompanying this report includes a number of changes that will enhance its effectiveness.

These improvements are based on a review of best practices in Alberta and lessons learned from the operation of the current Bylaw No. 4492 (the “**Current Bylaw**”). Changes in the New Bylaw will allow for streamlined processes, greater transparency and accountability, while also ensuring confidentiality and discretion throughout the process when complaints are received and investigated. The New Bylaw will promote public trust in Council and its Code of Conduct. It will reinforce the core values identified in Council’s Strategic Plan, guiding the behaviour of Councillors as they carry out their duties as elected officials.

**STRATEGIC ALIGNMENT:**

INNOVATION



ECONOMIC EVOLUTION



SERVICE ORIENTATION



PARTNERSHIPS &amp; GOVERNANCE



COMMUNITY WELLNESS



RESILIENCY &amp; SUSTAINABILITY

**RECOMMENDATION:**

It is recommended through the Administrative Committee and the Administrative and Legislative Review Committee (“**ALR**”) that City Council give first reading to Bylaw No. 4805.

**PREVIOUS COUNCIL MOTIONS / DIRECTIONS:**

This is the first time the New Bylaw is coming before Council.

At the meeting of the ALR Committee on November 28, 2022, Committee members asked staff to consider options to amend the Council Code of Conduct Bylaw regarding provisions related to pecuniary interest, conflict of interest, complaints process, bias and social media.



Further to this, Council at the meeting held on November 20, 2023, adopted a motion reiterating that:

***“That a process for administration and the public to complain against council members be included in the revisions to the Code of Conduct Bylaw that are currently underway and for staff to come back with options for consideration through the Administrative and Legislative Review Committee”.***

These changes to the Council Code of Conduct Bylaw No. 4492 were identified and made. In addition, administration took this as an opportunity to update the language of the Bylaw to provide additional clarity where needed and to align the Bylaw with best practices.

## **BACKGROUND / ANALYSIS:**

Council adopted the Current Bylaw on June 19, 2018. The Current Bylaw was reviewed in 2022 and some minor amendments were made by Council in February, 2022. The Council Code of Conduct Bylaw provides rules of ethical conduct for Council Members and processes for resolving complaints, either informally or through a formal investigative process.

A review of the current bylaw is normal and beneficial to the City and is mandated by Section 7 of the *Code of Conduct for Elected Officials Regulation* (the “Regulation”), Alberta Regulation, 200/2017, to be carried out at least every four years.

Administration’s proposals are intended to improve the Council Code of Conduct Bylaw in three areas:

- a. proposals are intended to clarify what can or cannot be done in various situations relating to accepting complaints, and invoking the informal resolution process;
- b. proposals are intended to clarify a number of rules of ethical conduct with an eye towards simplification, clarity, and enforceability; and
- c. proposals are intended to improve on various procedural matters pertaining to the intake of complaints and the formal complaint process.

The New Bylaw supports:

- a. Council’s strategic priorities of Service Orientation and Partnerships & Governance. The New Bylaw is connected to the following specific goals:
  - ensure exceptional issues management anchored in an issues management strategy, and
  - earn trust through accountability; and
- b. focus on good governance and corporate excellence and fosters a respectful workplace.

## **PROPOSED CHANGES IN NEW BYLAW NO. 4805:**

Based on the foregoing, administration is proposing a number of changes in the New Bylaw. The key changes are as follows:

1. The New Bylaw allows others, in addition to council members, to bring complaints under the bylaw. City employees and members of the public are included in the definition of “Complainant”. (s. 2.1)
2. Councillor use of social media is covered. (s. 5.6)

3. "Discrimination" and "Harrassment" are now included as prohibited behaviours. (ss. 8.1 (d) and 8.3)
4. A reference to pecuniary interest has been added. (s. 10)
5. Additional conflict of interest language has been added. (s. 11.2)
6. The addition of a deadline of 90 days for making a Code of Conduct complaint. (s. 18.4)
7. The completion of an initial assessment of a complaint must be done within 30 days of receipt of a complaint unless not practically possible in the circumstances. (s. 19.6)
8. Council's sole point of contact with the Investigator will be the Chair of the Administrative and Legislative Review Committee. (s. 19.9)
9. The Member will have ten (10) business days to provide the Investigator with a written response to the allegations, including any supporting documents. (s. 20.5)
10. Upon receipt of a complaint by an external investigator, an investigation must be completed within 90 days unless not practically possible in the circumstances. (s. 20.7)
11. Any formal complaints received within 2 months before a general municipal election would not be dealt with until after the first organizational meeting of Council following the election. (s. 20.8)
12. The complaint process has been revised as follows:
  - Improving the informal dispute resolution option for complaints received from a complainant by including a mediation option. Mediation or any form of informal resolution is not a mandatory pre-requisite to the formal complaint process. (s. 17)
  - Limiting the role of the Administrative and Legislative Review Committee to conducting initial assessments of complaints but allowing the ALR Committee, in its discretion, to refer the initial assessment to an independent third party. (s. 19.2)
  - Retaining an independent third party in every case where a matter proceeds to formal investigation. (s. 20.1)
  - When a formal complaint moves to the investigation stage, the final decision as to whether a breach of the bylaw has occurred or not rests with the investigator. (ss. 21.2 and 22.2)
  - Public release of investigation reports in cases where a breach has been found by the investigator. (s. 22.1(g))
  - Additional provisions relating to the sanction process have been added for clarity. (s. 23.1)

**INTERNAL AND EXTERNAL ENGAGEMENT CONSIDERATIONS:**

The ALR was consulted with respect to the proposed amendments and with respect to the provisions of the New Bylaw. There was no public engagement.

In reviewing best practices, Administration reviewed Council Code of Conduct Bylaws in other municipalities in Alberta, such as in Lethbridge, Red Deer, St. Albert, Regional Municipality of Wood Buffalo, Calgary and Edmonton and additionally considered past practice under the City’s current bylaw.

**POTENTIAL RISKS / IMPACTS:**

***Financial:***

Funding Request:	No	
Budgeted Item:	No	
Funding Explanation:	N/A	
Budget Amendment Form?	No	

The financial impact to the City will be the fee payment for a third-party investigator (if at all) following a formal code of conduct complaint.

***Health, Safety and Environmental:***

N/A

***Legal / Legislative / Policy:***

The contents of the New Bylaw comply with the Regulation and the MGA.

**PUBLIC PARTICIPATION REQUIRED FOR IMPLEMENTATION:**

N/A

<b>INFORM</b> <input checked="" type="checkbox"/>	<b>CONSULT</b> <input type="checkbox"/>	<b>INVOLVE</b> <input type="checkbox"/>	<b>COLLABORATE</b> <input type="checkbox"/>	<b>EMPOWER</b> <input type="checkbox"/>
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**ALTERNATIVE OPTIONS / PROS AND CONS:**

**Option #1:** Council could request additional information from staff prior to giving consideration to first reading of the new bylaw.

**Option #2:** With regard to the body/entity who conducts the initial assessment of a complaint, Council could:

- i. Exclude ALR Committee completely from the initial assessment stage of a formal complaint. This is not recommended, as there may be situations where ALR Committee would feel comfortable handling this early step in the process, resulting in cost savings for the City.

**Option #3:** Allow all of Council on a Committee of the Whole to perform the role of the ALR Committee under the bylaw (ie. conduct initial assessments of complaints). Council members who are the subject of a complaint or complainants would be required to recuse themselves in these situations. Staff requires direction from Council on the desirability of this possible change.

**Option #4:** Establish or create an independent office of an Integrity Commissioner:

An Integrity Commissioner would be an individual or firm appointed by Council for a fixed term, would be directly accountable to Council, would receive complaints, and would carry out investigations pursuant to the bylaw. They could also provide general advice and recommendations to Council regarding the ethical behaviour of Councillors and perform other duties as directed by Council.

The services typically provided by an Integrity Commissioner would result in additional costs to the City, as compared to an ad-hoc investigator model proposed in the New Bylaw and is therefore is not recommended.

As an example of the costs associated with an Integrity Commissioner, the City of Red Deer recently updated its council code of conduct bylaw to include the use of an Integrity Commissioner. The cost for these services was estimated at \$105,000 per year, including \$33,000 for ethics advice, \$60,000 to oversee an investigate code of conduct complaints and \$12,000 for workshops and educational sessions. The Red Deer bylaw allows individual council members to make requests of the Integrity Commissioner to give advice and recommendations on any matters respecting the council member’s obligations under the council code of conduct bylaw.

The ad-hoc investigator model proposed by staff in the New Bylaw is very similar to and accomplishes essentially the same things as the “integrity commissioner” model, with the exception of the advice and educational components, however Council is at liberty to bring in third parties to provide workshops and educational sessions whenever needed, subject to budget approval.

Edmonton, Calgary, the Regional Municipality of Wood Buffalo, and Red Deer have adopted an approach involving an Integrity Commissioner.

**Option #5:** Continue to allow ALR Committee to conduct formal investigations with respect to complaints, as per the Current Bylaw. This option is not recommended because it lends credence to the perception of bias in the process for both the complainant, the respondent, Council, and the public. The complaint process can be quasi-judicial in nature and having an experienced and knowledgeable third-party investigator ensures there is an experienced and expert individual who can navigate the process in a manner that provides fairness to the complainant and the respondent member.

**IMPLEMENTATION PLAN:**

The New Bylaw, if passed by Council, would come into force immediately and replace the Current Bylaw.

<b>REVIEWED BY &amp; DATE:</b>	Ben Bullock City Solicitor	2024-01-26
<b>APPROVED BY &amp; DATE:</b>	Ann Mitchell City Manager	2024-01-29
<b>ATTACHMENTS:</b>	Redline Bylaw No. 4492 – Current Council Code of Conduct Bylaw	

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**BYLAW NO. 4492**


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~~**CONSOLIDATION OF A BYLAW OF THE CITY OF MEDICINE HAT**~~ to establish a Code of Conduct for members of Council.

**WHEREAS** pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a Code of Conduct governing the conduct of councillors;

**AND WHEREAS** pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the Code of Conduct established by the council;

**AND WHEREAS** the public is entitled to expect the highest standards of conduct from the members that it elects to Council for the City of Medicine Hat;

**AND WHEREAS** the establishment of a Code of Conduct for members of Council is consistent with the principles of transparent and accountable government;

**AND WHEREAS** a Code of Conduct ensures that members of Council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

**NOW THEREFORE** the Council of the City of Medicine Hat, in the Province of Alberta, duly assembled, enacts as follows:

**1. Short Title**

1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

**2. Definitions**

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

- (a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and the Code of Conduct For Elected Officials Regulation, Alta Reg 200/2017 and any amendments or successor legislation associated regulations, as amended;
- (b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the ~~Chief Administrative Officer~~City Manager;
- (c) "Administrative and Legislative Review Committee" means the Administrative and Legislative Review Committee of the Municipality, as it is established or reconstituted;
- (d) "Administrative Organization Bylaw" means Municipality Bylaw No. 4662, as amended or replaced from time to time;
- (e) "City Clerk" means the City Clerk of the Municipality, or their delegate; "City Manager" means the chief administrative officer of the Municipality, or their delegate;
- (f) "City Manager" means the chief administrative officer of the Municipality, or their delegate;
- (g) "City Solicitor" means the City Solicitor of the Municipality, or their delegate;

- ~~(h)~~ “Complainant” means a Member, an employee of the Municipality or a member of the public who has experienced, or witnessed behaviour or an activity by a Member that they reasonably believe, in good faith, is in contravention of this Bylaw;
- ~~(i)~~ “Confidential Information” includes information in the possession of, or received in confidence by, the Municipality or Council that the Municipality or Council is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIPP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:
- ~~i)~~ the security of the property of the Municipality;
  - ~~ii)~~ a proposed or pending acquisition or disposition of land, interests or estates in oil and gas assets (including mines or minerals), or other property;
  - ~~iii)~~ a tender that has or will be issued but has not been awarded;
  - ~~iv)~~ contract negotiations;
  - ~~v)~~ employment and labour relations;
  - ~~vi)~~ draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
  - ~~vii)~~ law enforcement matters;
  - ~~viii)~~ litigation or potential litigation, including matters before administrative tribunals; and
  - ~~ix)~~ advice that is subject to solicitor-client privilege.
- ~~(b)~~ “Chief Administrative Officer” or “CAO” means the chief administrative officer of the Municipality, or their delegate;
- ~~(j)~~ “Council” means the municipal council for the City of Medicine Hat of the Municipality;
- ~~(k)~~ “Discrimination” or “Discriminate” means any act or omission based on race, religious beliefs, colour, gender, mental or physical disability, marital status, age, ancestry, place of origin, family status, source of income, sexual orientation, gender identity, or gender expression, that:
- ~~i)~~ results in loss of or limit on opportunities to work;
  - ~~ii)~~ offends the dignity of the person, or
  - ~~iii)~~ both of the circumstances in subsections 1.1(a)i) and 1.1(a)ii).
- Sexual Harassment is a form of gender discrimination and refers to behaviour that creates or permits a sexualized or sexually charged atmosphere and may be written, verbal, physical, online or electronic, a gesture or display, or any combination of these;
- ~~(e)(l)~~ “FOIPP” means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;

(m) “Harassment” or “Harass” means conduct or comment, either one-time or repeated that:

i) is demeaning, intimidating, threatening, or abusive;

ii) is not trivial or fleeting in nature;

iii) causes offence and should have reasonably been expected to offend;  
and

iv) undermines authority or respect in the workplace, or impairs work performance, or limits opportunities for advancement, or creates an intimidating, hostile or offensive work environment;

(n) “Investigator” means a third-party appointed under this Bylaw to perform the role of “Investigator” under this Bylaw; ~~the Administrative and Legislative Review Committee or such other individual or body established by Council to investigate and report on complaints;~~

(o) “Mayor” means the chief elected official of the Municipality as defined in the Act;

~~(d)~~(p) “Member” means a member of Council and includes a councillor or the Mayor; ~~and~~

(q) “Municipality” means the municipal corporation of the City of Medicine Hat;  
and

~~(e)~~(r) “Social Media” refers to freely accessible, third-party hosted, interactive web-based technologies used to produce, post and interact through text, images, video and audio to inform, share, promote, collaborate or network.

**3. Purpose and Application**

- 3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and to establish a procedure for the investigation and enforcement of those standards.

**4. Representing the Municipality**

- 4.1. Members ~~shall~~must:

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council;
- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny; and
- (e) keep in confidence matters discussed in a closed session at a private at a Council or Council committee meeting until discussed at a meeting held in public.

**5. Communicating on Behalf of the Municipality~~Council~~**

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.

- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. unless otherwise designated by Council. All inquiries from the media regarding the official Council position on an issue ~~must~~shall be referred to Council's official spokesperson, ~~as designated by Council.~~

- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.

- 5.4. ~~No Member shall~~A Member must not make a statement when they know that statement is false.

- 5.5. No Member shallA Member must not make a statement with the intent to mislead Council or members of the public.

5.6. Use of Social Media

- (a) As public figures and representatives of the Municipality, Members must exercise sound judgment and be prudent in what material they post on Social Media. As with any other communication, Members are accountable for content and confidentiality. Members should exercise caution when engaging in debate or making comments on contentious matters, as feelings and emotions can become enflamed very quickly.



(b) When engaged in matters pertaining to their roles as Members, in using Social Media, Members must not attempt to disguise or mislead as to their identity or status as an elected representative of the Municipality.

(c) Members must not use Social Media to publish anything that is dishonest, unsubstantiated, or misleading in any way when engaged in matters pertaining to their roles as Members.

## **6. Respecting the Decision-Making Process**

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. ~~No Member shall~~ A Member must not, unless authorized by Council, attempt to bind Council or the Municipality or give direction to employees in Administration, agents, contractors, consultants

or other service providers or prospective vendors to the Municipality.

6.2. Members ~~shall~~must conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in a closed session~~an in-camera session~~, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

6.3. Members ~~shall~~must accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

~~6.3.6.4.~~ Members must approach decision-making with an open mind that is capable of persuasion.

## **7. Adherence to Policies, Procedures and Bylaws**

7.1. Members ~~shall~~must uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council and the Municipality.

7.2. Members ~~shall~~must respect the Municipality as an institution, its bylaws, policies and procedures and ~~shall~~must encourage public respect for the Municipality, its bylaws, policies and procedures.

7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

## **8. Respectful Interactions with Council Members, Staff, the Public and Others**

8.1. A Member must:

(a) act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest;

(b) treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, or intimidation;

(c) not use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public;

(d) not Discriminate;

(e) respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members;

(f) foster an environment of trust by showing consideration for every person's values, beliefs and contributions, and supporting and encouraging public participation where appropriate;

- (g) demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning;
- (h) demonstrate respect for the decision-making processes of the Municipality, accepting that a decision of Council is a decision of Council as a whole; and
- (i) demonstrate respect for the professional capacities of municipal employees, including employees' responsibility to provide unbiased and objective advice without undue influence from any individual Member or faction of Council.

~~8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.~~

~~8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.~~

~~8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.~~

~~8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.~~

~~8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.~~

~~8.6.8.2.~~ Members must not:

- (a) involve themselves in matters of Administration, which fall within the jurisdiction of the ~~Chief Administrative Officer~~ City Manager as outlined in the Administrative Organization Bylaw;
- (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties, including the duty to disclose improper activity; or
- (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

### Harassment

8.3 Council Members must not engage in Harassment of other Members of Council, employees of the Municipality or members of the public.

8.4 Members must not engage in Sexual Harassment of any person.

## 9. Confidential Information

~~9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.~~

~~9.2.9.1.~~ Members ~~shall~~ must refrain from disclosing or releasing any Confidential Information acquired by virtue of their office except when required by law or authorized by Council to do so.

~~9.3.9.2.~~ In the course of their duties, Members may also become privy to Confidential Information received outside of an "in-camera" meeting a closed session. Members must not:

- (a) disclose or release by any means to any member of the public, including the media, any Confidential Information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council ~~to do so~~;
- (b) access or attempt to gain access to Confidential Information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the Confidential Information is acquired through appropriate channels in accordance with applicable Council bylaws and policies; or
- (c) use Confidential Information for personal benefit or for the benefit of any other individual or organization.

~~9.4. Confidential information includes information in the possession of, or received in confidence by, the Municipality or Council that the Municipality or Council is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIPP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:~~

- ~~(a) the security of the party of the Municipality;~~

- ~~(b) a proposed or pending acquisition or disposition of land, interests or estates in oil and gas assets (including mines or minerals), or other property;~~
- ~~(c) a tender that has or will be issued but has not been awarded;~~
- ~~(d) contract negotiations;~~
- ~~(e) employment and labour relations;~~

- ~~(f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;~~
- ~~(g) law enforcement matters;~~
- ~~(h) litigation or potential litigation, including matters before administrative tribunals; and~~
- ~~(i) advice that is subject to solicitor-client privilege.~~

**10. Pecuniary Interest**

10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

10.2. Declaring a pecuniary interest:

- (a) The determination as to whether or not a Member has a pecuniary interest is made by the particular Member involved. Where a Member has determined that a pecuniary interest exists, that Member must comply with the requirements set out in section 172 of the Act.
- (b) It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest, subject to any City policy or Council approval for the reimbursement of the Member's legal expenses.

**40.11. Conflicts of Interest**

~~10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.~~

~~40.2.11.1. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.~~

11.2. Members must not engage in any activity, pecuniary or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties in the public interest. Without limiting the generality of the foregoing, Members must not use any information gained in the execution of office that is not available to the members of the public for any purpose other than official duties.

~~10.3. Members shall approach decision-making with an open mind that is capable of persuasion.~~

~~10.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest, subject to any City policy or Council approval for the reimbursement of the Member's legal expenses.~~

**44.12. Improper Use of Influence**

~~44.1.12.1. No Member shall~~ A Member must not use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

~~41.2.12.2.~~ ~~No Member shall~~ A Member must not act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.

~~41.3.12.3.~~ Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.

Amended by:  
Bylaw 4694  
Feb. 23, 2022

11.4. Members ~~shall~~must refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates.

### **12.13. Use of Municipal Assets and Services**

~~42.1.13.1.~~ Members are stewards of public resources and ~~shall~~must avoid waste, abuse and extravagance in the use of public resources.

~~12.2. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.~~

~~12.3.13.2.~~ Members ~~shall~~**must** use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:

- (a) municipal property, equipment, service, supplies and staff resources that are available to ~~members of the~~~~the~~~~general~~ public may be used by a Member for personal use upon the same terms and conditions as members of the ~~general~~ public, including booking and payment of any applicable fees or charges; ~~and~~
- (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

### **13.14. Orientation and Other Training Attendance**

~~13.1.14.1.~~ Every Member is encouraged to attend the orientation training offered by the Municipality within ~~ninety~~ (90) days after the Member takes the oath of office.

~~13.2.14.2.~~ Every Member is encouraged to attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

### **14.15. Remuneration and Expenses**

~~14.1.15.1.~~ Members ~~shall~~**must** be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

~~14.2.15.2.~~ Members ~~shall~~**must** not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.

~~14.3.15.3.~~ Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

## **16. Complaint and Informal Resolution Process ~~Informal Complaint Process~~**

16.1. A Complainant may address the prohibited conduct as follows:

- (a) advise the Member that the behaviour or activity contravenes this Bylaw;
- (b) encourage the Member to acknowledge and agree to stop the behaviour or activity and to avoid future occurrences of the behavior or activity;
- (c) keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information;
- (d) if applicable, confirm to the Member their satisfaction with the response of the Member; or, if applicable, advise the Member of their dissatisfaction with the response;
- (e) consider the need to pursue the matter in accordance with the formal complaint process outlined in Section ~~Error! Reference source not found.~~



below, or in accordance with another applicable judicial or quasi-judicial process or complaint procedure.

~~14.4. Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:~~

~~(a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,~~

~~(b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.~~

~~14.5. Members are encouraged to pursue this informal complaint procedure as the~~

~~first means of remedying conduct that they believe violates this Bylaw. However, a Member is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.~~

#### **15.17. Mediation Formal Complaint Process**

17.1. All Complainants are encouraged to initially pursue an informal complaint procedure as the first means of stopping and remedying a behaviour or activity that is prohibited by this Bylaw.

17.2. The Complainant may request the City Clerk or the City Manager to assist in an informal discussion of the alleged complaint with the Member in an attempt to resolve the issue.

17.3. The Complainant and the respondent may choose to pursue formal mediation. If the Complainant and the respondent agree to mediation, they must jointly select a mediator. If they cannot agree on the choice of mediator or if the selected mediator is not available to commence the mediation within thirty (30) days, the City Manager in consultation with the City Solicitor must select a mediator.

17.4. Costs of the mediation process are the responsibility of, and must be paid by, the Municipality.

17.5. If the mediator concludes at any time that a mediated resolution of the complaint is not possible, the mediator must return the file to the City Manager for the complaint to proceed to investigation under the formal complaint process. The mediator will not provide any report or assessment on the issue.

17.6. If a complaint is settled on terms satisfactory to the Complainant and the respondent as a result of mediation, the complaint file must be closed.

17.7. It is not a precondition or a prerequisite that a Complainant must pursue an informal complaint process before pursuing the formal complaint process.

~~15.1. Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:~~

~~(a) All complaints shall be made in writing and shall be dated and signed by the Member;~~

~~(b) All complaints shall be addressed to the Investigator;~~

~~(c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;~~

~~(d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;~~

~~(e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any~~

~~investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council shall be notified of the Investigator's decision;~~

- ~~(f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking independent legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;~~
- ~~(g) The Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;~~
- ~~(h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;~~
- ~~(i) A Member who is the subject of an investigation is entitled to be represented by independent legal counsel, at the Member's sole expense, subject to Council approval for the reimbursement of the Member's legal expenses;~~
- ~~(j) If a Member who is the subject of a complaint or investigation is a member of the City's Administrative and Legislative Review Committee (or such other individual or body established by Council to investigate~~

~~and report on complaints), the Member shall not participate in the role of the Investigator, in the review of the complaint or in any investigation of the complaint, and the Mayor may appoint a different Member to participate in that Member's place.~~

**16.18. Formal Complaint Process**~~Compliance and Enforcement~~

18.1. A Complainant may file a formal complaint with the City Clerk if:

- (a) the Complainant reasonably believes in good faith that a Member has contravened this Bylaw; or
- (b) an informal resolution of the complaint was initiated by the Complainant, but the complaint could not be resolved informally.

18.2. A complaint must be made in writing, dated and legibly signed.

18.3. The complaint must contain the following information:

- (a) the name of the Complainant and the Member who is the subject of the complaint;
- (b) the date of the conduct which is the subject of the complaint;
- (c) the nature of the conduct which is the subject of the complaint; and
- (d) other relevant information to the complaint, which may include the names of witnesses.

18.4. A complaint under this Bylaw must be filed with the City Clerk not later than ninety (90) days after the date the Complainant became aware of the conduct giving rise to the complaint.

~~16.1. Members shall uphold the letter and the spirit and intent of this Bylaw.~~

~~16.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.~~

~~16.3. No Member shall:~~

- ~~(a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;~~
- ~~(b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.~~

~~16.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:~~

- ~~(a) a letter of reprimand addressed to the Member;~~
- ~~(b) requesting the Member to issue a letter of apology;~~
- ~~(c) publication of a letter of reprimand or request for apology and the Member's response;~~
- ~~(d) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;~~
- ~~(e) suspension or removal of the chief elected official's presiding duties~~

~~undersection 154 of the Act;~~

~~(f) suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members;~~

~~Amended by: (g) reduction or suspension of remuneration payable to the Member  
Bylaw 4694 corresponding to a reduction in duties, excluding allowances for  
Feb. 23, 2022 attendance at council meetings;~~

~~(h) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.~~

## **19. Formal Complaint Initial Assessment**

19.1. Within seven (7) days of receiving a complaint under this Bylaw, the City Clerk must:

- (a) forward the complaint to the Administrative and Legislative Review Committee;
- (b) notify the respondent and provide them with a copy of this Bylaw and the complaint; and
- (c) advise Council of the receipt of a complaint at the next Council meeting during the closed session.

19.2. The Administrative and Legislative Review Committee must conduct an initial assessment of the complaint and may:

- (a) determine whether the complaint should be dismissed; or
- (b) at its discretion, refer a complaint to an Investigator for an initial assessment.

19.3. If the Administrative and Legislative Review Committee refers the complaint to an Investigator, it must direct the City Manager to appoint an Investigator selected from a list of qualified Investigators which Council approves, from time to time.

19.4. The Administrative and Legislative Review Committee or the Investigator may dismiss a complaint in the following circumstances:

- (a) the complaint is frivolous,
- (b) the complaint is vexatious,
- (c) the complaint is not made in good faith,
- (d) the complaint is without grounds or there are insufficient grounds for conducting an investigation,
- (e) the Complainant is out of time in accordance with section 18.4, or
- (f) the complaint is otherwise outside the scope of this Bylaw.

19.5. The Administrative and Legislative Review Committee or the Investigator may request further information from the Complainant to assist in determining

whether there are reasonable grounds for believing that the Member has breached this Bylaw.

19.6. Within thirty (30) days of receipt of a complaint, the Administrative and Legislative Review Committee or the Investigator must make a determination under section 19.4 and notify the Complainant, the respondent and Council in writing providing reasons if the Administrative and Legislative Review Committee or the Investigator dismisses the complaint. The Administrative and Legislative Review Committee or the Investigator may extend the thirty (30) day period under this section 19.6 if it is not practically possible to make a determination within that time period.

19.7. A determination under section 19.4 made by the Administrative and Legislative Review Committee or the Investigator is final and may not be reviewed or reconsidered by Council.

19.8. Prior to making a determination under section 19.4, the Administrative and Legislative Review Committee or the Investigator may inform the Complainant and the respondent of the option to attempt a voluntary dispute resolution process to try to resolve the complaint.

19.9. For the purposes of an initial assessment conducted by an Investigator under this section or an investigation under section 20, if communication between Council and the Investigator is necessary, the Chair of the Administrative and Legislative Review Committee shall be Council's sole point of Contact with the Investigator.

19.10. Except as expressly authorized by this Bylaw, all proceedings regarding an initial assessment of a complaint must be kept confidential.

19.11. The Municipality is responsible for the costs of the assessment conducted by an Investigator.

## **20. Investigation**

20.1. If the Administrative and Legislative Review Committee or Investigator does not dismiss the complaint, and the complaint was evaluated under section 19.4 by the Administrative and Legislative Review Committee, the City Manager must, as soon as possible, appoint an Investigator to conduct the investigation, selected from a list of qualified Investigators which Council approves.

20.2. If the determination under section 19.4 was conducted by an Investigator and the complaint was not dismissed, that Investigator must complete the investigation.

20.3. The Investigator may conduct the investigation as considered appropriate, but the process must include fair process for the Member, including the opportunity to seek legal counsel and for the Member to provide a response to the complaint.

20.4. The Investigator may request further information from the Complainant to assist in determining whether there are reasonable grounds for believing that the Member has breached this Bylaw. The Member is entitled to disclosure of all relevant information gathered during an investigation.

20.5. Once all relevant information regarding the complaint has been provided to the Member by the Investigator, the Member will have ten (10) business days to provide the Investigator with a written response to the allegations, including any supporting documents. This deadline may be extended by the Investigator if the Investigator concludes that it is not practically possible for the Member to provide a response within that time period.

20.6. Upon a Complainant's complaint being directed to investigation, the Investigator may inform the Complainant and the respondent of the option to attempt a voluntary dispute resolution process to try to resolve the complaint.

20.7. The Investigator must complete the investigation as soon as possible in the circumstances and in any event no later than ninety (90) days from the date of the receipt of the complaint or completion of the initial assessment as the case may be, unless the Investigator determines that doing so is not practically possible, subject to any suspension under section 20.8.

20.8. Despite any other provision in this Bylaw regarding the timing to deal with a formal complaint, if the City Clerk receives a complaint regarding a Member within two (2) months before a general municipal election, the obligations under this Bylaw are suspended until after the first organizational meeting of Council following the general municipal election.

## **21. Member Conduct not in Breach**

21.1. If after reviewing all pertinent information the Investigator determines that the Member did not violate this Bylaw, the Investigator will advise Council, the Complainant and the Member of the decision, in writing, and will not disclose the fact of the investigation except as set out in this section 21.1.

21.2. The Investigator's decision that a Member did not violate this Bylaw is final and may not be reviewed or reconsidered by Council.

## **22. Member Conduct in Breach**

22.1. If after reviewing all pertinent information the Investigator determines that the Member did violate this Bylaw, the Investigator will:

- (a) prepare a written report explaining their decision that the Member violated this Bylaw;
- (b) make a recommendation as to the appropriate sanction;
- (c) if the Investigator determines that a contravention of this Bylaw occurred but:
  - i) the Member took all reasonable steps to prevent it; or
  - ii) the breach was trivial or committed through inadvertence or a genuine error of judgment,

the Investigator must state this in their decision and recommend that no sanction be imposed;

- (d) advise the City Manager that the Investigator has a decision to be provided in a verbal report to Council in the closed session of the next Council meeting.

- (e) not less than twenty-four (24) hours nor more than forty-eight (48) hours prior to the start of the Council meeting at which the verbal report is to be considered, provide a copy of the decision, on a strictly confidential basis, to the Member about whom the report was received;
- (f) provide all other Members with a copy of the decision on a strictly confidential basis at the same time the Investigator provides their verbal report to Council; and
- (g) following the closed meeting the Investigator's decision will be made publicly available.

22.2. The Investigator's decision that a Member violated this Bylaw is final and may not be reviewed or reconsidered by Council. Despite the finality of the Investigator's decision on whether a Member violated this Bylaw, Council must decide at a regular Council meeting or a special Council meeting called to discuss the item whether to adopt the Investigator's recommendation as to sanction or whether to substitute a different lesser or greater sanction.

22.3. The Municipality is responsible for the costs of the investigation conducted by an Investigator.

22.4. Except as expressly authorized by this Bylaw, all proceedings regarding the investigation must be kept confidential.

22.5. A Member who is the subject of an investigation is entitled to be represented by independent legal counsel, at the Member's sole expense, subject to Council approval for the reimbursement of the Member's legal expenses.

22.6. If a Member is a member of the Administrative and Legislative Review Committee (or such other third party established by Council to initially assess complaints), and the Member is:

- (a) a Complainant; or
- (b) a respondent in a complaint,

the Member must not review the complaint, conduct any assessment functions under this Bylaw or act as Council's point of contact with the Investigator, and the Mayor may appoint a different Member to participate in that Member's place on the Administrative and Legislative Review Committee

### **23. Sanctions**

23.1. During the regular Council meeting or a special Council meeting at which sanction will be discussed, the following process shall apply:

- (a) The Member who is the subject of the complaint may provide oral comments to Council in addition to any written response provided. The Member is entitled to have legal counsel present during the Council meeting, at the Member's sole expense. Council may ask questions of the Member.
- (b) Once the Member who is the subject of the complaint has completed any oral comments, the Member and legal counsel for the Member, if



any, and the Complainant if the Complainant is a Member, must leave the meeting.

(c) Following the departure of the individuals identified in subsection 23.1(b), Council must determine the appropriate sanction having regard for the severity and frequency of the conduct.

23.2. Sanctions that may be imposed on a Member, by Council, upon a finding by an Investigator that the Member has breached this Bylaw may include:

(a) a letter of reprimand addressed to the Member;

(b) requesting the Member to issue a letter of apology;

(c) publication of a letter of reprimand or request for apology and the Member's response;

(d) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;

(e) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;

(f) suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members;

(g) reduction or suspension of remuneration payable to the Member corresponding to a reduction in duties, excluding allowances for attendance at council meetings;

(h) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

## **24. Compliance and Enforcement**

24.1. Members must uphold the letter and the spirit and intent of this Bylaw.

24.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.

24.3. Members must not:

(a) undertake any act of reprisal or threaten reprisal against a Complainant or any other person for providing relevant information to Council or to any other person; or

(b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

## **25. Review**

25.148.4. This Bylaw ~~must~~shall be brought forward for review at the beginning of each term of Council at least once every ~~four~~ (4) years from the date that this Bylaw is passed, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to

accurately reflect the standards of ethical conduct expected of Members.

**26. Interpretation**

26.1. In this Bylaw, the words “shall” and “must” denote a mandatory intention. The word “may” is permissive.

**27. Repeal and Coming Into Force**

26.1-27.1. Bylaw No. 4492 is repealed.

27.219.1 This Bylaw will comes into force at the beginning of on the day that it is passed.

**READ A FIRST TIME** in open Council on ~~June 5, 2018.~~

**READ A SECOND TIME** in open Council on ~~June 18, 2018.~~

**READ A THIRD TIME** in open Council on ~~June 18, 2018.~~

**SIGNED AND PASSED** on ~~June 19, 2018.~~

~~I HEREBY CERTIFY that this is a true and correct copy of Bylaw No. 4492 consolidated pursuant to Section 69 of the *Municipal Government Act* to incorporate all subsequent amendments thereto, printed under the authority vested in me by the said Section 69 and by the City of Medicine Hat Bylaw No. 1957.~~

~~CERTIFIED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.~~

\_\_\_\_\_  
~~ANGELA CRUICKSHANK  
MUNICIPAL SECRETARY AND CITY CLERK  
CITY OF MEDICINE HAT~~

**DATE: 2024-04-08**
**MEETING: REGULAR COUNCIL**
**DEPARTMENT: CITY CLERK/CITY SOLICITOR**
**REPORT AUTHOR: LARRY RANDLE, CITY CLERK**
**PROCEDURE BYLAW AMENDMENT – BYLAW NO. 4815**
**EXECUTIVE SUMMARY:**

As per Council's direction, the attached amending Bylaw No. 4815 suggests an amendment to Procedure Bylaw No. 4725 that facilitates a Council agenda approval process to be undertaken by the Mayor, Deputy Mayor, Acting Mayor, City Manager and City Clerk (or delegates). Currently, neither the Deputy Mayor nor Acting Mayor participate in this process.

**STRATEGIC ALIGNMENT:**

<b>INNOVATION</b> <input type="checkbox"/>	<b>ECONOMIC EVOLUTION</b> <input type="checkbox"/>	<b>SERVICE ORIENTATION</b> <input type="checkbox"/>
<b>PARTNERSHIPS &amp; GOVERNANCE</b> <input checked="" type="checkbox"/>	<b>COMMUNITY WELLNESS</b> <input type="checkbox"/>	<b>RESILIENCY &amp; SUSTAINABILITY</b> <input type="checkbox"/>

**RECOMMENDATION:**

It is recommended through the Administrative Committee that City Council considers first, second and third readings of amending Bylaw No. 4815.

**PREVIOUS COUNCIL MOTIONS / DIRECTIONS:**

At the March 4, 2024 Regular Council meeting, a motion was adopted directing Administration to provide suggested amendments to the Procedure Bylaw that would create a Council Agenda Review Committee that includes the City Manager, City Clerk, Mayor, Deputy Mayor, and Acting Mayor or their delegates.

**BACKGROUND / ANALYSIS:**

Council Procedure Bylaw No. 4725 currently states that the Mayor and City Manager, in consultation with the City Clerk, must approve Regular Meeting and Closed Council Meeting agendas, no later than five days before the scheduled meeting. Council meeting agendas are critical documents that Council utilizes to determine what matters it will consider as part of its decision-making process. Having up to three Council members review and approve agendas before they are released to all of Council and eventually to the public, may provide even greater assurance that all Council meeting agendas are comprehensive, relevant and have been thoroughly considered through a political lens. In addition, upon review of the current wording, Administration noted:

- that there are intermittent circumstances requiring agenda review to occur four days prior to the meeting rather than five days; and
- the definition of City Clerk required amendments for accuracy.

**INTERNAL AND EXTERNAL ENGAGEMENT CONSIDERATIONS:**

Any impact on external stakeholders will be minimal. Internally, having three Council members involved in the review and approval process of Council meeting agendas rather than one, will place a greater total demand on Council members' already active schedules.

**POTENTIAL RISKS / IMPACTS:**

**Financial:**

Funding Request:	No	
Budgeted Item:	No	
Funding Explanation:	These changes do not impact funding or the budget.	
Budget Amendment Form?	No	

This proposed bylaw change will not impact the budget in any way, positively or negatively.

**Health, Safety and Environmental:**

If adopted, the bylaw changes will place an increased demand on Council members’ time.

**Legal / Legislative / Policy:**

Section 145 (1) of the Municipal Government Act authorizes a council, by bylaw, to establish the procedures to be followed by council. City of Medicine Hat Procedure Bylaw No. 4725 provides a framework of rules and procedures to provide consistency to Council, its committees and city administration for official meetings.

**PUBLIC PARTICIPATION REQUIRED FOR IMPLEMENTATION:**

The proposed amending bylaw represents a change to an internal, primarily administrative process that does not require or necessitate public input to implement.

<b>INFORM</b> <input checked="" type="checkbox"/>	<b>CONSULT</b> <input type="checkbox"/>	<b>INVOLVE</b> <input type="checkbox"/>	<b>COLLABORATE</b> <input type="checkbox"/>	<b>EMPOWER</b> <input type="checkbox"/>
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**ALTERNATIVE OPTIONS / PROS AND CONS:**

**1. Continue with the status quo.**

**Pros:** Does not increase time demands on Council members, as the Mayor is presently the only elected official directly involved in the final review and approval of Council meeting agendas.

**Cons:** Does not allow Council members other than the Mayor, to be involved in the review and approval of Council meeting agendas, prior to their publication and distribution.

**2. Change the agenda review and approval process by e-mailing draft agendas to all Council members, in advance of finalizing the agenda.**

**Pros:** Eliminates the need for holding a specific meeting at a set time and date for the group to come together to consider the agenda.

**Cons:** May become complicated to gain consensus on the content of agendas if multiple Council members have differing opinions about an agenda’s final content.

**IMPLEMENTATION PLAN:**

If the amending Bylaw is adopted, it will provide an opportunity for all Council members to periodically provide input into Council meeting agendas before they are finalized, as their Acting Mayor and Deputy Mayor positions rotate every 45 days throughout the year. Calendar invitations for agenda review meetings would be sent to each of the three elected officials expected to participate.

<b>REVIEWED BY &amp; DATE:</b>	Ben Bullock, City Solicitor	2024-03-15
<b>APPROVED BY &amp; DATE:</b>	Brian Stauth, Acting City Manager	2024-03-15
<b>ATTACHMENTS:</b>	1: Bylaw 4815 2: Affected pages of Procedure Bylaw 4725 – Redline 3: Jurisdictional Scan – Agenda Review	

**BYLAW NO. 4815**

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**A BYLAW OF THE CITY OF MEDICINE HAT** to amend Procedure Bylaw No. 4725.

**WHEREAS** Council considers it necessary and desirable to amend Procedure Bylaw No. 4725.

**NOW THEREFORE THE MUNICIPAL CORPORATION OF THE CITY OF MEDICINE HAT, IN COUNCIL ASSEMBLED, ENACTS AS FOLLOWS:**

1. Bylaw No. 4725 is hereby amended as follows:

(a) The definition of City Clerk in section 2.1(e) is repealed and replaced with the following:

“**City Clerk**” means the City Clerk of the City and includes any person to whom the City Clerk’s powers are delegated, or any person delegated to act in the absence of the City Clerk;”.

(b) Subsection 6.2 is repealed and replaced with the following:

“6.2 Agenda items and agendas for all Council Meetings will be reviewed and approved as follows:

(a) for those items not referred to a Standing Committee, Administrative Committee must review and approve such agenda items no later than one (1) week prior to the Council Meeting unless otherwise directed by the City Manager; and

(b) for Regular Meeting and Closed Meeting of Council agendas, a group that includes, at a minimum, the Mayor, City Manager and City Clerk, but may also include the Deputy Mayor and Acting Mayor or other Councillor(s) the Deputy Mayor or Acting Mayor may request to attend in their absence, must approve such agendas by majority vote no later than four (4) days prior to the Council Meeting.”.

2. This Bylaw shall come into force on the day that it is passed.

**READ A FIRST TIME** in open Council on \_\_\_\_\_

**READ A SECOND TIME** in open Council on \_\_\_\_\_

**READ A THIRD TIME** in open Council on \_\_\_\_\_

**SIGNED AND PASSED** on \_\_\_\_\_

\_\_\_\_\_  
**MAYOR – LINNSIE CLARK**

\_\_\_\_\_  
**CITY CLERK – LARRY RANDLE**

- (h) **“City Clerk”** means the City Clerk of the City and includes any person to whom the City Clerk’s powers are delegated, or any person delegated to act in the absence of the City Clerk;~~means any person to whom the City Clerk’s powers are delegated or any person delegated to act in the absence of the City Clerk;~~
- (i) **“City Manager”** means the Chief Administrative Officer of the City, operating under the title of “City Manager”, and includes any person to whom the City Manager’s powers are delegated, or any person delegated to act in the absence of the City Manager;
- (j) **“Closed Meeting”** means a confidential Meeting of Council, or a Council Committee held in confidence to address matters protected under the FOIP Act;
- (k) **“Committee of the Whole”** means a committee comprised of Council which conducts itself as a Council Committee;
- (l) **“Consent Agenda”** means those items on the agenda of a Council Meeting in which the recommended action is to approve, without discussion, questions or debate, the recommendations in each of the agenda reports referenced in the consent agenda report;
- (m) **“Corporate Record”** means the record of agendas, and other related Meeting material, and includes all documents to which the City’s corporate seal is affixed;
- (n) **“Council”** means the Council of the City;
- (o) **“Council Committee”** means a committee, board or other body established by Council under the Act but does not include an assessment review board, a subdivision and development appeal board or an administrative committee established by the City Manager;
- (p) **“Council Meeting”** means a Meeting of Council, including Special Meetings, Regular Meetings, Organizational Meetings, and Public Hearings;
- (q) **“Councillor”** means a person elected to Council and includes the Mayor;
- (r) **“Deputy Mayor”** means the deputy chief elected official appointed by Council;
- (s) **“Electronic Means”** means an electronic or telephonic communication method that enables all persons attending a Meeting to hear and communicate with each other during the course of the Meeting;
- (t) **“FOIP Act”** means the *Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25*;
- (u) **“General Consent”** means informal agreement of Council or a Council Committee to a proposed procedural step, confirmed by the Chair requesting a show of hands without a recorded vote being taken;
- (v) **“Land Use Bylaw”** means the City’s Land Use Bylaw No. 4168;
- (w) **“Majority”** means more than half of the Members;
- (x) **“Mayor”** means the chief elected official under the Act;

### No Readings or Failure of a Reading

- 5.16 If a reading of a proposed bylaw is defeated, the previous readings, if any, are rescinded. *[M.G.A. s. 188(b)]*
- 5.17 If a proposed bylaw has not received third reading within two (2) years from the date of the first reading, the previous readings are rescinded, and the proposed bylaw is deemed abandoned. *[M.G.A. s. 188(a)]*
- 5.18 Subject to the Land Use Bylaw, the defeat of a proposed bylaw will not preclude the introduction of another proposed bylaw with similar terms and effect.

### Consolidation of Bylaws

- 5.19 The City Clerk is designated to consolidate bylaws at their discretion when deemed convenient and in doing so, must:
- (a) incorporate all amendments to the bylaw into one (1) bylaw; *[M.G.A. s.69(2)(a)]*
  - (b) omit from the consolidated bylaw a provision that has been repealed or that has expired; and *[M.G.A. s 69(2)(b)]*
  - (c) retain for the Corporate Record the original bylaw and all adopted amending bylaws.

## **6. AGENDAS AND MINUTES**

- 6.1 Items placed on Council Meeting agendas must follow the Orders of the Day as set out in **Schedule "A."**

- 6.2 ~~Agenda items for all Council Meetings will be reviewed and approved as follows:~~

- ~~(a) — for those items not referred to a Standing Committee, Administrative Committee must review and approve such agenda items no later than one (1) week prior to the Council Meeting unless otherwise directed by the City Manager; and~~
- ~~(b) — the Mayor and City Manager, in consultation with the City Clerk, must approve Regular Meeting and closed Council Meeting agendas no later than five (5) days prior to the Meeting.~~

Agenda items and agendas for all Council Meetings will be reviewed and approved as follows:

- (a) for those items not referred to a Standing Committee, Administrative Committee must review and approve such agenda items no later than one (1) week prior to the Council Meeting unless otherwise directed by the City Manager; and
- (b) for Regular Meeting and Closed Meeting of Council agendas, a group that includes, at a minimum, the Mayor, City Manager and City Clerk, but may also include the Deputy Mayor and Acting Mayor or other Councillor(s) the Deputy Mayor or Acting Mayor may request to attend in their absence, must approve such agendas by majority vote no later than four (4) days prior to the Council Meeting.

Amended by  
Bylaw 4797  
Oct 3, 2023

# Jurisdictional Scan – Agenda Review

## City of Lethbridge

Council Agenda review is done by the City Clerk, Mayor, Deputy Mayor, Acting Mayor and sometimes City Manager (if available).

## City of Red Deer

Members of the Council Agenda Review Committee are the Mayor or Acting Mayor, Deputy Mayor, and City Manager. The Committee is responsible for setting the list of matters to be included in upcoming Agendas for regularly scheduled Council meetings, determining a response for request from the public to speak, identifying possible procedural issues, estimating the time for each Agenda matter, confirming the matters to be considered on the Consent Agenda, and determining that a matter will be discussed at a specific time on the Agenda.

## City of Airdrie

Administrative only committee meets weekly and reviews/determines routing of all Council Agenda and Committee Agenda items, along with other discussion topics. The committee is made up of the City Manager, directors (6), City Clerk, Assistant City Clerk, Council Technician and Executive Assistant to CAO. After the meeting, the Mayor meets with the City Clerk to review the Council agenda prior to going to the public. The Mayor has the discretion to pull agenda items off, but this doesn't happen often.

## City of Grande Prairie

This Corporate Leadership Team is made up of Chief Officers of each Service Area (Financial & Admin Services, Invest GP, Operational Services, Public & Protective Services, and Strategy & Communication Services), as well as the CAO and City Solicitor. No Councillors are a part of this committee. All Standing Committee and Council agendas are reviewed and approved at the weekly CLT meeting, and then the Mayor has the final approval before they are published.

## Strathcona County

Equivalent to Admin Committee is Strathcona County Mayor's Executive Committee. Its mandate is to review and manage agendas for upcoming Council and Priorities Committee meetings. The membership is the Mayor, Deputy Mayor, and Acting Mayor. Members of Administration are not members of the Committee – they just provide reports and support as if it were any other Council committee.



**DATE: 2024-04-08**
**MEETING: REGULAR COUNCIL**
**DEPARTMENT: CITY CLERK**
**REPORT AUTHOR: LARRY RANDLE**
**ROTATING COUNCIL CHAIR/REPRESENTATIVE FOR FUTURE MEETINGS**
**EXECUTIVE SUMMARY:**

As the Mayor is currently not authorized to perform certain duties, Council wishes to confirm its intentions related to who will attend Administrative Committee meetings and chair future Council and Council Committee of the Whole meetings.

**STRATEGIC ALIGNMENT:**

<b>INNOVATION</b>	<b>ECONOMIC EVOLUTION</b>	<b>SERVICE ORIENTATION</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PARTNERSHIPS &amp; GOVERNANCE</b>	<b>COMMUNITY WELLNESS</b>	<b>RESILIENCY &amp; SUSTAINABILITY</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RECOMMENDATION:**

In the absence of specific alternate direction, it is recommended that the duties of the Mayor related to chairing meetings and attending the Administrative Committee meetings be undertaken by the Councillors in the positions of Deputy Mayor or Acting Mayor on the 45-day rotating schedule established at the beginning of the Council term pursuant to the Procedure Bylaw for as long as the Mayor is not authorized to perform those duties.

**PREVIOUS COUNCIL MOTIONS / DIRECTIONS:**

At the March 21, 2024 Special Meeting of Council, the following motion was adopted:  
 "THAT Council address the appointment of a rotating Chair for future meetings and a replacement representative of Council to attend Administration Committee meetings at the next regularly scheduled Council meeting."

**BACKGROUND / ANALYSIS:**

When the Mayor is unable to fulfill Mayoral duties, Procedure Bylaw 4725 states that it is the Deputy Mayor who shall perform those duties, or the Acting Mayor if the Deputy Mayor is unavailable. If neither is available, Council may appoint an alternate Acting Mayor.

**INTERNAL AND EXTERNAL ENGAGEMENT CONSIDERATIONS:**

Council should follow the procedures it has established in the Procedure Bylaw.

**POTENTIAL RISKS / IMPACTS:**
***Financial:***

Funding Request:	No	If yes, amount: \$
Budgeted Item:	No	Funding Source:
Funding Explanation:		
Budget Amendment Form?	No	

There are no additional costs associated with the changes.

**Health, Safety and Environmental:**

N/A

**Legal / Legislative / Policy:**

Section 4.11 of Procedure Bylaw 4725 states that when the Mayor is unable to perform the duties of Mayor, the Deputy Mayor, or in their absence, the Acting Mayor, shall perform all the duties of the Mayor and shall preside at all such meetings of Council.

**PUBLIC PARTICIPATION REQUIRED FOR IMPLEMENTATION:**

By way of a motion adopted at the March 21, 2024 Special Meeting of Council, the public has been informed of Council’s decision. No further public participation is required for Council’s direction to be implemented.

<b>INFORM</b> <input checked="" type="checkbox"/>	<b>CONSULT</b> <input type="checkbox"/>	<b>INVOLVE</b> <input type="checkbox"/>	<b>COLLABORATE</b> <input type="checkbox"/>	<b>EMPOWER</b> <input type="checkbox"/>
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**ALTERNATIVE OPTIONS / PROS AND CONS:**

Council could determine an alternate schedule. This is not recommended as a 45-day rotating schedule for the positions of Deputy Mayor and Acting Mayor is already established pursuant to the Procedure Bylaw.

**IMPLEMENTATION PLAN:**

Unless Council wishes to deviate from the established schedule, no further actions of council are required.

<b>REVIEWED BY &amp; DATE:</b>	Ben Bullock City Solicitor	2024-03-29
<b>APPROVED BY &amp; DATE:</b>	Ann Mitchell City Manager	2024-03-29
<b>ATTACHMENTS:</b>	1: Deputy Mayor - Acting Mayor Rotating Schedule	

**DATE: 2024-04-08**
**MEETING: REGULAR COUNCIL  
REPORT AUTHOR: BRIAN STAUTH,  
MANAGING DIRECTOR OF PUBLIC  
SERVICES**
**DEPARTMENT: PUBLIC SERVICES**
**COUNCIL MOTIONS – GRANT PROGRAMS**
**EXECUTIVE SUMMARY:**

Administration requires more time to complete the work relating to grant criteria for Non-Profit Agencies as directed at the February 20, 2024 Regular Council Meeting.

**STRATEGIC ALIGNMENT:**

<b>INNOVATION</b> <input type="checkbox"/>	<b>ECONOMIC EVOLUTION</b> <input type="checkbox"/>	<b>SERVICE ORIENTATION</b> <input checked="" type="checkbox"/>
<b>PARTNERSHIPS &amp; GOVERNANCE</b> <input checked="" type="checkbox"/>	<b>COMMUNITY WELLNESS</b> <input checked="" type="checkbox"/>	<b>RESILIENCY &amp; SUSTAINABILITY</b> <input checked="" type="checkbox"/>

**RECOMMENDATION:**

It is recommended that Council extend delivery timelines for the report(s) related to grant criteria for Non-Profit Agencies, directing Administration to develop and present the report in Q3, 2024.

**PREVIOUS COUNCIL MOTIONS / DIRECTIONS:**

On February 20, 2024 Council passed the following motion:

“That City Administration prepare a report on a potential Capital Project Grant Program for Non-Profit Agencies to create eligibility criteria for Council’s review with recommendation about different options for the amount of grant money dedicated to the program and the impact of any loss of investment income to the City.”

It was suggested that Administration could complete this work and report back to Council in May 2024.

**BACKGROUND / ANALYSIS:**

Administration plans to initiate a jurisdictional scan on the subject and is preparing for analysis, report generation, and recommendation development. In order to provide thorough analysis and thoughtful, evidence-based recommendations, more time is required due to the competing priorities of business case development and ranking, business plan development, and budget preparation.

**INTERNAL AND EXTERNAL ENGAGEMENT CONSIDERATIONS:**

External municipalities and internal departments will be engaged and consulted.

**POTENTIAL RISKS / IMPACTS:**
**Financial:**

Funding Request:	No	
Budgeted Item:	No	
Funding Explanation:	N/A	
Budget Amendment Form?	No	

**Health, Safety and Environmental:** N/A

**Legal / Legislative / Policy:** N/A

**PUBLIC PARTICIPATION REQUIRED FOR IMPLEMENTATION:**

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ALTERNATIVE OPTIONS / PROS AND CONS:**

Move this project to a higher priority.

**Pros:** Council would receive the report sooner

**Cons:** Other important financial work may not be completed as per schedule.

**IMPLEMENTATION PLAN:**

With Council's approval, Corporate Planning and Performance will complete a jurisdictional scan and subsequent analysis. Public Services will complete the report and recommendations for presentation to Council..

<b>APPROVED BY &amp; DATE:</b>	Ann Mitchell City Manager	2024-04-01
<b>ATTACHMENTS:</b>	None	

**DATE:** 2024-04-08

**MEETING:** REGULAR COUNCIL

**DEPARTMENT:** CITY CLERK

**REPORT AUTHOR:** LARRY RANDLE, CITY CLERK

## RENAMING OF BOARDROOM ROOM 2-1 – TED GRIMM CONFERENCE ROOM

### EXECUTIVE SUMMARY:

In 2001, during a Closed Session of Council, Council discussed re-naming Boardroom 2-1 in honour of Mayor Grimm. Through informal direction, Council indicated their support for the re-naming and at the December 17, 2001, Closed Session, clarified that the re-naming of the Boardroom should be the “Ted Grimm Conference Room.”

### STRATEGIC ALIGNMENT:

<b>INNOVATION</b> <input type="checkbox"/>	<b>ECONOMIC EVOLUTION</b> <input type="checkbox"/>	<b>SERVICE ORIENTATION</b> <input type="checkbox"/>
<b>PARTNERSHIPS &amp; GOVERNANCE</b> <input checked="" type="checkbox"/>	<b>COMMUNITY WELLNESS</b> <input type="checkbox"/>	<b>RESILIENCY &amp; SUSTAINABILITY</b> <input type="checkbox"/>

### RECOMMENDATION:

It is recommended through the Administrative Committee to Council that Boardroom 2-1 be renamed the “Ted Grimm Conference Room,” in honour of former Mayor, Ted Grimm.

### PREVIOUS COUNCIL MOTIONS / DIRECTIONS:

Previous Councils had considered renaming Boardroom 2-1 to honour former Mayor Grimm, but no formal motion directing administration to implement the change was ever adopted.

### BACKGROUND / ANALYSIS:

Ted Grimm is one of the longest serving Mayors in Alberta history. During his eight terms of office, he focused on public services and the protection and promotion of Medicine Hat’s publicly owned utility system. Mayor Grimm was a part of Council during the completion of the Family Leisure Centre (Big Go Marble), the proposed construction project for the Esplanade Arts and Heritage Centre and the project that brought the Saamis Teepee to the City.

During the December 17, 2001, Closed Session of Council, in honour of his long-standing commitment to the City of Medicine Hat, Council informally agreed to re-name Boardroom 2-1 as the “Ted Grimm Conference Room.” Ted Grimm passed away on Friday, December 9, 2022, and is remembered as one of the best and longest serving mayors in the history of the City of Medicine Hat. It is timely for Council to again consider the informal direction provided in 2001 to undertake the renaming in his honour.

In 2022, a draft Briefing Note was prepared recommending that Council approve the renaming of Boardroom 2-1. The minutes from the December 19, 2022, Regular meeting indicate that Councillor Hirsch paid tribute to the late Mayor Ted Grimm, but no formal motion was adopted.

In March 2024, City Clerk Randle spoke with the Grimm family to inquire whether they would be supportive of the renaming of the boardroom. They expressed their support and would be honoured to see the change occur. A formal ceremony commemorating this change could be considered part of the renaming approved by Council.

**INTERNAL AND EXTERNAL ENGAGEMENT CONSIDERATIONS:**

Given the impressive legacy of former Mayor Grimm, the City could consider organizing a renaming ceremony involving the family and may also wish to invite former colleagues and interested citizens. The Communications, Engagement and Marketing department could be engaged to assist with appropriate arrangements.

**POTENTIAL RISKS / IMPACTS:**

**Financial:**

Funding Request:	Yes	If yes, amount: \$500.00
Budgeted Item:	No	Funding Source: CAO Contingency
Funding Explanation:	N/A	
Budget Amendment Form?	No	

**Health, Safety and Environmental:**

None

**Legal / Legislative / Policy:**

Municipal Facility, Roadway, and Community Naming Policy No. 0155 does not specifically address this unique opportunity to name a room in city hall. Therefore, to keep this one-time action simple and straightforward, it is recommended that Council approves the renaming as presented.

**PUBLIC PARTICIPATION REQUIRED FOR IMPLEMENTATION:**

No public participation is required; however, Council may wish to make this a good news, public event.

<b>INFORM</b> <input checked="" type="checkbox"/>	<b>CONSULT</b> <input type="checkbox"/>	<b>INVOLVE</b> <input type="checkbox"/>	<b>COLLABORATE</b> <input type="checkbox"/>	<b>EMPOWER</b> <input type="checkbox"/>
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**ALTERNATIVE OPTIONS / PROS AND CONS:**

1. Approve the name change.
2. Receive this report for information and take no further action.
3. Consider other options for honouring the late Ted Grimm.

**IMPLEMENTATION PLAN:**

Administration will work with the appropriate departments to implement the direction of Council.

<b>APPROVED BY &amp; DATE:</b>	Ann Mitchell City Manager	2024-03-18
<b>ATTACHMENTS:</b>	N/A	

**From:** [Linnsie Clark](#)  
**To:** [Larry Randle](#); [COUNCIL](#)  
**Cc:** [Ann Mitchell](#)  
**Subject:** Written Inquiry for inclusion on the March 4, 2024 City of Medicine Hat Open Regular Council Meeting Agenda  
**Date:** February 20, 2024 3:06:59 PM  
**Attachments:** [image001.png](#)

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Re: Written Inquiry for inclusion on the March 4, 2024 City of Medicine Hat Open Regular Council Meeting Agenda

Pursuant to Section 6.4(a) of the *Procedure Bylaw*, Bylaw No. 4725, I am providing this Written Inquiry for the following information, to be included on the March 4, 2024 Open Regular Meeting Agenda.

1. For each of the years 2020, 2021, 2022, and 2023:
  - a. the number of City employees paid or reimbursed for living expenses;
  - b. for each employee (by job title or position) paid or reimbursed for living expenses:
    - i. the duration for which they were paid or reimbursed for living expenses;
    - ii. the itemized living expenses for which they were paid or reimbursed;
    - iii. the amounts they were paid or reimbursed for living expenses on an itemized basis;
    - iv. the employee's position type (i.e., permanent part time, permanent full time, temporary, etc.).
  - c. the total amount of living expenses paid out or reimbursed.
1. For each of the years 2020, 2021, 2022 and 2023:
  - a. the basic terms of all severance agreements, including the precise sums, the date of the severance agreements, and the job title or position of the individual severed.

For your reference, please see County of Vermilion River #24 (Re), [Order F2007-025 \(oipc.ab.ca\)](#).
3. A detailed accounting of all funds reallocated by the City Manager in 2023, pursuant to Section 20 of the Administrative Organization Bylaw, Bylaw No. 4662, or otherwise.
4. Staff turnover statistics for each of the years 2020, 2021, 2022, 2023, by month.
5. The City Manager's 2023 itemized expenses and P-Card statements.
6. Each Managing Director's 2023 itemized expenses and P-Card statements.

Thanks!

**Linnsie Clark** BSc, JD  
**Mayor**

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City of Medicine Hat

**Phone:** 403-529-8181

**Fax:** 403-529-8182



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# Taking the “Strong Towns Approach” in Medicine Hat

Strong Towns - Community Action Lab

Planning & Development Services  
March 7, 2024



# Community Action Lab

## The Strong Towns Approach

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- Financially sustainable growth
- “Small Bets” & incremental refinement
- Put PEOPLE first



**STRONG  
TOWNS**

# Community Action Lab

## Fiscal Sustainable Growth

- Abandoning liabilities



# Community Action Lab

## “Small Bets” & Incremental refinement

- Open House 2.0



# Community Action Lab

## Put PEOPLE first

- “Free Play”



Seairra Jones · November 8, 2023

### One Meeting and \$3,000 Created More Value for This City Than a \$300,000 Project

After **one meeting** and a little over \$3,000, Medicine Hat, AB, decided to take a bottom-up approach to invest in a community-led program that has made better use of their public parks and children’s playgrounds.

[READ MORE →](#)

# Community Action Lab - *Event 3*

## Escaping the Housing Trap - *LESSON*

- *Make housing more affordable, or Create affordable housing?*
  - Allow incremental growth “by right”
  - Lower the bar of entry
  - Fix finance
  - Pre-approve plans
  - Evaluating value



# Community Action Lab - *Event 3*

## Escaping the Housing Trap - *OUTCOME*

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# Community Action Lab - *Event 3*

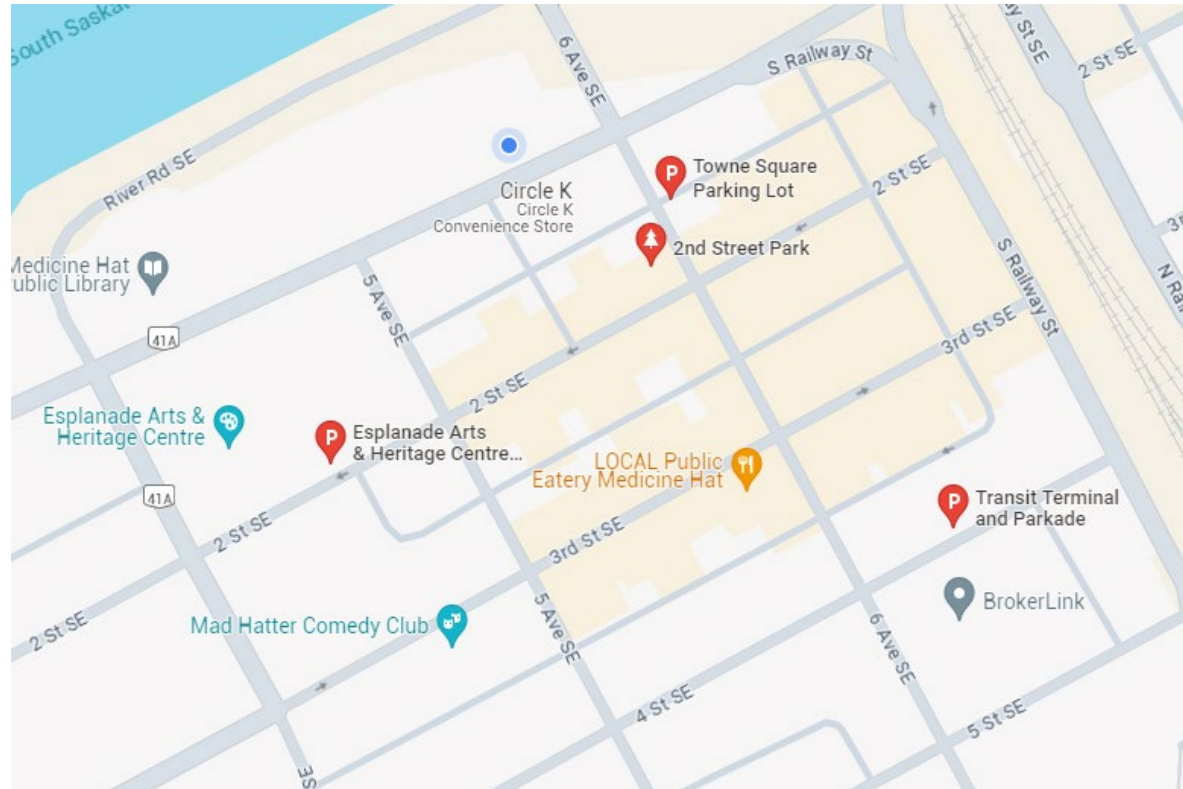
## All-Staff Action Team - *LESSON*

- **“Tackle a challenge in 24 hours”**
  1. Observe
  2. Identify
  3. Act
  4. Repeat



# Community Action Lab - *Event 3*

## All-Staff Action Team - *OUTCOME*





# Community Action Lab - Event 3

## All-Staff Action Team - OUTCOME 2.0



## Downtown Parking



**Off Street**

- P** City of MH Parking area
- P** Public Parking area
- ☆ Parking Permits can be purchased from cashiers at City Hall
- ☆☆ Parking Permits can be purchased inside the Esplanade

**On Street**

- No Time Limit
- 15 Minute
- 30 Minute
- 2 Hour Monday to Saturday
- 2 Hour except with Permit
- ♿ Accessible
- ▲ Loading Zone

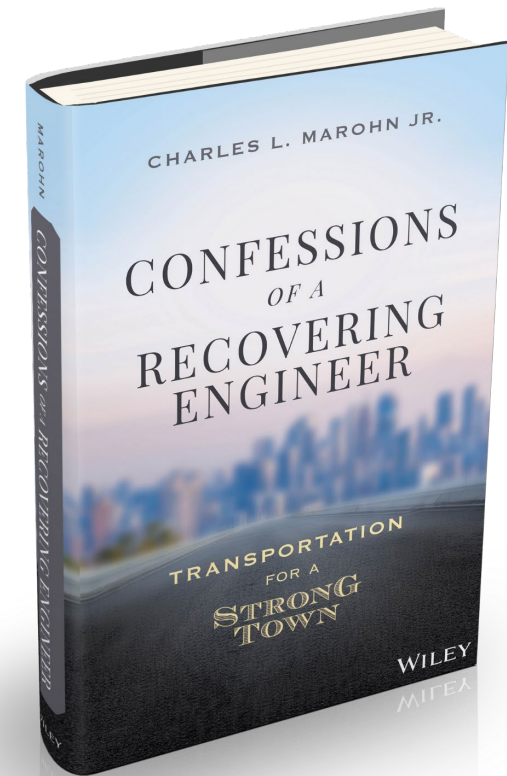
City Lots	Esplanade Parkade	Esplanade Surface	Towne Square	Transit Parkade
	Total Spots: 67	Total Spots: 49	Total Spots: 59	Total Spots: 157
	Permit: 39	Permit: 49	Permit: 30	Permit: 104
	Public Paid: 28	Free on weekdays after 6 p.m. and on weekends	Public Paid: 29	2 Hour: 28
			Free on weekdays after 6 p.m. and on weekends	4 Hour: 10
				Free on 3rd level April to September 2024

Private parking lots in the Downtown provide additional paid parking opportunities. Contact the individual lots for more information.

# Community Action Lab - *Event 3*

## Transportation for a Strong Town - *LESSON*

- Streets & Roads (and what's a Stroad???)
- What makes a great street?
- Who should lead a Street Design Team?

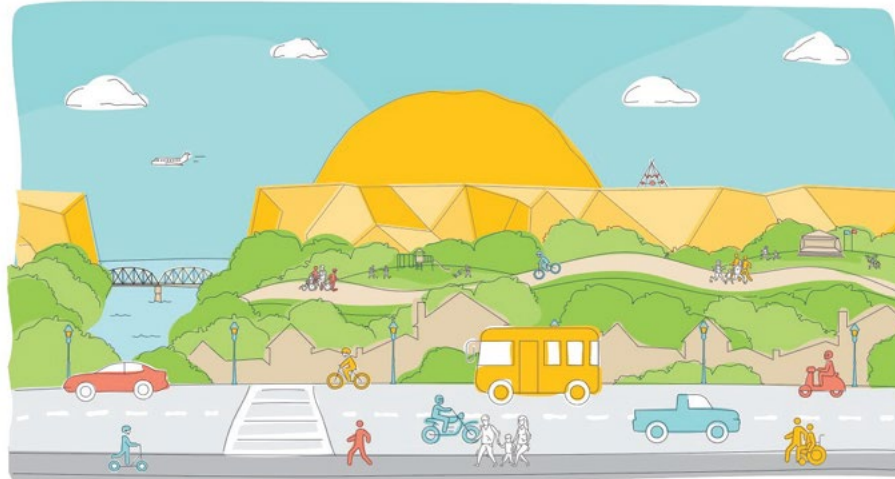


# Community Action Lab - *Event 3*

## Transportation for a Strong Town - *OUTCOME*

### Hatters **in** Motion

#### Transportation Master Plan (TMP)



# Community Action Lab

## So what's next?

- **Housing Accelerator Fund**
  - Finding the “missing-middle”
  - Pre-approved designs
- Fiscal analysis in development and rezoning application reviews

1

### ENERGIZED HUBS

Establish zoning for Urban Villages and Corridors that allows for Mixed-Use and higher density developments.

2

### ELEVATING DOWNTOWN

Establish a critical mass in the city centre through zoning changes.

3

### FINDING THE MISSING MIDDLE

Implement a strategy through zoning that allows for increase sensitive intensification.

4

### STREAMLINED PERMITTING

Enhance customer support and streamlining of permitting and application processes.

5

### PRE-APPROVED DESIGNS

Reduce permit and rezoning costs with pre-approved designs for missing middle housing.

6

### NEW LIFE FOR OLD SPACES

Establish a land acquisition and de-risking strategy to promote intensification of underutilized sites.

7

### REFRESHED INCENTIVES

Review and refine current City of Medicine Hat redevelopment incentives.

8

### STRATEGIC SERVICING UPGRADES

Develop a strategic approach to development opportunities.










9

### EVERYONE DESERVES A HOME

Collaborate with non-profit housing providers and developers to create more attainable housing and housing types that serve vulnerable populations.

## Land Use Bylaw Refresh

### Draft neighbourhood zoning of proposed Land Use Bylaw.

 Zoning:	 Density:	 Built Form:	 Permitted Land Uses*:	 Discretionary Land Uses*:
 <b>N-R1</b>	Low	Low Rise • 1-3 storeys	Detached Housing, Semi-detached Housing, Duplex Housing	Accessory Suites, Triplex Housing (GU only), Row Housing (max. 4 units - GU only)
 <b>N-R2</b>	Low-Medium	Low rise • 1-3 storeys	Duplex/Triplex Housing, Row Housing, Multiple Unit Housing	Detached Housing, Semi-Detached Housing, Accessory Suites
 <b>N-R3</b>	Medium	Mid Rise • 4-6 storeys	Multiple Unit Housing	N/A
 <b>N-R4</b>	High	High rise • 7+ storeys	Multiple Unit Housing	Low impact active commercial land uses (e.g. retail, coffee shop, etc.) at grade

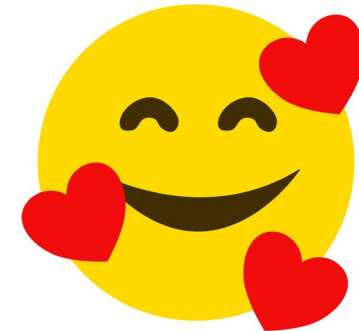
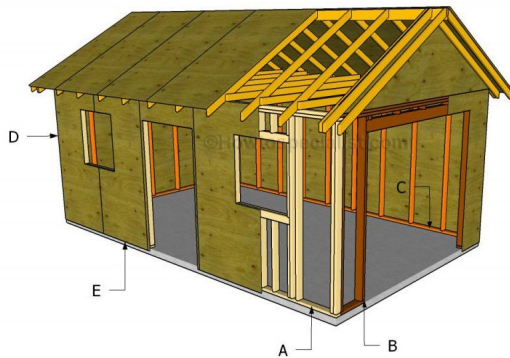
\*Abbreviated list for display purposes

# Community Action Lab

## Pre-approved plans

5

PRE-APPROVED  
DESIGNS



# Community Action Lab

## What's next?

- Housing Accelerator Fund
  - Land Use Bylaw Refresh
  - Pre-approved designs
- **Fiscal analysis in development and rezoning application review**



# Community Action Lab

**What's next?**

---

**That's up to you.**



# Community Action Lab

## “Strong Towns Thinking”



## The Strong Towns Medicine Hat Approach

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*We are blown away and humbled by the work that everyone at the city is undertaking. This represents a city that no longer satisfied with the status quo. Medicine Hat is showing that our cities can pursue a much different path. You are an inspiration to so many cities that are also ready to shift the broader conversation about growth, development, and public investment.*

- **Edward Erfurt**, Director of Community Action (Strong Towns)

# Community Action Lab

The screenshot shows the Strong Towns website interface. At the top left is the 'STRONG TOWNS' logo. The navigation menu includes 'Articles', 'Podcasts', 'Videos', 'Programs', 'Learn', 'Events', and 'About'. A yellow button labeled 'Become a Member' and a search icon are on the right. The main content area features a large video player. The video title is 'Community Action Lab' with the subtitle 'The most comprehensive way to mobilize your community for change.' The video player shows a thumbnail with the 'STRONG TOWNS THINKING' logo and a red play button. Above the video are icons for 'Watch later' and 'Share'. Below the video is a 'Watch on YouTube' button. The background of the website is a blurred image of a town street.

## Questions?

**DATE: 2024-04-08****MEETING: REGULAR COUNCIL****DEPARTMENT: CITY SOLICITOR****REPORT AUTHOR: MATTHEW KLASSEN, SOLICITOR****BYLAW NO. 4735 TO AMEND UNSIGHTLY PROPERTY BYLAW NO. 3117****EXECUTIVE SUMMARY:**

A bylaw to amend Unsightly Property Bylaw No. 3117.

**STRATEGIC ALIGNMENT:****INNOVATION****ECONOMIC EVOLUTION****SERVICE ORIENTATION****PARTNERSHIPS & GOVERNANCE****COMMUNITY WELLNESS****RESILIENCY & SUSTAINABILITY****RECOMMENDATION:**

It is recommended through the Administrative Committee and the Development & Infrastructure Committee that City Council pass Amending Bylaw No. 4735 to amend Unsightly Property Bylaw No. 3117.

**PREVIOUS COUNCIL MOTIONS / DIRECTIONS:**

At the October 3, 2023 Open City Council meeting, Council directed administration to conduct a review of Bylaw No. 3117, pertaining to vacant and derelict properties and to report back to Council with options to enhance the effectiveness of the Bylaw and identify any gaps or shortcomings that may hinder its enforcement.

**BACKGROUND / ANALYSIS:**

The current Unsightly Property Bylaw was passed on March 3, 1998, and was amended on May 17, 2011. To address the request made by Council, a jurisdictional scan was conducted comparing Medicine Hat's bylaw to the bylaws of Calgary, Edmonton, Red Deer, Airdrie, Lethbridge, and Strathcona County. The results affirmed that Medicine Hat's bylaw is sound and provided insight into how it could be further strengthened to meet the current needs and expectations of the community.

The proposed amendments to the Unsightly Property Bylaw include:

1. Adding a definition of "Reasonable State of Repair" and imposing a positive obligation to maintain a property in a Reasonable State of Repair. (s.2.11.01, s.4(1), and s.4(2))
2. Adding a definition of "City Manager". (s.2.(4.01))

3. Adding a definition of “Dilapidated Vehicle”. (s. 2.5.01 and s.3)
4. Adding a definition of “Occupier”. (s.2.(8.01))
5. Expanding upon the coating requirements for exterior doors, windows or other openings covered with wood. (s.3(2)(e)(vi)d.)
6. Adding a new section prescribing minimum security standards. (s.12.1)
7. Adding a comprehensive new section prescribing property maintenance standards. (s.4)
8. Creating new offences relating to property maintenance and obstruction. [s. 13.(b), 13.(c), 13.(d), and 13.(e), s. 13.01, and s. 13.2]
9. Increasing the fines for first time offences. (s. 14)

**INTERNAL AND EXTERNAL ENGAGEMENT CONSIDERATIONS:**

The review of the current Unsightly Property Bylaw was a result of Council’s direction. No external engagement occurred during this bylaw review.

**POTENTIAL RISKS / IMPACTS:**

**Financial:**

Funding Request:	No	
Budgeted Item:	No	
Funding Explanation:	N/A	
Budget Amendment Form?	No	

There is no cost implication for amending the current Unsightly Property Bylaw.

**Health, Safety and Environmental:**

There are minimal health, safety and environmental impacts associated with passing an amendment to the Unsightly Property Bylaw.

**Legal / Legislative / Policy:**

New provisions in the amended Unsightly Property Bylaw prescribe clear property maintenance standards, create additional offences, and increase fines for first time offences, which will facilitate enhanced enforcement of unsightly properties by the City.

**PUBLIC PARTICIPATION REQUIRED FOR IMPLEMENTATION:**

Public participation is not required; however, the public has expressed an interest in the management of unsightly properties.

<b>INFORM</b> <input checked="" type="checkbox"/>	<b>CONSULT</b> <input type="checkbox"/>	<b>INVOLVE</b> <input type="checkbox"/>	<b>COLLABORATE</b> <input type="checkbox"/>	<b>EMPOWER</b> <input type="checkbox"/>
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**ALTERNATIVE OPTIONS / PROS AND CONS:**

Option 1: Do nothing. This option is not recommended as Council directed a review be done to enhance the effectiveness of the current bylaw. Through the jurisdictional scan, it was determined the current bylaw could be further strengthened.

**IMPLEMENTATION PLAN:**

If approved by Council, administration will make the amended Unsightly Property Bylaw accessible to the public on the City's website. Medicine Hat Police Service has reviewed the amending bylaw and supports the proposed changes.

<b>REVIEWED BY &amp; DATE:</b>	Ben Bullock City Solicitor	2024-03-08
<b>REVIEWED BY &amp; DATE:</b>	Pat Bohan Managing Director, Development & Infrastructure	2024-03-08
<b>APPROVED BY &amp; DATE:</b>	Ann Mitchell City Manager	2024-03-08
<b>ATTACHMENTS:</b>	1: Amending Bylaw No. 4735 2: Redline of Unsightly Property Bylaw No. 3117	

**BYLAW NO. 4735**

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**A BYLAW OF THE CITY OF MEDICINE HAT** to amend Bylaw No. 3117, the Unsightly Property Bylaw.

**WHEREAS** Council considers it advisable to amend Bylaw No. 3117, the Unsightly Property Bylaw.

**NOW THEREFORE THE MUNICIPAL CORPORATION OF THE CITY OF MEDICINE HAT, IN COUNCIL ASSEMBLED, ENACTS AS FOLLOWS:**

1. Bylaw No. 3117, the Unsightly Property Bylaw, is hereby amended as follows:
  - (a) The second sentence of the preamble is deleted and replaced with:
 

**“WHEREAS** the ***Municipal Government Act***, S.A. 2000, c.M-26 authorizes municipalities to deal with nuisances, including unsightly property, and the protection of people and property.”.
  - (b) In subsection 2. (1), “1994” is replaced with “2000” and “c.M-26.1” is replaced with “c.M-26”.
  - (c) Subsection 2. (3) is repealed and replaced with the following:
 

“2. (3)           **“Bylaw Enforcement Officer”** means any police officer, peace officer or other person appointed or employed by the City having the authority to enforce bylaws.”.
  - (d) The following subsection is inserted following subsection 2. (4):
 

“2. (4.01)       **“City Manager”** means the chief administrative officer of the City, operating under the title of “City Manager”;
  - (e) The following subsection is inserted following subsection 2. (5):
 

“2. (5.01)       **“Dilapidated Vehicle”** means any vehicle that is:

    - (a) incapable of being safely operated;
    - (b) partially or fully wrecked or dismantled; or
    - (c) substantially damaged.”.
  - (f) The following subsection is inserted following subsection 2. (8):
 

“2. (8.01)       **“Occupier”** means:

    - (a) a person who is in lawful physical possession of land or a Structure on the land; or
    - (b) a person who has responsibility for, and control over, the condition of land or a Structure on the land, the activities



conducted on that property, and the persons allowed to enter that property,

and for the purposes of this Bylaw, there may be more than one occupier of the same land or Structure on the land.”.

- (g) Subsection 2. (9) is repealed and replaced with the following:
- “2. (9) **“Order”** means a written order in accordance with section 545 or subsection 546(1)(c) of the **Act** issued pursuant to subsection 6(a) or (b) of this Bylaw.”.
- (h) The following subsection is inserted following subsection 2. (11):
- “2. (11.01) **“Reasonable State of Repair”** means the condition of being:
- (i) free from significant damage;
  - (ii) free from significant rot or other significant deterioration;
  - (iii) free from the presence or accumulation of hazardous materials (unless stored in accordance with applicable laws), noxious fumes, or sewage; and
  - (iv) safe for its intended use.”.
- (i) Subsection 3(2)(c) is amended to delete “wrecked or dismantled vehicles” and replace it with “one or more Dilapidated Vehicles”.
- (j) Subsection 3(2)(e)(iii) is amended to delete “pealing” and replace it with “peeling”.
- (k) Subsection 3(2)(e)(vi)(d) is repealed and replaced with:
- “3(2)(e)(vi)d. coated with an opaque protective finish that matches or complements the existing exterior finish of the Structure in a manner that is not detrimental to the surrounding area.”.
- (l) The following subsection is inserted following subsection 3. (3):
- “3. (4) No Owner or Occupier of a Property shall cause or permit the Property to become an Unsightly Property.”
- (m) The following provisions regarding Maintenance Standards for Property are added as Section 4:

**“MAINTENANCE STANDARDS FOR PROPERTY**

4. (1) An Owner or Occupier of Property shall ensure that all Structures on the Property are maintained so that:
- (a) the foundations;
  - (b) exterior walls;
  - (c) roof and eavestroughs;

- (d) windows, including frames, shutters, and awnings;
- (e) exterior doors, including frames, jambs, and awnings;
- (f) exterior landings;
- (g) balconies, porches, decks, patios;
- (h) steps, walkways, and sidewalks; and
- (i) fences,

are kept in a Reasonable State of Repair.

- (2) No person shall cause or permit a vacant Structure to become damaged or to deteriorate into a state of disrepair such that the Structure is an imminent danger to public safety.
- (3) If a Structure normally intended for human habitation or use is unoccupied then the Owner or Occupier may cover any door or window opening in the Structure with a solid piece of wood (or other similar suitable material) that is:
  - (a) installed from the exterior and fitted within the frame of the opening in a watertight manner;
  - (b) of a thickness sufficient to prevent unauthorized entry into the Structure;
  - (c) secured in a manner sufficient to prevent unauthorized entry into the Structure; and
  - (d) coated with an opaque protective finish that matches or complements the existing exterior finish of the Structure in a manner that is not detrimental to the surrounding area.
- (4) An Owner or Occupier of a Property shall complete any work, renovation, or action within twenty-four (24) months following the first issuance of the permit to perform the work, renovation, or action unless the Person who grants the permit allows for a shorter or longer period to complete such work, renovation, or action.
- (5) (a) If a Structure normally intended for human habitation or use has been declared unfit for human habitation or use by any health or building authority, then the Owner or Occupier of the Property on which the Structure is located shall:
  - (i) remedy the deficiencies in order for the declaration to be removed; or
  - (ii) remove or demolish the Structure;
- (b) Any work or action required by the Property Owner or Occupier pursuant to subsection (a) shall be completed:
  - (i) within the time specified by the health or building authority; or

- (ii) if no time is specified by the health or building authority, within twelve (12) months following the date of the declaration.”.
- (n) Section 5 is repealed and replaced with the following:
- “5. If a Bylaw Enforcement Officer forms the opinion that Property is Unsightly Property, or fails to comply with maintenance standards set out in section 4 of this Bylaw, the Bylaw Enforcement Officer may issue a written Direction to the Owner or Occupier of the Property. The Direction may require the Owner or Occupier of the Property to improve the appearance of the Property or to comply with any requirements set out in section 4 of this Bylaw in the manner specified and may state a time within which the person must comply with the Direction.”.
- (o) Section 6 is hereby repealed and replaced with the following:
- “6. (a) If in the opinion of a Designated Officer, Property is detrimental to the surrounding area because of its unsightly condition, the Designated Officer may issue a written Order in accordance with subsection 546(1)(c) of the **Act**.
- (b) A Designated Officer may issue a written Order under section 545 of the **Act** requiring the Owner or Occupier of the Property to comply with any requirements set out in Section 4 of this Bylaw.”.
- (p) Section 7 is amended by replacing “order” with “Order”.
- (q) Subsection 7. (a) is amended by replacing “550” with “549”.
- (r) Section 9 is amended by deleting “Second Floor” from the address and replacing it with “Third Floor”.
- (s) The following subsection is inserted following subsection 12. (b):
- “12. (b.1) Property meets the Maintenance Standards set out in section 4 of this Bylaw,”.
- (t) Subsection 12. (d) is repealed and replaced with the following:
- “12. (d) there has been compliance with an Order.”.
- (u) The following section is inserted following Section 12:
- “MINIMUM SECURITY REQUIREMENTS**
- 12.1 The City Manager may establish the minimum requirements for the purposes of subsections 3(2)(e)(vi)b., 3(2)(e)(vi)c., 4(3)(b), and 4(3)(c) of this Bylaw. If established by the City Manager, the City Manager shall cause such requirements to be posted on the City’s website.”.
- (v) Section 13 is repealed and replaced with the following:

“13. A person who fails to comply with:

- (a) Section 4(4);
- (b) Section 4(5);
- (c) A Direction issued in accordance with section 5;
- (d) an Order issued in accordance with subsection 6(a); or
- (e) an Order issued in accordance with subsection 6(b);

within the time specified therein is guilty if an offense.”.

(w) The following offence provision is added as Section 13.01:

“13.01. A person who fails to comply with:

- (a) Section 4(1);
- (b) Section 4(2);
- (c) Section 4(3); or
- (d) Section 13.2,

is guilty of an offence.”.

(x) The following provision is added as Section 13.2:

“13.2 A person shall not obstruct or hinder any other person in the exercise or performance of the other person’s powers or duties pursuant to this Bylaw.”.

(y) Section 14 is amended as follows:

- insert “,13.01, or 13.2” immediately after “section 13” in the second line of the first paragraph; and
- in subsection (a)(i), delete “\$250.00 nor more than \$400.00” and replace it with “\$300.00 nor more than \$500.00”.

2. This Bylaw comes into force on the date it is passed.

**READ A FIRST TIME** in open Council on \_\_\_\_\_.

**READ A SECOND TIME** in open Council on \_\_\_\_\_.

**READ A THIRD TIME** in open Council on \_\_\_\_\_.

**SIGNED AND PASSED** on \_\_\_\_\_.

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**MAYOR: Linnsie Clark**

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**CITY CLERK: Larry Randle**

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**BYLAW NO. 3117**


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**CONSOLIDATION OF A BYLAW OF THE CITY OF MEDICINE HAT** to promote the maintenance of Property and to address Unsightly Property within the City of Medicine Hat.

**WHEREAS** the *Municipal Government Act*, S.A. ~~20001994~~, c.M-26-1 authorizes municipalities to deal with nuisances, including U~~u~~nsightly P~~p~~roperty, and the protection of people and property.

**NOW THEREFORE THE MUNICIPAL CORPORATION OF THE CITY OF MEDICINE HAT, IN COUNCIL ASSEMBLED, ENACTS AS FOLLOWS:**

**NAME OF BYLAW**

1. This Bylaw may be cited as the “Unsightly Property Bylaw”.

**DEFINITIONS**

2. For the purposes of this Bylaw, the following words mean:
  - (1) **“Act”** means the *Municipal Government Act*, S.A. ~~20001994~~, c.M-26-1, as amended.
  - (2) **“Board”** means the City’s Subdivision and Development Appeal Board.
  - (3) ~~“Bylaw Enforcement Officer” means a person appointed as a Bylaw Enforcement Officer pursuant to City of Medicine Hat Bylaw No. 2463, and also includes any peace officer, police officer or special constable employed by the City’s Police Service.~~ **“Bylaw Enforcement Officer”** means any police officer, peace officer or other person appointed or employed by the City having the authority to enforce bylaws.
  - (4) **“City”** means the Municipal Corporation of the City of Medicine Hat.
    - (4.01) “City Manager” means the chief administrative officer of the City, operating under the title of “City Manager”.
  - (5) **“Council”** means the Municipal Council of the City.
    - (5.01) “Dilapidated Vehicle” means any vehicle that is:
      - (a) incapable of being safely operated;
      - (b) partially or fully wrecked or dismantled; or
      - (c) substantially damaged.
  - (6) **“Designated Officer”** means a designated officer in accordance with the **Act**.

(7) **“Direction”** means a written direction in accordance with section 5 of this Bylaw.

Amended by:  
Bylaw 4031  
May 17, 2011

(8) **“Non-Residential Property”** means all Property that is not Residential Property

(8.01) **“Occupier”** means:

(a) a person who is in lawful physical possession of land or a Structure on the land; or

(b) a person who has responsibility for, and control over, the condition of land or a Structure on the land, the activities conducted on the land or within a Structure on the land, and the persons allowed to enter the land or a Structure on the land.

and for the purposes of this Bylaw, there may be more than one occupier of the same land or Structure on the land.

(9) ~~“Order” means a written order in accordance with subsection 546(1)(c) of the Act.~~ **“Order”** means a written order in accordance with section 545 or subsection 546(1)(c) of the **Act** issued pursuant to subsection 6(a) or (b) of this Bylaw.

(10) **“Owner”** means:

(a) in respect of land, the person who is registered under the **Land Titles Act** as the owner of the fee simple estate in the land, and

- (b) in respect of Property other than land, the person in lawful possession of it.

Amended by:  
Bylaw 4031  
May 17, 2011

- (11) **“Property”** means:
- (i) a parcel of land,
  - (ii) a Structure, or
  - (iii) a parcel of land and any Structures located thereon.

(11.01) “Reasonable State of Repair” means the condition of being:

- (i) free from significant damage;
- (ii) free from significant rot;
- (iii) free from the presence or accumulation of hazardous materials (unless stored in accordance with applicable laws), noxious fumes, or sewage; and
- (iv) safe for its intended use.

Amended by:  
Bylaw 4031  
May 17, 2011

- (11.1) **“Residential Property”** means any Property that is solely used for residential purposes, and includes a residential dwelling that contains a home occupation business and a residential dwelling that is under construction.
- (12) **“Structure”** means a building or other thing erected or placed in, on, over or under land, whether or not it is so affixed to the land as to become transferred without special mention by a transfer or sale of the land.
- (13) **“Unsightly Property”** means Property described in section 3 of this Bylaw.

### UNSIGHTLY PROPERTY

3. (1) Unsightly Property is Property that, in the opinion of a Bylaw Enforcement Officer, is detrimental to the surrounding area because of its unsightly condition.
- (2) Some factors which may be considered by a Bylaw Enforcement Officer in determining whether Property is Unsightly Property include the following:
- (a) the presence of uncut grass or weeds,
  - (b) the presence of trees, shrubs or other vegetation in such a manner that they interfere with the use of or obstruct visibility of street signage, sidewalks, roadway clearance, municipal works or public utilities,



- (c) the presence of ~~wrecked or dismantled vehicles~~ one or more Dilapidated Vehicles, including vehicles that are inoperable and unregistered,
- (d) the storage or accumulation of garbage, litter, refuse (including but not limited to building materials, tires, boxes, scrap material), equipment, dilapidated furniture or appliances, machinery, machinery parts or other similar materials or items,
- (e) specific or general lack of repair or maintenance including but not limited to:
  - (i) significant deterioration of Structures or portions of Structures;
  - (ii) broken or missing windows, siding, shingles, shutters, eaves or other building materials;
  - (iii) significant fading, chipping or ~~pe~~eling of painted areas of Structures;
  - (iv) exterior doors or windows in a Structure that do not operate as they were intended to or do not fit tightly within their frames when closed;
  - (v) exterior doors, windows or openings in a Structure that are not properly constructed or maintained so as to completely exclude rain;
  - (vi) exterior doors, windows or other openings in a Structure that are covered with wood where the wood is not:
    - a. installed from the exterior and fitted within the frame of the opening in a watertight manner;
    - b. of a thickness sufficient to prevent unauthorized entry to the Structure;
    - c. secured in a manner sufficient to prevent unauthorized entry to the Structure; or
    - d. coated with an opaque protective finish that matches or complements the existing exterior finish of the Structure in a manner that is not detrimental to the surrounding areas similar in colour to the colour of the Structure;
- (f) the location, zoning, use and visibility of Property.

(3) Subsection (2) is not intended to be an exhaustive list of factors which may be considered in determining whether Property is unsightly Property.

(4) No Owner or Occupier of a Property shall cause or permit the Property to become an Unsightly Property.

Amended by:  
Bylaw 4031  
May 17, 2011

**MAINTENANCE STANDARDS FOR PROPERTY**

4. (1) An Owner or Occupier of Property shall ensure that all Structures on the Property are maintained so that:
- (a) the foundations;
  - (b) exterior walls;
  - (c) roof and eavestroughs;
  - (d) windows, including frames, shutters, and awnings;
  - (e) exterior doors, including frames, jambs, and awnings;
  - (f) exterior landings;
  - (g) balconies, porches, decks, patios;
  - (h) steps, walkways, and sidewalks; and
  - (i) fences,
- of the Structures are kept in a Reasonable State of Repair.
- (2) No person shall cause or permit a vacant Structure to become damaged or to deteriorate into a state of disrepair such that the Structure is an imminent danger to public safety.
- (3) If a Structure normally intended for human habitation or use is vacant then the Owner or Occupier of the Structure shall secure the Structure from unauthorized entry and any door or window opening in the Structure may be covered with a solid piece of wood (or other similar suitable material) that is:
- (a) installed from the exterior and fitted within the frame of the opening in a watertight manner;
  - (b) of a thickness sufficient to prevent unauthorized entry into the Structure;
  - (c) secured in a manner sufficient to prevent unauthorized entry into the Structure; and
  - (d) coated with an opaque protective finish that matches or complements the existing exterior finish of the Structure in a manner that is not detrimental to the surrounding area.
- (4) An Owner or Occupier of a Property shall complete any work, renovation, or action within twenty-four (24) months following the first issuance of the permit to perform the work, renovation, or action unless the Person who grants the permit allows for a shorter or longer period to complete such work, renovation, or action.

- (5) (a) If a Structure normally intended for human habitation or use has been declared unfit for human habitation or use by any health or building authority, then the Owner or Occupier of the Property on which the Structure is located shall:
- (i) remedy the deficiencies in order for the declaration to be removed; or
  - (ii) remove or demolish the Structure;
- (b) Any work or action required by the Property Owner or Occupier pursuant to subsection (a) shall be completed:
- (i) within the time specified by the health or building authority; or
  - (ii) if no time is specified by the health or building authority, within twelve (12) months following the date of the declaration.

## DIRECTION

5. ~~If a Bylaw Enforcement Officer forms the opinion that Property is Unsightly Property, the Bylaw Enforcement Officer may issue a written Direction to the Owner or occupier of the Property. The Direction may require the Owner or occupier of the Unsightly Property to improve the appearance of the Property in the manner specified and may state a time within which the person must comply with the Direction.~~ If a Bylaw Enforcement Officer forms the opinion that Property is Unsightly Property, or fails to comply with maintenance standards set out in section 4 of this Bylaw, the Bylaw Enforcement Officer may issue a written Direction to the Owner or Occupier of the Property. The Direction may require the Owner or Occupier of the Property to improve the appearance of the Property or to comply with any requirements set out in section 4 of this Bylaw in the manner specified and may state a time within which the person must comply with the Direction.

## ORDERS

6. (a) If in the opinion of a Designated Officer, Property is detrimental to the surrounding area because of its unsightly condition, the Designated Officer may issue a written Order in accordance with subsection 546(1)(c) of the **Act**.
- (b) A Designated Officer may issue a written Order under section 545 of the **Act** requiring the Owner or Occupier of the Property to comply with any requirements set out in section 4 of this Bylaw.

## CITY MAY REMEDY UNSIGHTLY CONDITION OF PROPERTY

7. If an ~~e~~O~~r~~der has been issued, the City may take whatever actions or measures are necessary to:

- (a) deal with the unsightly condition of Property in accordance with section ~~549550~~ of the **Act**, and
- (b) collect any unpaid costs or expenses incurred by the City in accordance with the **Act**.

The costs and expenses of the actions or measures taken by the City are charged in addition to any penalty imposed under this Bylaw.

### REVIEW OF ORDERS

- 8. Council hereby delegates its power to review Orders under section 547 of the **Act** to the Board.
- 9. A person who receives an Order may request the Board to review the Order by written notice delivered to the following address:

The City Clerk  
Office of the City Clerk  
~~Second-Third~~ Floor, City Hall  
580 First Street S.E.  
Medicine Hat, AB T1A 8E6

within 7 days of the date the Order is received.

Amended by:  
Bylaw 4031  
May 17, 2011

### DECISION OF BOARD

- 10. After reviewing the Order, the Board may confirm, vary, substitute or cancel the Order in accordance with subsection 547(2) of the **Act**.

### APPEAL TO COURT

- 11. A person affected by the decision of the Board under section 10 may appeal to the Court of Queen's Bench in accordance with section 548 of the **Act**.

### INSPECTION

- 12. A Designated Officer may inspect Property in accordance with section 542 of the **Act** for the purposes of determining whether:
  - (a) Property is Unsightly Property under this Bylaw,
  - (b) Property, because of its unsightly condition is detrimental to the surrounding area in accordance with section 546 of the **Act**,
  - (b.1) Property meets the Maintenance Standards set out in section 4 of this Bylaw,
  - (c) there has been compliance with a Direction issued under section 5 of this Bylaw, or

- (d) there has been compliance with an Order ~~issued in accordance with subsection 546(1)(c) of the Act.~~

## MINIMUM SECURITY REQUIREMENTS

12.1 The City Manager may establish the minimum requirements for the purposes of subsections 3(2)(e)(vi)b., 3(2)(e)(vi)c., 4(3)(b), and 4(3)(c) of this Bylaw. If established by the City Manager, the City Manager shall cause such requirements to be posted on the City's website.

## **OFFENCE**

13. A person who fails to comply with:

- (a) ~~a Direction issued in accordance with section 5;~~ Section 4(4);  
~~(b) an Order issued in accordance with subsection 546(1)(c) of the Act;~~  
~~(b) Section 4(5);~~  
~~(c) a Direction issued in accordance with section 5;~~  
~~(d) an Order issued in accordance with subsection 6(a); or~~  
~~(e) an Order issued in accordance with subsection 6(b);~~

within the time specified therein is guilty of an offence.

13.01 A person who fails to comply with:

- ~~(a) Section 4(1);~~  
~~(b) Section 4(2);~~  
~~(be) Section 4(23);~~  
~~(cd) Section 4(34); or~~  
~~(d) Section 13.2,~~

is guilty of an offence.

Amended By: 13.1 Each day, or part of a day, that an offence under this Bylaw continues constitutes a separate offence.  
 Bylaw 4031  
 May 17, 2011

13.2 A person shall not obstruct or hinder any other person in the exercise or performance of the other person's powers or duties pursuant to this Bylaw.

**PENALTY**

Amended By: 14. If a Bylaw Enforcement Officer believes on reasonable and probable grounds that  
 Bylaw 4031 an offence has been committed under section 13, 13.01, or 13.2 of this Bylaw, a  
 May 17, 2011 summons under the *Provincial Offences Procedures Act*, RSA 2000, Chapter P-

34 may be issued by means of a violation ticket in respect of an alleged and contravention and the penalty payable upon conviction in a court of competent jurisdiction shall be:

- (a) In the case of a Residential Property:
  - (i) not less than \$~~2530~~0.00 nor more than \$~~54~~00.00 for a first offence by that person; and
  - (ii) not less than \$500.00 nor more than \$10,000.00 for any subsequent offence by that person; or
- (b) In the case of a Non-Residential Property:
  - (i) not less than \$500.00 nor more than \$1,000.00 for a first offence by that person; and
  - (ii) not less than \$2,000.00 nor more than \$10,000.00 for any subsequent offence by that person.

**ENFORCEMENT OF THIS BYLAW**

15. The City is not required to enforce this Bylaw. In deciding whether to enforce this Bylaw, the City may take into account any practical concerns, including available municipal budget and personnel resources.

**REPEAL**

16. The Minimum Maintenance Standards Bylaw, Bylaw No. 1864, is repealed.

**COMING INTO FORCE**

17. This Bylaw comes into force at the beginning of the day that it is passed.

**READ A FIRST TIME** in open Council on February 17, 1998.

**READ A SECOND TIME** in open Council on March 2, 1998.

**READ A THIRD TIME** in open Council on March 2, 1998.

**SIGNED AND PASSED** on March 3, 1998.

**DATE: 2024-04-08****MEETING: REGULAR COUNCIL****DEPARTMENT: PARKS AND RECREATION****REPORT AUTHOR: MICHELE JOSEY, PROJECTS & PARTNERSHIPS LEAD****SPORTS WALL OF FAME RECOMMENDATION - 2023****EXECUTIVE SUMMARY:**

Council approval of Joseph Henry Fisher and Sensei Zorislav Krco as the 2023 inductees to the Sports Wall of Fame.

**STRATEGIC ALIGNMENT:****INNOVATION****ECONOMIC EVOLUTION****SERVICE ORIENTATION****PARTNERSHIPS & GOVERNANCE****COMMUNITY WELLNESS****RESILIENCY & SUSTAINABILITY****RECOMMENDATION:**

It is recommended through the Administrative Committee and Public Services Committee that City Council approve both Joseph Henry Fisher and Sensei Zorislav Krco be inducted into the Medicine Hat Sports Wall of Fame for their contributions to the sports of hockey and Karate respectively.

**PREVIOUS COUNCIL MOTIONS / DIRECTIONS:**

There are no previous Council motions or directions pertaining to this recommendation.

**BACKGROUND / ANALYSIS:**

The Sports Wall of Fame was created in 2009 to recognize current and former residents of the community who have retired from coaching or competition and have made a significant contribution to their respective sport on a provincial or national level. Those that were inducted to the former Wall of Fame (dating back to 1983) were transferred to the Sports Wall of Fame in 2009.

Since 2009, there have been sixteen inductees to the Sports Wall of Fame. Induction ceremonies are held the following year, subject to approval from City Council. The Sports Wall of Fame honours those who are no longer competing in sport. In contrast, the Community Spirit Awards offer Awards of Achievement in Sports & Recreation for ongoing accomplishments in competition with photos of current recipients on display in Council Chambers.

The Sports Wall of Fame application period was October 1, 2022 – September 30, 2023. Nominations for the recommended inductees were received during this time. The Parks and Recreation department reviewed nominations to ensure selection criteria was met and prepared nomination packages which were presented to the Community Vibrancy Advisory Board (CVAB) for consideration. Recommendations of CVAB are included in Attachment #1 and #2.



**INTERNAL AND EXTERNAL ENGAGEMENT CONSIDERATIONS:**

External engagement includes the public as nominations are received through an open process. Internal engagement includes Parks and Recreation as the vetting department in addition to Community Development and CVAB.

**POTENTIAL RISKS / IMPACTS:****Financial:**

Funding Request:	No	
Budgeted Item:	No	Funding Source: Operating
Funding Explanation:	N/A	
Budget Amendment Form?	No	

**Health, Safety and Environmental:**

N/A

**Legal / Legislative / Policy:**

N/A

**PUBLIC PARTICIPATION REQUIRED FOR IMPLEMENTATION:**

Public participation is not required for implementation, but rather for the initiation of nominations.

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ALTERNATIVE OPTIONS / PROS AND CONS:**

N/A

**IMPLEMENTATION PLAN:**

Upon approval, an award date will be determined and staff will work with internal departments to coordinate the event. Staff will keep inductees informed of event details as appropriate.

<b>REVIEWED BY &amp; DATE:</b>	James Will Director, Parks and Recreation	2024-02-28
<b>APPROVED BY &amp; DATE:</b>	Brian Stauth Managing Director of Public Services	2024-02-28
<b>ATTACHMENTS:</b>	1: Excerpt from November 29, 2023 CVAB Meeting Minutes (Joseph Henry Fisher Inductee Recommendation) 2: Excerpt from January 31, 2024 CVAB Meeting Minutes (Sensei Zorislav Krco Inductee Recommendation)	

**SPORTS WALL OF FAME RECOMMENDATIONS - CVAB**

**EXCERPT FROM THE COMMUNITY VIBRANCY ADVISORY BOARD MEETING OF WEDNESDAY, NOVEMBER 29, 2023, FOR ADOPTION BY THE PUBLIC SERVICES COMMITTEE:**

**Motion:** Jill Reid/Brooks Sadden

Carried

**That the Community Vibrancy Advisory Board (CVAB) recommends through the Public Services Committee that City Council approve that Joseph Henry Fisher be inducted into the Sports Wall of Fame for his contribution to the sport of hockey, as the first Medicine Hat native to play in the National Hockey League, and for his part in bringing a Western Hockey League franchise, the Medicine Hat Tigers, to Medicine Hat.**

**Goals of the Sports Wall of Fame**

- To recognize community leaders in sports for outstanding success or contributions.
- To honour sports related individuals and teams of the past and inspire those of the future.
- To honour significant human contributions to sports while representing the City of Medicine Hat.
- To display the history of sports in Medicine Hat.
- To instill a Medicine Hat identity and show pride in outstanding sports achievements.

**Criteria**

- Significant local, provincial, national or international recognition.
- Sustained ambassadorship of Medicine Hat in sports.
- Longevity of achievement in sports.
- Contribution towards the betterment of the sports community.
- Born or moved to the Medicine Hat area, and considers Medicine Hat an important part of their life experience.
- Excelled in sports as a leader (athlete, builder, administrator, official, media/broadcaster/sportswriter, team, sponsor, etc.)
- Minimum of 10 years of experience in their field.
- Outstanding/extraordinary success.
- Nominees must be in retirement from competition but can still be active in the sport in other ways.
- Nominees are eligible for three selection years only, and then removed from the selection process unless their accomplishments have changed.

The Community Vibrancy Advisory Board (CVAB) discussed the Sports Wall of Fame application weighing the application against the spirit of the goals of the Sports Wall of Fame at their regular monthly meeting on Wednesday, November 29, 2023.

They recommended Joseph Henry Fisher be inducted into the Sports Wall of Fame due to his contributions to the sport of hockey. He was the first native of Medicine Hat to play in the National Hockey League, playing four seasons and 64 games with the Detroit Red Wings. He was a Stanley Cup Champion in 1943. In 1970, along with George Maser and Rod Carry, he was instrumental in bringing a Western Hockey League franchise, the Medicine Hat Tigers, to Medicine Hat. His efforts contributed to its success. He coached the Medicine Hat Tigers from 1948 to 1951. He scouted and recruited players who went on to play in the National Hockey League, including Tom Lysiak, Lanny McDonald, Don Murdock and Kelly Hrudefy.

## SPORTS WALL OF FAME RECOMMENDATIONS - CVAB

**EXCERPT FROM THE COMMUNITY VIBRANCY ADVISORY BOARD MEETING OF WEDNESDAY, JANUARY 31, 2024, FOR ADOPTION BY THE PUBLIC SERVICES COMMITTEE:**

**Motion:** Brooks Sadden/Sourav Saha

Carried

**That the Community Vibrancy Advisory Board (CVAB) recommends through the Public Services Committee that City Council approve that Sensei Zorislav Krco be inducted into the Sports Wall of Fame for his contribution to the sport of Karate, as a Karate teacher, trainer, coach, examiner and competitor.**

### Goals of the Sports Wall of Fame

- To recognize community leaders in sports for outstanding success or contributions.
- To honour sports related individuals and teams of the past and inspire those of the future.
- To honour significant human contributions to sports while representing the City of Medicine Hat.
- To display the history of sports in Medicine Hat.
- To instill a Medicine Hat identity and show pride in outstanding sports achievements.

### Criteria

- Significant local, provincial, national or international recognition.
- Sustained ambassadorship of Medicine Hat in sports.
- Longevity of achievement in sports.
- Contribution towards the betterment of the sports community.
- Born or moved to the Medicine Hat area, and considers Medicine Hat an important part of their life experience.
- Excelled in sports as a leader (athlete, builder, administrator, official, media/broadcaster/sportswriter, team, sponsor, etc.)
- Minimum of 10 years of experience in their field.
- Outstanding/extraordinary success.
- Nominees must be in retirement from competition but can still be active in the sport in other ways.
- Nominees are eligible for three selection years only, and then removed from the selection process unless their accomplishments have changed.

The Community Vibrancy Advisory Board (CVAB) discussed the Sports Wall of Fame application weighing the application against the spirit of the goals of the Sports Wall of Fame at their regular monthly meeting on Wednesday, January 31, 2024.

They recommended Sensei Zorislav Krco be inducted into the Sports Wall of Fame due to his contributions to the sport of Karate. He has been involved in the sport for 48 years and has achieved the level of 8<sup>th</sup> Dan, which requires a minimum of 35 years of practice to advance from 1<sup>st</sup> Dan to 8<sup>th</sup> Dan. He studied and competed extensively in various European countries and competed, taught and trained in Canada at local, provincial, national and international levels. He is a Class A certified international Karate instructor and teaches in the style Traditional – Fudokan – Shotokan – Karate. He has been teaching Karate to children and adults at all belt levels in Medicine Hat for over 23 years.

<b>DATE: 2024-04-08</b>	<b>MEETING: REGULAR COUNCIL</b>
<b>DEPARTMENT: COMMUNITY DEVELOPMENT</b>	<b>REPORT AUTHOR: LEAH PRESTAYKO, DIRECTOR OF COMMUNITY DEVELOPMENT</b>

**2024 COMMUNITY VIBRANCY GRANT DISTRIBUTION**

**EXECUTIVE SUMMARY:**

The Community Vibrancy Advisory Board (CVAB) has recommended allocations for the 2024 Community Vibrancy Grant distribution for Community Projects and Activities Grants.

**STRATEGIC ALIGNMENT:**

<b>INNOVATION</b> <input type="checkbox"/>	<b>ECONOMIC EVOLUTION</b> <input type="checkbox"/>	<b>SERVICE ORIENTATION</b> <input type="checkbox"/>
<b>PARTNERSHIPS &amp; GOVERNANCE</b> <input type="checkbox"/>	<b>COMMUNITY WELLNESS</b> <input checked="" type="checkbox"/>	<b>RESILIENCY &amp; SUSTAINABILITY</b> <input checked="" type="checkbox"/>

**RECOMMENDATION:**

It is recommended through the Administrative Committee and Public Services that City Council approves distribution of the 2024 Community Projects and Activities Grants as per the Community Vibrancy Advisory Board recommendations.

**PREVIOUS COUNCIL MOTIONS / DIRECTIONS:**

On April 5, 2021, City Council approved a bylaw establishing the Community Vibrancy Advisory Board, whose mandate includes making recommendations to City Council through Public Services Committee on matters that contribute to creating a vibrant community. CVAB’s functions and duties include the administration of certain grant programs, including review of grant proposals and development of recommendations for approval.

On February 6, 2023, City Council approved a Community Funding Framework for social, arts, culture and heritage funding streams (Attachment 2). The funding framework supports decision making that provides for transparency and accountability in City processes and promotes efficient and effective use of resources to drive positive community outcomes. Additionally, the framework allows funding to be better directed to meet evolving community needs and desires.

**BACKGROUND / ANALYSIS:**

- The 2024 grant application and recommendation process included:
- Grant opportunity communicated to public.
  - Grant applications submitted through online grant portal.
  - Grant applications reviewed by Administration for completeness and eligibility.
  - Grant applications reviewed and scored by CVAB members using the scoring rubric in the approved Community Funding Framework. Scoring completed in the online grant portal.
  - Scoring reviewed and debated at a regular CVAB meeting. Recommendations voted on by CVAB members in attendance.

The Community Funding Framework allows for intake of Community Vibrancy Grant applications two times per year (Q1 and Q3). Community Projects and Activities Grants were allocated and distributed under the framework in 2023.

**INTERNAL AND EXTERNAL ENGAGEMENT CONSIDERATIONS:**

Public engagement was undertaken as part of the development of the Community Funding Framework and included past grant applicants, both successful and unsuccessful, and the public. During the call for grant application period, interested parties were provided opportunities to ask questions about the grant and how to apply. CVAB was utilized to evaluate grant applications as part of its City Council established mandate.

**POTENTIAL RISKS / IMPACTS:**

**Financial:**

Funding Request:	No	
Budgeted Item:	Yes	Funding Source: Operating
Funding Explanation:	N/A	
Budget Amendment Form?	No	

Grant expenditure allocations have been included in the Community Development 2024 operating budgets, including \$50K (\$25K per intake) for Community Projects and Activities Grants. Grant intakes occur in Q1 and Q3.

\$40.5K in total grant funding, including \$13.5K in carryover funding and \$2K in returned funding from the 2023 Q3 intake, is available to be allocated in 2024.

**Health, Safety and Environmental:** The programs, services, events, and initiatives enabled through distribution of City funds into the community contributes to the health of our community, economy, and environment.

**Legal / Legislative / Policy:** CVAB was established under the Community Vibrancy Advisory Board Bylaw in April 2021.

**PUBLIC PARTICIPATION REQUIRED FOR IMPLEMENTATION:**

Grant applicants and CVAB will be informed of the funding decisions.

<b>INFORM</b> <input checked="" type="checkbox"/>	<b>CONSULT</b> <input checked="" type="checkbox"/>	<b>INVOLVE</b> <input checked="" type="checkbox"/>	<b>COLLABORATE</b> <input checked="" type="checkbox"/>	<b>EMPOWER</b> <input type="checkbox"/>
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**ALTERNATIVE OPTIONS / PROS AND CONS:**

Option 1: Disregard the recommendations of CVAB, wholly or in part. **Pro:** Public Services Committee and City Council may make decisions they feel better meet the needs of the community. **Con:** The intention and value of establishing CVAB may be minimized and commitment and interest to participate in the board may diminish. Public Services Committee and City Council may not be making the decision based on submitted applications.

**IMPLEMENTATION PLAN:**

Upon decision from City Council, Administration will:

- Inform grant applicants as to the outcome of their application.
- Complete funding agreements with successful applicants as appropriate, including financial and outcome reporting requirements.

<b>REVIEWED BY &amp; DATE:</b>	Aaron Nelson, Manager Cultural Experiences & Events	2024-03-05
<b>APPROVED BY &amp; DATE:</b>	Brian Stauth Managing Director, Public Services	2024-03-06
<b>ATTACHMENTS:</b>	1. Vibrancy Grant Distribution Recommendations 2. Community Funding Framework – December, 2022	

## COMMUNITY VIBRANCY GRANT DISTRIBUTION FOR 2024

## Community Projects and Activities Grants

<b>Family Fun and Flight</b>	
A free one-day event providing military, commercial and civilian aircraft displays to the general public at the Medicine Hat Airport	<b>\$10,000</b>
<b>South Eastern Alberta Archaeology Society (SEAAS)</b>	
40th Anniversary Celebration of the Saamis Archaeological Site event with art, music, displays, tours, and hands on activities for all ages	<b>\$6,000</b>
<b>Medicine Hat &amp; District Chamber of Commerce</b>	
Midnight Madness 2024 – an annual downtown pre-Black Friday late night shopping event to encourage local business support with free family-friendly activities	<b>\$5,989</b>
<b>Keskikeymowin Planning Committee (Medicine Hat Public School Division)</b>	
Spring celebration for grades 4 and 10 students from the Medicine Hat Public School division to provide awareness of the First Nations, Metis & Inuit peoples and their cultures	<b>\$5,000</b>
<b>Medicine Hat Drug Coalition (Health Connections Association of South Eastern Alberta)</b>	
International Overdose Awareness Day, a global event to raise awareness of drug overdose harms and deaths, and to reduce the stigma of drug-related deaths	<b>\$4,000</b>
<b>REDI Enterprises Society</b>	
Free outdoor family friendly movie night for persons of all abilities with snacks, run by The Action Group (TAG), a REDI Enterprises disabilities advocacy group	<b>\$3,211</b>
<b>Medicine Hat &amp; District Chamber of Commerce</b>	
Chili Cookoff – an annual event to encourage people to visit downtown and support Medicine Hat businesses and organizations	<b>\$3,000</b>
<b>Medicine Hat Choral Society (Medicine Hat Concert Band Society)</b>	
An inaugural gospel themed choral concert, for musicians' collaboration featuring a full choir with a rhythm section and soloists for community attendance.	<b>\$1,000</b>
<b>Move for Mental Health Fun Run/Walk Planning Committee (Medicine Hat Catholic Board of Education)</b>	
Kick off for Mental Health Week, an annual event for discussion and education on mental health and local supports, providing a fun and engaging experience in a family-oriented atmosphere for people of all ages and abilities	<b>\$1,000</b>
<b>SafeLink Alberta</b>	
A free community BBQ for International Harm Reduction Day with information about their programs and services to create a safer and healthier community	<b>\$800</b>
<b>Hat Horizons Radio Operators Club</b>	
Training for radio operations and Ham radio licenses to help supply emergency communications during storms, floods, or any problems that interfere with local communications	<b>\$500</b>
<b>Total</b>	<b>\$40,500</b>

## Community Funding Framework

### Purpose and Direction

Grant funding into community is a key means to maximizing the City of Medicine Hat's (City) financial resources for community benefit.

This framework was established to promote transparency and accountability in the City's grant funding decision making process and support the efficiency and effectiveness of the related processes and resource allocation. The framework establishes alignment of funding distribution with City Council strategic priorities and supports responsiveness to emerging needs and trends in the community. A trust-based approach to grant evaluation and distribution was used in the development of this framework.

Research of granting practices in other municipalities, along with feedback from the community about the content and process for this funding distribution, was essential to this process.

### Process

1. All organizations/groups/individuals requesting funding will be required to complete an application to be considered for funding.
2. All applications will be reviewed and scored based on their application alignment to improved social and community outcomes, with eligibility that includes breadth of community impact; alignment to City Council's strategic priorities; identified need in the community; inclusivity to all members of the community; and measurable community outcomes.

### City Council's Strategic Priorities Alignment

#### Partnerships & Governance

- 4.1 Enable and empower our community partners and volunteer groups, including neighborhood and area associations, to accomplish our collective goals.
- 4.2 Use the expertise and best practice of government, institutions, not-for-profit, and private industry in planning and delivery of programs and services.

#### Community Wellness

5.5 Take meaningful action to support the physical, mental and emotional health of our community, including providing, supporting and facilitating opportunities for arts and culture, education and literacy as well as physical activities.

### Framework Objectives

1. Successful grant recipients will provide measurable outcomes and output data to reflect how the project/program has made some level of community impact/change.
2. Applicants going through the application process will report that the application was straightforward.
3. Applicants going through the application process will report that they had a good understanding of what was expected for their application.

4. Applicants going through the application process will report that they had a good understanding of how their application would be evaluated.
5. Unsuccessful applicants will report that they felt the application process was equitable.
6. Successful grantees will state that the reporting requirements were achievable.
7. Sustainable funding opportunities will be provided to community groups
8. Funding that enables new initiatives, events, and projects will be available.

## Model Outline

	<b>Community Vibrancy Grant Program</b>	<b>Family and Community Support Services Program</b>	<b>Microgrant Program</b>
<b>Opportunity</b>	Community activities, festivals, events or projects focused on social, arts, culture, and heritage.	Programs and projects that are of a preventive nature that enhance the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity.	Gatherings, events, activities, or initiatives.
<b>Streams</b>	<ul style="list-style-type: none"> <li>• One-time funding</li> <li>• Multi-year funding</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Community Connections Microgrant</li> <li>• Arts, Culture and Heritage Microgrant</li> </ul>
<b>Objectives/Desired Outcomes</b>	<ul style="list-style-type: none"> <li>• bolsters community spirit</li> <li>• contributes to quality of life</li> <li>• enhances a sense of belonging to the community</li> <li>• creates increased knowledge of community</li> <li>• deepens awareness of opportunities and challenges, and the factors that impact change</li> <li>• increases appreciation for the community</li> <li>• generates interest for residents to get more actively involved in their community</li> </ul>	<ul style="list-style-type: none"> <li>• helps people to develop independence, strengthen coping skills and become more resistant to crisis</li> <li>• helps people to develop an awareness of social needs</li> <li>• helps people to develop interpersonal and group skills which enhance constructive relationships among people</li> <li>• helps people and communities to assume responsibility for decisions and actions which affect them</li> <li>• provides supports that help sustain people as active participants in the community</li> </ul>	<ul style="list-style-type: none"> <li>• encourages and promotes greater social inclusion and community connections</li> <li>• increases an awareness of and appreciation for community art, culture, history and heritage – both past and present</li> </ul>



<b>Intake</b>	February – One-time funding September – One time and multi-year funding	Q2	TBD – 2 times per year
<b>Funding Cycle</b>	Annual or Biennial	Biennial or Triennial	Annual
<b>Annual value (2023/24 budget)</b>	\$132,500 (\$50K one-time funding, \$82.5K multi-year funding)	\$335,000	\$20,000 (\$10K per stream)
<b>Payment schedule</b>	100% upon grant approval	As negotiated through contract	100% upon grant approval
<b>Decision Making process</b>	CVAB makes recommendations to PSC	CVAB makes recommendations to PSC	City Administration

## Grant Application Scoring Rubric

Criteria	Score of 9-10	Score of 6-8	Score of 3-5	Score of 0-2
Project Description (may include photos or videos)	Project description is clearly defined; it is easy to determine the project scope and it is clear that the project was clearly thought out and researched.	Project description is general, but it is still a good project/idea that can be understood.	Project description needs clarity and further planning. Still, it is possible to understand what the project/idea is.	Unclear project description or lacks planning and research.
Alignment with Grant Objectives	Aligns with all objectives of the grant.	Aligns with a significant portion of the grant objectives.	Aligns with some of the grant objectives.	Little to no alignment with grant objectives.
Alignment with Council Strategic Priorities	Aligns with multiple strategic priorities.	Aligns with two strategic priorities.	Aligns with one strategic priority.	Very weak alignment with strategic priorities.
Potential # of Community Members Impact <i>(for new events)</i>	Potential to profoundly impact a large number of residents.	Potential to impact a large number of residents in a casual manner.	Potential to profoundly impact few residents.	Potential to impact few residents in a casual manner.
Previous # of Community Members Impact <i>(for ongoing events)</i>	Past projects profoundly impacted a large number of residents.	Past projects impacted a large number of residents in a casual manner.	Past projects impacted few residents profoundly.	Past projects impacted few residents in a casual manner.
Innovation		Project is highly innovative.	Project offers some aspects of innovation.	Project offers little to no innovation.
Inclusivity and Accessibility	The entire project is accessible and inclusive.	A significant portion of the project is accessible and inclusive.	Less than 50% of the project is accessible and inclusive.	Provides limited or no options for accessibility and inclusion.
Volunteer Involvement		Involves over 20 volunteers.	Involves fewer than 20 volunteers.	Does not involve any volunteers.
Evaluation Plan	There is a detailed, clearly defined, outlined, and realistic plan for documenting and evaluating the	There is an outlined plan for documenting and evaluating the success of the grant,	Plan for documenting and evaluating the success of the grant is present but not extensive, and/or does	No plans for documenting and/or evaluating the success of the grant, or plans are limited or unclear.

	success of the grant – including how the outcomes will be measured.	however the outcomes are not realistic.	not include how the outcomes will be measured.	
Community Partnerships		More than five community partnerships.	One to five community partners.	No community partners.
Budget	<p>Budget is clear and outlines in extensive detail:</p> <ul style="list-style-type: none"> <li>- financial ask from City of Medicine Hat</li> <li>- expenses and revenues (cash and in-kind)</li> <li>- how funding will be spent (on what, how many and for how much)</li> </ul> <p>Expenses are deemed eligible and reasonable.</p>	<p>Budget is clear and outlines in satisfactory detail:</p> <ul style="list-style-type: none"> <li>- financial ask from City of Medicine Hat</li> <li>- expenses and revenues (cash and in-kind)</li> <li>- how funding will be spent (on what, how many and for how much)</li> </ul> <p>Expenses are deemed eligible and reasonable.</p>	<p>Budget lacks clarity and outlines in limited detail:</p> <ul style="list-style-type: none"> <li>- financial ask from City of Medicine Hat</li> <li>- expenses and revenues (cash and in-kind)</li> <li>- how funding will be spent (on what, how many and for how much)</li> </ul> <p>Expenses are deemed eligible and may/or may not be deemed reasonable.</p>	<p>Budget unclear and does not outline in sufficient detail:</p> <ul style="list-style-type: none"> <li>- financial ask from City of Medicine Hat</li> <li>- expenses and revenues (cash and in-kind)</li> <li>- how funding will be spent (on what, how many and for how much)</li> </ul> <p>Expenses are deemed ineligible and/or may be unreasonable.</p>

Total Score: /94

**DATE: 2024-04-08**
**MEETING: REGULAR COUNCIL**
**DEPARTMENT: ECONOMIC DEVELOPMENT**
**REPORT AUTHOR: SELENA MCLEAN MOORE –  
DIRECTOR, ECONOMIC DEVELOPMENT**

**REPEAL POLICY 0170 AND APPROVE INCENTIVE POLICY 0179  
AND AMEND THE TAX INCENTIVE BYLAW NO. 4667**

**EXECUTIVE SUMMARY:**

The Legal and Economic Development Departments have collaborated to update the current Incentive Policy 0170 and recommend the adoption of a new Incentive Policy 0179 and amending Bylaw No. 4799 to amend Bylaw No. 4667, the Tax Incentive Bylaw. Policy document will provide clarity that will support all City of Medicine Hat non-tax incentive programs. Bylaw 4667, as amended, will support the tax incentive programs.

**STRATEGIC ALIGNMENT:**

<b>INNOVATION</b>	<b>ECONOMIC EVOLUTION</b>	<b>SERVICE ORIENTATION</b>
☒	☒	☒
<b>PARTNERSHIPS &amp; GOVERNANCE</b>	<b>COMMUNITY WELLNESS</b>	<b>RESILIENCY &amp; SUSTAINABILITY</b>
☒	☒	☒

**RECOMMENDATION:**

- It is recommended that the Administrative Committee and Council Committee of the Whole that City Council approves the proposed Procedures of the new proposed Incentive Policy 0179.
- It is further recommended through the Administrative Committee and Council Committee of the Whole that City Council:
  - Repeals the original Incentive Policy 0170 and approves the new proposed Incentive Policy 0179.
  - Approves the City Centre Vibrancy Incentive Program and the Infill & Redevelopment Housing Incentive Program under Policy 0179.
  - Considers First Reading for Bylaw 4799, which is to amend Bylaw 4667.

**PREVIOUS COUNCIL MOTIONS / DIRECTIONS:**

The Incentive Policy 0170 was adopted by Council February 16, 2021 and the Tax Incentive Bylaw No. 4667 came into effect July 5, 2022.

**BACKGROUND / ANALYSIS:**

In 2021, the City of Medicine Hat proposed two incentive strategies that would support existing businesses, housing development efforts and investment attraction. The strategies used different levers to administer the incentive. The first was grant-based and the second was tax-based. At the time, both incentives were created under the same Incentive Policy 0170.

In 2022 a Tax Incentive Bylaw was passed by Council as it was determined that a Tax Incentive Bylaw would be required to execute a tax incentive. This meant that information about the tax incentive was included in both the Incentive Policy 0170 and the Tax Incentive Bylaw 4667.

**Suggested changes from Incentive Policy 0170 to Incentive Policy 0179 include:**

- Removing Appendices which previously included Incentive Program details.
- Report financial analysis results to audit committee by the end of the first quarter of the following calendar year (Procedures – 1.03 (e))
- Requesting that approvals of incentive applications are completed by Executive Leadership Team (Procedures 1.04 (a))

**Incentive programs for 2024 include:**

- Existing Program - City Centre Vibrancy Incentive (formerly Waterfront District Vibrancy Incentive).
  - Same process and requirements as 2023.
- New Program - Housing Infill & Redevelopment Incentive Program
  - Tier 1 Incentive:
    - Eligible residential development built forms include Multiple Unit Housing (i.e. Apartments, townhouses, stacked townhouses, etc.), Row Housing, Duplex Housing, and Triplex Housing.
    - Provides \$15,000 per dwelling unit, to a maximum of \$750,000 for new residential development on a single site, and subject to the remaining funds available in this Incentive Program at the time of application.
    - These would apply to the area as shown in the City Centre Incentives Area map
  - Tier 2 Incentive:
    - Provides \$7,500 per new Backyard Suite development on a single site, and subject to the remaining funds available in the Incentive Program at the time of application.
    - Backyard Suite means a dwelling accessory to and associated with a principal dwelling. It is detached from the principle dwelling.
    - These would apply to the following Neighbourhoods: Downtown, Riverside, Harlow, River Heights, Kensington, SE Hill, SW Hill, South Flats, and River Flats.

**The following updates are proposed to be made to Tax Incentive Bylaw 4667:**

- Authorize the CAO to establish guidelines, rules, and procedures regarding the application process for, and the administration and implementation of, Tax Incentives under Bylaw 4667.
- Remove references to Section 364.1 of the *Municipal Government Act* (“MGA”) from the Bylaw.
  - This provision deals with tax incentives for brownfield properties, which are based on a property’s status as brownfield.
  - Although the Bylaw provides a tax for brownfield properties (the “Brownfield Incentive”), the incentive is triggered by the development of the property, not by its status as brownfield.

- As a result, the structure of the Brownfield Tax Incentive under the Bylaw aligns well with Section 364.2 of the MGA, which deals with tax incentives for non-residential properties, and it is not necessary to rely on Section 364.1.
- Move the tax incentive processes previously held in the Policy 0170 under the Bylaw as procedures.

**INTERNAL AND EXTERNAL ENGAGEMENT CONSIDERATIONS:**

Input was gathered from various departments including Planning & Development, Land & Real Estate and Economic Development to help develop the Housing Infill & Redevelopment Incentive Program. Incentive Policy 0179 and the amendments to Bylaw No. 4667 by Bylaw No. 4799 will inform how we administer our incentive programs, which will provide clarity to both internal and external stakeholders.

**POTENTIAL RISKS / IMPACTS:**

**Financial:**

Funding Request:	No	
Budgeted Item:	Yes	
Funding Explanation:		
Budget Amendment Form?	No	

**Health, Safety and Environmental:** No HSE Impacts

**Legal / Legislative / Policy:**

The changes would remove Policy 0170 and introduce Policy 0179. All non-tax incentive programs would be addressed through Policy 0179. Tax incentives would be handled under Bylaw No. 4667, as amended.

To implement the proposed changes to Bylaw No. 4667, an amending bylaw is required. As Bylaw No. 4667 was advertised after first reading, the amending bylaw (No. 4799) will also have to be advertised after first reading.

To ensure there is no gap in the existing tax incentive processes under Policy 0170, Bylaw No. 4799, if passed by Council, would give the CAO authority to continue those processes under Bylaw No. 4667.

**PUBLIC PARTICIPATION REQUIRED FOR IMPLEMENTATION:**

<b>INFORM</b> <input checked="" type="checkbox"/>	<b>CONSULT</b> <input type="checkbox"/>	<b>INVOLVE</b> <input type="checkbox"/>	<b>COLLABORATE</b> <input type="checkbox"/>	<b>EMPOWER</b> <input type="checkbox"/>
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**ALTERNATIVE OPTIONS / PROS AND CONS:**

If the recommended policy is not approved, the new Housing Infill & Redevelopment Incentive Program will not be available to developers for the 2024 building season which is designed to help address the need for more multi-family units in the community.

If Bylaw No. 4799 is not passed, the current processes for handling tax incentives, which are currently under Policy 0170, will be repealed when the new Policy 0179 is approved, with no replacement processes for handling tax incentives. This would result in a gap in process for handling tax incentives under Bylaw No. 4667.

**IMPLEMENTATION PLAN:**

- February 28, 2024 – present Incentive Policy 0179, amending Bylaw No. 4799, and supporting documents to the Administrative Committee.
- March 6, 2024 – if necessary, present Incentive Policy 0179, amending Bylaw No. 4799, and supporting documents with recommended changes to the Administrative Committee.
- March 25, 2024 – present draft of Incentive Policy 0179 and supporting documents to Council Committee of the Whole (“CCW”) for review and feedback.
- April 8, 2024 - following feedback of the March 25<sup>th</sup> CCW Meeting, the minutes of this session will be included in the April 8, 2024 Council Agenda for consideration of the Incentive Policy 0179 and consideration of first reading of Bylaw No. 4799.
- Advertise Bylaw No. 4799 in the Medicine Hat news for two consecutive weeks.
- May 6, 2024 – present Bylaw No. 4799 to Council for 2<sup>nd</sup> and 3<sup>rd</sup> readings.

If approved, Incentive Program will be updated on the Incentives page of the Medicine Hat Economic Development website for anticipated rollout starting May 7, 2024.

<b>REVIEWED BY &amp; DATE:</b>	Matthew Klasen, Solicitor Robert Sissons, Manager of Planning	2024-03-11
<b>APPROVED BY &amp; DATE:</b>	Ann Mitchell City Manager	2024-03-12
<b>ATTACHMENTS:</b>	1: Incentive Policy # 0179 2: 2024 Incentive Programs (including City Centre Map) 3: Bylaw No. 4799 to amend Bylaw No. 4667 4. Redline of Bylaw No. 4667	

# Policy

<b>Title: INCENTIVE POLICY</b>		<b>Number: 0179</b>
<b>Reference:</b> Administrative Committee – February 28, 2024	<b>Adopted by City Council:</b>	
	City Clerk	City Manager
<b>Supersedes:</b>		
<b>Prepared by: CITY OF MEDICINE HAT ECONOMIC DEVELOPMENT</b>		

## STATEMENT

THE CITY OF MEDICINE HAT (THE “CITY”) WANTS TO ENCOURAGE DEVELOPMENT AND REDEVELOPMENT THROUGH INCENTIVES THAT ARE FAIR, TRANSPARENT, RESULT IN A REASONABLE RATE OF RETURN ON THE CITY’S INVESTMENT, HAVE BUILT IN MEASURABILITY AND ACCOUNTABILITY AND COMPLY WITH APPLICABLE LAW. THEREFORE, THIS INCENTIVE POLICY IS HEREBY ESTABLISHED.

## DEFINITIONS

1. **“Applicant”** means a Person that owns real property in Medicine Hat, which includes a Person that has entered into a fully executed and in full force and effect real estate purchase contract as “Purchaser” in respect of real property in Medicine Hat, and that has applied for an Incentive under an Incentive Program in respect of that property.
2. **“Attestation of Impartiality”** means a written confirmation that the person signing the attestation does not have a Conflict of Interest.
3. **“City Centre”** means those numbered and coloured areas shown on the map attached as Exhibit A.
4. **“Conflict of Interest”** occurs when a Person (or such Person’s Manager, interdependent partner, spouse or heirs, or an enterprise industry or business in which such Person is employed or participates in the ownership, management, operation or control) has an interest, such as money, property, investment, status, knowledge, relationships, or reputation that raises a question of whether the Person's actions, judgment or decision-making can be unbiased;
5. **“Economic Development”** means the City’s Economic Development department, as renamed or reconstituted from time to time;
6. **“Incentive Award”** means a financial or in-kind contribution provided by the City directly or indirectly that confers a benefit upon a Person eligible to receive such benefit in accordance with this Policy, the Procedures and the applicable Incentive Program under which the benefit is awarded, and which has as its purpose that of encouraging property development or redevelopment within the City that otherwise would not have occurred, and which supports the strategic goals of the Municipal Development Plan, and includes the following:



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- a) a direct transfer of funds (e.g. Incentives)
7. **“Incentive Program”** means one or more programs pursuant to which one or more Incentive Awards may be provided to one or more Persons eligible under such program to receive Incentive Awards, in accordance with this Policy and the Procedures;
  8. **“Incentive Staff”** means an employee or officer of the City, or such other Person designated by the City, involved in the development, analysis, approval, monitoring, evaluation, administration or delivery of an Incentive, and for greater certainty does not include a member of Council or the whole of Council;
  9. **“Incentives”** includes an Incentive Program and an Incentive Award;
  10. **“Manager”** means, with respect to Incentive Staff, the Person to whom the Incentive Staff reports and the Person to whom that Person reports, and for greater certainty does not include a member of Council or the whole of Council. For example, if Avery, an Incentive Staff, reports to Blake who reports to Cameron, then Blake and Cameron are each a “Manager” with respect to Avery;
  11. **“Person”** includes any individual, corporation, firm, body corporate, partnership, limited partnership, governmental authority, trust, or other entity capable of entering into legally binding contracts;
  12. **“Procedures”** means the procedures approved by Administrative Committee, in accordance with this Policy; and
  13. **“Unresolved litigation”** includes any unresolved dispute between the City and any other party or related party adverse in interest to the City, including third party and crossclaims, where a legal proceeding has been commenced for relief, including an injunction, a mandatory order, a declaration, or the recovery of money.

## PRINCIPLES

1. All Incentives must:
  - a) comply with this Policy, the Procedures and all applicable law, including legislation, such as the *Municipal Government Act* (Alberta) and the Off-Site Levy Regulation (Alberta), trade agreements including the New West Partnership Trade Agreement, and common law;
  - b) advance the purposes of the associated Incentive Program;
  - c) be developed, analyzed, approved, monitored, evaluated, administered and delivered in a manner that is fair and equitable, transparent, and permits meaningful measurability and the highest level of accountability with respect to the Incentives and all Persons in any way involved with the Incentives; and
  - d) be for the general benefit of the municipality.
2. All Incentive Awards must clearly identify:
  - a) the approved project;

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- b) the Person receiving the Incentive Award;
  - c) the amount of the Incentive Award and the eligible expenditures to which the Incentive Award may be applied;
  - d) the date(s) by which certain milestone(s) must be achieved for the approved project, as applicable, and the final date by which the approved project must be completed; and
  - e) any conditions the Person receiving the Incentive Award must meet and the consequences for breaching such conditions.
3. All Incentive Programs must:
- a) be recommended by Administrative Committee and approved by Council;
  - b) clearly identify:
    - i) the criteria to be met for a Person to qualify for an Incentive Award under the Incentive Program and for determining the amount of the Incentive Award;
    - ii) any conditions that a Person receiving an Incentive Award pursuant to such Incentive Program must meet and the consequences for breaching such conditions.

## ROLE OF COUNCIL

1. Council must:
- a) receive, review and, at its sole discretion, adopt this Policy and any recommended amendments thereto; and
  - b) receive, review and, at its sole discretion, approve any Incentive Program recommendations made by the Administrative Committee.

## ROLE OF ADMINISTRATIVE COMMITTEE

1. Administrative Committee:
- a) is authorized to establish and amend the Procedures;
  - b) is authorized to establish and amend the process for submission and consideration of applications for an Incentive Program;
  - c) is authorized to establish and amend the process for monitoring and evaluating each Incentive Program and Incentive Awards made under an Incentive Program;
  - d) must ensure all Incentive Staff and all Applicants provide a written Attestation of Impartiality to their Manager and Administrative Committee, prior to having any involvement with an Incentive Award;
  - e) must make recommendations to Council regarding amendments to this Policy;
  - f) must implement such control measures in relation to Incentives as are necessary to guard against actual or perceived Conflicts of Interest and potential Conflicts of Interest, protect the interests and reputation of the City, and maintain transparency, fairness, equity and accountability in relation to all City processes, including where a Person discloses, or Administrative Committee otherwise becomes aware of, an actual or potential Conflict of Interest or a situation that may result in an actual or perceived Conflict of Interest (collectively the “**Control Measures**”);
  - g) must ensure that this Policy and the Procedures are duly enforced;

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- h) must carry out their duties pursuant to this Policy, the Procedures and any Incentive Programs; and
- i) may delegate any of its responsibilities pursuant to this Policy or the Procedures to one or more Persons qualified to carry out such responsibilities.

If Administrative Committee does not possess the requisite ability, knowledge or skill to carry out a responsibility assigned to it pursuant to this Policy or the Procedures, the Administrative Committee must refer the matter to one or more Persons with such requisite ability, knowledge and skill to carry out the responsibility, provided that the Person or Persons to whom such matter is referred shall have the express duty at all times faithfully to uphold and observe the Control Measures in respect of such matter.

## ROLE OF INCENTIVE STAFF

1. Each Incentive Staff member:
  - a) and such Person’s Manager, must provide a written Attestation of Impartiality to their Manager in respect of each Incentive Award, before having any involvement therewith, including the application and recommendation thereof (the “**Attestation Requirement**”);
  - b) such Person’s Manager must identify and disclose any actual or potential Conflicts of Interest and situations that may result in an actual or perceived Conflict of Interest to the Administrative Committee, as soon as the Person is aware that an actual or potential Conflict of Interest or situation that may result in an actual or perceived Conflict of Interest exists (the “**Conflict Reporting Requirement**”); and
  - c) must carry out their duties pursuant to this Policy, the Procedures and any Incentive Programs.

If the Incentive Staff does not possess the requisite ability, knowledge or skill to carry out a responsibility pursuant to this Policy or the Procedures, then the Incentive Staff, acting in coordination with their Manager, must refer the matter to one or more Persons with such requisite ability, knowledge and skill to carry out the responsibility, provided that the Person or Persons to whom such matter is referred shall have the express duty at all times faithfully to uphold and observe the Attestation Requirement and the Conflict Reporting Requirement in respect of such matter.

## DUTY TO COMPLY

1. Nothing in this Policy, the Procedures, an Incentive Program, or an Incentive Award shall relieve a Person from the duty to comply with all applicable law and all other applicable City bylaws, policies, procedures and codes.
2. Where a provision of this Policy conflicts with a provision of the Procedures, then the more restrictive of the two provisions shall prevail to the extent of the conflict.
3. Where a provision of this Policy or a provision of the Procedures overlaps with the provisions of applicable law or any other City bylaws, policies, procedures or codes, then the more restrictive of the two provisions shall prevail to the extent of the overlap.

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## PROCEDURES

### 1. RESPONSIBILITIES

#### 1.1 Administrative Committee:

- (a) must evaluate the business case in relation to an Incentive Program, and, if Administrative Committee is of the opinion that the subject Incentive Program is appropriate and complies with this Policy and the Procedures, may recommend the Incentive Program to Council for approval;
- (b) is authorized to negotiate any agreements necessary for the analysis or delivery of an Incentive Program, provided that such agreements are subject to City Solicitor, City Manager and, if required, Council approval;
- (c) must ensure that the Procedures and Incentives, and the development, evaluation, approval, administration, monitoring, and results of Incentives, are reviewed by the Economic Development Department on an annual basis and that a report regarding this annual review is filed with Audit Committee.

#### 1.1 City Manager:

- (a) shall ensure that all staff involved in the evaluation or approval of an Incentive Award provide written Attestations of Impartiality;
- (b) shall review and forward Incentive Award recommendations received from Incentive Staff to Executive Leadership Team for decision.

#### 1.2 Economic Development Department:

- (a) shall manage all aspects of public relations and handle all applications for Incentive Programs;
- (b) perform due diligence for all applications for Incentives;
- (c) shall forward recommended Incentive Awards to the City Manager for review;
- (d) shall monitor the progress of any project for which a Person has received an Incentive Award and perform all due diligence required to ensure funds advanced under the Incentive Award are being spent in accordance with the Incentive Award;
- (e) Incentive Staff shall prepare the annual report contemplated under Section 1.1(c) of these Procedures and provide the report to the Audit Committee by the end of the first quarter of the calendar year immediately following the calendar year that is the subject of the report.

#### 1.3 Executive Leadership Team

- (a) is authorized to approve or deny Incentive Awards recommendations received from the City Manager.

#### 1.4 Employees:

- (a) shall disclose any actual or potential Conflict of Interest or a situation that may result in an actual or perceived Conflict of Interest to their Director or City Manager.

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- 1.5 Each Incentive Staff member:
  - (a) must carry out their duties pursuant to this Policy, the Procedures and any Incentive Programs.

2. PROCEDURES

- 2.1 Application Process:
  - (a) All application form templates will be prepared by the City and be available through the City’s website.
  - (b) Applicants will complete digital application forms that will be timestamped upon submission.
  - (c) Economic Development will perform the evaluation process.

- 2.2 Approval Process:
  - (a) Before any Incentives are approved, due diligence will be performed to ensure the validity of the project, and to determine if the project fits within Incentive Program.
  - (b) Project due diligence will include verifying that the Attestation Requirements and Conflict Reporting Requirements of the Policy and Procedure have been satisfied, interviews with applicants/developers, and collecting other necessary and relevant documentation as required to evaluate an application.
  - (c) Once all project due diligence has been performed by Incentive Staff, the application will either be approved or denied by Executive Leadership Team.

- 2.3 Administration Process:
  - (a) Incentive Awards under all Incentive Programs will be made on a first-come, first-served basis and will be subject to available funding remaining under the particular Incentive Program at the time of application.
  - (b) In the case of one-time Incentives, funds will be dispersed once the project has been approved and all required conditions, including but not limited to permits and milestones, have been achieved (eg: building and related permits as well as achieving the required stage of construction).
  - (c) Results of the Incentives will be reported no less than annually to the Audit Committee in accordance with Section 1.1(c) of the Procedures and will include a summary of which projects received funding under each Incentive Program and the amount of each Incentive Award made.

3. Incentive Program Details

Program details for the Incentive Programs will be maintained by Economic Development in a readily accessible location.

## 2024 Medicine Hat Economic Development Incentive Programs

### City Centre Vibrancy Incentive

This Incentive Program recognizes that a vibrant City Centre:

- enhances the local economy,
- contributes to quality of life,
- creates and retains jobs,
- makes better use of existing lands and infrastructure, and
- protects and increases property values.

Accordingly, the City is committed to investing in its core and supporting City Centre development projects.

The City may, in its sole discretion, financially assist property owners with undertaking commercial property improvements that add to the vibrancy, sustainability, or livability of the City Centre.

### Description of Incentive

This Incentive Program provides up to a fifty percent (50%) matching Incentive, to a maximum of twenty-five thousand dollars (\$25,000) per property, and subject to the remaining funds available under this Incentive Program at the time of application, for commercial property improvements that are expected to add to the vibrancy, sustainability, or livability of the City Centre, as determined by the City.

### Eligibility for this Incentive Program

In order to be eligible for this Incentive Program, an Applicant must meet all of the following requirements:

- The project must include any of the following eligible improvements: : (1) quality façade improvements; (2) permanent interior and exterior space improvements; (3) patios; (4) accessibility improvements; (5) utility, infrastructure, and/or construction upgrades to adequately provide servicing (water, sanitary, gas, electric, storm) for the proposed project and/or bring the site into compliance with the Safety Codes Act (Alberta) and other applicable legislation; (6) adding square footage to an existing building on the site.
- The subject property must be a commercial property within the boundaries of the City Centre properties are ineligible.
- The subject property must meet all applicable building safety codes, development requirements, and comply with zoning requirements upon completion of construction.
- The Applicant must not be in arrears in municipal taxes or utilities.
- The proposed project must result in improvements that add to the vibrancy, sustainability, and/or livability of the City Centre, as determined by the City.
- Applicants must not be involved in unresolved litigation with the City. Applicants that are involved in unresolved litigation with the City are not eligible for this Incentive Program and will not be approved for an Incentive Award under this Incentive Program.

### **Application Requirements**

In order to apply for an Incentive under this Incentive Program, an Applicant is required to provide:

- a completed online application form;
- the municipal address and legal description of the subject property and a reasonably detailed description of the proposed project;
- a recent and accurate land title certificate in respect of the subject property showing that the

Applicant is the registered owner thereof or, alternatively, a fully executed, and in full force and effect, real estate purchase contract in respect of the subject property which the Applicant has entered into as “Purchaser”;

- a government-issued photo ID of the Applicant or, where the Applicant is a corporation, a government-issued photo ID of the Person applying on behalf of the corporation;
- if the Applicant is a corporation, a corporate search result in respect of the Applicant from the applicable corporate registry no older than three (3) months that demonstrates the corporation is active and in good standing; and
- any additional documents or information that may be required by the City in order for the City to assess the application and proposed project.

Applicants who have been approved for an Incentive Award under this Incentive Program will be reimbursed up to the amount of the approved Incentive after providing proof of payment, satisfactory to Economic Development, for eligible expenses the Applicant incurred in connection with the approved project and satisfying all conditions of the Incentive Award.

All approved projects must be completed in a timely manner. The Incentive Award will state date the project needs to be completed by and other applicable conditions.

### **Cancellation of Application**

If an Applicant has not submitted all required documents, or the application has not been approved for any reason, within six (6) months following the date of the submission of the Incentive application, the City may cancel the Applicant’s application at the City’s sole discretion.

### **Cancellation of Incentive Program**

The City may in its sole discretion cancel or alter this Incentive Program at any time.

## **Housing Infill & Redevelopment Incentive Program**

### **Goals**

- 1.1. **Trigger new development** – the program will assist a prospective development project to become viable. New development construction will increase the assessment base where there are existing municipal investments in both infrastructure (water, sewer, etc.) and services (e.g. recreation, fire, transit, etc.).
- 1.2. **Increases the diversity of the housing market** – Promote the diversification of the housing market by creating supports for higher density apartments and missing middle housing options (e.g. townhouses, multiplexes, and small-scale apartments) that are typically not being constructed in greenfield areas.
- 1.3. **Level the playing field for infill and redevelopment** – Development within an established area is typically more expensive per unit of housing as there are additional costs that need to be factored in, including: acquisition of a property that may have existing poor-quality housing, demolition, environmental remediation, upgrading of servicing, modifying grades, constrained construction area, etc. Suburban development lots are typically contain only limited constraints.
- 1.4. **Boost the ‘Value per Hectare’ of our urban areas** – New construction should assist in maximizing the financial return on land while helping to meet the needs of the neighbourhood.
- 1.5. **Recoup the incentive with new tax base** – The value of the incentive provided should be recovered by the uplift in tax revenue created by the new assessment base. The "payback" period should be reasonable in order to not burden existing taxpayers.
- 1.6. **Builds on existing infrastructure** – Seeks to optimize areas which would require only minor modifications or extensions to existing infrastructure.
- 1.7. **Promotes small and medium developers** – The program will support and assist small and medium- scale developers who are struggling with increased construction costs due to rising inflation, labour costs, material costs, supply constraints, and skills shortages.

### **Description of Incentive**

**This Incentive Program provides an Incentive for development of new housing within the defined areas.**

- 1.8. Tier 1 Incentives provides an Incentive of \$15,000 per dwelling unit, to a maximum of \$750,000 for new residential development on a single site, and subject to the remaining funds available in this Incentive Program at the time of application.
- 1.9. Tier 2 Incentives provides a single Incentive of \$7,500 for a Backyard Suite development on a single site, and subject to the remaining funds available in the Incentive Program at the time of application.
- 1.10. Example: 20 unit townhouse development, estimated construction value of \$5.0MM (20 units x \$250k/unit). At 2023 mill rate this would equate to \$39,377 in yearly taxes. Potential grant of \$0.3MM on project (\$15.0k/unit x 20 units) would result in a ‘payback period’ of 7.6 yrs.
- 1.11. Example: 75 unit apartment building development, estimated construction value of \$11.25MM (75 units x \$150k/unit). At 2023 mill rate this would equate to \$88,599 in yearly taxes.



Potential grant of \$0.75MM on project (\$15.0k/unit x 75 units is \$1.125MM but capped at \$750k) would result in a 'payback period' of 8.5 yrs.

### **Eligibility for this Incentive Program**

Applicants, proposed projects, and properties must meet all of the following requirements, as determined by the City, in order to be eligible for this Incentive Program.

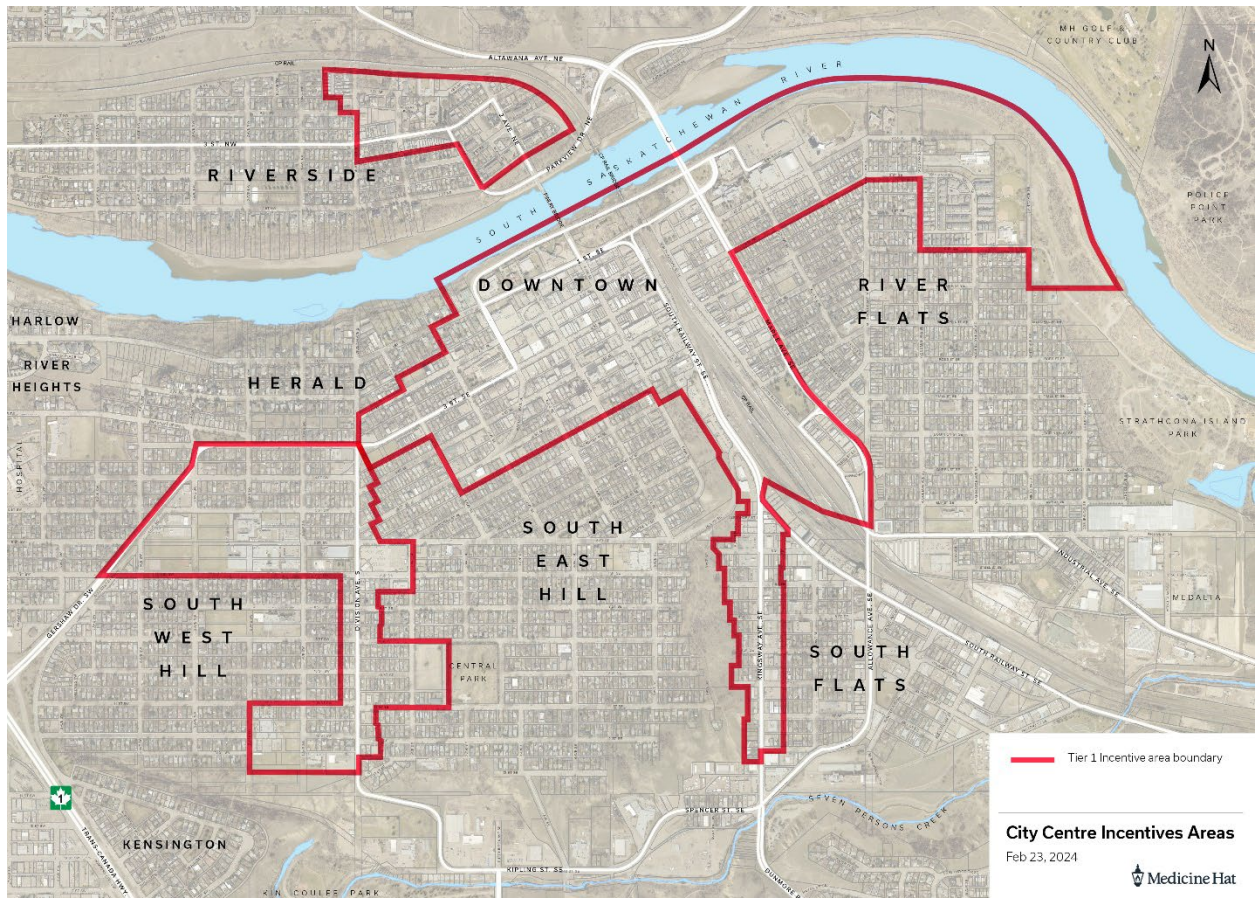
- 1.12. **Eligible Development Forms** - Eligible residential development built forms include various forms of Multiple Unit Housing (i.e. Apartments, townhouses, stacked townhouses, fourplexes, etc.), Row Housing, Duplex Housing, Triplex Housing, and Semi-Detached Housing. Detached Houses and Basement Suites are not eligible for the Incentive Program. All development proposals are subject to conformance with the City of Medicine Hat Land Use Bylaw.
- 1.13. **New construction of housing units** – re-purposing of existing non-residential or residential space does not create a substantial net increase of the tax base. Only new construction projects will be considered as eligible development for this Incentive Program. Demolition of existing buildings and redevelopment of a site qualifies for this program. E.g. three existing houses are demolished and a new apartment is built. At the sole discretion of the City Manager, redevelopment or repurposing of existing non-residential buildings may be considered for an Incentive Program Application on a case-by-case basis if there are remaining unallocated funds within the Incentive Program on September 1<sup>st</sup>, 2024.
- 1.14. **Maximum Incentive per project** – A maximum Incentive per project site of \$750,000 will be applied for Tier 1 development projects. The City at its sole discretion will determine what constitutes a project site. On a site that can accommodate multiple large-scale projects, at the sole discretion of the City they may be considered as separate sites.
- 1.15. **Incentive Program Application process** – All Incentive Program Applications received will be reviewed by a panel composed of staff from Planning & Development Services, Land & Real Estate, and Medicine Hat Economic Development to determine successful Applicants. The initial Incentive Program Application intake period will be between April 15, 2024 and May 15, 2024. An Incentive will be held for successful Applicants for a period of three (3) months from the Incentive Program Application date approval to secure a Development Permit. A second intake period will start June 1, 2024 and will be reviewed on a first come first reviewed basis subject to the remaining funds available in this Incentive Program at the time of Incentive Program Application. An Incentive will be held for successful Applicants for a period of three (3) months from the Incentive Program Application date approval to secure a Development Permit. This process applies to both Tier 1 and Tier 2 Incentives.
- 1.16. **Securing a Development Permit** - Applicants must secure a Development Permit, or, at the sole discretion of the City, make substantial progress on securing a Development Permit to continue to be eligible for the Incentive Program and have Incentives held for their project. Projects that receive a Development Permit between the period of December 1, 2023 – December 1, 2024 will be eligible to apply for this Incentive Program.
- 1.17. **Incentive Award** – The Incentive Program will provide the Incentive to the applicant upon receiving Building Occupancy for the project from a Safety Code Officer. At the sole discretion of the City, a portion of the Incentive, not exceeding 25% of the total Incentive, may be awarded to the Applicant upon successful completion of the building foundations as determined by a Safety Code Officer approval.

1.18. **Development Compliance** – All approved development projects must meet all Development Permit requirements, Safety Code approvals, and must not be in arrears in municipal taxes or utilities to be eligible for an Incentive.

**Program Incentive Boundary**

- 1.19. The Tier 1 Incentives would apply to the area within the red boundaries as shown in the City Centre Incentives Area map attached as Appendix A.
- 1.20. The Tier 2 Incentive would apply to the following neighbourhoods: Downtown, Riverside, Harlow, Herald, River Heights, Kensington, SE Hill, SW Hill, South Flats, and River Flats. The boundaries of the neighbourhoods listed are determined by the City.
- 1.21. At the sole discretion of the City Manager, project sites that are outside of the City Centre map boundary but are in close proximity to the boundary as identified by the City, may be considered on a case-by-case basis for an Incentive.
- 1.22. At the sole discretion of the City Manager, other infill or redevelopment project sites may be considered for an Incentive Program Application on a case-by-case basis if there are remaining unallocated funds within the Incentive Program on September 1<sup>st</sup>, 2024.

**Appendix A – City Centre Incentives Area map**



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**BYLAW NO. 4799**


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**A BYLAW OF THE CITY OF MEDICINE HAT** to amend Bylaw No. 4667.

**WHEREAS** Council considers it necessary and desirable to amend Bylaw No. 4667.

**NOW THEREFORE THE MUNICIPAL CORPORATION OF THE CITY OF MEDICINE HAT, IN COUNCIL ASSEMBLED, ENACTS AS FOLLOWS:**

1. Bylaw No. 4667 is hereby amended as follows:

a. delete the first recital and replace it with the following:

“**A BYLAW OF THE CITY OF MEDICINE HAT** to provide for partial exemptions from taxation under Part 10, Division 2 of the MGA, pursuant to section 364.2 of the MGA.”

b. delete the fourth recital and replace it with the following:

“**WHEREAS** Council deems it appropriate to provide for partial exemptions from taxation, under Part 10, Division 2 of the MGA, pursuant to Section 364.2 of the MGA, for the purpose of encouraging development or redevelopment of non-residential properties and brownfields for the general benefit of the municipality;”

c. delete the definition of “**Brownfield**” in of subsection 2.3.e. and replace it with the following:

“e. “**Brownfield**” means a property, other than a designated industrial property as defined in the MGA, that is or has been a commercial or industrial property and in the opinion of the CAO:

- (i) is, or possibly is, contaminated;
- (ii) is vacant, derelict or under-utilized; and
- (iii) is suitable for development or redevelopment for the general benefit of the municipality.”

d. delete Section 12.1 and replace it with the following:

“12.1 The CAO may establish, from time to time, guidelines, rules, and procedures regarding the application process for, and the administration and implementation of, the Tax Incentives under this Bylaw.”

2. This Bylaw shall come into force at the beginning of the day that it is passed.

**READ A FIRST TIME** in open Council on \_\_\_\_\_

**READ A SECOND TIME** in open Council on \_\_\_\_\_

**READ A THIRD TIME** in open Council on \_\_\_\_\_

**SIGNED AND PASSED** on \_\_\_\_\_

\_\_\_\_\_  
**MAYOR – LINNSIE CLARK**

\_\_\_\_\_  
**CITY CLERK – LARRY RANDLE**

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**BYLAW NO. 4667**


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~~A BYLAW OF THE CITY OF MEDICINE HAT to provide for partial exemptions from taxation under Part 10, Division 2 of the MGA, pursuant to sections 364.1 and 364.2 of the MGA. A BYLAW OF THE CITY OF MEDICINE HAT to provide for partial exemptions from taxation under Part 10, Division 2 of the MGA, pursuant to section 364.2 of the MGA.~~

**WHEREAS** municipal purposes include providing services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality, fostering the well-being of the environment and development and maintaining safe and viable communities;

**WHEREAS** Council considers it desirable to encourage the development or revitalization of non-residential properties and brownfields for the general benefit of the City and promote investment in the municipality; and

~~WHEREAS Council deems it appropriate to provide for partial exemptions from taxation, under Part 10, Division 2 of the MGA, pursuant to sections 364.1 and 364.2, for the purpose of encouraging development or redevelopment of non-residential properties and brownfields for the general benefit of the municipality;~~ **WHEREAS** Council deems it appropriate to provide for partial exemptions from taxation, under Part 10, Division 2 of the MGA, pursuant to Section 364.2 of the MGA, for the purpose of encouraging development or redevelopment of non-residential properties and brownfields for the general benefit of the municipality;

**NOW THEREFORE THE MUNICIPAL CORPORATION OF THE CITY OF MEDICINE HAT, IN COUNCIL ASSEMBLED, ENACTS AS FOLLOWS:**

**1. Bylaw Title**

1.1. This Bylaw may be cited as the "Tax Incentive Bylaw".

**2. Interpretation**

2.1. The purpose of the Brownfield Incentive is to encourage the development or redevelopment of Brownfields for the general benefit of the municipality.

2.2. The purpose of the Non-Residential Incentive is to encourage large-scale commercial or industrial development that will result in increased Tax revenue for the City, and create Skilled Jobs.

2.3. In this Bylaw,

- a. **"Applicant"** means a person who applies for an Incentive pursuant to Section 4.1;
- b. **"Application"** means an Application for a Tax Incentive made pursuant to Section 4.1;
- c. **"Approved Construction Schedule"** has the meaning given to it in Subsection 3.1.b(ii);
- d. **"Approved Development"** has the meaning given to it in Subsection 3.1.b(i);
- e. ~~"Brownfield" has the meaning given to "brownfield property" in Subsection 364.1(1) of the MGA, with this Bylaw being the "bylaw" referenced in Subsections 364.1(1)(a) and (b) that is located within the City;~~ **"Brownfield" means a property, other than a designated industrial property as defined in the MGA, that is or has been a commercial or industrial property and in the opinion of the CAO:**

(i) is, or possibly is, contaminated;

(ii) is vacant, derelict or under-utilized; and

(iii) is suitable for development or redevelopment for the general benefit of the municipality."

- e-f. **"Brownfield Incentive"** means a partial exemption from Taxation provided in respect of an Approved Development of a Brownfield, in the extent and Taxation years determined in accordance with Schedule "A";
- f-g. **"CAO"** means the City's Chief Administrative Officer, operating under the title of "City Manager", and includes any person to whom the CAO has delegated any power, duty or responsibility assigned to the CAO under this Bylaw, and includes any person appointed as acting City Manager or interim City Manager;
- g-h. **"Capital Cost"** means the total capital costs actually incurred by the Owner to construct an Approved Development, including any third party labour, engineering, materials or other costs associated with the construction of the Approved Development. Capital Costs shall not include the cost of the Property or any improvements, machinery or equipment that existed on the Property before construction, the Owner's labour, administrative or other overhead expenses, or any other non-capital costs such as legal, regulatory or permitting fees;
- h-i. **"Change in Municipal Taxes"** means the difference between the Tax levied with respect to a Property in the Taxation year prior to commencement of the Approved Development and the Tax levied with respect to the Property in an Incentive Year;
- i-j. **"City"** means the municipal corporation of the City of Medicine Hat, and where the context so requires, means the land included in the boundaries of the City;
- j-k. **"Criteria"** means the criteria set out in Article 3;
- l. **"Conditions"** means the conditions set out in Article 7;
- m. **"Development"** means one or more of the following:
  - i) a "development", as defined in Subsection 616(b)(i) of the MGA, of a Brownfield for the purpose of remediating contamination or possible contamination; or
  - ii) a "development" as defined in one or more of Subsections 616(b)(ii), (iii) or (iv) of the MGA;
- n. **"Development Authority"** has the meaning given to it at Section 4.4 of the Land Use Bylaw;
- o. **"Development Permit"** has the meaning given to it at Section 4.4 of the Land Use Bylaw;
- p. **"Incentive Years"** means the Taxation year or years for which a Property may qualify for a Tax Incentive as set out in Schedule "A" or "B" as applicable;
- q. **"Land Use Bylaw"** means the City's Land Use Bylaw, Bylaw No. 4168;
- r. **"MGA"** means the *Municipal Government Act*, RSA 2000, Chapter M-26;
- s. **"Non-Residential Property"** means a property located in the City, in the assessment class specified in Subsection 297(1)(b) of the MGA, but does not include a Brownfield;
- t. **"Non-Residential Incentive"** means a partial exemption from Taxation provided in respect of an Approved Development of a Non-Residential Property, in the extent and Taxation years determined in accordance with Schedule "B";

- u. **"Owner"** means the Person who is registered under the *Land Titles Act*, RSA 2000, c L-4, as the owner of the fee simple estate in the Property, or the occupant of the Property acting pursuant to written authorization from the owner of the fee simple estate of the Property;
- v. **"Person"** includes a body corporate, society, company, firm, partnership as defined in the *Partnership Act*, RSA 2000, c. P-3 and other legal entities;
- w. **"Property"** means a Non-Residential Property or a Brownfield;
- x. **"Skilled Job"** means a permanent, full-time position located within the City that requires a university degree, post secondary diploma or certificate, or a commonly recognized form of trade credential, or such combination of part-time positions as are determined by the CAO, in their discretion, to be equivalent to one such permanent full-time position located within the City. Whether or not a position, or combination of positions, qualifies as a Skilled Job shall be determined by the CAO, in their discretion;
- y. **"Taxation" or "Tax"** means taxation under Part 10, Division 2 of the MGA, but does not include any provincial education taxes or requisitions; and
- z. **"Tax Incentive"** means a Brownfield Incentive or a Non-Residential Incentive, as the context requires.

2.4. Nothing in this Bylaw relieves a Person from complying with any applicable legislation, regulation, code, other bylaw, permit, order, directive, approval or license.

2.5. Where this Bylaw refers to any applicable legislation, regulation, code, other bylaw, permit, order, directive, approval or license, it includes such applicable legislation, regulation, code, other bylaw, permit, order, directive, approval or license as amended or replaced from time to time. Where this Bylaw refers to an agency, it includes reference to any agency that may be substituted therefor.

2.6. The words "includes" and "including", where used in this Bylaw, are not intended to be exhaustive and in all cases mean "includes without limitation" and "including without limitation", respectively.

2.7. The words "will", "shall", and "must", where used in this Bylaw, are to be read and interpreted as mandatory, and the word "may", where used in this Bylaw, is to be read and interpreted as permissive.

2.8. All references to the CAO's discretion in this Bylaw shall mean the CAO's sole and unfettered discretion. The exercise of the CAO's discretion shall not be subject to appeal or review unless expressly provided for herein.

2.9. Every provision of this Bylaw is independent of all other provisions, and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

2.10. In the event of any conflict or inconsistency between this Bylaw and any City policy or procedure, this Bylaw governs to the extent of the conflict or inconsistency.

### 3. Criteria

3.1. To be eligible for a Tax Incentive:

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- a. the Property applied for must be the subject of a Development Permit authorizing a Development on the Property, that is in force and effect at the time of the Application, and remains in force and effect until the Development Permit holder has completed construction of the Approved Development in accordance with the Development Permit;
  - b. in the opinion of the CAO, at the CAO's discretion:
    - (i) the Development authorized by the Development Permit must be consistent with all applicable statutory and non-statutory plans of the City, and must support the purpose and intent of City Council's Strategic Plan and the City's Municipal Development Plan (the "**Approved Development**");
    - (ii) the development schedule for the Approved Development, from the issuance of the Development Permit through completion of the Approved Development in accordance with the Development Permit and (if applicable) occupation and/or operation, must be reasonable (the "**Approved Construction Schedule**");
    - (iii) the Tax Incentive must be consistent with the purposes of a municipality set out in Section 3 of the MGA; and
    - (iv) the Approved Development must be of a permanent nature.
  - c. the Applicant must submit an Application to the CAO that meets all the requirements of this Bylaw;
  - d. all requirements of this Bylaw must be satisfied;
  - e. upon request of the CAO, the Applicant must provide, to the satisfaction of the CAO, at the CAO's discretion, any documentation, information, access or consents, as the CAO may deem necessary or appropriate, to verify any information contained in the Application or to confirm ongoing compliance with the Criteria and Conditions; and
  - f. any other criteria deemed necessary by the CAO, in the CAO's discretion, to satisfy the purposes and intent of this Bylaw.
- 3.2. In addition to meeting the criteria in Section 3.1, to be eligible for a:
- a. Brownfield Incentive:
    - (i) the Property that is the subject of an Application must be a Brownfield;
    - (ii) the Approved Development must, at the time of Application, be reasonably projected to cause the assessed value of the Property, as set out in the notice of assessment, to increase by at least \$25,000.00 between the Taxation year immediately prior to the commencement of construction and the Tax year immediately after completion of the Approved Development; and
    - (iii) the Approved Development must, at the time of Application, have an estimated capital cost of \$1,000,000.00 or greater.
  - b. Non-Residential Incentive:



- (i) the Property that is the subject of an Application must be a Non-Residential Property;
- (ii) the Approved Development must, at the time of Application, be reasonably projected to cause the assessed value of the Property, as set out in the notice of assessment, to increase by at least \$50,000.00 between the Taxation year immediately prior to the commencement of construction and the Tax year immediately after completion of the Approved Development;
- (iii) the Approved Development must, at the time of Application, have an estimated Capital Cost of \$10,000,000.00 or greater; and
- (iv) the Approved Development must at the time of Application be reasonably projected to create and maintain ten (10) or more full-time Skilled Jobs.

Whether a Property meets the criteria of subsections (a) and (b) shall be determined by the CAO in their discretion.

#### **4. Applications**

4.1. An Owner of a Property that is the subject of a Development Permit that is in force and effect, authorizing an Approved Development, may apply to the CAO for a Tax Incentive in relation to that Property. An Application made under this Section must:

- a. be in writing, in a form satisfactory to the CAO, fully completed and duly executed by the Applicant;
- b. be accompanied by the applicable application fee, if any, pursuant to Section 11; and
- c. contain the following information:
  - (i) the Applicant's name, address and telephone number;
  - (ii) if the Applicant is a corporation, confirmation of corporate registration;
  - (iii) the name, address and telephone number of the Person acting as the Applicant's agent, if any;
  - (iv) a copy of the Land Title Certificate for the Property obtained from the Land Titles Office within the previous forty-five (45) days;
  - (v) the Tax Incentive the Applicant is applying for;
  - (vi) adequate evidence that the Criteria are met, as determined by the CAO, in the CAO's discretion, including the projected Capital Cost of the Approved Development and number and nature of Skilled Jobs projected to be created by the Approved Development; and any further information required by the CAO, in the CAO's discretion, to evaluate the Application.

#### **5. Determination of CAO**

5.1. If, after reviewing an Application, the CAO determines, in the CAO's discretion, that all the Criteria are met for the Tax Incentive applied for, the CAO may approve a Tax

Incentive in respect of the Property as the CAO deems appropriate in their discretion, in accordance with Schedule "A" or "B", as applicable.

- 5.2. If the CAO approves a Tax Incentive pursuant to Section 5.1, the CAO must issue a certificate which sets out the approved Tax Incentive.
- 5.3. The CAO, in exercising the CAO's discretion in Section 5.1, may consider any factors the CAO considers reasonable, but must consider:
  - a. any outstanding Tax arrears associated with the Property, or any overdue accounts the Applicant may have with the City;
  - b. any development or safety codes compliance issues associated with the Property or any other property owned by the Applicant;
  - c. any outstanding litigation involving the Applicant;
  - d. whether the Applicant, or an entity related to the Applicant, is subject to, or at risk of being subject to, bankruptcy or receivership;
  - e. whether any properties owned by the Applicant, or an entity related to the Owner, are, or are at risk of being, the subject of foreclosure proceedings;
  - f. if the Applicant has received any form of grant or financial assistance from the City or another level of government, any dispute or issue with respect to the Applicant's compliance with the terms and conditions of such grant or financial assistance; and
  - g. whether the Applicant is likely to be able to satisfy the Conditions.
- 5.4. The extent and Taxation years of a Tax Incentive will be determined by the CAO in their discretion in accordance with Schedules "A" or "B", as applicable.
- 5.5. The Applicant bears the onus of proving, to the satisfaction of the CAO, in the CAO's discretion:
  - a. that the Criteria, and all other requirements of this Bylaw, have been satisfied; and
  - b. ongoing compliance with the Criteria, Approved Construction Schedule, and Conditions.
- 5.6. The CAO may, at any time, require the Applicant to provide any documentation, information, access, or consents, as the CAO may deem necessary in the CAO's discretion, to verify any information contained in the Application, score the Approved Development in accordance with the applicable Schedule, or to confirm ongoing compliance with the Criteria and Conditions.
- 5.7. The CAO may, at the CAO's discretion, reject any Application that does not include all documentation, information, access, and consents required by this Bylaw, the application form, or the CAO.
- 5.8. If the CAO refuses to approve a Tax Incentive for a Property, the CAO must send the Applicant a written notice of the refusal, stating the reasons for the refusal and the date by which a request for review by Council must be made, which date must be within sixty (60) days of the date noted on the written notice of refusal.

## **6. Tax Incentive Certificate and Agreement**

6.1. A certificate issued pursuant to Section 5.2 must set out:

- a. the Tax Incentive being approved and the extent of the Tax Incentive;
- b. the Incentive Years to which the Tax Incentive may apply, provided, however, that in no event shall the term of a Tax Incentive exceed five (5) Incentive Years;
- c. the Conditions;
- d. the Criteria; and
- e. any additional information deemed necessary or appropriate by the CAO, in the CAO's discretion.

6.2 The term of a Tax Incentive shall commence in the Tax year following the year in which the Development Permit for the Approved Development was issued, unless otherwise stated in a Tax Incentive Certificate issued pursuant to Section 5.2 of the Bylaw or otherwise expressly authorized in writing by the CAO, at the CAO's discretion.

## **7. Conditions**

7.1. In addition to any Conditions the CAO deems reasonable, at the CAO's discretion, and the Conditions set out in Section 7.2 and without limitation to any other provision of this Bylaw, the following Conditions shall be imposed in respect of every Tax Incentive approved pursuant to Section 5.2:

- a. the Applicant must enter into and comply with a written agreement with the City with respect to the Tax Incentive and applicable Criteria and Conditions on terms and conditions satisfactory to the City, which may include any terms and conditions deemed reasonable by the City, including an acknowledgement of the City's contribution to the Approved Development, and/or a charge on the Property or other property owned by the Applicant;
- b. the Applicant must, at all times, comply with the applicable Criteria, the Approved Construction Schedule, and the Conditions;
- c. the Applicant must, at all times, comply with all applicable legislation, regulations, and bylaws, and obtain and comply with all necessary permits, licenses and approvals with respect to a Property, including but not limited to development and building permits;
- d. the Applicant must provide the following information to the City annually, no later than November 30th in each Incentive Year:
  - (i) a progress report with respect to the Approved Construction Schedule and budget;
  - (ii) any proposed amendments to the Approved Construction Schedule and budget, which may be approved or refused by the CAO, in its discretion;
  - (iii) an update with respect to the number and nature of Skilled Jobs projected to be employed, or actually employed, by the Approved Development, annually; and
  - (iv) any other information requested or required by the CAO, in the CAO's discretion.

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- e. without limitation to any other provision of this Bylaw, the City may from time to time conduct such inspections and, upon request of the CAO, the Applicant must provide any documentation, information, access, or consents, as the CAO may deem necessary or appropriate, to verify any information contained in the Application or to confirm ongoing compliance with the Criteria and Conditions to the satisfaction of the CAO, in the CAO's discretion;
  - f. the Development Permit authorizing the Approved Development on the Property must remain in force and effect until the Development Permit holder has completed construction of the Approved Development in accordance with the Development Permit;
  - g. the Applicant must not have any overdue accounts with the City;
  - h. there must not be a material adverse change with respect to any one or more of the Criteria set out in Section 3.2 of this Bylaw; and
  - i. without limitation to Section 7.2, if a Tax Incentive is cancelled, the CAO may require the Applicant to repay the City the amount of any Tax Incentive received by the Applicant prior to the date of cancellation.
- 7.2. The Tax Incentive is deemed cancelled, effectively immediately, and the Applicant will be liable to repay the City the amount of any Tax Incentive received by the Applicant prior to the date of cancellation, if:
- a. the Applicant goes bankrupt or enters into receivership;
  - b. foreclosure proceedings are commenced with respect to the Property;
  - c. the Application, or any supporting information or documentation provided by the Applicant in connection therewith, was fraudulent or contained inaccurate information or misrepresentations; or
  - d. the Applicant fails to provide the CAO with any documentation, information, access, or consents, required to be provided pursuant to this Bylaw or the agreement referenced entered into pursuant to Section 7.1.a, to the satisfaction of the CAO, at the CAO's discretion.
- 7.3 A change in ownership of the Property will not affect a Tax Incentive unless the Property or the new Owner falls within one or more of the grounds for cancellation under this Bylaw. To maintain eligibility for the Tax Incentive:
- a. the Property, and new Owner, must be in compliance with the requirements of this Bylaw and any applicable Criteria and Conditions with respect to the Tax Incentive; and
  - b. in the event of a written agreement between the Applicant and City with respect to the Tax Incentive, the new Owner must enter into and comply with an agreement with the City to assume the Applicant's obligations, on terms and conditions satisfactory to the City.

## 8. Cancellation or Reduction of Tax Incentive

8.1. If, at any time after a certificate has been issued pursuant to Section 5.2:

- a. the CAO determines, in the CAO's discretion, that a Condition has been breached, the CAO must cancel the Tax Incentive for the Incentive Years to which that Condition applies; or
- b. the CAO determines, in the CAO's discretion, that the Property did not meet or has ceased to meet any of the Criteria, the CAO must cancel the Tax Incentive for the Incentive Years in which the Criteria were not met.

8.2. The CAO must send the Applicant a written notice of any cancellation pursuant to Section 7.2 or 8.1 herein, stating the reasons for the cancellation and the date by which a written request for review by Council must be received by the CAO, which date must be within sixty (60) days of the date noted on the written notice of refusal.

8.3. Without limitation to the generality of Section 8.1 herein, if, at any time after a certificate has been issued pursuant to Section 5.2, and the CAO in their discretion determines that;

- (i) the Approved Development did not cause the assessed value of the Property, as set out in the notice of assessment, to increase by an amount equal to or greater than the amount set out in Subsection 3.2.a(ii) or b(ii) herein between the Taxation year immediately prior to the commencement of construction of the Approved Development and the Tax year immediately after completion of the Approved Development;
- (ii) the actual Capital Cost of the Approved Development was less than the amount set out in Subsection 3.2.a(iii) or b(iii) herein, or
- (iii) the Approved Development does not employ the number of full-time employees (or equivalent thereof) in Skilled Jobs set out in Subsection 3.2b(iv) herein within the City

the CAO may cancel the Tax Incentive for the Incentive Years in which the Criteria were not met, and the process set out in Section 8.2 shall apply.

8.4. If, at any time after a certificate has been issued pursuant to Section 5.2, the CAO in their sole discretion determines that;

- (i) the Approved Development did not cause the assessed value of the Property, as set out in the notice of assessment, to increase by an amount equal to or greater than the amount projected at the time of Application;
- (ii) the actual Capital Cost of the Approved Development was less than the amount estimated at the time of Application; or
- (iii) the Approved Development does not employ the number of employees in full-time Skilled Jobs (or equivalent thereof) projected at the time of Application

the CAO may, in their discretion, re-score the Application in accordance with Schedule "A" or "B" as applicable and adjust the Incentive Years to which the Tax Incentive applies

and/or amount of the Tax Incentive. Any decision made by the CAO pursuant to this Section 8.4 is final and is not subject to review by Council pursuant to this Bylaw.

## **9. Review by Council**

9.1. An Applicant may request a review by Council of the following decisions:

- a. the refusal of an Application for a Tax Incentive; or
- b. the cancellation of a Tax Incentive for one or more Incentive Years.

9.2. A written request for a review by Council pursuant to Section 9.1 must be received by the CAO within sixty (60) days of the date noted on the written notice to the Applicant of the decision.

9.3. Council will conduct reviews at a regularly scheduled or special council meeting, as determined by Council. Council is not required to hear from the Applicant, or any person representing them, at the meeting.

9.4. Council may confirm, reverse or vary the CAO's decision with respect to an Application for a Tax Incentive or the cancellation of a Tax Incentive provided, however, that any decision made by Council with respect to the issuance of a Tax Incentive shall be limited to the extent and Taxation years determined in accordance with Schedule "A" or "B" of this Bylaw, as applicable.

9.5. Council's decision is final, and not subject to further appeal.

9.6. The decisions set out in Section 9.1 are the sole grounds for a review by Council pursuant to this Bylaw. Any other decision or exercise of discretion by the CAO in connection with a Tax Incentive, including the extent of a Tax Incentive or the Incentive Years to which a Tax Incentive applies or the re-scoring of an Application pursuant to Section 8.4 of this Bylaw, is final and is not subject to review by Council pursuant to this Bylaw.

## **10. Tax Incentive Prohibited**

10.1. Notwithstanding anything else in this Bylaw:

- a. a Tax Incentive will not be provided for any Tax year, including the Incentive Years, that is earlier than the Tax year in which a certificate is issued pursuant to Section 5.2;
- b. if any Property is not eligible for, or prohibited from, receiving a Tax Incentive under any federal or provincial law or regulation or any requirement of any lawful permit, approval, order or license, such Tax Incentive will not be provided in respect of that Property, or, if already provided, will cease to be provided in respect of that Property;
- c. if a Tax Incentive was approved and received in respect of a Property pursuant to Bylaw No. 4585, that Property shall not be eligible for any Tax Incentive pursuant to this Bylaw.

## **11. Fees**

11.1. Council may from time to time, by resolution, establish and charge fees in relation to the administration of Applications.

**12. Delegation**

12.1. The role of Council in Subsection 364.1(1)(b) of the MGA is delegated to the CAO. The CAO may establish, from time to time, guidelines, rules, and procedures regarding the application process for, and the administration and implementation of, the Tax Incentives under this Bylaw.

**13. Bylaw No. 4585**

13.1. Brownfield Tax Incentive Bylaw No. 4585 is repealed.

**14. Coming into Force**

14.1. This Bylaw will come into force at the beginning of the day that it is passed.

**READ A FIRST TIME** in open Council on June 6, 2022.

**READ A SECOND TIME** in open Council on July 4, 2022.

**READ A THIRD TIME** in open Council on July 4, 2022.

**SIGNED AND PASSED** on July 5, 2022.

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**MAYOR:** Linnsie Clark

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**ACTING CITY CLERK:** Jessica Robinson

### Schedule "A" - Brownfield Properties

1. **Scoring of Application:** An Application for a Tax Incentive for a Brownfield Property will be scored by the CAO on a fifty (50) point scale based on the criteria set out in Subsections 3.2(a)(ii) and (iii) of this Bylaw.
2. **Incentive Years:** Tax Incentives for eligible Brownfield Properties may be granted for a period of three (3) to five (5) Incentive Years.
3. **Extent of Tax Incentive:** The amount of the Tax Incentives for a Brownfield Property in each Incentive Year shall be in the discretion of the CAO, based on the Change in Municipal Taxes, based on the following parameters:

Incentive Year	Amount of Tax Incentive (% of Change in Municipal Taxes)
1	50-100%
2	25-100%
3	25-100%
4 (if applicable)	25-75% (if applicable)
5 (if applicable)	25-50% (if applicable)



### Schedule "B" - Non-Residential Properties

1. **Scoring of Application:** An Application for a Tax Incentive for a Non-Residential Property will be scored by the CAO on a fifty (50) point scale based on the criteria set out in Subsections 3.2(b)(ii), (iii) and (iv) of this Bylaw.
2. **Incentive Years:** Tax Incentives for eligible Non-Residential Properties may be granted for a period of three (3) to five (5) Incentive Years.
3. **Extent of Tax Incentive:** The amount of the Tax Incentive for a Non-Residential Property in each Incentive Year shall be in the discretion of the CAO, based on the Change in Municipal Taxes, based on the following parameters:

Incentive Year	Amount of Tax Incentive (% of Change in Municipal Taxes)
1	50-100%
2	25-100%
3	25-100%
4 (if applicable)	25-75% (if applicable)
5 (if applicable)	25-50% (if applicable)