



AGENDA

Regular Council Meeting

3:00 PM - Monday, June 22, 2026
Joint Council Chambers

	Page
1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
3. ADOPTION OF MINUTES	
3.1. June 8, 2026, Regular Council Meeting Minutes Regular Council - 08 Jun 2026 - Minutes - Pdf	5 - 10
4. PUBLIC COMMENTS The public is welcome to provide comments regarding items on the agenda discussed at this meeting. Comments must be concise and limited to a maximum of 3 minutes, exclusive of time required to answer questions from Council. If you are not able to attend the meeting and wish to provide public comments, please email legislativeservices@highriver.ca by 10:00 a.m. on the day of the meeting and a member of the Legislative & Advisory Services Team will read your comments during this section. In order to ensure procedural fairness, Council requests that the public refrain from speaking to items that have been or will be heard through a public hearing process.	
5. BUSINESS	

5.1. **Major Development Permit Application with Variances - DP2001.26, 4;28;19;7;SW**
[RFD-26-48 - Pdf](#)

11 - 74

Recommendation:

WHEREAS pursuant to Bylaw 4662/2026, Council acts as the development authority to make decisions on behalf of the municipality for major development permit applications including variances.

BE IT RESOLVED THAT Council approve DP2001.26, a multi-unit residential development at 4;28;19;7;SW, with the following variances:

1. Section 3.4.5 (b) Secondary Front Setback

Required: 1.0 m – 4.0 m

Proposed: 12.0 m – 22.0 m

2. Section 3.4.8(c)i. Additional Building Height Standards

Required: Floors above the second storey shall be stepped back from the primary or secondary frontage for a minimum horizontal distance of 2.5m

Proposed: Porches to be interpreted as the step back

3. Section 3.4.9(e). Frontage Build-Out

Required: minimum 65%

Proposed: 45.02%

4. Section 3.4.10(e)ii. Vehicle Access

Required: Vehicle access to parking areas shall be no wider than 3.0 m in any frontage.

Proposed: 6.0 m

5. Section 3.4.10(e)iii. Vehicle Access

Required: The number of vehicle access points to a lot shall be limited to 1

Proposed: 2 access points

subject to the conditions noted in Schedule A - Notice of Decision, dated June 22, 2026.

5.2. **Increase Capital Funds Request - K405 Water Treatment Plant Dewatering System**
[RFD-26-44 - Pdf](#)

75 - 77

Recommendation:

WHEREAS the K405 Water Treatment Plant Dewatering System was approved with funding from the Utility Reserve totaling \$30,00.00;

AND WHEREAS the tender K405 Water Treatment Plant Dewatering System closed May 1, 2026 at 4:00pm, receiving only one proposal totaling \$39,787.87 excluding contingency and GST;

BE IT RESOLVED THAT Council award the contract to CDM Mechanical Ltd. in the amount of \$39,797.87;

AND THAT Council approve the increase of capital funds by \$13,000.00 (including contingency and excluding GST), which will be funded from the Water Utility Reserve;

AND FURTHER THAT Council authorize the Chief Administrative Officer to execute the contract with CDM Mechanical Ltd.

5.3. **Increase Capital Funds Request - K406 Backwash Re-Use**
[RFD-26-43 - Pdf](#)

78 - 93

Recommendation:

WHEREAS the K406 Backwash Re-Use was approved with funding totaling \$14,500.00 from the Utility Reserve;

WHEREAS the tender for K406 Backwash Re-Use closed May 4, 2026, receiving only one proposal totaling \$22,399.97 (excluding contingency and GST);

BE IT RESOLVED THAT Council award the contract to CDM Mechanical Ltd., for \$22,399.97 (excluding contingency and GST);

AND THAT Council approve the increase of capital funds by \$12,000.00 (including contingency and excluding GST), which will be funded from the Water Utility Reserve;

AND FURTHER THAT Council authorize the Chief Administrative Officer to execute the contract with CDM Mechanical Ltd.

6. COUNCILLOR / BOARD & COMMITTEE REPORTS

Feedback and Important Information from Councillors regarding Internal and External Board and Committee Meetings.

7. COUNCIL CORRESPONDENCE REQUIRING ACTION

7.1. **Ratification of Wild Rose Community Connections Letter of Support request**

94 - 105

[20260610 Wild Rose Community Connections Letter of Support Request](#)
[20260612 Letter of Support - Wild Rose Community Connections](#)

Recommendation:

BE IT RESOLVED THAT Council approved the Mayor to sign the letter of support for Wild Rose Community Connections' application for the Community Initiatives Program Organizational Development and Collaboration Grant, prior to the Council meeting.

8. ADJOURNMENT



MINUTES

Regular Council Meeting

3:00 PM - Monday, June 8, 2026
Joint Council Chambers

PRESENT: Mayor Craig Snodgrass, Councillor Michael Nychyk, Councillor Jenny Jones, Councillor Jamie Barton, Councillor Cathy Couey, Councillor Garth Brookwell, and Councillor Vicky McGonigle

EXCUSED:

STAFF PRESENT: Chris Prosser (Chief Administrative Officer), Reiley McKerracher (Director of Municipal Services), Sonja Coleman (Director of Corporate Services), Chris Bruce (Director of Community Services), Jody Hipkin (Manager of Legislative and Advisory Services), Sheron Ward (Advisor, Legislative & Advisory Services), Jocelyn Dunsmore (Community Development Liaison Officer), Cory Armfelt (Interim Manager, Planning & Development), Shelley Koot (Manager, Community Support Services), Kalie Mosig-Walsh (Community Support Services Coordinator), Karen Drummond (Manager, Communications and Engagement), and Bal Sharma (Technician, Desktop Support)

MEDIA: There were no members of the media in attendance.

PUBLIC: There were 21 members of the public at large in attendance.

1. CALL TO ORDER

Mayor Snodgrass called the Regular Meeting of Council to order at 3:00 p.m.

2. ADOPTION OF AGENDA

Resolution #97-2026

Moved by Councillor Jamie Barton

BE IT RESOLVED THAT Council adopt the agenda for the Regular Council Meeting on June 8, 2026, as presented, however Mayor Snodgrass shared he may have to step out momentarily at 3:30 p.m., however Deputy Mayor Barton will step in as Chair during that time.

Carried

3. ADOPTION OF MINUTES

3.1 May 25, 2026, Regular Council Meeting Minutes

Resolution #98-2026

Moved by Councillor Garth Brookwell

BE IT RESOLVED THAT that Council adopt the May 25, 2026, Regular Council Meeting Minutes, as presented.

Carried

4. DELEGATIONS

4.1 High River Ratepayers Community Group

John Turner, Steve Crowe and Julie Venton, as residents and representatives of the High River Ratepayers Community Group, spoke to their prior submission to Council:

- Budget Reporting Procedure
- Council Meeting Time

5. PUBLIC COMMENTS

Maureen Moncrieff, resident, asked why the Labour item on today's agenda is in a closed session as it is to discuss Council's remuneration. Mayor Snodgrass advised the item will occur in the open session.

Maureen Moncrieff also asked for additional information regarding the property tax increase residents are experiencing.

Jamie Kinghorn, resident, asked why there is not an agenda item regarding his request for a Council representative be appointed to the Highwood Lion's Club regarding the operations of George Lane Park Campground. Mayor Snodgrass advised it is not on the agenda as Council is waiting for the agreement discussions before appointing a member.

Al Brander, resident, commended Council for considering advocacy to the province regarding Item 6.5 on the agenda regarding the provincial changes to the Assured Income for the Severely Handicapped (AISH) program.

6. BUSINESS

6.1 Access to Information Bylaw 4663/2026

Resolution #99-2026

Moved by Councillor Jenny Jones

Regular Council
June 8, 2026

WHEREAS the provincial *Freedom of Information and Protection of Privacy Act* has been rescinded by the province and new legislation split the single act into two, the *Access to Information Act* and the *Protection of Privacy Act*;

BE IT RESOLVED THAT Council give First Reading to Bylaw 4663/2026, the Access to Information Bylaw;

AND THAT Council give Second Reading to Bylaw 4663/2026, the Access to Information Bylaw;

AND FURTHER THAT all Council give Unanimous Consent to proceed with Third and Final Reading of Bylaw 4663/2026, the Access to Information Bylaw;
Carried

Resolution #100-2026
Moved by Councillor Michael Nychyk

BE IT RESOLVED THAT Council give Third and Final Reading to Bylaw 4663/2026, the Access to Information Bylaw;

AND THAT Council rescind Bylaw 4469/2016, Fees and FOIP Head for Freedom of Information and Protection of Privacy Bylaw.

Carried

6.2 Privacy Management Program Policy POL-0100

Resolution #101-2026
Moved by Councillor Vicky McGonigle

BE IT RESOLVED THAT Council defer the Privacy Management Program Policy to the next Council meeting.

Defeated

Resolution #102-2026
Moved by Councillor Cathy Couey

WHEREAS the provincial *Freedom of Information and Protection of Privacy Act* has been rescinded by the province and new legislation split the single act into two, the *Access to Information Act* and the *Protection of Privacy Act*, together referred to as "ATIPP";

AND WHEREAS Municipalities must have a Privacy Management Program in place by June 11, 2026.

BE IT RESOLVED THAT Council adopt the Privacy Management Program Policy POL 0100, as presented, and for the Policy to be reviewed with Council on an annual basis.

Regular Council
June 8, 2026

Carried

6.3 Community Art Policy Update

Resolution #103-2026

Moved by Councillor Jamie Barton

WHEREAS Council adopted the Community Art Policy on March 24, 2025;

AND WHEREAS the Community Art Policy was reviewed and required amendments, including a funding accountability report;

BE IT RESOLVED THAT Council adopt the updated Community Art Policy POL-0105 as presented.

Carried

6.4 Film Production Policy

Resolution #104-2026

Moved by Councillor Vicky McGonigle

WHEREAS the Town wishes to continue to offer a film friendly community to film production;

WHEREAS the existing Film Procedure was approved by Administration July 4, 2017.

BE IT RESOLVED THAT Council approve the Film Production Policy as presented.

Carried

6.5 Changes to Assured Income for the Severely Handicapped (AISH) Program

Mayor Snodgrass stepped out from 4:01 p.m. to 4:12 p.m. and Deputy Mayor Barton acted as Chair.

Resolution #105-2026

Moved by Councillor Garth Brookwell

WHEREAS the Government of Alberta has announced changes to the Assured Income for the Severely Handicapped (AISH) program, which will include transitioning to the new Alberta Disability Assistance Program (ADAP), effective July 1, 2026;

WHEREAS the announcement of the transition to the new program, which occurred in the Fall of 2025, lacked information and clarity, has resulted in confusion and concern for current AISH recipients as well as for those who provide formal and informal support to those receiving AISH;

Regular Council
June 8, 2026

WHEREAS the letters regarding ADAP went out to officially introduce ADAP to existing AISH recipients the week of May 25, 2026;

BE IT RESOLVED THAT the Town of High River's Mayor and Council advocate that the Government of Alberta undertake further meaningful and expansive consultation to broaden their understanding of the realities impacting current AISH recipients and make the necessary adjustments to increase the likelihood of success and reduce the likelihood of harm;

AND FURTHER THAT advocacy communications include the following specific points:

- That the Government of Alberta re-open the Income Support office in High River.
- That the Government of Alberta consider grandfathering in the new ADAP program to new applicants and offer the new program to those AISH recipients who are already working or self identify of wanting supports to gain employment.
- That the Government of Alberta compensate existing rural programs (i.e., FCSS offices) to support the success of the transition.

Carried

7. COUNCILLOR / BOARD & COMMITTEE REPORTS

Resolution #106-2026

Moved by Craig Snodgrass

BE IT RESOLVED THAT Council direct Administration to bring back options regarding how Per Diems for Mayor and Council are managed.

Carried

Councillor Jones expressed her appreciation for being able to attend the Federation of Canadian Municipalities Conference and has a lot of information she is excited to share with her fellow members of Council.

Mayor Snodgrass shared the Greater Calgary Regional Table asked all member municipalities to sign a letter of support regarding the Banff/Calgary High Speed Train. Mayor Snodgrass declined to sign the letter due to a lack of information

8. BOARD & COMMITTEE MINUTES

8.1 Sheppard Family Park Society Board

9. COUNCIL CORRESPONDENCE REQUIRING ACTION

9.1 Invitation to attend and speak at the Canadian Grand Masters Fiddling Competition 2026

Regular Council
June 8, 2026

Resolution #107-2026

Moved by Councillor Jenny Jones

BE IT RESOLVED THAT Mayor and Council will notify Administration of availability to attend and speak at the event on August 29, 2026.

Carried

10. ADJOURNMENT

The Regular Council Meeting on June 8, 2026, was adjourned at 4:28 p.m.

Mayor/Deputy Mayor

Chief Administrative Officer

Regular Council
June 8, 2026



REQUEST FOR DECISION

TO: Mayor and Council

Date: June 5, 2026

FROM: Michelle Dollmaier, Planner

Meeting Date: June 22, 2026

SUBJECT: Major Development Permit Application with Variances - DP2001.26, 4;28;19;7;SW

RECOMMENDATION: **WHEREAS** pursuant to Bylaw 4662/2026, Council acts as the development authority to make decisions on behalf of the municipality for major development permit applications including variances.

BE IT RESOLVED THAT Council approve DP2001.26, a multi-unit residential development at 4;28;19;7;SW, with the following variances:

1. Section 3.4.5 (b) Secondary Front Setback

Required: 1.0 m – 4.0 m

Proposed: 12.0 m – 22.0 m

2. Section 3.4.8(c)i. Additional Building Height Standards

Required: Floors above the second storey shall be stepped back from the primary or secondary frontage for a minimum horizontal distance of 2.5m

Proposed: Porches to be interpreted as the step back

3. Section 3.4.9(e). Frontage Build-Out

Required: minimum 65%

Proposed: 45.02%

4. Section 3.4.10(e)ii. Vehicle Access

Required: Vehicle access to parking areas shall be no wider than 3.0 m in any frontage.

Proposed: 6.0 m

5. Section 3.4.10(e)iii. Vehicle Access

Required: The number of vehicle access points to a lot shall be limited to 1

Proposed: 2 access points

subject to the conditions noted in Schedule A - Notice of Decision, dated June 22, 2026.

CHIEF ADMINISTRATIVE OFFICER’S COMMENTS:

Administration supports the proposed recommendation.

IMPLICATIONS OF RECOMMENDATION

Agenda Item #5.1.

GENERAL:

Approval of the proposed multi-unit residential development with variances will provide the Town with housing options.

ORGANIZATIONAL:

Administration will provide the Notice of Decision to the applicant.

FINANCIAL:

There are no direct financial implications to approving the application.

POLICY:

The proposed development aligns with the overall intent of the Town Plan, Northwest Area Structure Plan, Ellis Area Concept Plan, and the Land Use Bylaw.

Approving the development permit will contribute to a vibrant community, responsible development, and a healthy urban environment by providing additional housing typologies to the Town.

Strategic Plan

Vibrant Community

The Town of High River provides the foundation for an inclusive, engaged and thriving community.

Responsible Development

The Town of High River considers the impact of development on residents, infrastructure and environment.

Healthy Urban Environment

The Town of High River stewards natural resources and the built environment.

IMPLEMENTATION:

Should Council approve DP2001.26, Administration will issue the Notice of Decision to the applicant. As there are variances involved, the application is subject to a 21 day appeal period. The decision will be posted online and to the property to inform the public of the decision.

If no appeals are received, and the Developer satisfies all prior to release conditions, the Development Permit will be issued.

BACKGROUND:

On January 5, 2026, the Planning & Development Department received a major development permit application for a multi-unit residential development, in the form of stacked townhouses, for a total of 108 units, and includes a total of five variances. The subject site is located at 4;28;19;7;SW, and is zoned Traditional Neighbourhood District under the Town's Land Use Bylaw.

The application includes requests for variances to the following sections of the Land Use Bylaw:

1. Section 3.4.5 (b) Secondary Front Setback

Required: 1.0 m – 4.0 m

Proposed: 12.0 m – 22.0 m

2. Section 3.4.8(c)i. Additional Building Height Standards

Required: Floors above the second storey shall be stepped back from the primary or secondary frontage for a minimum horizontal distance of 2.5m

Proposed: Porches to be interpreted as the step back

3. Section 3.4.9(e). Frontage Build-Out

Required: minimum 65%

Proposed: 45.02%

4. Section 3.4.10(e)ii. Vehicle Access

Required: Vehicle access to parking areas shall be no wider than 3.0 m in any frontage.

Proposed: 6.0 m

5. Section 3.4.10(e)iii. Vehicle Access

Required: The number of vehicle access points to a lot shall be limited to 1

Proposed: 2 access points

The application was brought to the October 14, 2025 Committee of the Whole meeting prior to the application being submitted. At that time, Council expressed no concerns with the proposed site plan or variance to the building setback. However, there were concerns around the lack of landscaping along Centre Street. Administration has worked with the applicant to create an attractive and welcoming streetscape along Centre Street by permitting minor encroachments into the utility right-of-way.

A supplementary package for the Council report is attached, including:

- a map of the property location
- a proposal description
- variance request letter
- site plan
- landscaping plan
- building elevations
- site photos
- Notice of Decision

Town Plan Analysis

The proposal is consistent with the goals and policies of the Town Plan related to housing diversity, inclusivity, and complete communities.

The Town Plan encourages a range of housing forms to accommodate residents with varying needs, incomes, ages, and abilities. The proposed multi-family development supports these objectives by introducing a type of housing that differs from the predominant low-density housing found throughout most of the community. The development contributes to a broader mix of housing options and supports opportunities for residents to remain within High River as their housing needs change over time.

Agenda Item #5.1.

Additionally, the inclusion of accessible dwelling units advances the Town Plan's objective of creating an inclusive and accessible community. By providing 10% accessible units, the development will improve housing opportunities for individuals with mobility challenges and support aging-in-place objectives.

Administration is satisfied that the proposal aligns with the Town Plan's vision for compact, diverse, and inclusive residential development.

Northwest Area Structure Plan Analysis

The proposed development is consistent with the vision and objectives of the Northwest Area Structure Plan. The Northwest Area Structure Plan encourages a range of residential housing forms and densities to support a balanced community and promote the efficient use of municipal infrastructure and services.

The proposed multi-unit residential development contributes to these objectives by increasing housing choice within the northwest area and providing a higher-density residential form that supports efficient land use. The development also aligns with the Northwest Area Structure Plan's objective of accommodating future population growth through a mix of housing options.

Administration is satisfied that the proposal aligns with the residential land use framework and broader community development objectives established within the Northwest Area Structure Plan.

Ellis Area Concept Plan Analysis

The proposed development is consistent with the vision and objectives of the Ellis Area Concept Plan. The Concept Plan contemplates a variety of residential housing forms to support a complete and diverse neighbourhood and encourages the efficient use of residential lands through a range of housing densities and dwelling types.

The proposed multi-unit residential development contributes to these objectives by providing an alternative housing option within the Ellis area and increasing housing choice for current and future residents, in accordance with Phase 3 of the Concept Plan. The building design incorporates articulated façades, varied materials, and pedestrian-oriented elements that support the Concept Plan's objective of creating an attractive and cohesive neighbourhood environment. The proposed landscaping and site design further contribute to the development of a high-quality residential streetscape.

Administration is satisfied that the proposal aligns with the objectives established within the Ellis Area Concept Plan.

Land Use Bylaw Analysis

The subject site is located within the Traditional Neighbourhood District. The intent of the district is to encourage pedestrian-oriented development, a mix of housing forms, and a built environment that contributes to a complete and connected neighbourhood.

The proposed multi-unit residential development aligns with the intent of the Traditional Neighbourhood District by introducing an additional housing option within the community while maintaining a residential character that is compatible with surrounding development. The proposal includes several variance requests; however, Administration is satisfied that each variance is justified by site-specific circumstances and does not undermine the objectives of the district.

Agenda Item #5.1.

Secondary Front Setback:

Section 3.4.5(b) of the Land Use Bylaw requires a secondary front setback between 1.0 metres and 4.0 metres. The applicant is proposing setbacks ranging from 12.0 metres to 22.0 metres due to a large utility right-of-way along the Centre Street frontage.

Given this constraint, Administration is satisfied that the increased setback is appropriate and will not negatively impact the streetscape, adjacent properties, or the functionality of the development. Administration has no concerns with the requested variance.

Additional Building Height Standards:

Section 3.4.8(c)i. requires floors above the second storey to be stepped back from the primary or secondary frontage by a minimum horizontal distance of 2.5 metres. The applicant is proposing that the building porches be interpreted as satisfying the step-back requirement.

The intent of the regulation is to reduce the perceived massing of upper storeys and provide architectural articulation along public frontages. Administration is satisfied that the proposed porch design achieves this intent by creating visual interest and reducing the appearance of building mass. Administration further notes that the development concept was presented to Committee of the Whole in October 2025, at which time no concerns were raised regarding the proposed architecture. The building design is consistent with other contemporary residential developments in High River and maintains the small-town character envisioned within the Traditional Neighbourhood District. Administration has no concerns with the requested variance.

Frontage Build-Out:

Section 3.4.9(e) requires a minimum frontage build-out of 65%, whereas the applicant is proposing a frontage build-out of 45.02%.

Administration recognizes that the reduced frontage build-out is largely due to the utility right-of-way along Centre Street and the provision of two vehicle access points serving the development. Despite the reduced build-out percentage, the proposal continues to establish an attractive streetscape and maintains the pedestrian-oriented objectives of the district through building placement, landscaping, and site design. Administration has no concerns with the requested variance.

Vehicle Access:

Section 3.4.10(e)ii. requires vehicle access to parking areas to be no wider than 3.0 metres at any frontage. The applicant is proposing a 6.0 metre access width.

Administration is satisfied that the increased access width is necessary to accommodate safe two-way vehicle traffic entering and exiting the site. The proposed design will improve vehicle circulation and site functionality without creating adverse impacts on adjacent properties or the public realm. Administration has no concerns with the requested variance.

Section 3.4.10(e)iii. limits vehicle access to one access point per lot. The applicant is proposing two access points.

Agenda Item #5.1.

Administration notes that the second access point is required to support fire access requirements and improve internal circulation throughout the site. The additional access point enhances site functionality and emergency access while maintaining safe traffic operations. Administration has no concerns with the requested variance.

Overall, Administration is satisfied that the proposed variances are appropriate given the site constraints and development design. The variances do not compromise the intent of the Traditional Neighbourhood District and facilitate a development that contributes to housing diversity, accessibility, and complete neighbourhood objectives within the Town of High River. The application is meeting all other requirements of the Land Use Bylaw.

Landscaping and Amenity Space:

During the initial review of the application, it was understood that no landscaping or site amenities could be located within the utility right-of-way situated along the Centre Street frontage. Following a detailed review of the registered utility right-of-way agreement on title, Administration determined that landscaping and certain site improvements may be permitted within the right-of-way, subject to the Town's approval and acknowledgement by the developer that any improvements located within the right-of-way may be removed by the Town for maintenance, repair, or utility access purposes and would not be replaced or compensated for by the Town.

As a result, the applicant has incorporated additional landscaping and resident amenities within this area, including trees, a pedestrian trail, and a private dog park for residents of the development. These features enhance the overall site design, contribute to the visual appeal of the development, and provide additional recreational opportunities for future residents.

Administration is supportive of the proposed landscaping plan and recognizes that the utilization of the utility right-of-way for these amenities allows the site to provide a higher level of design than would otherwise be achievable. The applicant has been advised that all improvements located within the utility right-of-way are subject to the Town's ongoing access requirements and may be removed if required for utility maintenance or future infrastructure works.

Technical Review

As part of the Development Permit review process, the applicant has submitted the following supporting technical documentation:

- Development Site Servicing Plan (DSSP) which includes Site Servicing, Grading, and Stormwater Management Plans;
- Erosion & Sediment Control Plan;
- Site Lighting Plan;
- Geotechnical Report;
- Servicing Report;
- Transportation Impact Assessment;
- Phase I Environmental Site Assessment; and
- Phase II Environmental Site Assessment.

The submitted reports have been reviewed by the Engineering Department as part of the technical review process. Although some plans require further revisions, Administration has included Prior to Release Condition #1 on the Notice of Decision to ensure all changes are reviewed and acceptable to the Town prior to release of the Development Permit.

Agenda Item #5.1.

Administration advises Council of the following engineering considerations associated with the proposed development:

Sanitary Capacity:

The sanitary system within the northwest area of High River has limited remaining capacity. Capacity allocation is managed on a first-come, first-served basis through the Development Permit approval process. Should additional developments receive approval in the area prior to this application proceeding, future sanitary upgrades may be required to accommodate development demands.

Stormwater Management:

Administration is awaiting additional information from the applicant regarding stormwater management measures for the site. Specifically, further details are required to demonstrate how stormwater runoff will be mitigated along the northern slope of the property toward Centre Street. Any outstanding stormwater concerns will be required to be addressed to the satisfaction of the Town prior to issuing the development permit.

Administration Recommendation

Administration has reviewed the proposed development and supporting technical documentation and is satisfied that the proposal is consistent with the overall intent of the Town Plan, Northwest Area Structure Plan, Ellis Area Concept Plan, and the Land Use Bylaw. The development will increase housing choice within the community, provide accessible housing opportunities, and contribute to the Town's housing supply.

Administration has no concerns with the proposed variances and requests Council approval of the Development Permit, subject to the recommended conditions included in the Notice of Decision.

Report / Document:

Attached:

Available:

KEY ISSUE(S)/CONCEPT(S):

Consideration of the proposed development permit for a multi-unit residential development with variances to the Land Use Bylaw as they relate to secondary front setback, additional building height, frontage build-out, and vehicle access.

DESIRED OUTCOMES:

Administration requests Council approve DP2001.26 subject to the conditions outlined in the Notice of Decision.

COUNCIL'S OPTIONS:

Council has the following options to consider:

1. Council could choose to support the proposed recommendation and approve the development permit.
2. Council could choose not to support the proposed recommendation and defeat the motion.
3. Council could choose to refer the proposed recommendation to a Committee of the Whole meeting for further discussion.

RECOMMENDED:

Agenda Item #5.1.

That Council approve DP2001.26 subject to the conditions outlined in the Notice of Decision.

COMMUNICATIONS:

Administration will notify the applicant of Council's decision.

Reviewed by:

Cory Armfelt, Interim Manager, Planning & Development

Reiley McKerracher, Director of Municipal Services

Sheron Ward, Advisor, Legislative & Advisory Services

Chris Prosser, Chief Administrative Officer

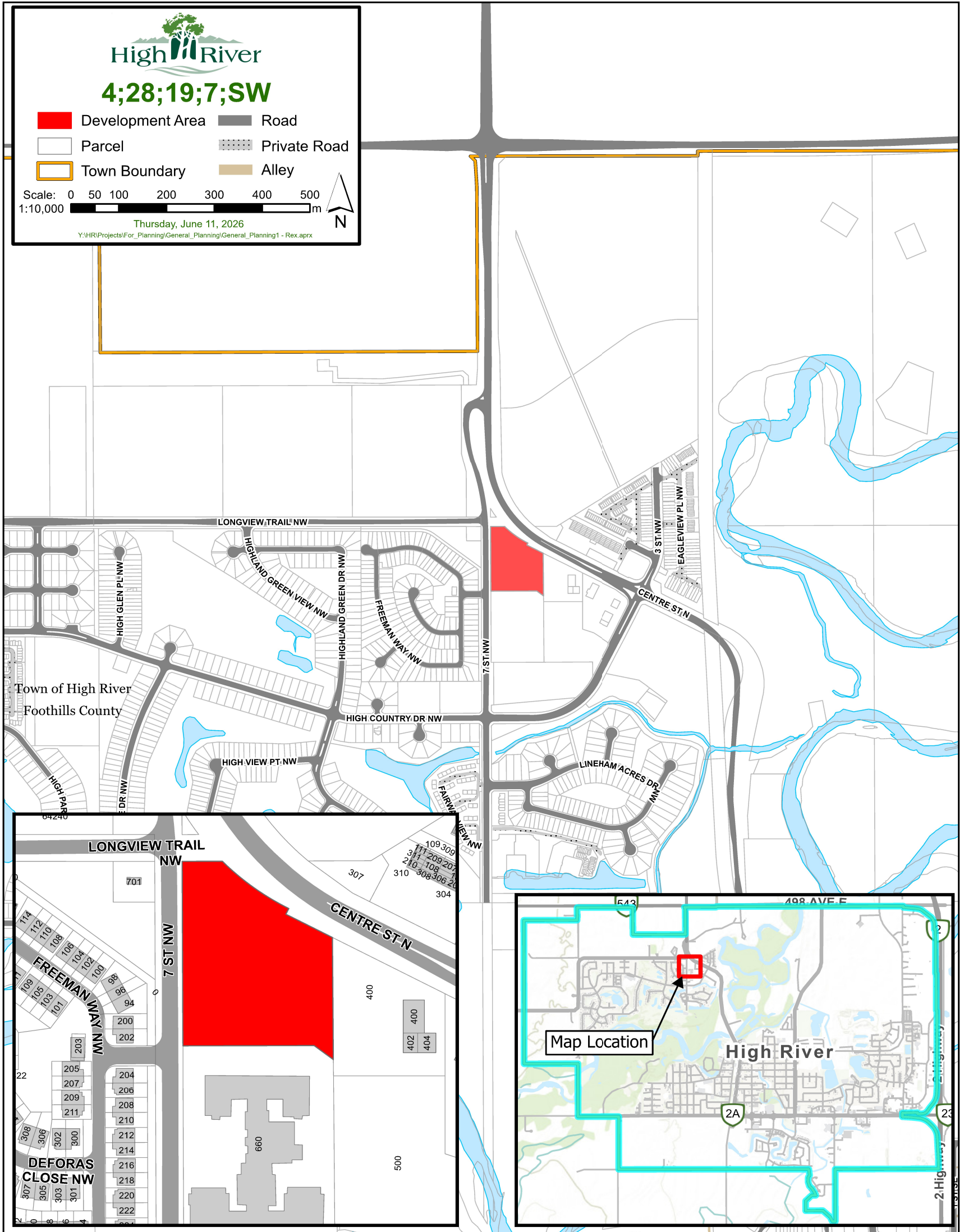
Status:

Approved - 15 Jun 2026

Approved - 15 Jun 2026

Approved - 15 Jun 2026

Approved - 16 Jun 2026



Proposal Description – High River Townhouse Development

Project Address: 700 7TH STREET N.W. HIGH RIVER, AB T1V 1V5

The proposed development is a new 108-unit townhouse community located at 700 7th Street NW, positioned at a prominent corner along Centre Street N and 7 Street NW. The intent of the project is to introduce high-quality, small-town-scaled housing that aligns with High River’s character while creating a welcoming gateway into the community.

The development is organized as a series of three-storey townhome buildings designed to read as smaller, individual homes rather than a single continuous block. The project consists of 3 bed room, 1 bedroom and studio units, including 11 accessible units. A colonial-inspired architectural language including articulated rooflines, porches, verandas, and varied façades helps establish a familiar, human-scaled character that fits seamlessly within the town’s established streetscapes. Two complementary architectural palettes further break down the massing and reinforce the perception of a collection of smaller buildings.

At the street edge, two-storey verandas and porches create a strong, approachable frontage and promote natural surveillance through “eyes on the street.” The third storey is visually moderated by aligning with the building face behind the porch line, effectively achieving the intent of the Town’s setback and stepback requirements while enhancing livability, safety, and architectural quality.

The site incorporates both private outdoor spaces for individual units and community-oriented amenities, including a central public gathering area and a landscaped community garden designed with the project landscape architect. Vehicular parking is consolidated internally within the site, allowing the perimeter streets to remain active, pedestrian-focused, and visually appealing.

Overall, the development delivers much-needed housing diversity while reinforcing High River’s small-town identity. Through sensitive massing, thoughtful architectural expression, and meaningful amenity integration, the project provides a livable, safe, and contextually appropriate addition to the community.

GURKARAN DHALIWAL

Intern Architect AAA, M.Arch gurkaran@faasarch.com

BYLAW VARIANCE REQUEST LETTER

Re: Variances to the High River Land Use Bylaw 4584/2020 – Traditional Neighbourhood District (TND)

Project: 700 7 Street NW, High River, AB

Applicant: FAAS Architecture

1. Introduction

We respectfully request Council’s consideration for several variances to the High River Land Use Bylaw (LUB) Section 3.4—Traditional Neighbourhood District (TND) to accommodate the proposed 108-unit townhouse development at 700 7 Street NW. The site presents unique constraints, including a 22-metre utility right-of-way (UR/W), fire access requirements, and access demands associated with a large multi-building residential program.

The proposed development has been designed to reinforce High River’s small-town character, provide high-quality streetscapes, enhance walkability, and integrate seamlessly into the neighbourhood. The requested variances are necessary to meet functional requirements while fully upholding the intent of the Traditional Neighbourhood District.

2. Summary of Requested Variances

<u>LUB Section</u>	<u>Requirement</u>	<u>Proposed</u>	<u>Variance Reason</u>
3.4.10(e)ii – Vehicle Access Width	Maximum 3.0 m access width for non-institutional uses	One lane access proposed at 6.0 m	Required to meet fire access, turning radius, and safe two-way entry/exit needs for a development exceeding 100 units
3.4.10(e)iii – Number of Vehicle Accesses	Maximum of 1 access per lot	2 access points proposed	Second access required for safe circulation, emergency redundancy, and volume management for 108 units
3.4.8(c)i – Stepback Above 2nd Storey	Floors above second storey must step back 2.5 m from primary or secondary frontage	Accept porch as primary frontage for step back	Design meets intent through two-storey porches/verandas and increased front setback (3.0 m vs. required 2.0 m)

<u>LUB Section</u>	<u>Requirement</u>	<u>Proposed</u>	<u>Variance Reason</u>
3.4.5(b) – Secondary Front Setback	1.0 m – 4.0 m required	New Setback to be along the UR/w line which varies 12m-22m	22-m UR/W prohibits any construction; 7th Street treated as primary frontage
3.4.9(e) – Frontage Build-Out (Primary)	Minimum 65% building frontage	Reduced frontage to 50% inclusive of front elevation of building 1,2 and side elevation of building 3	UR/W prevents full frontage build-out along 7th Street

3. Detailed Variance Rationales

A. 3.4.10(e)ii – Vehicle Access Width (6.0 m requested)

Requirement: Max 3.0 m vehicle access width for non-institutional uses

Variance: 6.0 m access width

Rationale

A 6-metre access is required to safely accommodate bi-directional traffic flow for a large-scale 108-unit residential development. The wider access is also necessary to satisfy fire access and emergency vehicle turning requirements. A narrower 3.0-metre lane would create operational and safety issues and does not meet the functional needs of the development or emergency response standards.

Impact Mitigation

- Access is located to minimize conflicts with pedestrian movement.
- Enhanced landscaping and architectural fencing will soften the visual impact.
- Sightline improvements and curb returns will ensure safe ingress/egress.
- Traffic volumes remain residential in scale

B. 3.4.10(e)iii – Number of Vehicle Access Points (2 accesses requested)

Requirement: Only 1 vehicular access per lot

Variance: 2 access points

Rationale

For developments exceeding 100 units, a single access does not meet emergency response standards or acceptable engineering practice for safe circulation. A second access point provides redundancy, improves internal traffic flow, and distributes vehicle movements to minimize congestion and conflicts.

Impact Mitigation

- Both accesses are spaced to avoid concentrated traffic points.
- Internal circulation separates private residential and public visitor traffic.
- Pedestrian sidewalks and crossings are enhanced to protect walkability.
- Traffic remains low-density relative to roadway capacity.

C. 3.4.8(c)i – Additional Building Height Standards (Stepback above 2nd storey)

Requirement: Floors above second storey must be stepped back 2.5 m from primary/secondary frontage.

Variance: No interior stepback; stepback expressed through architectural treatment. Upper floor stepped back 2.5 meters from face of patio. Patio to be considered primary frontage

Rationale

The design achieves the *intent* of the LUB through strong contextual massing treatment rather than an interior floor-area stepback.

- Two-storey porches and verandas establish a clear two-storey mass at the street.
- The third storey is visually moderated by aligning behind significant architectural elements, replicating the mass-reduction effect intended by the bylaw.
- The building is also set back 3.0 m from 7th Street, exceeding the minimum 2.0 m to further reduce perceived scale.

The LUB does not specify that stepbacks must involve interior floor area; architectural expression is an accepted method of mitigating visual height impacts. The proposed design provides a superior streetscape experience, strengthens small-town character, and maintains human scale.

Impact Mitigation

- Verandas and porches soften scale and create animated pedestrian frontage.

- Roof forms are broken into smaller masses to reduce prominence.
- Larger front setback further reduces visual impact.
- Height transitions are consistent with adjacent residential context.

D. 3.4.5(b) – Secondary Front Setback (north side)

Requirement: 1.0 m – 4.0 m secondary front setback

Variance: Setback provided along UR/W line which varies from 12m-22m along the north property line

Rationale

A 22-metre utility right-of-way along the north property line prohibits construction or placement of building mass. As such, a standard secondary frontage condition cannot be achieved. The design appropriately treats 7th Street as the primary frontage, with Centre Street functioning as the secondary frontage using the URW as the proposed setback along the north property line.

Impact Mitigation

- UR/W acts as a significant open space buffer, eliminating any massing impact.
- Landscaping and pathways enhance the interface along the north side.
- No privacy or shadowing impacts occur due to the wide separation distance.

E. 3.4.9(e) – Frontage Build-Out (65% required)

Requirement: 65% minimum frontage build-out

Variance: Reduced build-out along primary frontage due to URW –50% frontage build-out requested (inclusive of front elevation of building 1, 2 and side elevation of building 3)

Rationale

Due to the UR/W constraints, the building cannot extend across the entire 7th Street frontage. This makes achieving the 65% build-out technically impossible while respecting utility restrictions and site access requirements.

Impact Mitigation

- Strong façade rhythm and porches maintain an active street presence despite reduced length.
- Streetscape design, landscaping, and pedestrian amenities reinforce urban character.

- Sightlines and open frontage improve pedestrian safety and visibility.

4. Overall Mitigation and Compatibility with Surrounding Area

Across all requested variances, the development maintains strong neighbourhood integration through:

- High-quality colonial-inspired architecture and human-scale detailing
- Reduced visual bulk through porches, verandas, articulation, and increased setbacks
- Traffic calming, enhanced pedestrian connections, and landscaped buffers
- Consistency with small-town character and TND design intent

The proposed variances do not create negative impacts and, in several areas, provide improvements to the public realm that exceed standard requirements.

5. Closing Statement

We respectfully submit that the proposed variances are reasonable, technically justified, and aligned with the purpose and intent of the Traditional Neighbourhood District. They allow the site to function safely, respond to physical constraints, and deliver a high-quality residential project that enhances the community's architectural character and livability.

We thank Administration and Council for their consideration and welcome the opportunity to discuss any portion of this request in further detail.

GURKARAN DHALI WAL

Intern Architect AAA, M.Arch - gurkaran@faasarch.com



FORMED ALLIANCE ARCHITECTURE STUDIO

SHEET NOTES

- N.01 PROPOSED TRANSFORMER LOCATION
- N.02 PROPOSED CLASS - 2 BIKE PARKING
- N.03 PROPOSED LANDSCAPE STEPS FOR ENTRY
- N.04 PROPOSED BARRIER - FREE PARKING STALLS
- N.05 UNIT ENTRY
- N.06 SECONDARY SUITE ENTRY
- N.07 PROPOSED LANDSCAPE PATIO
- N.08 PROPOSED LANDSCAPE PLANTER
- N.09 PROPOSED DRIVEWAY
- N.10 PROPOSED LANDSCAPE ELEMENTS REFER TO LANDSCAPE DRAWING
- N.11 PROPOSED MOLKOK LOCATION
- N.12 PROPOSED SIGNAGE LOCATION
- N.13 EXISTING BARBED WIRE FENCE TO BE REMOVED
- N.14 SNOW STORAGE AREA
- N.15 ACCESSIBLE RAMP
- N.16 6' LONG CONCRETE WHEEL STOP

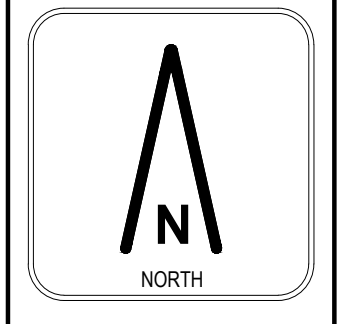
GENERAL NOTES

1. ALL EXISTING STRUCTURES, RETAINING WALLS AND LANDSCAPING TO BE REMOVED WITHIN COMBINED DEVELOPMENT PARCELS.
2. REFER TO SURVEY PLANS FOR GEODETIC ELEVATIONS ADJACENT TO DEVELOPMENT PERIMETER.
3. REFER TO LANDSCAPE PLANS FOR ALL PLANTING AND GROUND COVER INFORMATION & DETAILS.
4. ALL SITE REHABILITATION OF SIDEWALKS, BUS ZONE APRONS, AND PAVED LANES ARE TO BE COMPLETED AT THE OWNER'S EXPENSE.
5. PROVIDE EXTERIOR LIGHTING AT ALL FRONT ENTRY AREAS. WALL MOUNTED.
6. HOUSING NUMBER MOUNTED ON EXTERIOR WALL. SITE CONFIRM HEIGHT W/ ARCHITECT PRIOR TO ROUGH-IN & INSTALL.

GENERAL NOTES

SITE SUMMARY

TOTAL UNITS:	108
UNIT TYPE:	
SECONDARY SUITE	50 SUITES
MAIN UNIT	58 UNITS
PARKING PROVIDED:	
SURFACE	117 STALLS
GARAGE	31 STALLS
BARRIER - FREE	5 STALLS
TOTAL	153 STALLS



RELEASES

NO.	DESCRIPTION	DATE
03	ISSUED FOR DR-2	2020-06-11
02	ISSUED FOR DR	2020-05-07
01	ISSUED FOR DR	2020-01-07

BOXFORD

100 TSH STREET NW, HIGH-RIVER, AB, T1V 1V5

428.19.258

25.026

2020-07-04

AS NOTED

DP.101

THIS DRAWING AND DESIGN ARE AT ALL TIMES TO REMAIN THE EXCLUSIVE PROPERTY OF THE ARCHITECT AND MAY NOT BE USED OR REPRODUCED WITHOUT PRIOR WRITTEN CONSENT.



ACCESSIBLE UNIT

11 UNITS IN TOTAL:

UNIT TYPE A:	8 UNITS	(BUILDING 6&7)
UNIT TYPE B:	2 UNITS	(BUILDING 2)
UNIT TYPE C:	1 UNIT	(BUILDING 2)

ACCESSIBLE UNITS SHOWN HATCHED ON SITEPLAN

FRONTAGE BUILD - OUT PERCENTAGE OF THE FRONT PROPERTY LINE

FRONT PROPERTY LINE LENGTH	138.125 m
FRONTAGE BUILD - OUT PERCENTAGE	34.138 (BLDG 1) + 28.042 (BLDG 2)
PERCENTAGE	62.18
	45.02 %

TOP OF SLAB IN METRIC : 1038.50 (@BUILDING MAIN FLOOR)

TOP OF FLOOR JOIST IN METRIC : 1041.59 (@BUILDING 2nd FLOOR)

MINIMUM DEVELOPMENT ELEVATION : 1037.16 + 0.50m = 1037.66 FREEBOARD

VEHICULAR PARKING AND MOVEMENT

OVERALL PARCEL AREA	136,943.721 SQ.FT. (12,722.5 m²)
SURFACE PARKING + DRIVEWAYS	41,896 SQ.FT. (3,892.27 m²)
GARAGE PARKING	7,688 SQ.FT. (714.24 m²)
PARKING AREA (%)	36.21%

NUMBER OF STALL PROPOSED

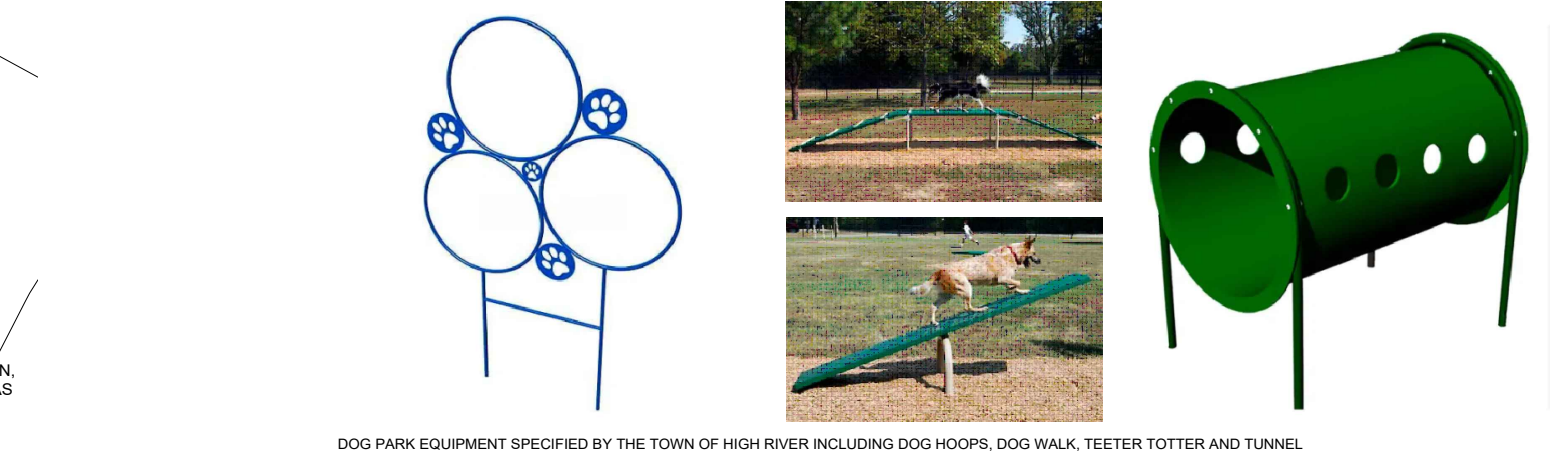
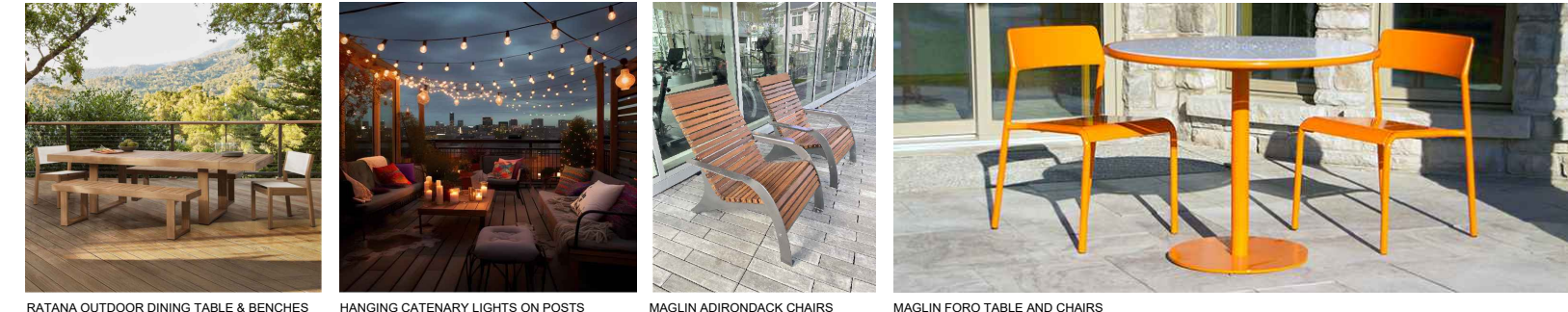
SURFACE PARKING	117 STALLS
GARAGE	31 STALLS
BARRIER - FREE STALL PROPOSED	5 STALLS
TOTAL	153 STALLS

NUMBER OF BIKE PARKING PROPOSED : 41 STALLS

1 SITE PLAN - OVERALL
DP.101 SCALE: 1/32" = 1'-0"

NCD 1113168;2,1

NCD 1511184;2



SHRUB AND PERENNIAL SCHEDULE

NO.	SYMBOL	PLANT NAME	COMMON NAME	PLANTED SIZE	REMARKS
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

ON SITE TREE SCHEDULE

NO.	SYMBOL	PLANT NAME	COMMON NAME	PLANTED SIZE	REMARKS
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

STREET TREE SCHEDULE

NO.	SYMBOL	PLANT NAME	COMMON NAME	PLANTED SIZE	REMARKS
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

MATERIAL LEGEND

KEY	SYMBOL	DESCRIPTION
...	...	ASPHALT
...	...	HYDROSEEDED GRASS AND WILDFLOWER MIX
...	...	EXISTING GREENSPACE TO RETAIN
...	...	CONCRETE PAVEMENT FINISH: BROOM FRESH COLOUR: NATURAL
...	...	BARK MULCH AND HARDY SHRUBS, PERENNIALS AND GROUNDCOVERS
...	...	1-2" ANGLED RIVER ROCK
...	...	SOD LAWN
...	...	EXISTING OFF SITE SOD LAWN TO RETAIN

LANDSCAPE REQUIREMENTS

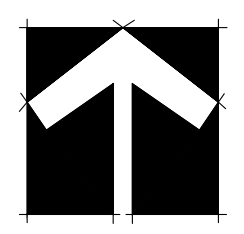
LANDSCAPE AREA	REQUIRED	PROPOSED
Tree Requirements	1 Tree/2000'	200'
Shrub Requirements	1 Shrub/2000'	200'

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pmg LANDSCAPE ARCHITECTS

Suite C100 - 4185 Still Creek Drive
Burnaby, British Columbia, V5C 6G9
p: 604 294-0011 ; f: 604 294-0022

SEAL:



NO.	DATE	REVISION DESCRIPTION	DR.
5	26.JUN.11	REVISE PER NEW SITE PLANS, CITY COMMENTS	RK
4	26.APR.28	UPDATE PER NEW SITE PLAN, COUNCIL MTG	RK
3	26.MAR.23	NEW ELECTRICAL PLAN	AD
2	26.MAR.04	NEW SITE PLAN/CITY COMMENTS	AD
1	25.OCT.03	NEW SITE PLAN, COUNCIL REVIEW	RK

CLIENT:
BOXFORT HOMES

PROJECT:
BOXFORT TOWNHOMES
700 7TH ST NW
HIGH RIVER, AB

DRAWING TITLE:
LANDSCAPE PLAN

DATE: 25.AUG.22 DRAWING NUMBER:
SCALE: 1:250 **L1**
DRAWN: RK
DESIGN: RK
CHKD: BA OF 6

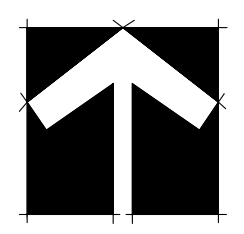
PMG PROJECT NUMBER: **25-164**

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4	26.APR.28	UPDATE PER NEW SITE PLAN, COUNCIL M/NG	RK
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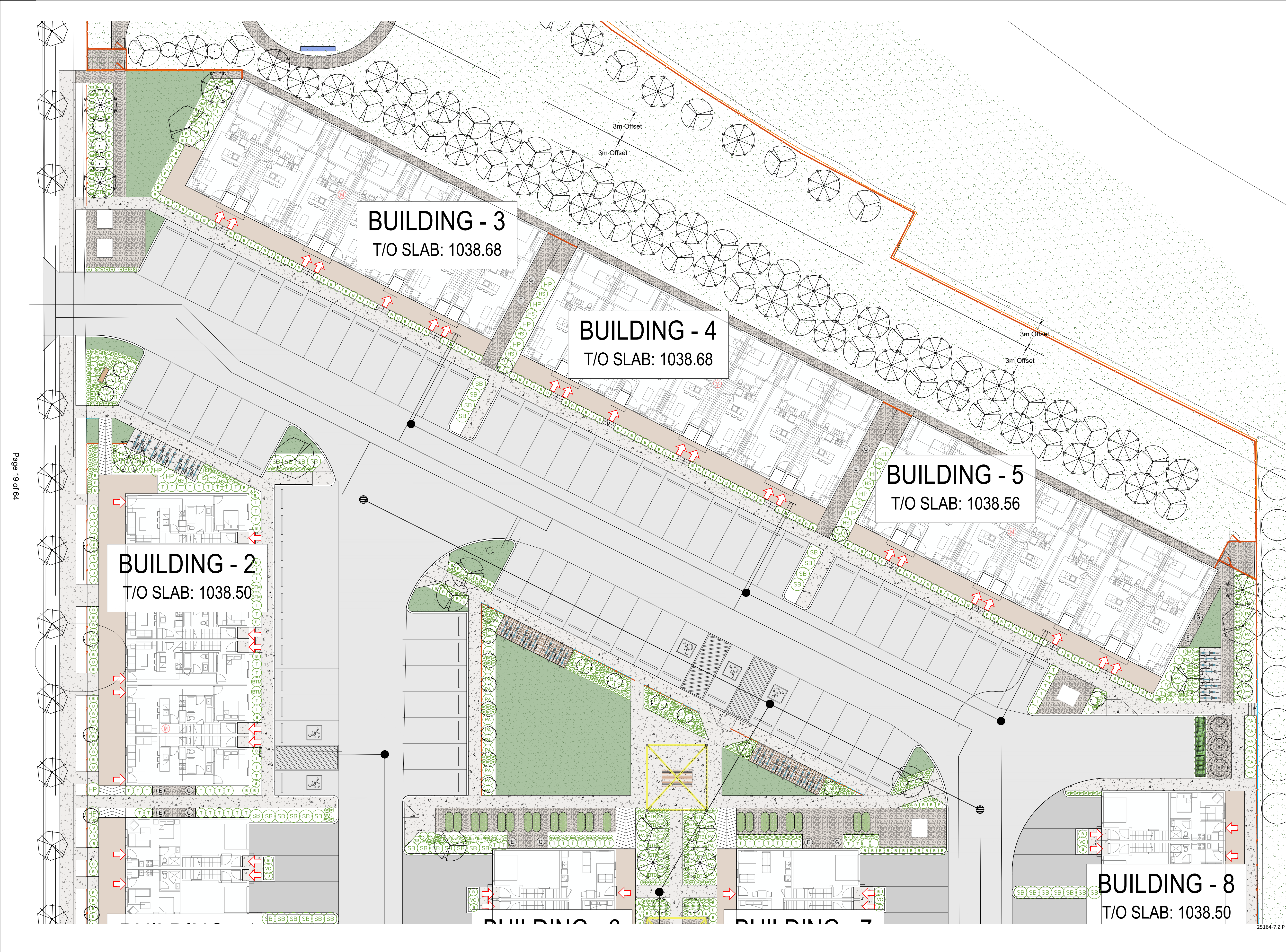
CLIENT:
BOXFORT HOMES

PROJECT:
BOXFORT TOWNHOMES
700 7TH ST NW
HIGH RIVER, AB

DRAWING TITLE:
SHRUB PLAN NORTH

DATE:	25.AUG.22	DRAWING NUMBER:	L2
SCALE:	1:150		
DRAWN:	RK		
DESIGN:	RK		
CHKD:	BA		OF 6

PMG PROJECT NUMBER: **25-164**



BUILDING - 3
T/O SLAB: 1038.68

BUILDING - 4
T/O SLAB: 1038.68

BUILDING - 5
T/O SLAB: 1038.56

BUILDING - 2
T/O SLAB: 1038.50

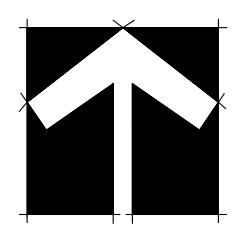
BUILDING - 8
T/O SLAB: 1038.50

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SEAL:



NO.	DATE	REVISION DESCRIPTION	DR.
5	26.JUN.11	REVISE PER NEW SITE PLANS, CITY COMMENTS	RK
4	26.APR.28	UPDATE PER NEW SITE PLAN, COUNCIL M/NG	RK
3	26.MAR.23	NEW ELECTRICAL PLAN	AD
2	26.MAR.04	NEW SITE PLAN/CITY COMMENTS	AD
1	25.OCT.03	NEW SITE PLAN, COUNCIL REVIEW	RK

CLIENT:
BOXFORT HOMES

PROJECT:
BOXFORT TOWNHOMES
700 7TH ST NW
HIGH RIVER, AB

DRAWING TITLE:
SHRUB PLAN SOUTH

DATE: 25.AUG.22 DRAWING NUMBER:
SCALE: 1:150
DRAWN: RK
DESIGN: RK
CHKD: BA

L3

OF 6

PMG PROJECT NUMBER: **25-164**

25-164-7.ZIP

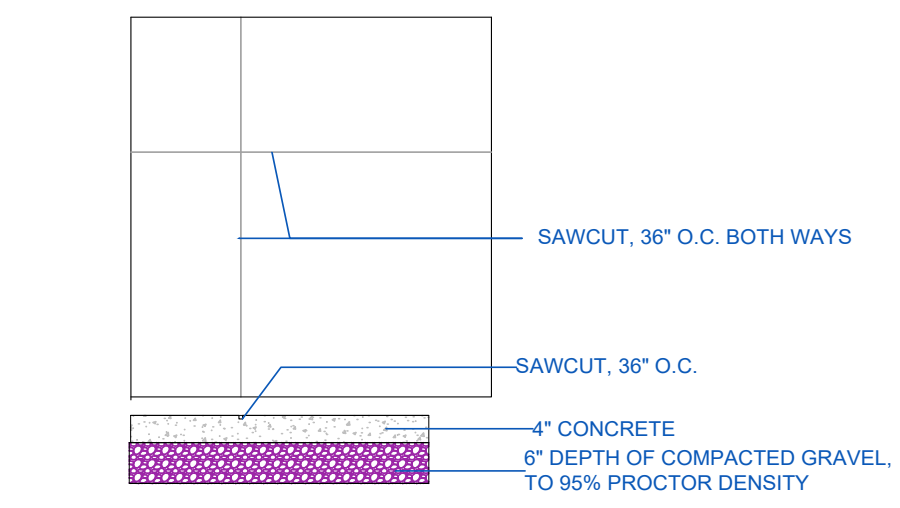


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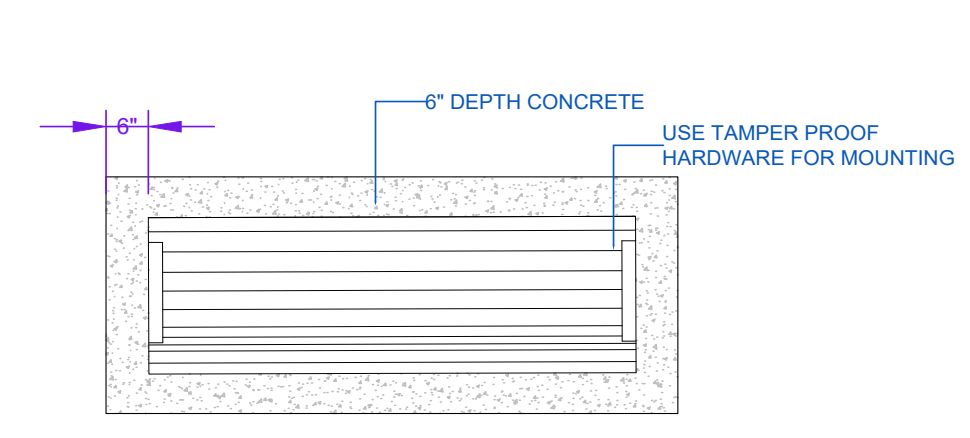


Suite C100 - 4185 Still Creek Drive
Burnaby, British Columbia, V5C 6G9
p: 604 294-0011 ; f: 604 294-0022

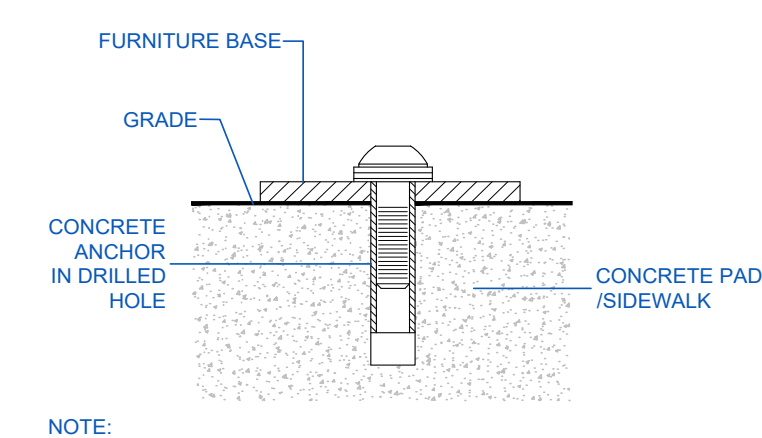
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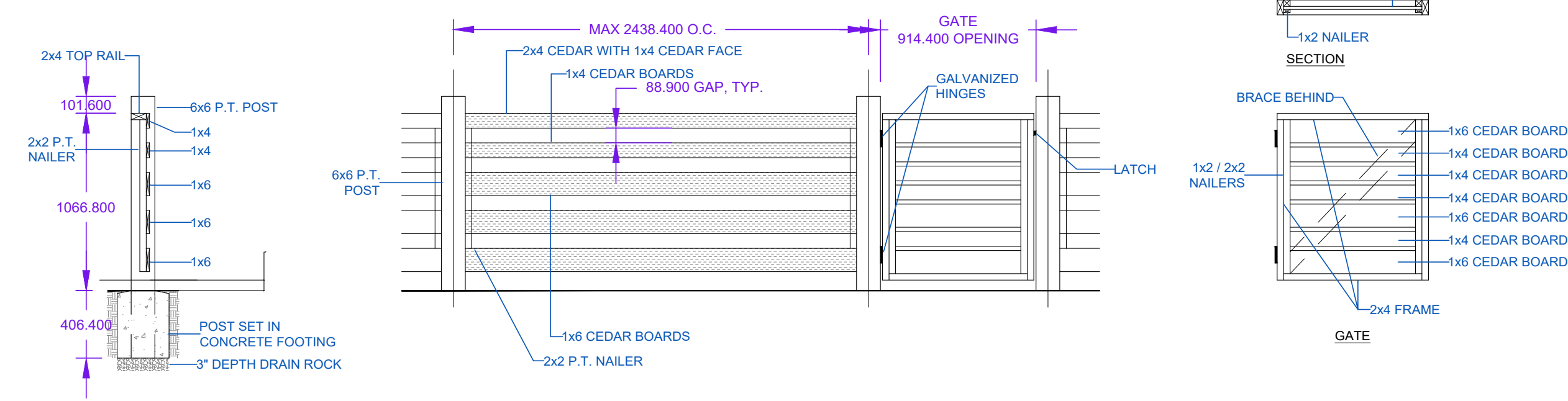
1 CONCRETE SAW CUTS
N.T.S.



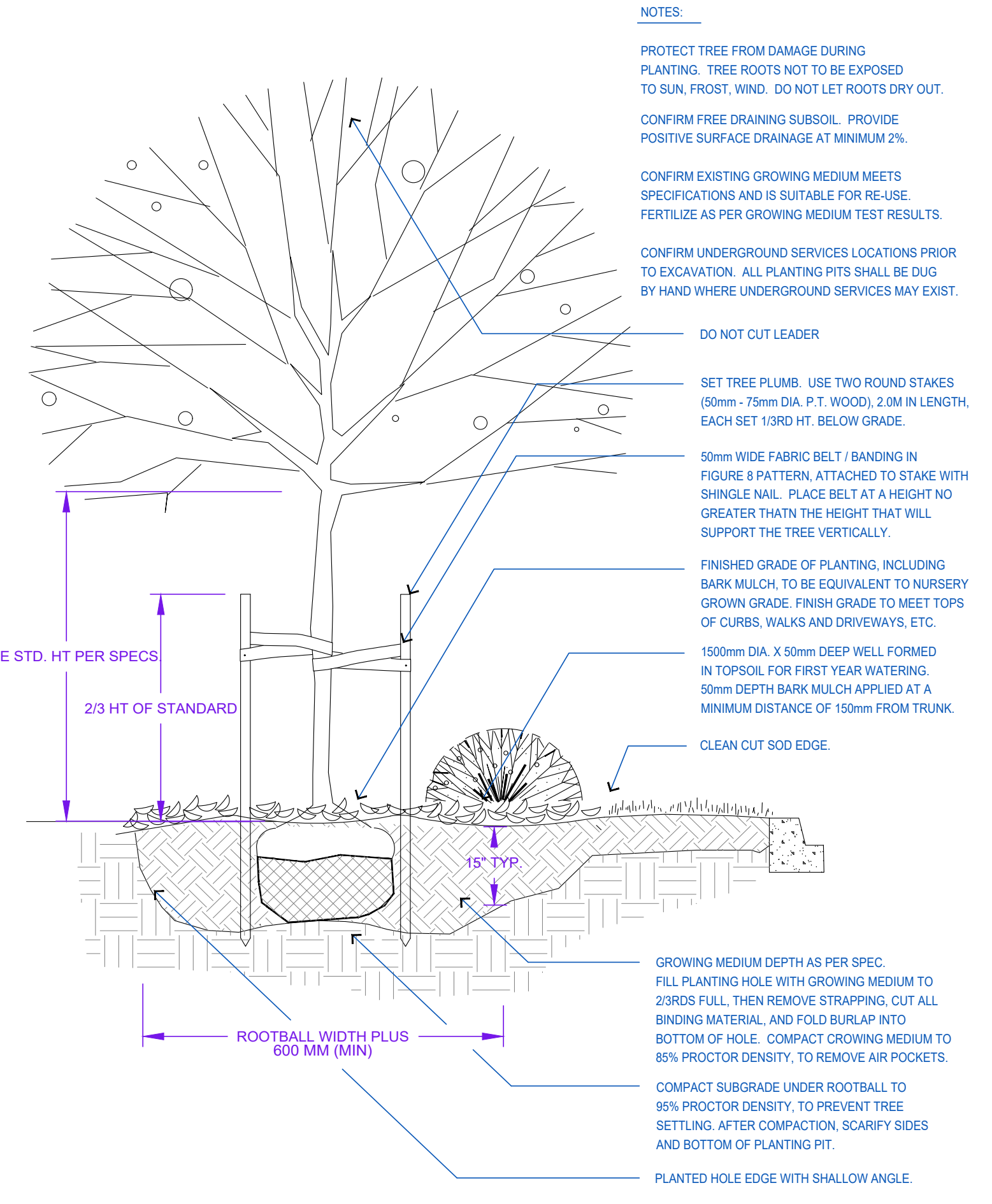
2 BENCH ON CONCRETE PAD
1/2" = 1'-0"



3 SITE FURNITURE MOUNTING
N.T.S.



4 42" HEIGHT RAIL FENCE
1/2" = 1'-0"



5 TREE AND SHRUB PLANTING DETAIL
1/2" = 1'-0"

NOTES:

- PROTECT TREE FROM DAMAGE DURING PLANTING. TREE ROOTS NOT TO BE EXPOSED TO SUN, FROST, WIND. DO NOT LET ROOTS DRY OUT.
- CONFIRM FREE DRAINING SUBSOIL. PROVIDE POSITIVE SURFACE DRAINAGE AT MINIMUM 2%.
- CONFIRM EXISTING GROWING MEDIUM MEETS SPECIFICATIONS AND IS SUITABLE FOR RE-USE. FERTILIZE AS PER GROWING MEDIUM TEST RESULTS.
- CONFIRM UNDERGROUND SERVICES LOCATIONS PRIOR TO EXCAVATION. ALL PLANTING PITS SHALL BE DUG BY HAND WHERE UNDERGROUND SERVICES MAY EXIST.

- DO NOT CUT LEADER
- SET TREE PLUMB. USE TWO ROUND STAKES (50mm - 75mm DIA. P.T. WOOD), 2.0M IN LENGTH, EACH SET 1/3RD HT. BELOW GRADE.
- 50mm WIDE FABRIC BELT / BANDING IN FIGURE 8 PATTERN, ATTACHED TO STAKE WITH SHINGLE NAIL. PLACE BELT AT A HEIGHT NO GREATER THAN THE HEIGHT THAT WILL SUPPORT THE TREE VERTICALLY.
- FINISHED GRADE OF PLANTING, INCLUDING BARK MULCH, TO BE EQUIVALENT TO NURSERY GROWN GRADE. FINISH GRADE TO MEET TOPS OF CURBS, WALKS AND DRIVEWAYS, ETC.
- 1500mm DIA. X 50mm DEEP WELL FORMED IN TOPSOIL FOR FIRST YEAR WATERING. 50mm DEPTH BARK MULCH APPLIED AT A MINIMUM DISTANCE OF 150mm FROM TRUNK.
- CLEAN CUT SOD EDGE.
- GROWING MEDIUM DEPTH AS PER SPEC. FILL PLANTING HOLE WITH GROWING MEDIUM TO 2/3RDS FULL, THEN REMOVE STRAPPING, CUT ALL BINDING MATERIAL, AND FOLD BURLAP INTO BOTTOM OF HOLE. COMPACT CROWING MEDIUM TO 85% PROCTOR DENSITY, TO REMOVE AIR POCKETS.
- COMPACT SUBGRADE UNDER ROOTBALL TO 95% PROCTOR DENSITY, TO PREVENT TREE SETTLING. AFTER COMPACTION, SCARIFY SIDES AND BOTTOM OF PLANTING PIT.
- PLANTED HOLE EDGE WITH SHALLOW ANGLE.

NO.	DATE	REVISION DESCRIPTION	DR.
5	26.JUN.11	REVISE PER NEW SITE PLANS, CITY COMMENTS	RK
4	26.APR.28	UPDATE PER NEW SITE PLAN, COUNCIL MTG	RK
3	26.MAR.23	NEW ELECTRICAL PLAN	AD
2	26.MAR.04	NEW SITE PLAN/CITY COMMENTS	AD
1	25.OCT.03	NEW SITE PLAN, COUNCIL REVIEW	RK

CLIENT:
BOXFORT HOMES

PROJECT:
BOXFORT TOWNHOMES
700 7TH ST NW
HIGH RIVER, AB

DRAWING TITLE:
LANDSCAPE DETAILS

DATE: 25.AUG.22 DRAWING NUMBER:
SCALE: AS NOTED
DRAWN: RK
DESIGN: RK
CHKD: BA

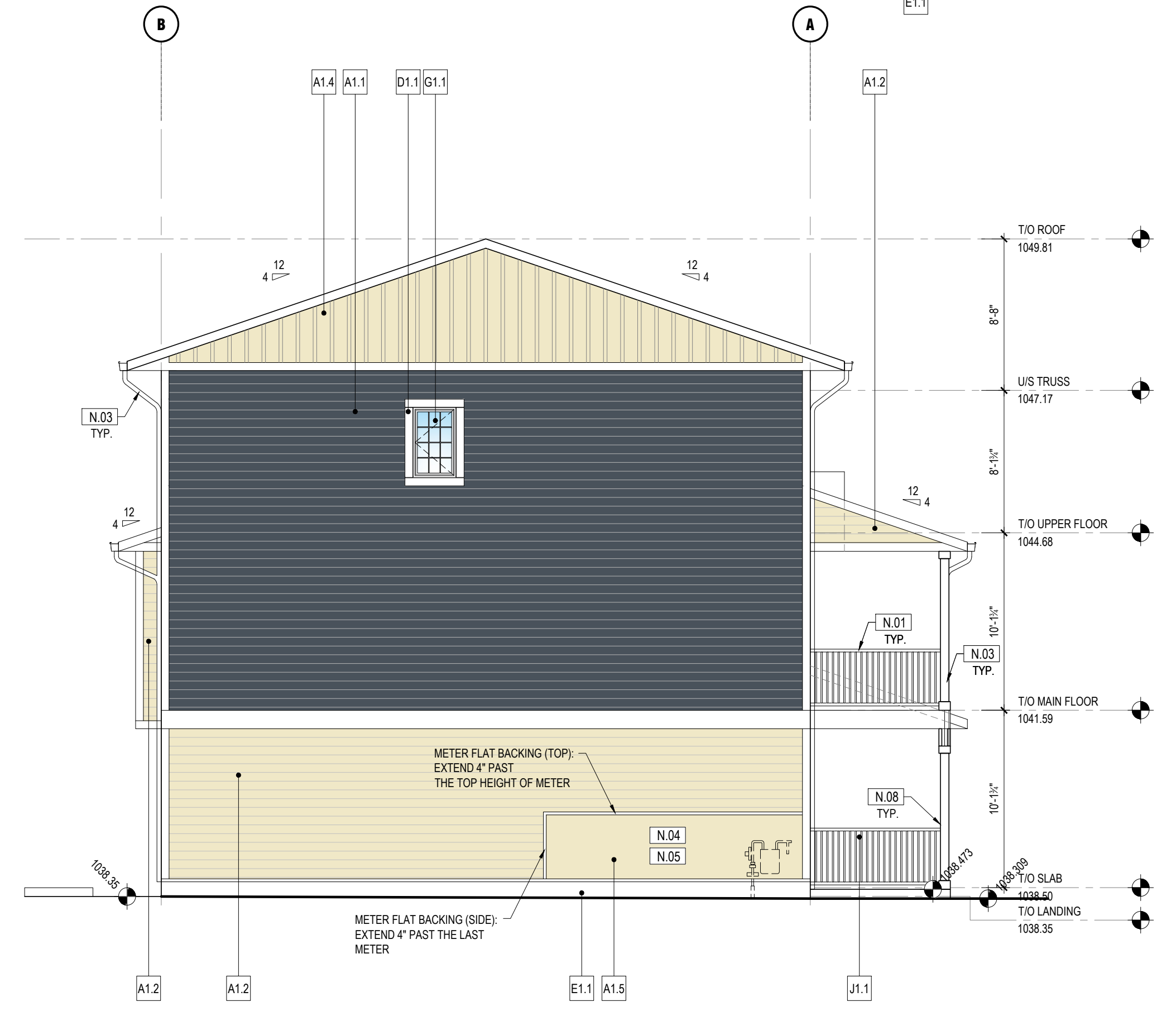
L6

OF 6

25164-7.ZIP PMG PROJECT NUMBER: 25-164



1 EAST ELEVATION - BLDG - 1
DP.402 SCALE: 3/16" = 1'-0"



2 NORTH ELEVATION - BLDG - 1
DP.402 SCALE: 3/16" = 1'-0"

GENERAL NOTES

- REFER TO DOOR & GLAZING SCHEDULES FOR ADDITIONAL INFORMATION.
- ALL EXTERIOR MECHANICAL LOUVER / GRILLE COVERS TO MATCH ADJACENT FINISH COLOUR.

SHEET NOTES

- N.01** GUARDRAIL - 42" HIGH FROM T.O FINISHED FLOOR
- N.02** EAVESTROUGH
- N.03** METAL DOWNSPOUT- COLOR WHITE TO MATCH A3.1
- N.04** ELECTRICAL METER LOCATION
- N.05** GAS METER LOCATION
- N.06** CANGPY
- N.07** EXTERIOR LIGHTING
- N.08** COLUMN - SIZE TO BE TO BE CONFIRMED BY STRUCTURAL - TO BE WRAPPED IN HARDIE TRIM / COLOUR = ARCTIC WHITE

EXTERIOR FINISH LEGEND

- A - FIBER CEMENT**
 - A1.1** HARDIE HORIZONTAL LAP SIDING - 6" / SMOOTH / COLOUR = DEEP OCEAN
 - A1.2** HARDIE HORIZONTAL LAP SIDING - 6" / SMOOTH / COLOUR = NAVAJO BEIGE
 - A1.3** HARDIE PANEL & VERTICAL 2.5" BATTEN BOARD @ 12" O.C. / SMOOTH / COLOUR = DEEP OCEAN
 - A1.4** HARDIE PANEL & VERTICAL 2.5" BATTEN BOARD @ 12" O.C. / SMOOTH / COLOUR = NAVAJO BEIGE
 - A1.5** HARDIE PANEL / SMOOTH / COLOUR = NAVAJO BEIGE
 - A3.1** HARDIE VENTED SOFFIT / SMOOTH / COLOUR = ARCTIC WHITE
 - B - WOOD**
 - B1.1** PRESSURE TREATED WOOD
 - C - METAL**
 - C1.1** METAL FLASHING / COLOUR = WHITE TO MATCH A3.1
 - D - TRIM**
 - D1.1** HARDIE TRIM - 5.5" / SMOOTH / COLOUR = ARCTIC WHITE
 - D1.2** SMARTSIDE TRIM - 12" / SMOOTH / COLOUR = WHITE TO MATCH A3.1
 - E - PARGING**
 - E1.1** PARGING / COLOUR = NATURAL GRAY
 - F - ROOFING**
 - F1.1** ASPHALT ROOF SHINGLES / COLOUR =
 - G - WINDOWS**
 - G1.1** METAL CLAD VINYL WINDOW / COLOUR = WHITE TO MATCH A3.1
 - H - DOORS**
 - H1.1** INSULATED METAL CLAD VINYL DOOR / COLOUR = WHITE TO MATCH A3.1
 - H2.1** INSULATED METAL CLAD VINYL GARAGE DOOR / COLOUR = WHITE TO MATCH A3.1
 - J - GUARDS & RAILINGS**
 - J1.1** ALUMINUM GUARDRAIL W/ PICKETS / COLOUR = WHITE TO MATCH A3.1
 - K - SIGNAGE**
 - K1.1** ADDRESS NUMBER / COLOUR =
- EXISTING GEODEIC ELEVATION
 PROPOSED GEODEIC ELEVATION

RELEASES

NO.	DESCRIPTION	DATE
03	ISSUED FOR DR-2	2025-08-11
02	ISSUED FOR DR	2025-05-01
01	ISSUED FOR DR	2025-01-07

BOXFORT

PROJECT NAME	25.026
CLIENT	
DATE	2025-07-04
SCALE	AS NOTED

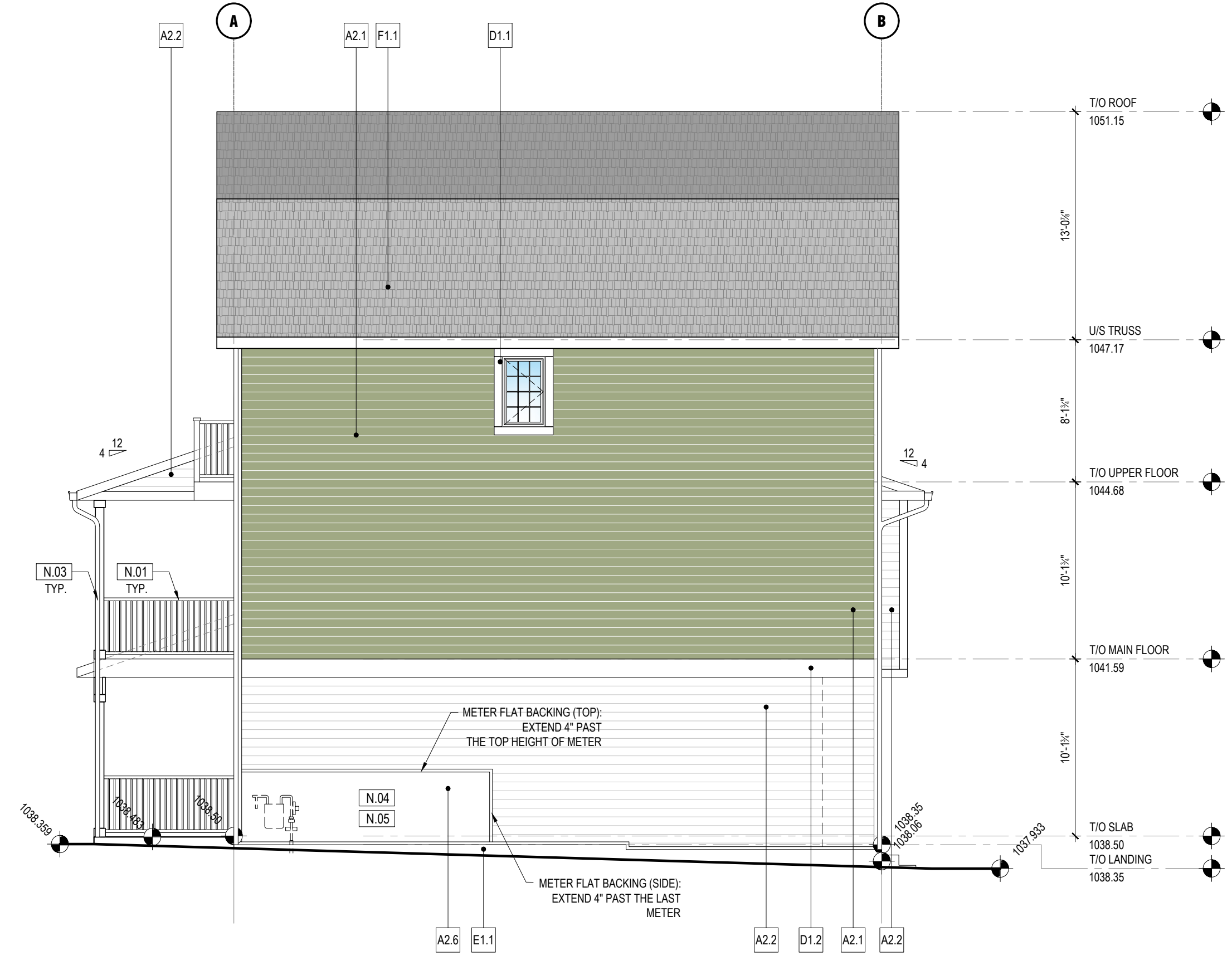
BLDG - 1 ELEVATIONS

DP.402

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1 WEST ELEVATION - BLDG - 2
DP.403 SCALE: 3/16" = 1'-0"



2 SOUTH ELEVATION - BLDG - 2
DP.403 SCALE: 3/16" = 1'-0"

- GENERAL NOTES**
- REFER TO DOOR & GLAZING SCHEDULES FOR ADDITIONAL INFORMATION.
 - ALL EXTERIOR MECHANICAL LOUVER / GRILLE COVERS TO MATCH ADJACENT FINISH COLOUR.

- SHEET NOTES**
- N.01 GUARDRAIL - 42" HIGH FROM T.O FINISHED FLOOR
 - N.02 EAVESTROUGH
 - N.03 METAL DOWNSPOUT- COLOR WHITE TO MATCH A3.1
 - N.04 ELECTRICAL METER LOCATION
 - N.05 GAS METER LOCATION
 - N.06 CANOPY
 - N.07 EXTERIOR LIGHTING
 - N.08 COLUMN - SIZE TO BE TO BE CONFIRMED BY STRUCTURAL - TO BE WRAPPED IN HARDIE TRIM / COLOUR = ARCTIC WHITE

EXTERIOR FINISH LEGEND

- A - FIBER CEMENT**
- A2.1 HARDIE HORIZONTAL LAP SIDING - 6" / SMOOTH / COLOUR = MOUNTAIN SAGE
 - A2.2 HARDIE HORIZONTAL LAP SIDING - 6" / SMOOTH / COLOUR = ARCTIC WHITE
 - A2.3 HARDIE PANEL & VERTICAL 2.5" BATTEN BOARD @ 12" O.C. / SMOOTH / COLOUR = MOUNTAIN SAGE
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 - A2.5 HARDIE PANEL / SMOOTH / COLOUR = MOUNTAIN SAGE
 - A2.6 HARDIE PANEL / SMOOTH / COLOUR = ARCTIC WHITE
 - A3.1 HARDIE VENTED SOFFIT / SMOOTH / COLOUR = ARCTIC WHITE
- B - WOOD**
- B.1 PRESSURE TREATED WOOD
- C - METAL**
- C.1 METAL FLASHING / COLOUR = WHITE TO MATCH A3.1
- D - TRIM**
- D.1 HARDIE TRIM - 5.5" / SMOOTH / COLOUR = ARCTIC WHITE
 - D.2 SMARTSIDE TRIM - 12" / SMOOTH / COLOUR = WHITE TO MATCH A3.1
- E - PAVING**
- E.1 PAVING / COLOUR = NATURAL GRAY
- F - ROOFING**
- F.1 ASPHALT ROOF SHINGLES / COLOUR =
- G - WINDOWS**
- G.1 METAL CLAD VINYL WINDOW / COLOUR = WHITE TO MATCH A3.1
- H - DOORS**
- H.1 INSULATED METAL CLAD VINYL DOOR / COLOUR = WHITE TO MATCH A3.1
 - H.2 INSULATED METAL CLAD VINYL GARAGE DOOR / COLOUR = WHITE TO MATCH A3.1
- J - GUARDS & RAILINGS**
- J.1 ALUMINUM GUARDRAIL W/ PICKETS / COLOUR = WHITE TO MATCH A3.1
- K - SIGNAGE**
- K.1 ADDRESS NUMBER / COLOUR =
- EXISTING GEODETIC ELEVATION (Symbol with 'X')
- PROPOSED GEODETIC ELEVATION (Symbol with arrow)

RELEASES

NO.	DESCRIPTION	DATE
01	ISSUED FOR DR-2	2026-06-11
02	ISSUED FOR DR	2026-05-01
03	ISSUED FOR DR	2026-01-07

BOXFORD

PROJECT NAME: BOXFORD

PROJECT ADDRESS: 100 TON STREET NW, HIGH RIVER, AB, T1V 1V5

LOCAL ADDRESS: 428 19 3/8"

PROJECT NO: 25.026

DATE: 2026-01-04

SCALE: AS NOTED

PROJECT TITLE: BLDG - 2 ELEVATIONS

DP.403

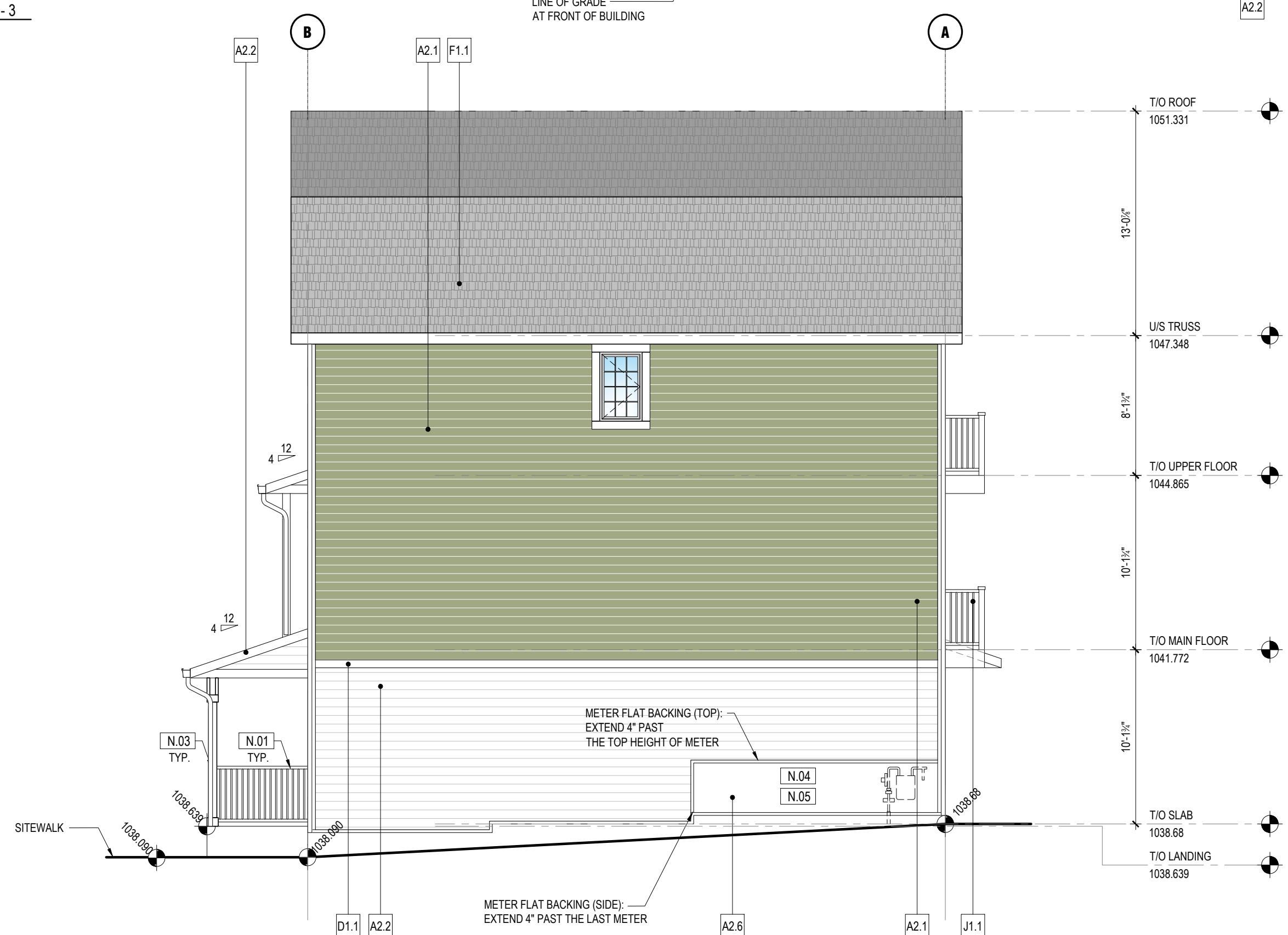
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FORMED ALLIANCE ARCHITECTURE STUDIO



1 SOUTH WEST ELEVATION - BLDG - 3
DP.405 SCALE: 3/16" = 1'-0"



2 SOUTH EAST ELEVATION - BLDG - 3
DP.405 SCALE: 3/16" = 1'-0"

GENERAL NOTES

- 1. REFER TO DOOR & GLAZING SCHEDULES FOR ADDITIONAL INFORMATION.
- 2. ALL EXTERIOR MECHANICAL LOUVER / GRILLE COVERS TO MATCH ADJACENT FINISH COLOUR.

SHEET NOTES

- N.01 GUARDRAIL - 42" HIGH FROM T.O FINISHED FLOOR
- N.02 EAVESTROUGH
- N.03 METAL DOWNSPOUT. COLOR WHITE TO MATCH A3.1
- N.04 ELECTRICAL METER LOCATION
- N.05 GAS METER LOCATION
- N.06 CANOPY
- N.07 EXTERIOR LIGHTING
- N.08 COLUMN - SIZE TO BE TO BE CONFIRMED BY STRUCTURAL - TO BE WRAPPED IN HARDIE TRIM / COLOUR = ARCTIC WHITE

EXTERIOR FINISH LEGEND

A - FIBER CEMENT

- A2.1 HARDIE HORIZONTAL LAP SIDING - 8" / SMOOTH / COLOUR = MOUNTAIN SAGE
- A2.2 HARDIE HORIZONTAL LAP SIDING - 8" / SMOOTH / COLOUR = ARCTIC WHITE
- A2.3 HARDIE PANEL & VERTICAL 2.5" BATTEN BOARD @ 12" O.C. / SMOOTH / COLOUR = MOUNTAIN SAGE
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- A3.1 HARDIE VENTED SOFFIT / SMOOTH / COLOUR = ARCTIC WHITE

B - WOOD

- B1.1 PRESSURE TREATED WOOD

C - METAL

- C1.1 METAL FLASHING / COLOUR = WHITE TO MATCH A3.1

D - TRIM

- D1.1 HARDIE TRIM - 5.5" / SMOOTH / COLOUR = ARCTIC WHITE
- D1.2 SMARTSIDE TRIM - 12" / SMOOTH / COLOUR = WHITE TO MATCH A3.1

E - PAVING

- E1.1 PAVING / COLOUR = NATURAL GRAY

F - ROOFING

- F1.1 ASPHALT ROOF SHINGLES / COLOUR =

G - WINDOWS

- G1.1 METAL CLAD VINYL WINDOW / COLOUR = WHITE TO MATCH A3.1

H - DOORS

- H1.1 INSULATED METAL CLAD VINYL DOOR / COLOUR = WHITE TO MATCH A3.1
- H2.1 INSULATED METAL CLAD VINYL GARAGE DOOR / COLOUR = WHITE TO MATCH A3.1

J - GUARDS & RAILINGS

- J1.1 ALUMINUM GUARDRAIL W/ PICKETS / COLOUR = WHITE TO MATCH A3.1

K - SIGNAGE

- K1.1 ADDRESS NUMBER / COLOUR =

- EXISTING GEODETIC ELEVATION
- PROPOSED GEODETIC ELEVATION

RELEASES

NO.	DESCRIPTION	DATE
01	ISSUED FOR DR-1	2025-06-11
02	ISSUED FOR DR-2	2025-06-11
03	ISSUED FOR DR-3	2025-06-11

BOXFORD

PROJECT NAME: BOXFORD
 PROJECT ADDRESS: 100 15th STREET NW, HIGH RIVER, AB, T1V 1V5
 CLIENT ADDRESS: 428 19 3RD
 PROJECT NO: 25.026
 DATE: 2025-07-04
 SCALE: AS NOTED

BLDG - 3 ELEVATIONS

DP.405

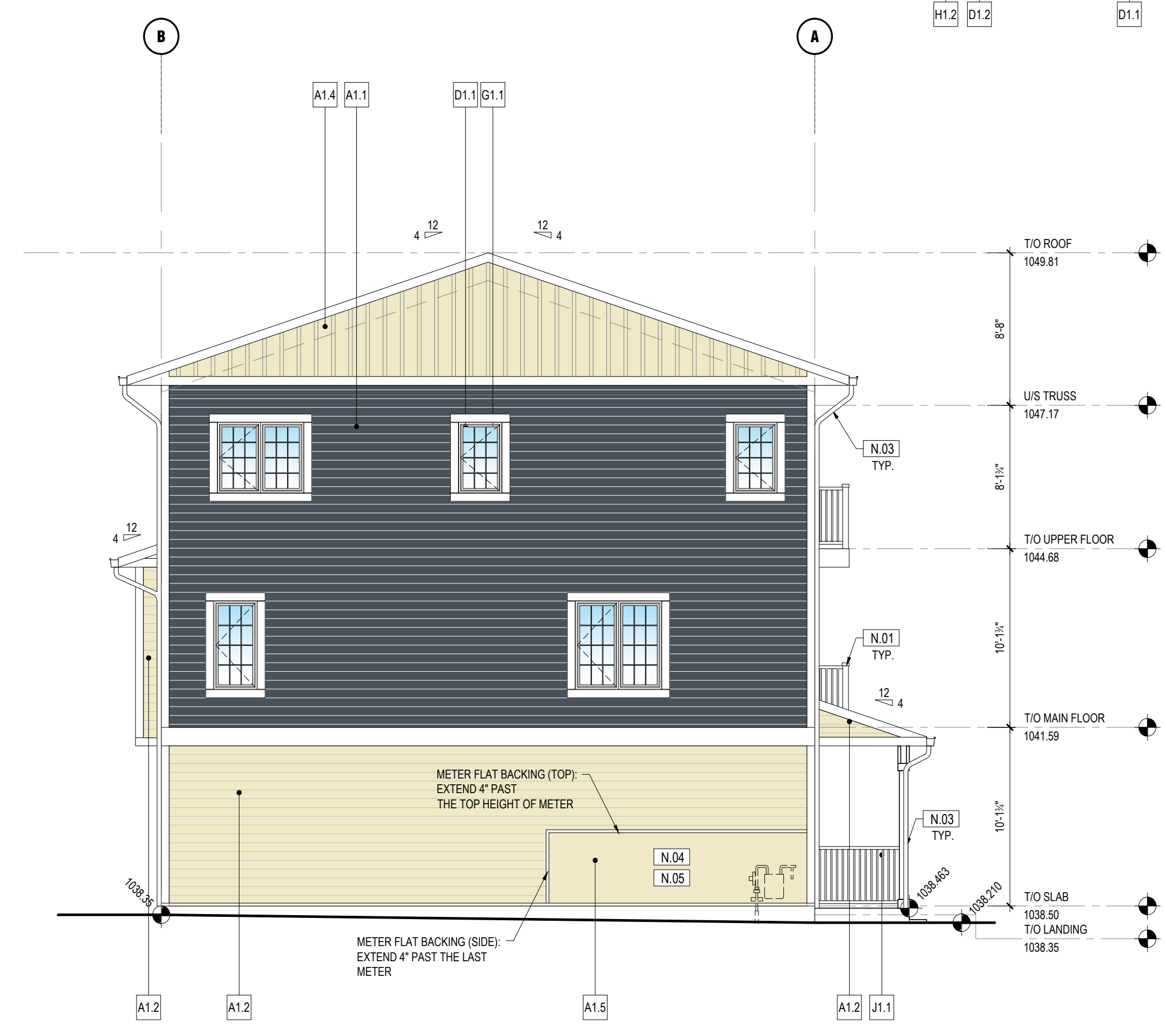
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FORMED ALLIANCE ARCHITECTURE STUDIO



1 WEST ELEVATION - BLDG - 6
 DP.412 SCALE: 3/16" = 1'-0"



2 SOUTH ELEVATION - BLDG - 6
 DP.412 SCALE: 3/16" = 1'-0"

GENERAL NOTES

- REFER TO DOOR & GLAZING SCHEDULES FOR ADDITIONAL INFORMATION.
- ALL EXTERIOR MECHANICAL LOUVER / GRILLE COVERS TO MATCH ADJACENT FINISH COLOUR.

SHEET NOTES

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- N.02 EAVESTROUGH
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- N.07 EXTERIOR LIGHTING
- N.08 COLUMN - SIZE TO BE TO BE CONFIRMED BY STRUCTURAL - TO BE WRAPPED IN HARDIE TRIM / COLOUR = ARCTIC WHITE

EXTERIOR FINISH LEGEND

A - FIBER CEMENT

- A1.1 HARDIE HORIZONTAL LAP SIDING - 6" / SMOOTH / COLOUR = DEEP OCEAN
- A1.2 HARDIE HORIZONTAL LAP SIDING - 6" / SMOOTH / COLOUR = NAVAJO BEIGE
- A1.3 HARDIE PANEL & VERTICAL 2.5" BATTEN BOARD @ 12" O.C. / SMOOTH / COLOUR = DEEP OCEAN
- A1.4 HARDIE PANEL & VERTICAL 2.5" BATTEN BOARD @ 12" O.C. / SMOOTH / COLOUR = NAVAJO BEIGE
- A1.5 HARDIE PANEL / SMOOTH / COLOUR = NAVAJO BEIGE
- A3.1 HARDIE VENTED SOFFIT / SMOOTH / COLOUR = ARCTIC WHITE

B - WOOD

- B1.1 PRESSURE TREATED WOOD

C - METAL

- C1.1 METAL FLASHING / COLOUR = WHITE TO MATCH A3.1

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- D1.1 HARDIE TRIM - 5.5" / SMOOTH / COLOUR = ARCTIC WHITE
- D1.2 SMARTSIDE TRIM - 12" / SMOOTH / COLOUR = WHITE TO MATCH A3.1

E - PAVING

- E1.1 PAVING / COLOUR = NATURAL GRAY

F - ROOFING

- F1.1 ASPHALT ROOF SHINGLES / COLOUR =

G - WINDOWS

- G1.1 METAL CLAD VINYL WINDOW / COLOUR = WHITE TO MATCH A3.1

H - DOORS

- H1.1 INSULATED METAL CLAD VINYL DOOR / COLOUR = WHITE TO MATCH A3.1
- H2.1 INSULATED METAL CLAD VINYL GARAGE DOOR / COLOUR = WHITE TO MATCH A3.1

J - GUARDS & RAILINGS

- J1.1 ALUMINUM GUARDRAIL W/ PICKETS / COLOUR = WHITE TO MATCH A3.1

K - SIGNAGE

- K1.1 ADDRESS NUMBER / COLOUR =

- ☒ EXISTING GEODEIC ELEVATION
- ⬆ PROPOSED GEODEIC ELEVATION

RELEASES

NO.	DESCRIPTION	DATE
03	ISSUED FOR DR-2	2025-06-11
02	ISSUED FOR DR	2025-05-01
01	ISSUED FOR DR	2025-01-27

BOXFORT

100 TON STREET N.W., HIGH RIVER, AB, T1V 1V5

428.19.258

25.026

DATE: 2025-07-04

SCALE: AS NOTED

BLDG - 6 ELEVATIONS

DP.412

DP.412

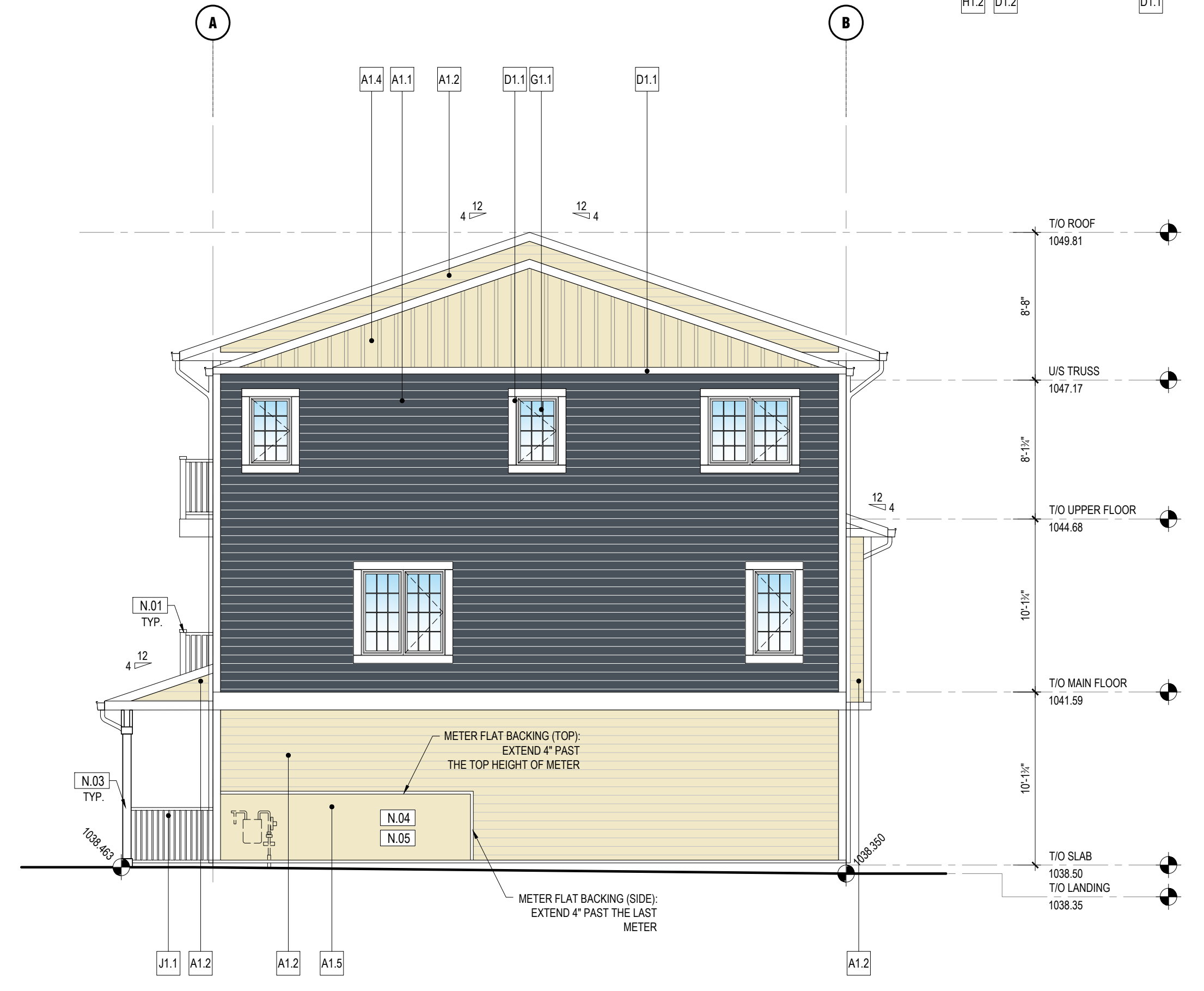
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FORMED ALLIANCE ARCHITECTURE STUDIO



1 EAST ELEVATION - BLDG - 7
 DP.414 SCALE: 3/16" = 1'-0"



2 SOUTH ELEVATION - BLDG - 7
 DP.414 SCALE: 3/16" = 1'-0"

GENERAL NOTES

- REFER TO DOOR & GLAZING SCHEDULES FOR ADDITIONAL INFORMATION.
- ALL EXTERIOR MECHANICAL LOUVER / GRILLE COVERS TO MATCH ADJACENT FINISH COLOUR.

SHEET NOTES

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EXTERIOR FINISH LEGEND

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- E1.1 PAVING / COLOUR = NATURAL GRAY

F - ROOFING

- F1.1 ASPHALT ROOF SHINGLES / COLOUR =

G - WINDOWS

- G1.1 METAL CLAD VINYL WINDOW / COLOUR = WHITE TO MATCH A3.1

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- J1.1 ALUMINUM GUARDRAIL W/ PICKETS / COLOUR = WHITE TO MATCH A3.1

K - SIGNAGE

- K1.1 ADDRESS NUMBER / COLOUR =

- ☒ EXISTING GEODEIC ELEVATION
- ⬇ PROPOSED GEODEIC ELEVATION

RELEASES

NO.	DESCRIPTION	DATE
01	ISSUED FOR DR-2	2025-06-11
02	ISSUED FOR DR	2025-05-01
03	ISSUED FOR DR	2025-01-27

BOXFORD

PROJECT NAME

100 TON STREET N.W., HIGH RIVER, AB, T1V 1V5

428.19.258

25.026

BLDG - 7 ELEVATIONS

DP.414

THIS DRAWING AND DESIGN ARE AT ALL TIMES TO REMAIN THE EXCLUSIVE PROPERTY OF THE ARCHITECT AND MAY NOT BE USED OR REPRODUCED WITHOUT PRIOR WRITTEN CONSENT.



Looking East from Seasons Retirement Community



Looking North from Seasons Retirement Community

Page 40 of 64



Looking South from Centre St



Looking South-East from 7 St NW

Page 41 of 64



309B Macleod Trail SW
High River, Alberta Canada T1V 1Z5
P: 403.652.2110 F: 403.652.2396
www.highriver.ca

Schedule "A"

June 22, 2026

FAAS Architecture
Gurkaran Dhaliwal
gurkaran@faasarch.com

EMAILED ONLY

NOTICE OF DECISION
THIS IS NOT A DEVELOPMENT PERMIT
Re: DP 2001.26 - Major Residential Development Permit with Variances
4;28;19;7;SW

This is to advise you that your application for a new multi-unit residential development (108 units) with variances has been approved, subject to the following:

PRIOR TO RELEASE CONDITIONS OF THE DEVELOPMENT

1. The Applicant has received a summary of comments dated June 12, 2026 (Appendix I). The Applicant/Developer is to address each comment to the satisfaction of the Town of High River.
2. The sanitary capacity is limited in the NW area as the Town has previously noted. The capacity for this area is first come first served, based on DP approval. There may be requirements for upgrade in the future if there are additional developments approved in the area prior to this development being approved.
3. A Development Agreement is to be entered into between the Town of High River and the Applicant/Developer as per Section 650 of the Municipal Government Act covering such items as, but not limited to accesses, curb cuts, sidewalks (including the repair, replacement, or removal required by the development or construction), boulevard, site landscaping, lighting, fencing and the installation of public utilities, and costs associated with off-site levies. This development agreement shall be registered on title to the satisfaction of the municipality. An irrevocable security to guarantee the execution of the items listed in the development agreement shall be required.
4. Pursuant to the Municipal Government Act, a mandatory twenty-one (21) day posting period on site and a twenty-one (21) day appeal period is required for anyone claiming to be affected by this notice. Please note that this notice of decision may be appealed by any affected person(s) to the Subdivision and Development Appeal Board within twenty-one (21) days from the date of this notice. Any development undertaken prior to the lapse of the posting and appeal period will be at the sole discretion and risk of the Applicant/Developer.
5. If any of the Prior to Release conditions are not satisfied within 6 months from the date of this notice, this decision will lapse, unless an application for an extension is submitted to and granted by the Development Authority.

1 of 3

PERMANENT CONDITIONS OF THE DEVELOPMENT

6. Land Use Bylaw 4594/2021 3.4.5.(b) " Secondary Front Setback: 1.0 m – 4.0 m" is hereby relaxed for this development. The front setback shall be **12.0 m – 22.0 m**.
7. Land Use Bylaw 4594/2021 Section 3.4.8.(c).i. "Floors above the second Storey shall be stepped back for the Primary Frontage or Secondary Frontage for a minimum horizontal distance of 2.5 metres" is hereby relaxed for this development. There shall be no third storey step back.
8. Land Use Bylaw 4594/2021 Section 3.4.9.(e) "Frontage Build-Out - Minimum 65.0 percent" is hereby relaxed for this development. The permitted frontage build-out shall be **45.02 percent**.
9. Land Use Bylaw 4594/2021 Section 3.4.10.(e).ii "Vehicle access to parking areas shall be no wider than 3.0 m in any frontage." is hereby relaxed for this development. The vehicle access shall be no more than **6.0 m** wide.
10. Land Use Bylaw 4594/2021 Section 3.4.10.(e).iii "The number of vehicle access points to a lot shall be limited to 1." is hereby relaxed for this development. There shall be **2** permitted access points to the site.
11. The Applicant shall provide eleven (11) accessible units in accordance with the Alberta Building Code, as shown in this development permit.
12. The Applicant is required to follow all recommendations of the Phase II Environmental Site Assessment dated May 12, 2026 by EXP Services Inc.
13. The applicant shall discharge Utility Right of way 1510936, on the south side of the site.
14. The applicant shall submit a shallow utility plan to the satisfaction of the Town of High River.
15. Plantings and landscaping within the Utility Right of Way shall be a minimum of 3.0m from the waterline.
16. Prior to construction, the Applicant/Developer must apply for additional permits, including but not limited to building, demolition, electrical, plumbing and gas, as necessary.
17. The development shall be completed in its entirety in accordance with the approved plans. Any changes or revisions to the approved plans (including non-completion of the development) shall be submitted for approval by the Development Authority. If the development authorized by the Development Permit is not commenced within twelve (12) months from the date of issuance, and completed within twenty-four (24) months of issuance, this permit is deemed to be void, unless an application for an extension to this period shall first be submitted and granted by the authority which made the decision.
18. All applicable regulations of Land Use Bylaw 4594/2021 shall be complied with.
19. Issuance of an approval does not excuse violation of any specification, regulation, bylaw, or act which may affect the proposed project unless specifically indicated otherwise.
20. The Applicant/Developer is required to adhere to the Good Neighbour Bylaw including but not limited to weed control.
21. It is the landowner's responsibility to ensure that all registered documents on the title are observed at all times.
22. As per Land Use Bylaw 4594/2021, all buildings shall be adequately flood proofed to withstand the Minimum Development Elevation (MDE). For clarity this includes the main floor elevation, main electrical panel, and all mechanical equipment in the building. The Required MDE of this development is **1037.66m** (1037.16m + 0.5m Freeboard), as calculated by the Town of High River Engineering Division.
23. Water meter(s) for the development to be acquired from the Town's Public Works Division.
24. Applicant/Developer to submit, to the satisfaction of the Municipal Engineer, any drawings and/or studies deemed required by the Town including, but not limited to, development site servicing plans, storm water management report, traffic impact assessment, environmental site assessment, etc.
25. All work shall be performed in compliance with the current Town of High River General Engineering and Construction Specifications. General Engineering and Construction Specifications can be located online at www.highriver.ca under Engineering Services.
26. The Applicant/Developer is responsible for ensuring grading is compliant with the Town of High River General Engineering and Construction Specifications and accepted by the Town as it relates to potential

water damage to adjacent lands. There shall be adequate grading away from any buildings without negatively impacting adjacent lands. In the event of damage to adjacent lands, the applicant is required to repair all damages at their sole expense to the satisfaction of the Municipal Engineer. If the damages are not corrected to the satisfaction of the Municipal Engineer, the Town may complete the repairs and recover the cost by any means necessary.

27. Downspouts are to be directed into the yard and not towards any shared property lines.
28. The Applicant/Developer is responsible for ensuring the connection between the proposed development and adjacent lands (both public and private) is acceptable regarding infrastructure, grading, landscaping, etc. In the event of damage to adjacent lands, the Applicant/Developer is required to repair all damages at their sole expense to the satisfaction of the Municipal Engineer. If the damages are not corrected to the satisfaction of the Municipal Engineer, the Town may complete the repairs and recover the costs by any means necessary.
29. The Town of High River will not provide solid waste collection to the subject development. Applicant/Developer will be responsible for all solid waste collection & disposal.
30. No sign shall be erected so as to obstruct free and clear vision of vehicular traffic or display a light intensity or colour where it may interfere with, or be confused with, any authorized traffic sign, signal or device and in so doing create a traffic hazard.
31. The owner of a sign shall at all times maintain the sign in a proper and safe state of repair and shall not allow or permit the sign to become dilapidated or unsightly.
32. Separate development permit application(s) must be submitted with respect to any future signage.
33. Land Use Bylaw 4594/2021 (or any successor thereof) lists the types of signage that require a development permit. A development permit must be obtained prior to the installation of any further signage not included with this Development Permit.

APPLICANT'S RIGHT TO APPEAL

Pursuant to Section 685(1) of the Municipal Government Act (MGA), you have the right to appeal this Notice of Decision. A Notice of Appeal must be made in writing to the Secretary of the Subdivision and Development Appeal Board, 309B Macleod Trail SW, High River, Alberta, T1V 1Z5. The Notice of Appeal and required fee must be received by the Secretary of the Board no later than twenty one (21) days from the date of this letter.



Michelle Dollmaier, B.Sc.
Planner
Town of High River
403.603.3523 / mdollmaier@highriver.ca



309B Macleod Trail SW
High River, Alberta Canada T1V 1Z5
P: 403.652.2110 F: 403.652.2396
www.highriver.ca

June 12, 2026

APPENDIX I

Gurkaran Dhaliwal
FAAS Architecture
gurkaran@faasarch.com

EMAILED ONLY

**RE: SUMMARY OF COMMENTS - #2
INTERNAL COMMENTS
Re: DP 2001.26 - New Multi-Unit Residential Rental Development
Traditional Neighbourhood District (TND)
Major Development Permit
W4M;28;19;17;SW**

The Town of High River received the revised application on May 4, 2026. The Town circulated the revised submission internally.

The following letter provides further comments from the Town of High River. Note that we have only included points we had comments on or comments that remain outstanding. Drawings are not yet approved and require revision per the comments below prior to approval.

General – Note that for the DSSP individual PDF sheets for C01 (Site Servicing) and C02 (Site Grading) were provided and were not stamped. These were not reviewed. The Signed package dated April 30, 2026 was reviewed.

Applicant's Next Steps

Please respond to each comment accordingly in a separate letter. If the comment only requires “acknowledged”, please simply write “acknowledged” for the comment.

A. Internal Comments

Landscaping Plan

1. Town comments:

Applicant to relocate the fence to ensure it is located within their property.

Fire Hydrants

21. Please relocate the proposed fire hydrant to the peninsula to the west of current location (where the n/s and e/w drives meet). Additional fire hydrants will need to be provided to ensure there is one every 150 meters.

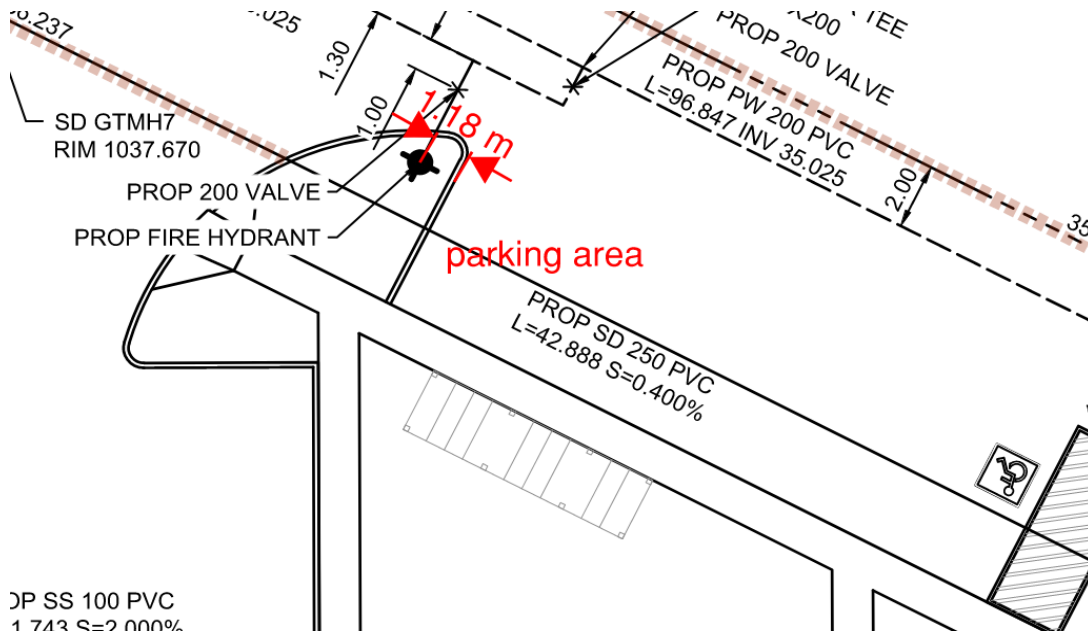
Applicant reply May 1, 2026: It has been determined that a single hydrant provides sufficient coverage to each building.

Town comments:

Please move hydrant back and to the left (NW) to achieve 2m minimum spacing requirement to parked cars on the east side. See section 2.3.2 in Town of High River General Engineering and Construction Specifications for details. See snip below for details on the concern.



309B Macleod Trail SW
High River, Alberta Canada T1V 1Z5
P: 403.652.2110 F: 403.652.2396
www.highriver.ca



Development Site Servicing Plan

23. The finalized Development Site Servicing Plan (DSSP) drawing version which is approved by the Town also will need to be submitted in DWG format in addition to PDF.

Applicant reply May 1, 2026: Provided

Town comments:

Thank you for submission. Once DSSP is finalized and approved by the Town, please submit the DWG format for the approved version of the drawings.

Environmental Site Assessment

25. Submission of Environmental Site Assessment (ESA) – Phase 1 is required as a Prior to Release condition of the Development Permit.

Applicant reply May 1, 2026: Provided.

Town comments:

Applicant is required to follow all recommendations of the Phase II Environmental Site Assessment dated May 12, 2026 by EXP Services Inc. and this will be added as a permanent condition of the Development Permit.

Utility Right-of-Way

26. The proposal shows buildings and private servicing on UR/W 1510936, however, it does not appear that UR/W 1510936 on the south side is required. Please review and confirm if this portion of the right of way can be discharged as part of the DP. From a Town perspective, UR/W 1113169 will suffice to cover tie ins to storm and sanitary for this development.



309B Macleod Trail SW
High River, Alberta Canada T1V 1Z5
P: 403.652.2110 F: 403.652.2396
www.highriver.ca

Applicant reply May 1, 2026: Removed

Town comments:

Utility Right of way still exists so shall remain on drawings. Please add label back on to the DSSP site servicing drawing. Applicant to confirm, do you intend to discharge this portion of the right of way as part of the DP? If so, this is to be a permanent condition of the development and it can be noted on the drawings that it is to be discharged.

Utilities

28. An inspection by the Town's Utilities Department is required once the services have been connected and prior to backfill. Please contact the Utilities Department at least two business days before completing the hot tap and excavation at 403-652-4657. This also applies to the tie ins to sanitary and storm as these are Town owned in the UR/W. Please either add note to drawing, or Town staff can add note upon approval.

Applicant reply May 1, 2026: Acknowledged

Town comments:

Town staff can add note upon drawing approval.

29. The sanitary capacity is limited in the NW area as the Town has previously noted. The capacity for this area is first come first served, based on DP approval. There may be requirements for upgrade in the future if there are additional developments approved in the area prior to this development being approved. To date, the Town has one Development Permit which has achieved Notice of Decision Stage (DP 2006.24 – 500 High Country Drive NW). This will be added as a prior to release condition of the Development Permit.

Applicant reply May 1, 2026: Acknowledged

Town comments:

This will remain a Prior to Release condition of the DP.

Construction Cost Estimate

31. For the construction cost estimate from Watt Consulting group dated December 5, 2025, see comments below.

- a. Please break out onsite and offsite (work on Town property or that will be owned by the Town) work
- b. Please update to include 2 hydrants and water looping

Applicant reply May 1, 2026: Provided

Town comments:

Decommissioning of existing water service on the south end of the property that connects to the main in 7th street is to be included in the cost estimate. It does not seem to be included, please confirm and provide cost or incorporate into the cost estimate.

32. Please break out onsite and offsite (Town boulevard) work on the landscape cost estimate from PMG landscape architects dated November 17, 2025.

Applicant reply May 1, 2026: Provided

Town comments:

The provided cost estimate does not break out costs between onsite and offsite (Town boulevard and street trees). Please resubmit.



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Additionally, concrete sidewalk is shown in the landscape cost estimate from pmg as well as the cost estimate from Watt Consulting. Applicant to confirm if this is the same sidewalk? If so, staff will disregard the cost of the sidewalk from pmg's estimate and use the estimate from Watt Consulting.

33. Securities and a Development Agreement are required and will be a prior to Development Permit release condition. Once revised cost estimates from Watt Consulting Group and PMG Landscape Architects are resubmitted to the satisfaction of the Town, the security amount will be calculated by the Town according to Town of High River Subdivision and Development Securities Policy POL-0098.

Applicant reply May 1, 2026: Acknowledged

Town comments:

Once comments 31 and 32 above are addressed, the Town can provide the security calculation.

Drawing Specific Comments

General

36. Show UR/W 1113169 on relevant drawings.

Applicant reply May 1, 2026: Provided

Town comments:

UR/W was not apparent, please clarify and add to relevant drawings. It was not noticed on DSSP servicing plans.

Development Site Servicing Plan by Watt Consulting Group dated December 18, 2025

General comment

40. Ensure all work is performed in compliance with the Town of High River General Engineering and Construction Specifications. Please add note to drawing set.

Applicant reply May 1, 2026: Provided

Town comments:

Note not apparent, please clarify or add.

Site Servicing Plan – C01

42. There is an existing service to this property along the south end. If it will not be used it will need to be properly decommissioned from the main and update drawings accordingly. The Town infrastructure map may not be correct as the service may directly connect to the main running North/South on 7th Street and the Developer/Contractor must verify all existing information in the field prior to construction. Please see snip of Town infrastructure map below.

Applicant reply May 1, 2026: To be decommissioned

Town comments:

Existing service noted on drawing, however add note or info regarding decommission as it is not apparent that it will be decommissioned.

47. For shallow utilities (telecommunication, electrical, and gas), services were not shown in the plans by Watt Consulting Group. Is proposed information known for shallow utilities? Please show existing and proposed shallow utilities on Site Servicing Plan. Services shall be installed underground.

Applicant reply May 1, 2026: Proposed information is still pending.

Town comments:

Submission of the shallow utility plan required as a permanent condition of the development.

48. For any new or replaced services, the curb stop is to be marked in a permanent way on the curb as "CC". Please add information to drawing.



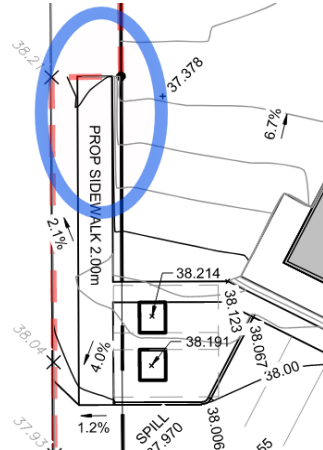
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54. Show grade elevations and slope of sidewalk and boulevard north of access, information provided was limited.

Applicant reply May 1, 2026: Provided

Town comments:

This comment has not been addressed, please review area circled in blue below.



Storm Water Management Plan – C03

58. Free flow area is very large and the flow from the area is greater than what is allowable from site. Stormwater should be managed within the site to a 1:100 year event. Please redesign to capture all drainage from site. Note that there are existing drainage concerns in this area (ponding) and directing further flow to this area will cause further issues. See images below of May 2018 and August 2025 for reference of the ponding in this area.

Applicant reply May 1, 2026:

The allowable flow presented in the storm calculations are based on the area that is being captured by the proposed stormwater system, as opposed to the entire parcel area. Though we acknowledge the existing condition, there are several constrains which preclude us from being able to capture this area. Notably the existing elevation of the 600 sewer, the lack of URW along the boundary of the adjacent property (prevent extension of the pipe on its current alignment), and the existing URW (which has been revised to reflect will have no disturbance).

Further, the Ellis lands pond did not account for the collection of drainage from the Highway ditch system which forms most of this area identified as problematic. While it is likely that ponding may continue to occur in this area until upstream improvements are implemented, the condition is likely to be improved with the removal of our development area as contributing flow.

Town comments:

The above comment was sent to the Town on March 13, 2026 and the Town provided the below reply to this on April 1, 2026 in email correspondence with Watt Consulting. No response was received to these questions and comments, please reply and revise drawings as required.



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Town understands the constraints and is open to accepting this however the Applicant must minimize impact, see comments below:

1. Applicant to confirm that no roof leads or hardscaped area are included in catchment area which drains to Centre Street. How do roof leads on north side of buildings 3-5 drain?
2. Applicant must make an effort in the plans to minimize impact and maximize permeability of area going to Centre Street including deep topsoil. Can any sort of landscaping be provided to slow/reduce runoff? Ideas for consideration would be to instead of having a straight slope downward with sheet flow to provide some variation in the landscaping in the area. Can swales/basins or shrubs/plantings be included to help with absorption of runoff? Please note that the Town will be confirming planting allowances in UR/W.

59. Please account for run on in the stormwater management plan.

Applicant reply May 1, 2026: Provided

Town comments:

Please clarify response.

Cut & Fill Plan – C04

60. Applicant to confirm proposed cover over existing watermain in UR/W as it is noted that up to 1.25m is being cut. Town may have additional requirements once this information is provided.

Applicant reply May 1, 2026: Provided

Town comments:

Please clarify response. Is there no longer cut/fill work proposed in this area?

Additional Comments

61. UR/W label on DSSP Servicing Plan

Town comments:

On DSSP site servicing plan (C01), the 12m UR/W label on the north side has been removed, please add back in.

62. Servicing info on landscape plans

Town comments:

Update Servicing info in landscape package including revised hydrant location.

Kind regards,

Michelle Dollmaier, B.Sc.

Planner

Town of High River

403.603.3523 / mdollmaier@highriver.ca



Regular Council Meeting

DP2001.26 – Multi-Unit Residential Development with Variances

Page 52 of 64

June 22, 2026

Proposal

Multi-unit residential development (total of 108 units) with the following variances:

1. Secondary Front Setback

Required: 1.0 m – 4.0 m

Proposed: 12.0 m – 22.0 m

2. Additional Building Height Standards

Required: Floors above the second storey shall be stepped back 2.5m

Proposed: Porches to be interpreted as the step back

3. Frontage Build-Out

Required: minimum 65%

Proposed: 45.02%

4. Vehicle Access

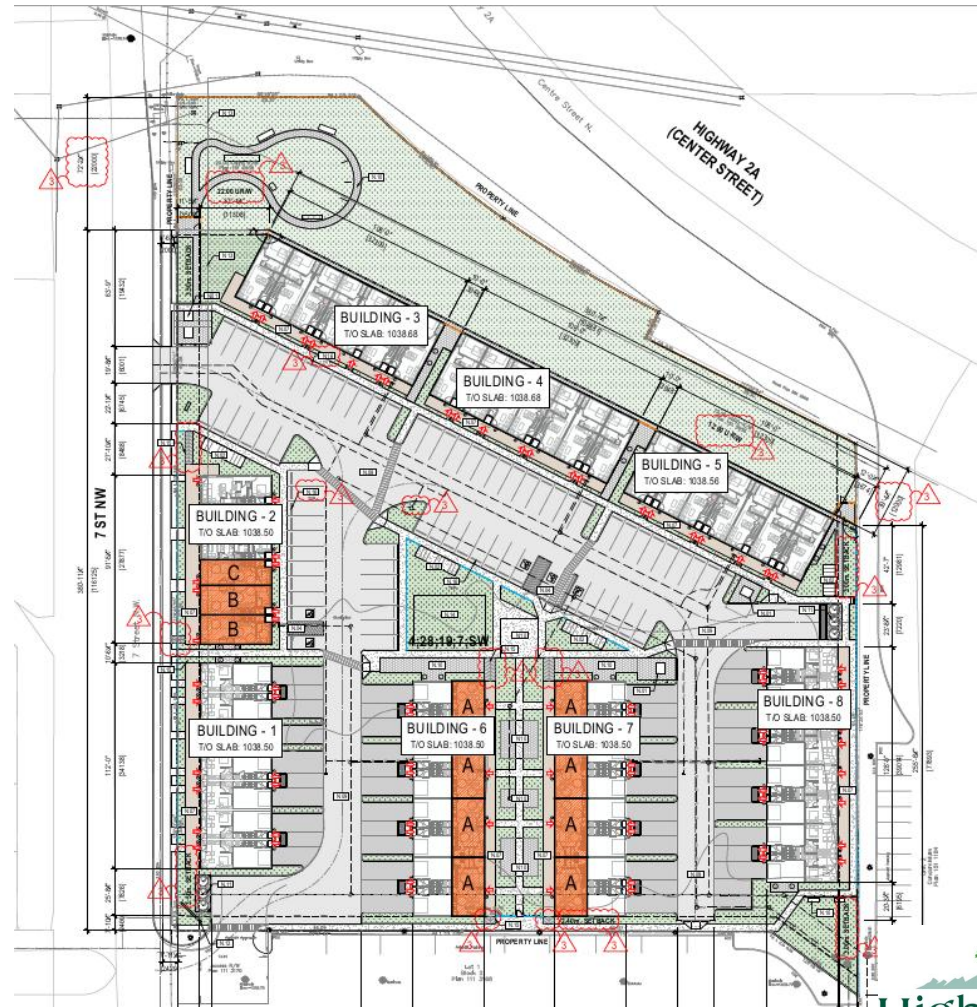
Required: No wider than 3.0 m in any frontage.

Proposed: 6.0 m

5. Vehicle Access

Required: Shall be limited to 1 access point

Proposed: 2 access points



Planning Analysis

Town Plan

- Consistent with the goals and policies of the Town Plan related to housing diversity, inclusivity, and complete communities

Northwest Area Structure Plan

- Consistent with the vision and objectives of the Northwest Area Structure Plan

Ellis Area Concept Plan

- Consistent with the vision, goals, and policies of the Ellis Area Concept Plan

Land Use Bylaw

- Proposal includes multiple variances
- Consistent with the overall intent of the Traditional Neighbourhood District, and is meeting all other regulations of the Land Use Bylaw

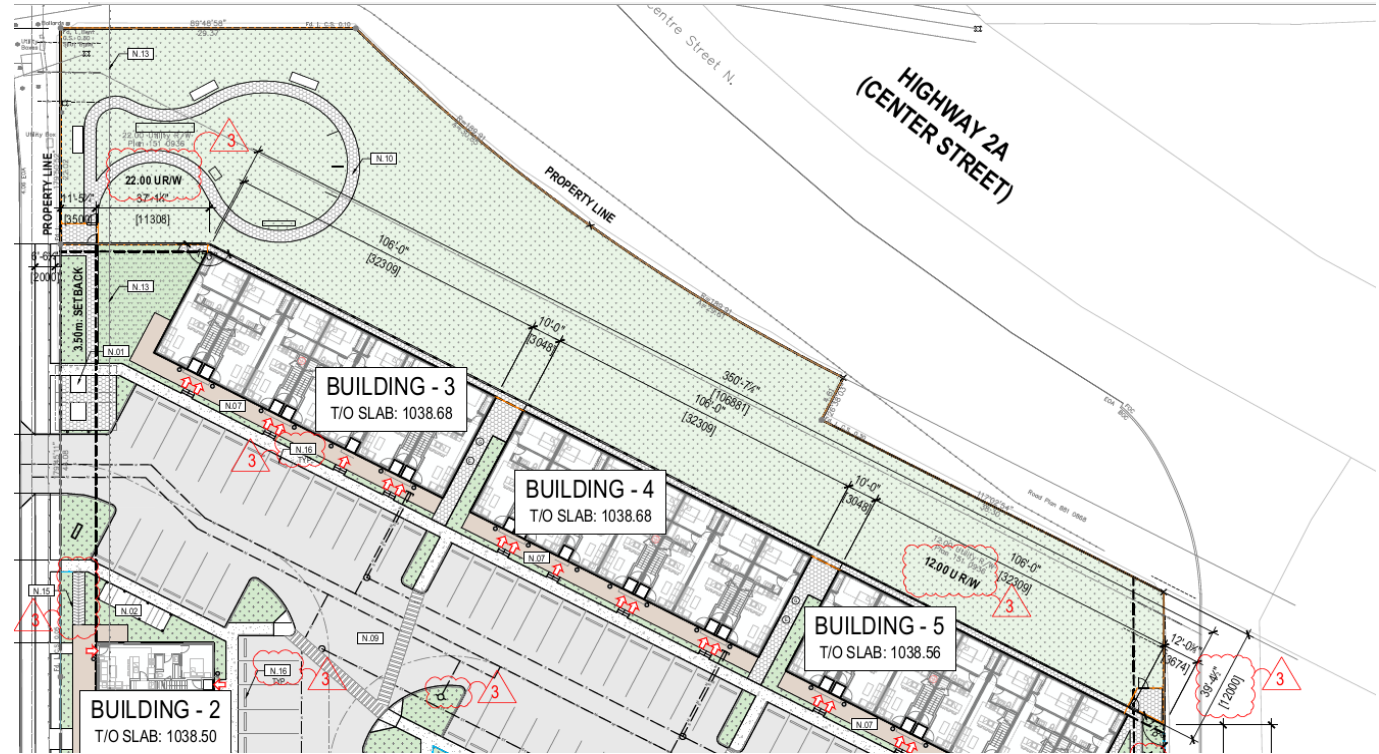


Variance Request

Secondary Front Setback

Required: 1.0 m – 4.0 m

Proposed: 12.0 m – 22.0 m



Variance Request

Additional Building Height Standards

Required: Floors above the second storey shall be stepped back 2.5m

Proposed: Porches to be interpreted as the step back



Variance Request

Frontage Build-Out

Required: minimum 65%

Proposed: 45.02%

Vehicle Access

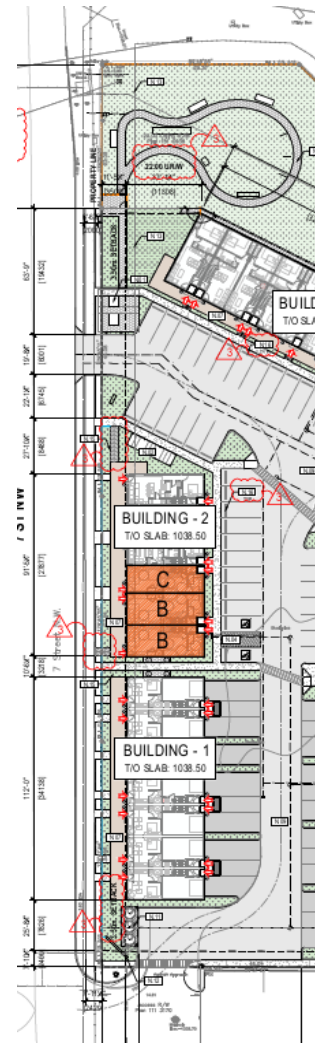
Required: No wider than 3.0 m in any frontage.

Proposed: 6.0 m

Vehicle Access

Required: Shall be limited to 1 access point

Proposed: 2 access points



Centre Street Landscaping



Rendering from Centre Street



NW Aerial Rendering



Rendering from 7 Street SW



Technical Considerations

Access

- The site will be accessed from 2 points off 7 St NW
 - 1 shared access with the Seasons Retirement Community to the South
 - 1 access on the North side of the site

Servicing

- Sanitary services are limited in the NW and are provided on a first come first served basis
 - If another development begins before this one, upgrades may be required
 - Included as a prior to release condition on the Notice of Decision

Stormwater

- Applicant to provide further details on how stormwater runoff will be mitigated on the north slope of the property towards Centre Street
 - Prior to release condition on the Notice of Decision



Key Comments / Recommendation

Administration recommends Council approve DP2001.26 subject to the conditions in the Notice of Decision





REQUEST FOR DECISION

TO: Mayor and Council
FROM: Rob Young, Supervisor, Utilities & Treatment

Date:	May 12, 2026
Meeting Date:	June 22, 2026

SUBJECT: Increase Capital Funds Request - K405 Water Treatment Plant Dewatering System

RECOMMENDATION: **WHEREAS** the K405 Water Treatment Plant Dewatering System was approved with funding from the Utility Reserve totaling \$30,00.00;

AND WHEREAS the tender K405 Water Treatment Plant Dewatering System closed May 1, 2026 at 4:00pm, receiving only one proposal totaling \$39,787.87 excluding contingency and GST;

BE IT RESOLVED THAT Council award the contract to CDM Mechanical Ltd. in the amount of \$39,797.87;

AND THAT Council approve the increase of capital funds by \$13,000.00 (including contingency and excluding GST), which will be funded from the Water Utility Reserve;

AND THAT Council authorize the Chief Administrative Officer to execute the contract with CDM Mechanical Ltd.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS: Administration supports the proposed recommendation and increasing the budget request to complete the project in 2026.

IMPLICATIONS OF RECOMMENDATION

GENERAL:

The Water Treatment Plant Dewatering System will prepare the Water Treatment Plant for the dewatering of unintended accumulation of water in the basement level, thereby protecting vital instrumentation and electrical systems.

ORGANIZATIONAL:

The Organization would be proactively preparing and protecting the Water Treatment Plant from unintended accumulation of water in the basement level, thereby protecting vital instrumentation and electrical systems.

FINANCIAL:

Administration received approval from Council to proceed with K405 Water Treatment Plant Dewatering project in 2026. This budget was funded through the Utility Reserve for this capital project.

Agenda Item #5.2.

Administration posted the project on Alberta Purchasing Connection and the Town Website, and received only one proposal for \$39,787.87. This proposal was \$9,787.87 over the approved budget of \$30,000.00.

The raw material, comprised of six-inch High Density Polyethylene, has increased in cost by approximately \$14.00 per foot, which in turn has increased the cost of the overall project by \$9,787.87. Seventy feet of High-Density Polyethylene is required for the project.

Administration is proposing increasing the budget by \$13,000.00 to cover the increase in costs and contingency. The additional funding will be allocated from the Water Utility Reserve.

POLICY:

Administration was approved to proceed with K405 Water Treatment Plant Dewatering and posted a Request for Proposal utilizing the Town's approved Procurement Policy. The Request for Proposal was posted externally on Alberta Purchasing Connection and the Town Website.

This Request for Proposal was posted on Alberta Purchasing Connection and the Town Website on April 2, 2026, and closed on May 1, 2026.

Strategic Plan

Vibrant Community

The Town of High River provides the foundation for an inclusive, engaged and thriving community.

Organizational Excellence

The Town of High River is a leader, partner and steward of excellent municipal services.

Responsible Development

The Town of High River considers the impact of development on residents, infrastructure and environment.

IMPLEMENTATION:

If Council approves the increase of funds totaling \$13,000.00 for K405 Water Treatment Plant Dewatering, Administration will proceed with awarding the contractor who will then complete the work.

BACKGROUND:

The Water Treatment Plant requires a proactive and preventative approach in regard to its vital instrumentation and electrical systems, located in the basement level of the Water Treatment Plant. This dewatering system will mitigate any future potential unintended accumulation of water in the basement level of the Water Treatment Plant, prevent damage to electrical systems, and ensure potable water can continue to be delivered to residents.

This project is being completed in response to the unintended accumulation of water in the basement level of the Water Treatment Plant in 2024. This led to the flooding of the Water Treatment Plant's basement and took the treatment filters offline for a period of time. These filters are required to process treated drinking water.

Agenda Item #5.2.

Currently, there is a sump pit in the Water Treatment Plant basement, which collects the untreated process water from the overall process. The project intent is to install a six-inch internal dewatering line beginning in this sump and direct the water to the backwash tank.

This process will require the use of the Town's existing six-inch diesel pump, which will connect to the High-Density Polyethylene Pipe installed as part of this project outside of the Water Treatment Plant.

Once engaged, the water will discharge directly to the backwash tank, mitigating and speeding up dewatering in the event of unintended accumulation of water entering the basement level of the Water Treatment Plant. This process will ensure water does not impact or damage the integral instrumentation and electrical systems located within the basement level of the Water Treatment Plant and increase the reliability of the production of treated drinking water.

Report / Document:

Attached:

Available:

KEY ISSUE(S)/CONCEPT(S):

Pricing through the procurement process came in higher than budgeted. Administration requires an increase in capital funds totaling \$13,000.00 to complete K405 Water Treatment Plant Dewatering.

DESIRED OUTCOMES:

Council approval for the increase of funds totaling \$13,000.00 for completion of K405 Water Treatment Plant Dewatering, which will be funded through Water Utility Reserves.

COUNCIL'S OPTIONS:

Council has the following options to consider:

1. Council could choose to support the proposed recommendation and authorize the increased funding from Water Utility Reserves.
2. Council could choose not to support the proposed recommendation and defer the project to 2027.
3. Council could choose to refer the proposed recommendation to a Committee of the Whole meeting for further discussion.

RECOMMENDED:

Council approval for the increase of funds totaling \$13,000.00 for completion of the K405 Water Treatment Plant Dewatering Project, with funding coming from Water Utility Reserves.

COMMUNICATIONS:

This will not require any support from the Town's Communications Division.

Reviewed by:

Chris Prosser, Chief Administrative Officer

Status:

Approved - 16 Jun 2026



REQUEST FOR DECISION

TO: Mayor and Council
FROM: Rob Young, Supervisor, Utilities & Treatment

Date:	May 12, 2026
Meeting Date:	June 22, 2026

SUBJECT: Increase Capital Funds Request - K406 Backwash Re-Use

RECOMMENDATION: **WHEREAS** the K406 Backwash Re-Use was approved with funding totaling \$14,500.00 from the Utility Reserve;

WHEREAS the tender for K406 Backwash Re-Use closed May 4, 2026, receiving only one proposal totaling \$22,399.97 (excluding contingency and GST);

BE IT RESOLVED THAT Council award the contract to CDM Mechanical Ltd., for \$22,399.97 (excluding contingency and GST);

AND THAT Council approve the increase of capital funds by \$12,000.00 (including contingency and excluding GST), which will be funded from the Water Utility Reserve;

AND THAT Council authorize the Chief Administrative Officer to execute the contract with CDM Mechanical Ltd.

CHIEF ADMINISTRATIVE OFFICER’S COMMENTS: Administration supports the proposed recommendation and the request to increase the funding allocated from the Water Utility Reserve.
--

IMPLICATIONS OF RECOMMENDATION

GENERAL:

The Backwash Tank which is located approximately one hundred feet north of the Water Treatment Plant (non-potable water) was a water re-use initiative that began as a pilot project in 2024 in response to water conservation efforts which minimizes the Town's internal use of potable water for tasks such as tree watering, potter and hanging baskets, street sweeping, sanitary and storm flushing.

ORGANIZATIONAL:

The Organization is a steward to the environment by taking lead on minimizing potable water use and following the attached document, Outdoor Water Use and Restriction Bylaw 4628/2024.

FINANCIAL:

Administration received approval from Council to proceed with K406 Water Treatment Plant Backwash Re-use project funded through the Utility Reserve for this capital project to take place in 2026.

Agenda Item #5.3.

Administration posted the project on Alberta Purchasing Connection and the Town Website and upon receiving only one proposal for the amount of \$22,399.97. This proposal is \$7,899.97 over the approved budget of \$14,500.00.

The mechanical portion of the proposal was higher than estimated due to retrofitting requirements for the existing pump and the installation of a new railing system within the backwash tank, which increased the total project cost. Administration is proposing increasing the budget by \$12,000.00 to cover the increase in costs and contingency.

POLICY:

Administration was approved budget to proceed with K406 Water Treatment Plant Backwash Re-Use and posted a Request for Proposal utilizing the Town's approved Procurement Policy. The Request for Proposal was posted externally on Alberta Purchasing Connection and the Town Website.

This Request for Proposal was posted on Alberta Purchasing Connection and the Town Website on April 2, 2026, and closed on May 1, 2026.

Strategic Plan

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Responsible Development

The Town of High River considers the impact of development on residents, infrastructure and environment.

IMPLEMENTATION:

If Council approves the increase of funds for K406 Water Treatment Plant Backwash Re-Use, Administration will proceed with awarding the contractor which will then complete the work.

BACKGROUND:

The Water Treatment Plant backwash tank was designed to hold raw water which is required to backwash the filters and media within the Water Treatment Plant and then released back into the Highwood River. This is raw water, non-potable water, which is not treated; the volumes used within the backwash process are deducted from our overall drinking water license, regardless if the water is reused or returned to the river.

The Backwash Tank water re-use (non-potable water) was an initiative that began as a pilot project in 2024 in response to water conservation efforts, which minimizes the Town's internal use of potable water for tasks such as tree watering, potting and hanging baskets, street sweeping, sanitary and storm flushing. The backwash tank, using one pump, is in use during May 1 through October 15 which directly coincides with the Town's requirements.

Agenda Item #5.3.

The Town continued the pilot in 2025, supporting not only the Town's requirements but also supporting the Hyrdovacs being used during the Ledcor Fibre installation as well. In 2025, there was a higher demand for non-potable water, and with that, an additional pump was added to the system. This system requires electrical extension cords which span from a power supply located one hundred feet away, outside of the Water Treatment Plant, directly to the Backwash Tank. After many extension cord replacements, Administration proceeded with a budget request for funds to install a permanent pump and electrical system within the Backwash Tank that could more readily and safely provide non-potable water.

The project's intent was to use the existing pump, although it was deemed unsuitable. Administration proceeded to locate an existing pump that was previously used at the Beachwood Lift Station, which is operational. This pump requires retrofitting and was included in the budgetary quote received in June of 2025, which was used to support the 2026 capital budget request of \$14,500.00.

Upon receiving the only proposal on May 1, 2026, the mechanical portion of the proposal was higher than first estimated for the capital budget request due to the retrofitting requirements of the existing pump and installation of a new railing system located within the backwash tank increasing the total cost of the project by \$12,000.00.

Report / Document: Attached: Available:

KEY ISSUE(S)/CONCEPT(S):

Administration requires an increase in capital funds totaling \$12,000.00 to complete K406 Water Treatment Plant Backwash Re-Use.

DESIRED OUTCOMES:

Council approval for the increase of funds totaling \$12,000.00 for the completion of K406 Water Treatment Plant Backwash Re-Use which will be funded through Water Utility Reserve.

COUNCIL'S OPTIONS:

Council has the following options to consider:

1. Council could choose to support the proposed recommendation and approve the increased request for funding.
2. Council could choose not to support the proposed recommendation and defer the project to the 2027 Budget Year.
3. Council could choose to refer the proposed recommendation to a Committee of the Whole meeting for further discussion.

RECOMMENDED:

Council approval for the increase of funds totaling \$12,000.00 for completion of K406 Water Treatment Plant Backwash Re-Use.

COMMUNICATIONS:

This will not require any support from the Town's Communications Division.

Reviewed by:

Nicole Dyck, Manager, Public Works

Status:

Approved - 15 Jun 2026

Agenda Item #5.3.

Reiley McKerracher, Director of Municipal Services
Sheron Ward, Advisor, Legislative & Advisory Services
Chris Prosser, Chief Administrative Officer

Approved - 15 Jun 2026
Approved - 15 Jun 2026
Approved - 16 Jun 2026

**TOWN OF HIGH RIVER
IN THE PROVINCE OF ALBERTA**

BYLAW 4628/2024 – OUTDOOR WATER USE AND RESTRICTION BYLAW

A BYLAW OF THE TOWN OF HIGH RIVER TO REPEAL BYLAW 4212/2008 AND ANY AMENDMENTS THERETO, AND REPLACE WITH THIS BYLAW 4628/2024 BEING A BYLAW TO ESTABLISH WATER USE RESTRICTIONS

WHEREAS, pursuant to section 7 of the *Municipal Government Act*, 2000, being Chapter M-26, as amended from time to time, a municipal council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of the people and property, nuisances, services provided by or on behalf of the municipality;

AND WHEREAS, pursuant to subsection 3(a.1) of the *Municipal Government Act*, one of the purposes of a municipality is to foster the well-being of the environment;

AND WHEREAS, the *Municipal Government Act* also provides that a municipal council may pass bylaws to establish a system for Water management;

AND WHEREAS Council deems it necessary that Water be conserved and utilized in an efficient manner in accordance with the provisions of this bylaw.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF HIGH RIVER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. Purpose

The purpose of this Bylaw is to assist in the protection, preservation, and maintenance of the water supply to users at all times by implementing water-use restrictions during times of limited supply. These restrictions are staged in accordance with the severity of supply limitations and are generally applied to the use of sprinkler systems, whether automatic or manual. The use of hand-held watering devices with shut-off valves and the use of micro-irrigation or drip-irrigation systems is restricted only during the most severe of supply conditions.

2. Title

This Bylaw may be referred to as “Outdoor Water Use and Restriction Bylaw.”

3. Definitions

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

“Agricultural” means the practice of cultivating land, growing crops, feeding, breeding or raising livestock.

“Appliance” means a device or mechanism, other than that owned and operated by the Municipality, in or through which water is piped or used for a domestic or commercial purpose.

“Boulevard” may include flowers, lawn, plants, shrubs, or trees and means:

- i. The portion of land between the curb and the Sidewalk and between the Sidewalk and the Premises’ property line, or
- ii. Where there is no curb, the portion of land between the near edge of the Roadway and the Premises’ property, but does not include the Median, which is located between two lanes of the Roadway.

“Bulk Water Station” means a facility for supplying potable water by means other than pipeline and generally to the water storage tanks of trailers or other potable water containers.

“Car Wash” means a commercial or industrial building or structure containing facilities for washing motor vehicles, including tunnel car washes, coin operated automatic car washes and coin operated self-service car washes.

"Chief Administrative Officer (CAO)" means a Person appointed by Council to the position of Chief Administrative Officer pursuant to section 205 of the *Municipal Government Act* and The Town Manager Bylaw (4509/2017), or their delegate .

"Commercial Water Use" A service supplied to a premise principally used to conduct a profession, business, trade, industry, occupation, or employment, also included institution and apartment buildings.

"Council" means the governing body of the Town of High River.

"Farm" means a parcel of land classified as farmland for assessment and taxation purposes.

"Hand Watering" means the use of a hand-held spring-loaded water device. The device can be attached to the end of a garden hose but must be attended and held in the hand of a Person at all times that watering is taking place. Other hand-held devices could be a watering can, or bucket. Hand Watering shall not mean watering with a hose and sprinkler.

"Hydrant" means a fixture adjacent to a street or other public place with a nozzle by which a hose may be attached to a water main.

"Irrigation" means the application of Potable Water to plants, trees, shrubs, gardens, patio pots, lawns, sod or otherwise used to supplement the horticultural process, and includes application by hand or by a system of pipes on, above or underneath the ground.

"Level" means the level 1, 2 and 3 of Outdoor Water Use Schedule prescribed by Section 6.7 and outlined in Schedule "A" of this Bylaw.

"Median" means the value or quantity at the midpoint of observed levels.

"Micro-Irrigation or Drip-Irrigation System" means a system using irrigation components that consume less than 20 gallons per hour and operate at less than 25 psi to deliver water to the root zone of the plant material being irrigated.

"Municipality" means the Town of High River.

"Notice" means a public notice given under Section 6.6 of this Bylaw.

"Nursery" means a business in which flowers, plants, trees, or shrubs are grown or displayed for sale.

"Occupant" means a Person or corporation in actual possession of any Premises either as an owner or tenant. For billing purposes further defined as a Person contracting with the Town for the domestic supply of water to any Premises.

"Offence" means a Person who violates or contravenes any provision of this Bylaw is guilty of an offence.

"Outdoor Water Use Schedule" means the allowable outdoor water uses according to Schedule "A" as attached to this Bylaw.

"Outdoor Water Use Restriction" means when the Level of permitted water use is restricted according to the Outdoor Water Use Schedule detailed in Schedule "A" as attached to the Bylaw.

"Owner" means an owner as defined in the *Municipal Government Act*.

"Parcel of Land" means a parcel of land as defined in the *Municipal Government Act*.

"Peace Officer" means a Person engaged by the Town as a Community Peace Officer, a Bylaw Enforcement Officer, a designated Officer, or a member of the Royal Canadian Mounted Police to conduct the provisions of this bylaw.

"Permit" means a water use exception permit issued under Section 6.2 of this Bylaw.

"Person" means any individual, partnership, corporation, company, society, or government entity.

“Potable Water” means water supplied from the Waterworks System that does not contain contaminants or infective matter and is considered satisfactory for human consumption, which is supplied through a Service Connection, Hydrant, or the Bulk Water Station.

“Premises” means land and structures, or property situated in whole or in part within High River

“Public Sector Entity” means federal and provincial government agencies, municipalities, school districts, universities, colleges, and other schools.

“Remedial Order” means an order to remedy and/or comply with a bylaw as issued by a Peace Officer.

“Residential Water Use” means service supplied to a Premises that is used primarily for domestic purposes including but not limited to, single family dwellings, multi-family dwellings (excluding apartment buildings), mobile home parks and condominium developments.

“Restricted Hours” means between 6:00 a.m. and 9:00 a.m. and between 7:00 p.m. and 10:00 p.m.

“Right of Access” means the right to enter or encroach on, under, across or over a property.

“Roadway” means the part of a road intended for vehicles.

“Service Connection” means the point of connections between the customer’s piping or constructed conveyance and the Waterworks System’s metre, service pipe or constructed conveyance.

“Sidewalk” means a portion of a road right of way, improved for the use of pedestrians, and is located between the curb lines or lateral lines of a roadway and the adjacent property lines. A sidewalk is improved with a permanent hard surface (such as concrete, asphalt, or pavers) that is intended for the primary use of pedestrians, including the main sidewalk surface, accessibility curb ramps, bus stop landings, and portions of a sidewalk that cross a lane entrance.

“Specified Penalty” means the penalties as detailed in Schedule “C”.

“Sprinkler” means a sprinkler system, or a hose connected to a sprinkler, but excludes a hand-operated hose equipped with a shut-off nozzle or a micro-irrigation or drip-irrigation system.

“Town” means the corporation of the Town of High River, or the area contained within the boundaries thereof, as the context requires.

“Violation Ticket” has the same meaning as in the Provincial Offences Procedure Act.

“Water” means water supplied by the Town directly or indirectly to an owner or occupier.

“Watering Day(s)” means those days during which watering is permitted by Section 6.7 and outlined Schedule “A” of this Bylaw.

“Waterworks System” means the system of buildings and pipes that store, treat, transport and supply Potable Water from the various Potable Water sources to consumers.

4. Interpretation

- a) Headings and sub-headings in this Bylaw are included for convenience only and shall not be considered in interpreting the substantive content of this Bylaw.
- b) The preamble paragraphs that precede the numbered paragraphs of this Bylaw are an integral and necessary part of this Bylaw and not a mere recital.
- c) All schedules as attached to this Bylaw form part of this Bylaw.
- d) Every provision of this Bylaw is independent of all provisions, and it is the intention of the Council that if any provision of this Bylaw is declared invalid by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- e) Nothing in this Bylaw relieves a Person from complying with any Federal or Provincial law or regulation, any other Town Bylaw, or any requirement of any lawful permit, order, or license.
- f) References in this Bylaw #4628/2024 to an act, statute, regulation, or other Bylaw refer to the current laws and legislation, as amended or replaced from time to time, including successor legislation.
- g) This Bylaw is gender-neutral and, accordingly, any reference to one gender includes the other.

h) The word "shall" is mandatory and not merely a directory.

6. Outdoor Water Use

- 6.1 To promote the conservative management of resources, the CAO requires that an Outdoor Water Use Schedule as described in Schedule "A" of this Bylaw is in force at all times, for all consumers, including residential, industrial, commercial, and institutional, unless declared otherwise.
- 6.2 Notwithstanding Section 6.1 of this Bylaw a Consumer can apply for a Permit when installing new sod or grass seed in order to use water outside of the Outdoor Water Use Schedule in order to establish new landscaping as outlined in Schedule "B". Permits will not be issued during the months of July and August.
- 6.3 In the event there may be a shortage of Potable Water supply, the CAO may declare a Water Use Restriction to regulate the distribution and use of Potable Water from the Waterworks System to all consumers or to any of them including the time or times of day when the use of Potable Water may be allowed or prohibited in accordance with Schedule "A" of this Bylaw.
- 6.4 The declaration of an Outdoor Water Use Restriction by the CAO may apply to:
- (a) the entire Town;
 - (b) specific zone(s) or geographic area(s) of the Town; or
 - (c) other specific locations as defined by the CAO.
- 6.5 In the event there is reason to declare an Outdoor Water Use Restriction, the CAO may declare such restriction to be effective immediately.
- 6.6 In the event of a declaration of an Outdoor Water Use Restriction made pursuant to Section 6.3 of this Bylaw, the CAO:
- a) shall determine that the Outdoor Water Use Restriction is a Level 2 or Level 3 Restriction, and the permitted activities shall be those referenced in Schedule "A" of this Bylaw;
 - b) shall cause public Notice indicating the level of Outdoor Water Use Restriction and the date such restriction came into effect or will come into effect and Notice shall be given in any one or more of the following manners:
 - (i) Town of High River press release.
 - (ii) Notice on the Town of High River website.
 - (iii) advertising in the newspapers in circulation in the Town.
 - (iv) circulation of flyers; or
 - (v) signage.
 - c) may declare different levels of Outdoor Water Use Restriction in different areas of the Town;
 - d) shall, if changing or lifting a declaration of an Outdoor Water Use Restriction, cause a Notice to be given in the manner described in Section 6.6(b) of this Bylaw; and
 - e) shall, after determining that the reason or reasons to require restricted Potable Water usage has sufficiently abated, declare an end to an Outdoor Water Use Restriction and shall cause Notice of such declaration to be given in the manner described in Section 6.6(b) of this Bylaw.
- 6.7 When an Outdoor Water Use Restriction is in effect, no Owner or Occupant of a Premises shall allow the use of Potable Water supplied through the Waterworks System for any activity or application prohibited in the following stage of restrictions as listed in the Outdoor Water Use Schedule "A", of this Bylaw:
- (a) Normal Water Use:**
- I. Odd numbered street addresses may irrigate on Sunday and Thursday only. Even numbered street addresses may irrigate on Wednesday and Saturday only.
 - II. Automatic Irrigation systems to be programmed to run between the hours of 2AM and 6AM only on the Watering Days. Manual Irrigation may occur between 6AM and 9AM and 7PM and 10PM hours only on the Watering Days.
 - III. Town Parks may irrigate 2 days per week, except for hanging baskets, which may be watered as required.

- IV. Golf Courses may irrigate 2 days per week, including systems that use reclaimed and raw water.
- V. Agricultural users of the water supply may irrigate 5 days per week as required.

(b) Level 1 Restrictions:

- i. Odd numbered street addresses may irrigate on Thursday only. Even numbered street addresses may irrigate on Wednesday only.
- ii. Automatic Irrigation systems to be programmed to run between the hours of 2AM and 6AM only on the Watering Day. Manual Irrigation may occur between 6AM and 9AM and 7PM and 10PM hours only on the Watering Day. Total water usage must be 20% less than used during the normal water use period.
- iii. Town Parks shall reduce water consumption by 20%.
- iv. Golf courses shall reduce their total Irrigation water use by 20%.
- v. Agricultural customers shall reduce their consumption by 20%.

Triggers: Restrictions to be imposed at the discretion of the CAO in consideration of but not limited to:

- i. Projected daily demand expected to reach 80% of the Waterworks System capacity.
- ii. Well static levels at 15% to 30% below the Median for the time of year without any indication of recovery.
- iii. Failure or malfunction of a short-term nature of the Waterworks System.

(c) Level 2 Restrictions:

- i. Hand Watering only is permitted.
- ii. Total water usage must be 50% less than used during the normal water use period.
- iii. Town Parks shall cease all Irrigation activities.
- iv. Golf courses shall reduce their total Irrigation water use by 50%.
- v. Agricultural customers shall reduce their consumption by 50%.

Triggers: Restrictions to be imposed at the discretion of the CAO in consideration of but not limited to:

- i. Projected daily demand expected to reach 90% of the Waterworks System capacity.
- ii. Well Static levels at 30% to 40% below the Median for the time of year without any indication of recovery.
- iii. Failure or malfunction of a short-term nature of the Waterworks System.

(d) Level 3 Restrictions

- I. Use of Town supplied water for all forms of lawn and garden watering is prohibited.
- II. Town Parks shall cease all outdoor watering.
- III. Golf courses shall reduce their total Irrigation water use by 90%.
- IV. Agricultural customers shall reduce their consumption by 90%.

Triggers: Restrictions to be imposed at the discretion of the CAO in consideration of but not limited to:

- I. Projected daily demand expected to reach 100% of Waterworks System capacity.
- II. Well static levels at less than 40% below the Median for the time of year without any indication of recovery.
- III. Failure or malfunction of a short-term nature of the Waterworks System.

6.8 Without limiting the generality of Section 6.6 of this Bylaw, the activities permitted in Schedule "A" of this Bylaw shall not apply to core business operations of an affected business and shall only apply to landscaping activities which are not a core function of a specific business or enterprise.

6.9 The following activities are restricted as outlined in Schedule "A" to support the conservative use of Potable Water:

- a) Washing Sidewalks, driveways, or other outdoor surfaces with Potable Water, except where required by Health and Safety Regulations; and

- b) Washing vehicles outdoors in yards, on driveways or on roads.

6.10 The CAO must provide written approval for the following activities:

- a) Pesticide or fertilizer application requiring the use of a large volume (over 5000 L) of Potable Water; and
- b) Testing of Irrigation systems.

6.11 The following activities are exempt from the Outdoor Water Use Schedule and Outdoor Water Use Restrictions:

- a) Emergency services and essential Hydrant and Water Main flushing;
- b) Essential street cleaning and bridge washing; and
- c) Livestock watering for Agricultural operations.

7. Authority of a Peace Officer

Where a Peace Officer believes that a Person has contravened any provision of this Bylaw, that Peace Officer may commence proceedings by issuing a Violation Ticket in accordance with the Provincial Offences Procedure Act.

8. Inspections

If a Peace Officer has reason to believe that any Premises is suspect of being in contravention of any part of this Bylaw they may exercise a Right of Access in order to inspect the Premises.

9. Remedial Order or Order to Remedy

If a Premises is found to not be in compliance with the terms of this Bylaw, a Remedial Order may be served upon an Owner or an Occupant.

10. Obstruction and Interference

No Person shall provide false information to, obstruct, or attempt to obstruct a Peace Officer.

11. Offences

- 11.1 A Person who violates or contravenes any provision of this Bylaw is guilty of an offence.
- 11.2 No Person shall hinder or interrupt or cause or procure to be hindered or interrupted, the Town, its Peace Officers, or any of its employees, officers, contractors, servants, agents, workmen, or any of them, in the exercise of any of the powers and duties authorized by or contained in this Bylaw.

12. Penalties

- 12.1 A Person who contravenes this Bylaw is guilty of an offence.
- 12.2 The Specified Penalty for an offence is set out and established in Schedule "C".
- 12.3 Every Person who contravenes any provision of this Bylaw is considered in violation and guilty of an offence and shall be liable on summary conviction to a fine not exceeding ten thousand dollars (\$10,000) or, in default of payment, to imprisonment for not more than one (1) year, or both.
- 12.4 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues, and a Person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day. Each day during which a contravention continues is deemed to be a separate offence.

13. Violation Tickets and Penalties

- 13.1 Where a Peace Officer believes that a Person has contravened any provision of this Bylaw, that Peace Officer may commence proceedings by issuing a Violation Ticket in accordance with the Provincial Offences Procedure Act.
- 13.2 In respect of any contravention of a provision of this Bylaw, penalties shall be in accordance with Schedule "C".

- (a) where a Person contravenes the same provision of this Bylaw twice within one twelve (12) month period, the specified penalty payable in respect of the second contravention shall be double the amount of the specified penalty for a first offence; and
- (b) where a Person contravenes the same provision of this Bylaw three (3) or more times within one twelve (12) month period, the specified penalty payable in respect of the third and subsequent contraventions shall be triple the amount of the specified penalty for a first offence.

13.3 This Section shall not prevent any Peace Officer from issuing a Violation Ticket requiring a court appearance of the defendant pursuant to the provisions of the Provincial Offences Procedure Act or from laying an information instead of issuing a Violation Ticket.

14. Miscellaneous

- 14.1 Each provision of this Bylaw is independent of all other provisions. If any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable,
- 14.2 Nothing in this Bylaw relieves a Person from complying with any federal law, provincial law or other regulation or Town bylaw or any requirements of any lawful permit, order, consent, or other direction.
- 14.3 A copy of a record of the Town, certified as a true copy of the original, shall be admitted in evidence as prima facie proof of the facts states in the record without proof of the appointment or signature of the Person signing it.
- 14.4 In this Bylaw, words in the singular mean and include the plural and vice versa. Words in the masculine include the feminine and vice versa. No regard for gender is intended by the language in this Agreement.

15. Fees and deposits

Fees and deposits referred to in this bylaw are set by Council.


16. Effective Date of Bylaw

This Bylaw comes into effect when it is passed by Council.


17. Repeal of Bylaws

Bylaw No. 4212/2008 and amendments thereto are repealed upon this Bylaw coming into force.

READ A FIRST TIME THIS 8th DAY OF April, 2024 .




 MAYOR/DEPUTY MAYOR




 CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS 8th DAY OF April, 2024 .



 MAYOR/DEPUTY MAYOR



 CHIEF ADMINISTRATIVE OFFICER


READ A THIRD TIME THIS 8th DAY OF April, 2024 .




MAYOR/DEPUTY MAYOR


CHIEF ADMINISTRATIVE OFFICER

SIGNED AND PASSED THIS 8th DAY OF April, 2024 .



MAYOR/DEPUTY MAYOR


CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"
OUTDOOR WATER USE SCHEDULE

Outdoor Water Activity	Normal Water Use Twice a Week Watering	Level 1 Water Use Restriction Once a Week Watering	Level 2 Water Use Restriction Hand Watering Only	Level 3 Water Use Restriction No Watering
Watering with a sprinkler <ul style="list-style-type: none"> • Lawn • Garden • Trees or Shrubs 	ODD numbered houses on Sundays and Thursdays EVEN numbered houses on Saturdays and Wednesdays Between the hours of: <ul style="list-style-type: none"> • 6AM to 9AM or • 7PM to 10PM 	ODD numbered houses on Thursdays EVEN numbered houses on Wednesdays Between the hours of: <ul style="list-style-type: none"> • 6AM to 9AM or • 7PM to 10PM 	Not allowed	Not allowed
Automatic Irrigation Systems	ODD numbered houses on Sundays and Thursdays EVEN numbered houses on Saturdays and Wednesdays Between the hours of 2AM to 6AM	ODD numbered houses on Thursdays EVEN numbered houses on Wednesdays Between the hours of 2AM to 6AM	Not Allowed	Not Allowed
Watering with a spring-loaded nozzle with automatic shut-off, connected to a hose for gardens, trees and shrubs	Allowed	Allowed	Allowed	Not allowed
Watering with a hand-held container for gardens, trees and shrubs	Allowed	Allowed	Allowed	Not allowed
Watering of new grass <ul style="list-style-type: none"> • Sod within 21 days • Seed within 49 days 	Permit required	Permit required	Permit required	Not Allowed
Washing down outdoor surfaces including building surfaces, sidewalks, driveways, walkways and washing vehicles	Allowed – not recommended	Not allowed	Not allowed	Not allowed
Using water for filling outdoor decorative features, fountains or ponds	Allowed	Allowed	Not allowed	Not allowed
Using water for filling swimming pools, wading pools and hot tubs	Allowed	Allowed	Not allowed	Not allowed
Using water for construction purposes including grading, compaction and dust control	Allowed	Allowed	Not allowed	Not allowed

SCHEDULE "B"
PERMITS
New Lawns and Irrigation System Testing

1. A Person who has installed a new lawn, either newly seeded or new sod, may apply to the Town for a Permit, in the form set out in this Bylaw, which will allow the new lawn to be sprinkled outside of Watering Days, but within restricted hours.
2. A Person who has installed a new Irrigation system or completed repairs on an existing Irrigation system may apply to the Town for a Permit, in the form set out in this Bylaw, which will allow the testing of the system outside Watering Days and hours.
3. A Permit issued under Section 6.2 of this Bylaw shall be conspicuously displayed at the Premises for which it was issued.
4. New sod may be sprinkled for 21 days after installation, and newly seeded lawn may be sprinkled until growth is established or for 49 days after installation, whichever is less, provided a Permit pursuant to Section 6.2 has been issued for the premises at which the new lawn has been installed.
5. After expiration of a Permit issued under Section 6.2, a Person may apply for and may obtain subsequent Permits under Section 6.2.
6. Permits will not be issued or be valid during Level 3 restrictions.
7. All Permits may be inspected to ensure compliance with this Bylaw.
8. Permits for new lawns will not be issued during the months of July and August.



WATER USE PERMIT
(New lawn and Irrigation System Testing)

Address of installation: _____

Date of installation: _____

Date of application: _____

Application expiry date: _____

(Permit valid as per Bylaw)

Type of permit: New Lawn Irrigation System Test

Site inspected: YES NO

Date inspected: _____ Inspected by: _____

Approved: YES NO

Reason if not approved: _____

Approved by: _____

PLEASE NOTE: New lawns may typically only be watered twice per day using 2 ½ centimeters (1 inch) of water each watering until the lawn starts to take. In order to determine when you have reached the maximum amount of water, place an empty pre –marked tuna or cat food can on the lawn while watering. Check the level of water in the tin while watering, to determine when the pre-mark line has been reached.

PERMIT MUST BE PLACED WHERE VISIBLE

Should water conservation levels rise to Level three (3), this permit is no longer valid.

SCHEDULE "C"
Penalties

1. Failure to comply with Outdoor Watering Restrictions as outlined in section 6.7 of the Bylaw:

Outdoor Water Use	Specified Penalty
Normal watering	\$100
Level 1 Water Restriction	\$200
Level 2 Water Restriction	\$400
Level 3 Water Restriction	\$800

2. Failure to apply for a water use permit:

Offence	Specified Penalty
First Offence	\$50
Second Offence	\$100
Third Offence	\$200

3. Washing of vehicles, sidewalks or outdoor surfaces as per section 6.9

Offence	Specified Penalty
First Offence	\$50
Second Offence	\$100
Third Offence	\$200

From: Marianne Dickson Redacted pursuant to Section 20(4)(h)(i) of the Access to Information Act.
Date: June 10, 2026 at 11:27:46 AM MDT
To: Craig Snodgrass <CSnodgrass@highriver.ca>
Cc: Tamara Walker Redacted pursuant to Section 20(4)(h)(i) of the Access to Information Act.
Subject: Letter of support - Time sensitive

Good morning Craig. I was wondering if you could provide a letter of support for my application for a CIP Operational grant which is due June 15th. I am including some information as reference for the letter. I know this is a lot of information for your reference. I just wanted you to have a clear understanding of our application and the opportunity to continue with programs that are underfunded by existing grants and contracts.

Our focus of the grant are on page 2 and 3.

1. **Self-sufficiency:** Refers to an entity's ability to generate enough resources, such as funding and support, to sustain its operations and fulfill its mission without relying heavily on external donations or grants, ensuring that it is not just surviving but thriving. This often involves capacity building, engaging in strategic planning, strengthening leadership, diversifying funding sources, focusing on sustainability, and developing effective programs that can operate independently
2. **Alignment with Outcomes:** Increased employment and volunteer opportunities are available.
3. Demonstrate how the grant will contribute to maintaining and/or creating employment and/or volunteer opportunities.
4. Organizations help ensure that Albertans can access the programs and services they need.
5. Demonstrate the extent to which the organization plans to connect and engage with the community and/or sector and clarify its understanding of all community or sector supports to determine need for programs and services.
6. Demonstrate the extent to which the organization plans to introduce new services and/or maintain existing ones.
7. Demonstrate the extent to which the results of the organizational development action plan will benefit Alberta and Albertans.

Description

The Community Initiatives Program Organizational Development and Collaboration Grant supports Alberta-based non-profit organizations that contribute to their communities and create engagement opportunities for Albertans. It provides funding to individual organizations to strengthen their capacity and enhance their sustainability and collaboratives working together to address identified non-profit sector, regional or community need. The program guidelines includes information on eligibility requirements, the criteria used to evaluate applications, application procedures, conditions of funding for successful applicants, and financial reporting requirements.

This is one of the rare grants that will cover operational costs: Admin and staff salaries, rent, utilities,

Agenda Item #7.1.

volunteer sustainability (we have over 40 active volunteers who donated 4025 hrs in 2025 (\$80,500). We have a proven track record of sustaining our programs through various funding resources, however, these sources fall short of meeting our operational costs. We continue to persevere in building our financial health to have these costs covered. However, there is the risk that if we cannot cover these essential costs, we can't offer these essential programs.

FoodConnexx is the most vulnerable. This is the program that requires the facility to operate and deliver on meeting our mission to continue to impact food insecurity for our most vulnerable. We can operate our other programs out of a small office. If we lose the space we lose the program.

First Years for Families (since 1998) A strong foundation for families with children 0- 6 years.

Starting and growing a family is one of life's greatest experiences. It can also be full of questions, stresses and frustrations. Our team of Family Support Workers can help you navigate these early years with home visits, screening and assessments. If your family is in need of support, you will be assigned a consistent, compassionate and experienced professional to help your family build a strong foundation for the future of your little ones.

Our services are provided for vulnerable families with children newborn to age 5 years at no-charge and are always voluntary, taking place in the comfort of your home. Funded by Alberta Human Services.

FoodConnexx (since 2018) reduces food insecurity, provide a means for vulnerable people to access food in a manner that maintains dignity, builds community and challenges inequality.

Most food establishments such as grocery stores and restaurants have goods from week to week that cannot be sold due to damage, excess or imminent best before dates, but may be perfectly still consumable. With the help of our partners we rescue this food weekly that would have otherwise gone to the landfill. We are affiliated with Food Banks Alberta.

292,466 lbs of food RESCUED in 2025- a **73% increase from 2024**

3015 food hampers were distributed in 2025

757 of those were delivered by VOLUNTEERS to those without transportation, isolated or housebound – this is a unique food bank service that WRCC offers to our Foothills County residents.

SeniorConnexx (since 2022) - Supporting Healthy Aging through social inclusion and enhancing personal support networks of friends, neighbors, community. Funded by United Way/Healthy Aging Alberta SeniorConnexx assists aging adults to experience belonging and meaningful social connection while maintaining their independence at home. In addition, the communities they call home learn to know, appreciate, and serve the needs of aging adults.

2025

55 Individuals Served (now up to 80)

300 hours transportation **67** drives to Calgary for essential medical appointments

547 Meals provided and/or delivered **25%** in town drives for grocery and errands

35% light housekeeping / yard maintenance

55% attending community events

DadConnexx - for the men Who build kids up (since 2014)

DadConnexx brings together male role models (dads, step dads, uncles, grandpas, older brothers and other male role models) to spend quality time with their kids. Men often get left out of the child-rearing mix and here we provide a relaxed atmosphere for these important men to come together with their kids to share a meal, an activity and create new friendships with other dads.

DadConnexx is funded in High River, Diamond Valley, Foothills County and Claresholm through Family and Community Support Services (FCSS).

In 2025 DadConnexx enjoyed meeting 390 community members at various events!

33 Events **244** Kids & Youth (0-17) **140** Dads **6** Seniors

I now you are very busy, but this support would go a long way to helping us succeed with the application.

Have a great day!

Agenda Item #7.1.

Marianne Dickson, ED
Wild Rose Community Connections

Community Initiatives Program (CIP) Organizational Development and Collaboration (ODC) Grant

Resource Document for Individual Organizations

Application Submission

Important note: The first application intake deadline will be **June 15, 2026**, at 11:59 p.m. This later date is to give applicants enough time to learn about the new CIP ODC Grant and request any support they may need from Community Grants. Applicants of this intake will be notified of decisions on their applications in **December 2026**.

For 2027 and all intakes moving forward, applications are accepted on an on-going basis with two deadlines annually:

- Intake One closes April 15 at 11:59 p.m.
- Intake Two closes October 15 at 11:59 p.m.

Notification Date

Applicants will receive an email to notify them of the decision on their applications approximately six months after the intake closes.

- Due to demand, not all applications that meet the established criteria will be approved. Applicants may receive full, reduced or no funding for their projects.
- All decisions on grant applications are final, and no appeals will be considered.

Definitions

For the purposes of the CIP Organizational Development and Collaboration Grant, the following terms are defined as below.

Term	Definition
Accessibility	Refers to the opportunity to access programs, services, and activities at the time they are needed without encountering barriers.
Barriers	Refers to a range of obstacles that either impede or prevent someone from doing something or from going somewhere or impede or prevent something from happening
Delinquency	Refers to the flagging of a grant recipient in the grants management system that has not complied with the Final Reporting Requirements in these guidelines, having overdue or incomplete final reporting. The applicant will not be eligible to apply for or receive additional funding from the ministry until acceptable reporting is provided.
Financial viability	Refers to an entity's ability to generate sufficient revenue and manage expenses effectively to sustain operations and fulfill its mission over the long term. It involves diversifying funding sources, maintaining strong community engagement, and ensuring sound financial management practices.
Individual organization	Refers to a single nonprofit organization that is applying to the Individual Organization funding category only and is registered per section 3 of the guidelines - <i>Eligibility Requirements</i> .
Long-term sustainability	Refers to an entity's ability to maintain financial health and continue fulfilling its mission over time, despite changing conditions. This involves such actions as diversifying funding sources, engaging the community, and having strong leadership to ensure ongoing beneficial outcomes and resilience.

Organizational development	Refers to strengthening the internal capacity of an organization to achieve its mission and vision and increase its measurable impact.
Self-sufficiency	Refers to an entity's ability to generate enough resources, such as funding and support, to sustain its operations and fulfill its mission without relying heavily on external donations or grants, ensuring that it is not just surviving but thriving. This often involves capacity building, engaging in strategic planning, strengthening leadership, diversifying funding sources, focusing on sustainability, and developing effective programs that can operate independently

Responsibilities of Applying Organizations

It is the organization's responsibility to understand the guidelines and conditions under which the grant is provided.

Please see the following sections in the [program guidelines](#):

- Section 5 – *Funding Conditions*
- Section 6 – *Final Reporting Requirements* must be met prior to the reporting due date.
- Section 7 – *Reporting Extensions*
- Section 8 – *Requesting a Change of Scope*. It is the grant recipient's responsibility to notify Community Grants in writing prior to any change of scope in the purpose for which the recipient was approved to use the grant funds.
- Section 9 – *Acknowledgment Standards and Requirements* outlines the requirement to recognize the Government of Alberta for a funding contribution.

Evaluation Criteria

Applications will be evaluated against the following specific criteria. Applications that do not align with the criteria may be cancelled.

1. Alignment with outcomes

Applications will be evaluated for demonstration of alignment with **at least one** of the following outcomes and associated evaluation criteria. **All organizations** must meet the outcome, "**Organizations strengthen capacity to sustain and improve services that respond to community needs.**" They may also choose to meet additional outcomes, with no limit on the number of outcomes supported.

- Organizations strengthen their capacity to respond to sector or community needs.
 - Demonstrate how the grant will contribute to the organization's long-term sustainability and strengthen its ability to achieve its mission and vision.
 - Demonstrate how the benefits of the organizational development action plan will be sustained beyond the grant funding period.
 - Demonstrate the degree to which the organization has clearly articulated, measurable outcomes that it intends to achieve as a result of completing the organizational development action plan.
 - Demonstrate the degree to which the organization expects to improve the quality and effectiveness of services as a result of the grant.
 - Demonstrate the extent to which the organization plans to use or adapt practices that are proven, evidence-informed, or successful elsewhere and/or introduce innovative approaches.
- Increased employment and volunteer opportunities are available.
 - Demonstrate how the grant will contribute to maintaining and/or creating employment and/or volunteer opportunities.



- Organizations help ensure that Albertans can access the programs and services they need.
 - Demonstrate the extent to which the organization plans to connect and engage with the community and/or sector and clarify its understanding of all community or sector supports to determine need for programs and services.
 - Demonstrate the extent to which the organizational development action plan is likely to lead to increased uptake or use of services by Albertans.
 - Demonstrate the extent to which the organization plans to introduce new services and/or maintain existing ones.
 - Demonstrate the extent to which the results of the organizational development action plan will benefit Alberta and Albertans.
- Organizations are prepared to address emergent challenges in their area of operations or in the greater community.
 - Demonstrate the extent to which the organizational development action plan will strengthen organizational resilience and the ability to adapt. This includes demonstrating how the plan helps prepare for uncertainty, identify emerging challenges and opportunities, both internal to the organization and within the greater community, and coordinate effective responses.
 - Demonstrate how the organization will facilitate learning and knowledge exchange within the organization and/or with the larger nonprofit community as a result of the grant.

2. Financial viability for continued growth

- Demonstrate financial viability and self-sufficiency, including a history of financial stability and the ability to meet ongoing operational needs.
- Demonstrate support of the organization through eligible cash revenues on the Financial Eligibility Worksheet. Applications that cannot demonstrate this may be cancelled.
 - Funding considerations may be lower for organizations whose financial eligibility relies heavily on donated or non-cash services and volunteer hours, compared to those with stronger cash revenues.
- The application contains a budget for the proposed organizational development action plan that is detailed and reasonable, with clear timelines and sufficient resources to successfully complete the identified action plan.
 - Which organizational capacity area(s) and element(s) to focus on developing through the proposed action plan is up to the organization. However, focusing on one or a few elements may be more manageable and result in better outcomes than focusing on many capacity areas and elements.

3. Current Organization Capacity

Demonstrate that the organization currently:

- has resources in place to sustain its operations
- has the ability and capacity to provide programs and services
- has a high level of direct community reach
- has a measurable impact or makes a difference within its community
- delivers programs and services that are responsive, relevant, and accessible
- connects and engages with partners in the community
- has a clear understanding of the availability of similar programs and services, and avoids unnecessary duplication

4. Priority considerations

- Regional equity
- The extent of prior ministry funding given to the organization
- Annual operating budget under \$3.5 million

Lower priority will be given to:

- Organizations that receive regular operational funding from other government authorities (local, provincial or federal)
- Any organization deemed to not be operating in public interest

Action Plan

By completing the *Organizational Capacity Assessment Tool* in the grant application, your organization will identify one or more actions aimed at strengthening its capacity, leading to positive change for both the organization and the community it serves. The assessment tool can be previewed in the [Sample Individual Organizations Application](#).

The following are examples of actions to strengthen capacity or contribute to long-term sustainability, along with potential eligible costs for each. However, these are only examples; there are many other types of actions that organizations may wish to undertake.

If you have questions on a developing a proposed action plan, contact Community Grants at 1-800-642-3855 or CommunityGrants@gov.ab.ca.

NOTE: Eligible costs must be **directly related** to the proposed organizational development actions. Each organizational development action outlined in the grant application budget **must** be accompanied by a quote or source of estimate.

Strategic Leadership Capacity	
Example Activities	Example Costs
<p>Mission and Vision</p> <p>Create a clear, specific, and compelling mission and vision for internal staff and external stakeholders to which organizational goals are linked.</p>	<ul style="list-style-type: none"> • Strategic planning facilitation • Staff and board workshops • Development of mission/vision materials • Translation • Design and printing
<p>Board governance, composition, and engagement</p> <p>Strengthen board governance, composition, and engagement to reduce board turnover and increase board expertise.</p>	<ul style="list-style-type: none"> • Governance consulting • Board training • Recruitment advertising • Background checks • Onboarding materials • Development of governance tools • Meeting costs • Directors and Officers Insurance
<p>Ability to build a community presence and create partnerships</p> <p>Improve community partnerships, relationships, and networks.</p>	<ul style="list-style-type: none"> • Partnership-building facilitation • Meeting and travel costs • Engagement materials • Collaboration tools • Partnership agreements • Communications support



Adaptive Capacity	
Example Activities	Example Costs
<p>Assessment of and response to the external environment, including community needs</p> <p>Design research, feasibility studies, and engagement processes to improve the organization's ability to monitor and respond.</p>	<ul style="list-style-type: none"> • Data-collection tools • Stakeholder workshops • Participant honoraria • Survey platforms • Meeting costs • Analysis and reporting
<p>Use of research and data to support operations, program planning, and advocacy</p> <p>Identify systems change to address root causes of problems.</p>	<ul style="list-style-type: none"> • Equity and systems-change consulting • Policy review • Cross-sector facilitation • Staff training • Development of change frameworks • Focus group expenses
<p>Strategic planning approach and implementation</p> <p>Implement working governing practices and strategic plans to strengthen governance frameworks.</p>	<ul style="list-style-type: none"> • Legal review • Accountability tools • Reporting dashboards • Governance technology • Compliance reviews • Training • Documentation

Management Capacity	
Example Activities	Example Costs
<p>Fund development and planning</p> <p>Diversify revenue streams through fund development and training.</p>	<ul style="list-style-type: none"> • Donor database setup • Training sessions • Stewardship materials • Subscription costs • Data migration
<p>Financial budgeting and reporting</p> <p>Improve financial management through planning, organizing, controlling, and monitoring.</p>	<ul style="list-style-type: none"> • Budgeting tools • Internal control development • Workflow redesign • Board finance training • Reporting templates
<p>Human Resource Management and relationships</p> <p>Improve Human Resource (HR) capacity to support staff and volunteers.</p>	<ul style="list-style-type: none"> • HR consulting • Competency frameworks • Recruitment tools • Performance systems • Compensation benchmarking

<p>Volunteer management</p> <p>Develop volunteer policy, orientation, and training.</p>	<ul style="list-style-type: none"> • Policy development, risk management, and accessibility consulting services • Training curriculum development • Certification • Volunteer orientation tools or platforms • Volunteer handbooks, guides, training resources, or learning materials
<p>Organizational policies, processes, and structures</p> <p>Enhance and document operating policies, procedures, training material, or Quality Assurance (QA) initiatives.</p>	<ul style="list-style-type: none"> • Policy and procedure development • Legal review • Manuals • QA tools • Document design • Staff rollout and training

Operational Capacity	
Example Activities	Example Costs
<p>Technological infrastructure and resources</p> <p>Upgrade technology and implement training to improve client services and efficiency.</p>	<ul style="list-style-type: none"> • Software licenses • Hardware • Consulting • Configuration • Dashboards • Cybersecurity • Cloud systems • Accessibility upgrades
<p>Communications and outreach</p> <p>Develop communications and marketing to expand reach.</p>	<ul style="list-style-type: none"> • Branding consulting • Website redesign • Content development • Graphic design • Translation • Digital marketing tools • Media production • Communications training

Examples of Ineligible Costs

Below is a list of ineligible costs. This list is not exhaustive, and any costs deemed ineligible by program staff will not be included as part of the eligible budget.

- Large capital or facility expenditures
- Debt retirement or deficit reduction
- Endowments
- Scholarships, prizes, gratuities, gifts, individual awards and payments for individual benefit
- Events, performances, festivals, celebrations, and related costs

Agenda Item #7.1.

- Initial expenses incurred when starting a new organization, including legal fees, permits, inventory, licensing, taxes, and working capital
- Religious, politically partisan and/or lobbying activities
- Expenses for activities covered by other funding from Community Grants
- Costs incurred prior to the application submission date
- Fundraising campaign costs and contributions
- Core curriculum activities for schools and post-secondary institutions
- Other expenses deemed ineligible as per the CIP Organization Development and Collaboration Grant Guidelines

How to Measure Outcomes

At the end of the grant term, grant recipients will be required to complete a program evaluation survey, including questions measuring program outcomes. To help organizations prepare, Community Grants staff will provide a copy of the end-line survey at the beginning of the grant term. This will be for information purposes only, to indicate the types of data organizations must track throughout the grant period. The survey will be completed through a specialized online platform.

Final Reporting Requirements

Program staff will provide resources and assistance as required in the reporting process for recipients. For questions on reporting, contact Community Grants at 1-800-642-3855 or CommunityGrants@gov.ab.ca.

Final reporting must be completed and submitted through the [GATE Front Office portal](#) within 24 months of the payment date unless an extension of the reporting date has been approved. Organizations are encouraged to submit their final reporting and financial accounting as soon as the project has been completed.

Community Development Services

The Community Development Unit (CDU) offers facilitation, training, and consultation to support non-profit organizations, community groups, and collaborations to achieve greater impact. Services include:

- **Facilitation** - Customized design and delivery of workshops to help non-profits and collaborations plan effectively and work toward their goals. Learn more about [CDU Facilitation Services](#).
- **Training and Resources** - Access the [Alberta Nonprofit Learning Centre](#) for online board governance courses, live webinars, and a library of documents and guides on [board](#) and [organizational development](#).
- **Consultation & Coaching** - Guidance, tools and tips on a variety of organizational topics including planning, project evaluation, fund development, partnerships, and community engagement. Email communitydevelopment@gov.ab.ca for details.



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June 12, 2026

OFFICE OF THE MAYOR

To Whom It May Concern:

Re: Wild Rose Community Connections Community Initiatives Program Organizational Development and Collaboration Grant Application

I am happy to write this letter of support for Wild Rose Community Connections and their efforts to continue to offer programs that are extremely beneficial to the most vulnerable people within our community.

Wild Rose Community Connections has been providing various programs to a number of our residents since 1998, including Five Years for Families, FoodConnexx, SeniorConnexx and DadConnexx. Offering these programs also means there are operational costs such as administrative and staff wages, rent, utilities, as well as volunteer sustainability involved. In 2025, there were over 40 active volunteers who donated 4025 hours (\$80,500).

First Years for Families (since 1998) A strong foundation for families with children 0- 6 years.

Starting and growing a family is one of life's greatest experiences. It can also be full of questions, stresses and frustrations. The team of Family Support Workers can help navigate the early years with home visits, screening and assessments. If a family is in need of support, a consistent, compassionate and experienced professional will be assigned to help the family build a strong foundation for the future of little ones. Services are provided for vulnerable families with children, newborn to age 5 years, at no charge and are always voluntary, taking place in the comfort of home. This program is funded by Alberta Human Services.

FoodConnexx (since 2018) reduces food insecurity, provides a means for vulnerable people to access food in a manner that maintains dignity, builds community and challenges inequality. Most food establishments, such as grocery stores and restaurants, have goods from week to week that cannot be sold due to damage, excess or imminent best before dates, but may be perfectly still consumable. With the help of partners, food is rescued weekly that would have otherwise gone to the landfill. This program is affiliated with Food Banks Alberta.

SeniorConnexx (since 2022) - Supporting Healthy Aging through social inclusion and enhancing personal support networks of friends, neighbors, and community. This program is funded by United Way/Healthy Aging Alberta. SeniorConnexx assists aging adults to experience belonging and meaningful social

Agenda Item #7.1.

connection while maintaining their independence at home. In addition, the communities they call home learn to know, appreciate, and serve the needs of aging adults.

DadConnexx - for the men Who build kids up (since 2014)

DadConnexx brings together male role models (dads, stepdads, uncles, grandpas, older brothers and other male role models) to spend quality time with their kids. Men often get left out of the child-rearing mix and here we provide a relaxed atmosphere for these important men to come together with their kids to share a meal, an activity and create new friendships with other dads. DadConnexx is funded in High River, Diamond Valley, Foothills County and Claresholm through Family and Community Support Services (FCSS).

Wild Rose Community Connections has a proven track record of sustaining their programs through various funding resources, however those resources fall short of being able to meet operational costs, and there is a risk that if those costs cannot be covered, these essential programs can no longer be offered.

Wild Rose Community Connections aligns with the Town of High River's Strategic Vision. The who and why fits Wild Rose Community Connections working together with the Town of High River to strengthen our community as a whole.

The Town of High River fully supports Wild Rose Community Connections in their Community Initiative Program Organizational Development and Collaboration Grant Application to assist in the ability to continue to provide these much-needed programs in our community.

Sincerely,

Craig Snodgrass
Mayor of High River