

TOWN OF CANMORE
AGENDA
Special Meeting of Council
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, February 13, 2024 at 9:00 a.m.

Times are estimates only.

- 9:00 – 9:05 **A. CALL TO ORDER AND APPROVAL OF AGENDA**
 1. Land Acknowledgement
 2. Agenda for the February 13, 2024 Special Meeting of Council
- B. PUBLIC HEARINGS – none**
- C. DELEGATIONS – none**
- 9:05 – 9:50 1. Benchmark Assessors – Assessment Data
- D. APPROVAL OF MINUTES**
- 9:50 1. Minutes of the January 9, 2024 Regular Meeting of Council
- E. BUSINESS ARISING FROM THE MINUTES – none**
- F. UNFINISHED BUSINESS – none**
- G. BYLAW APPROVAL**
- 9:50 – 10:05 1. **Revised Land Use Bylaw Amendment 2023-33 Direct Control Districts**
 Recommendation: That Council give first reading to Revised Land Use
 Bylaw Amendment 2023-33 Direct Control Districts and schedule a public
 hearing for March 5, 2024.
- 10:05 – 10:35 2. **Offsite Levy Bylaw Amendment 2024-01**
With in camera Recommendation: That Council give first reading to Off-Site Levy Bylaw
 Amendment 2024-01.
- 10:35 – 10:50 **Meeting Break**
- H. NEW BUSINESS**
- 10:50 – 11:20 1. **Canmore Community Housing Funding Request for Vital Homes**
 Development
 Recommendation: That Council approve a transfer of \$864,500 to Canmore
 Community Housing from the Town of Canmore’s Vital Homes Reserve for
 use as working capital for the 100 Palliser Lane Vital Homes Development.
- 11:20 – 11:50 2. **Greenhouse Gas (GHG) Reduction Incentive Program Initiatives**
 Recommendation: That Council adopt the approximate allocation of funds
 with the previously approved \$200,000 Sustainability Reserve Allocation
 (motion 314-2022):
 (1) Residential Solar Incentive - \$25,000
 (2) Commercial Solar Incentive - \$60,000
 (3) Affordable Services Program Retrofit Pilot - \$74,000
 (4) Multi-Family Electric Vehicle Readiness Pilot - \$40,000

Agenda prepared by: Cheryl Hyde, Manager of the Municipal Clerk’s Office
Page 1 of 2

(5) Overall Program Communication and Promotion - \$1,000

11:50 – 12:05

3. Further Exploration of Fireworks

Recommendation: That Council direct administration to report back to Council on the following matters by June 4, 2024:

- (1) Potential alternatives to having fireworks on Canada Day and New Year's Eve that do not pose a wildfire risk and have less potential impact on wildlife, pets, and people, including the estimated costs;
- (2) Advice on increasing the fines as set out in Fireworks Ban Bylaw 2023-23 from \$5,000 per occurrence to \$10,000 per occurrence; and
- (3) Options for enhancing awareness and municipal enforcement with respect to illegal fireworks, including the estimated costs.

I. REPORTS FROM ADMINISTRATION – none

J. NOTICES OF MOTION – none

K. IN CAMERA

During item
G-2

1. Offsite Levy Bylaw Amendment 2024-01

Recommendation: that Council take the meeting in camera to prevent disclosure of information subject to solicitor-client privilege in accordance with section 27(1)(a) of the Freedom of Information and Protection of Privacy Act.

12:05 – 12:35

2. Personnel Matter

Recommendation: that Council take the meeting in camera to prevent disclosure of personal information in accordance with section 17(4)(g) of the Freedom of Information and Protection of Privacy Act.

12:35

L. ADJOURNMENT



#4, 320 W T Hill Blvd S
Lethbridge, AB T1J 4W9
Ph: (403) 381-0535
Fax: (403) 381-1596
canmore@benchmarkassessment.ca

2024 Assessment Mail-out Summary

for the





Benchmark Assessment Consultants Inc.

Mission Statement

Benchmark Assessment Consultants Inc. is committed to the delivery of fair and equitable assessments by following all Provincial Legislation and to being accountable for the defense and explanation of all facets of assessments to the Municipalities and the individual ratepayers.

Our Philosophy

Benchmark Assessment Consultants Inc. believes assessment is a very important function performed for the municipality. The ratepayers, council and municipal administration must have confidence in the assessment roll. It is the responsibility of the assessor to provide that confidence. The assessor should be approachable by and have effective communication with municipal administration, council and the ratepayers. Benchmark maintains a professional office, staffed during normal working hours to provide the necessary communication links. We believe it is very important that the assessor and municipality build a relationship in order to produce quality assessments.

Our Specialities

We are the largest assessment company in Southern Alberta, servicing 49 different Municipalities, with approximately 92,700 parcels, 38,100 are urban. We service municipalities of various sizes from the City of Brooks with 5,805 parcels, rural County of Newell with 15,100 parcels to the Village of Hill Spring with 155 parcels and many more!

We have years of experience in providing Albertan municipalities with quality assessment services and consulting. With our diverse staff we are able to offer our clients a complete package of assessment services to fit any needs of the municipality.

We utilize the CAMALot computer assisted mass appraisal system to annually prepare assessed values. CAMALot streamlines the assessor's workflow to efficiently track and collect data on building permits, property sales, subdivisions, and re-inspections. The additional benefits of CAMALot include assessment summary reports, growth reports, and equalization reports.

Benchmark prides itself in excellent public relations with municipal staff and its ratepayers. We encourage community engagement through assessment presentations and public inquiries. Our team is experienced in assessment resolution, and if necessary, assessment defense before local and composite review boards.

Assessment Overview – Assessment Roll

In Alberta, the Assessor is legislated to prepare assessments **annually**.

Assessments are legislated based on market value using mass appraisal methodology and reflect:

- the market value of property as of July 1, 2023
- the physical condition date of December 31, 2023

Market Value is the amount that a property might be expected to realize if it is sold on the open market by a willing seller to a willing buyer.

The legislation further stipulates that *an assessment of property based on market value*

- (a) must be prepared using mass appraisal,*
- (b) must be an estimate of the value of the fee simple estate in the property, and*
- (c) must reflect typical market conditions for properties similar to that property.¹*

The legislation requires the Assessor to assess the **fee simple estate**.

*Fee simple interest [is] absolute ownership unencumbered by any other interest or estate...
 leased fee interest [is] the ownership interest held by the lessor, which includes the right to the contract rent specified in the lease plus the reversionary right when the lease expires...
 leasehold interest [is] the interest held by the lessee (the tenant or renter) through a lease conveying the rights of use and occupancy for a stated term under certain conditions.²*

Property assessments represent an estimate of the value of the fee simple estate in the property as it existed on December 31, 2023.

Mass Appraisal consists of stratifying similar properties, analyzing market sales, cost data, income and expense information, and using this standard data to create valuation models that are applied to all similar properties.

Highest and Best Use is *a principle of appraisal and assessment requiring that each property be appraised as though it were being put to its most profitable use (highest possible present net worth), given probable legal, physical, and financial constraints. The principle entails first*

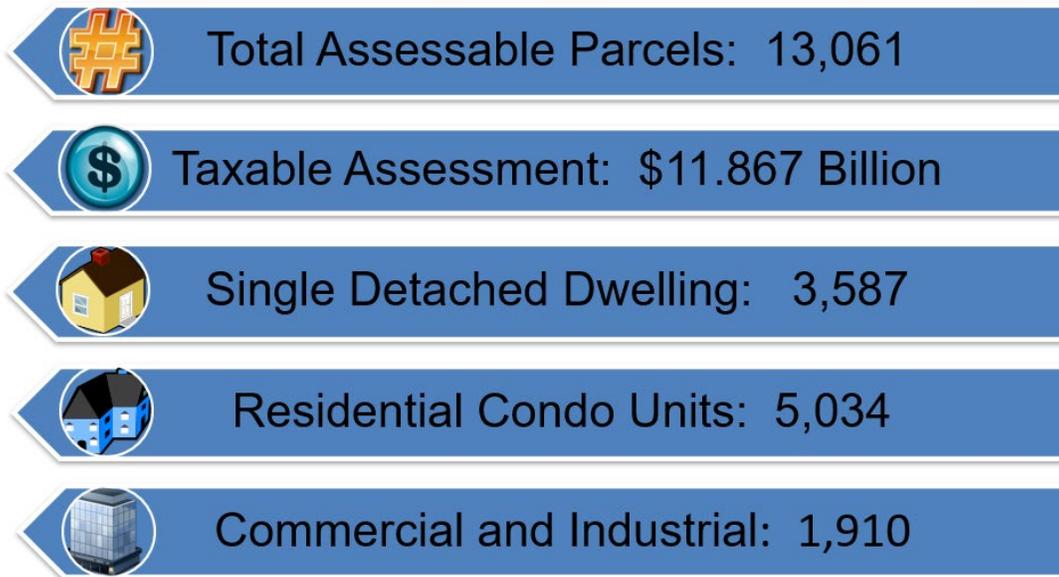
¹ *Matters Relating to Assessment and Taxation Regulation, 2018, Alta Reg 203/17*

² *Appraisal Institute of Canada, The Appraisal of Real Estate Third Canadian Edition, Vancouver, Canada, 2010, page 6.4*

identifying the most appropriate market, and second, the most profitable use within that market. The concept is most commonly discussed in connection with underutilized land.³

Property assessments in Alberta are prepared in accordance with the requirements of the *Municipal Government Act, R.S.A. 2000, c. M-26, (MGA)* and the *Matters Relating to Assessment and Taxation Regulation, 2018, Alta Reg 203/17, (MRAT)*.

Town of Canmore 2023 Assessment Roll for 2024 Taxation



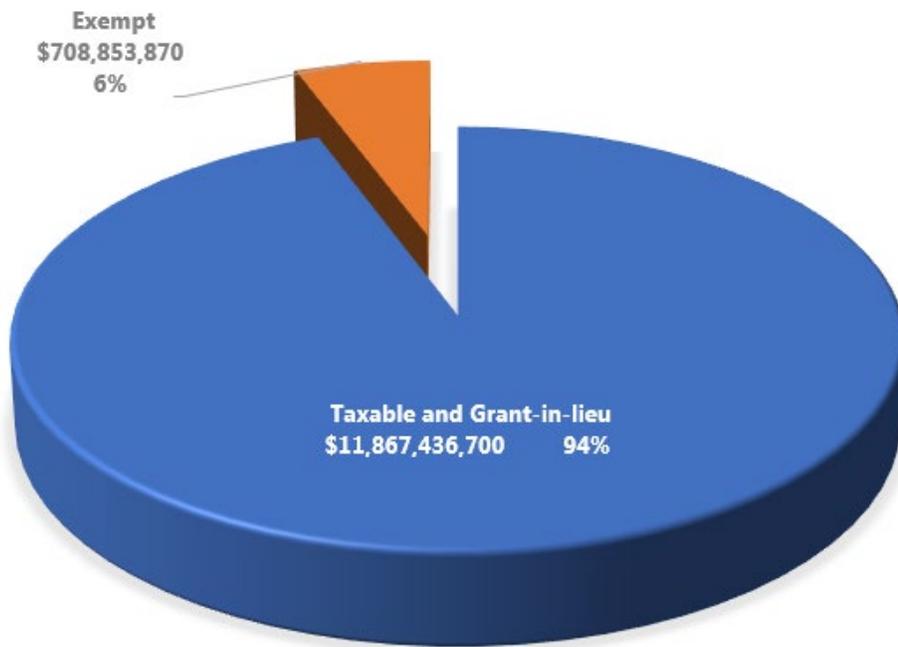
³ *IAAO Glossary for Property Appraisal and Assessment, 2nd Edition, page 78*

Taxable Assessment Base

(Includes Taxable and Grant-in-lieu)

Property Description		Previous	New	Growth	Inflation
*ME-D	DIP Machinery & Equipment	411,370	411,370	0	0
NR	Non-Residential	1,590,815,860	1,874,675,330	54,225,850	229,633,620
*NR-D	DIP Non-Residential	1,382,320	1,382,320	0	0
*NRL	Non-Residential – Linear	54,395,280	54,395,280	0	0
R	Residential	9,022,158,760	9,936,572,400	158,728,610	755,685,030
		10,669,163,590	11,867,436,700	212,954,460	985,318,650

**DI Assessments prepared by the province and not yet available.*



Market Change

Because assessments are based on market value, they will fluctuate with changes in the underlying real estate market. Changes in assessment due to market value do not result in new revenue to the Town.

Market Change is the year over year changes in market conditions that have resulted in increases or decreases from July 1, 2022, to July 1, 2023. Includes increases or decreases in value due to changing market demands for certain locations or physical characteristics but does not include any assessment growth.

Market Change	
Residential	8.4%
*Non-Residential	14.4%
Total	9.2%

**Includes lodging condos.*

Residential “Hot Spots”

General Data Corrections

- Additional resourcing and time management has improved assessment quality in the revaluation process and identified some areas that have been under / over assessed.
 - Valuation model review and correction of valuation approach and location.
 - Zoning and lot size corrections along Three Sisters Drive and Eagle Terrace.
- Other areas that experienced higher than typical increases are:
 - 1818 Mountain Avenue, Residential Condos, 25%
 - 1001 Cougar Creek, Residential Condos, 19.5%
- Re-inspection Areas
 - Homesteads
 - Older part of Three Sisters Drive
 - Rundleviiew
 - Hubman Landing
 - Riva Heights, Prospect Heights
 - South Canmore Fourplexes

Non-Residential “Hot Spots”

Areas that experienced higher than typical increases are:

- Lodging, +36.4%
- TSMV lands (Village and Smith Creek), +130.9%

Assessment Growth

Assessment Growth is generally defined as new construction that adds value to a property or a change in use such as sub-division. Assessment growth occurs in addition to any changes in market conditions.

Property Description		Growth (\$)
NR	Non-Residential	54,225,850
R	Residential	158,728,610
		212,954,460



Growth (% of Base)

Residential:	1.3%
Non-Residential:	0.5%
Total:	1.8%

As the province is responsible for designated industrial property (DIP) and linear, it is not included in the information above.

Annual Ratio Study Report

Town of Canmore Code: 0050 Assessment Year: 2023
Annual Audit Ratio Study Report

Residential Assessment Level

Actual Use Group Description	Value Quartile Strata	NBR of IOV Used	Median Assessment Ratio	COD	Assessment Total for the Strata	Indicated Market Value	Parcel Count
Single Family Dwellings	VQ1	66	0.962	9.600			0
Single Family Dwellings	VQ2	82	0.961	8.800			0
Single Family Dwellings	VQ3	147	0.952	8.800			0
Single Family Dwellings	VQ4	184	0.952	8.800			0
Residential Condominium	VQ1	342	0.977	11.100			0
Residential Condominium	VQ2	393	0.988	5.900			0
Residential Condominium	VQ3	331	0.999	6.100			0
Residential Condominium	VQ4	399	0.988	7.500			0
Multi-Family	VQ1-4	1	1.045	N/A			0
Vacant Residential	VQ1-4	57	0.993	9.700			0
		2,002					0

Non-Residential Assessment Level

Actual Use Group Description	Value Quartile Strata	NBR of IOV Used	Median Assessment Ratio	COD	Assessment Total for the Strata	Indicated Market Value	Parcel Count
Industrial	VQ1-4	37	0.957	13.300			0
Retail, Office	VQ1-4	484	0.954	7.800			0
Vacant Non Res	VQ1-4	5	0.961	11.300			0
		526					0

Key Dates and Reminders

- Assessment Notice Mail-out: February 13
- Assessment Complaint Deadline: April 22

- Assessment Notice Mail-out of Linear Designated Industrial Property: January 31
Prepared by Provincial Assessor
- Assessment Notice Mail-out of Non-Linear Designated Industrial Property: February 28
Prepared by Provincial Assessor

Resources for Property Owners

- Town website - Assessment Information and FAQs
<https://canmore.ca/residents/property-tax/rates-assessments>
- Interactive Property Viewer Map (Town Website)
- The Town Assessor (Benchmark Assessment Consultants)
Canmore@benchmarkassessment.ca

Assessment Roll Summary

2023 Property Assessment
for the 2024 Taxation

for the



#4, 320 W T Hill Blvd S
Lethbridge, AB T1J 4W9

Ph: (403) 381-0535

Fax: (403) 381-1596

canmore@benchmarkassessment.ca



Presentation Overview

- ▶ Assessment Overview
- ▶ 2023 Assessments (2024 Taxation)
- ▶ Market Changes
- ▶ Growth
- ▶ Key Dates
- ▶ Resources for Property Owners

Property Assessment

Assessment process in Alberta...





Legislated Assessment Process

Legislation stipulates that an assessment of property based on market value

- ▶ must be prepared using mass appraisal,
- ▶ must be an estimate of the value of the fee simple estate in the property, and
- ▶ must reflect typical market conditions for properties similar to that property.



Mass Appraisal

Mass appraisal is the legislated methodology used for valuing individual properties, and involves the following process:

- ▶ properties are stratified into groups of comparable properties;
- ▶ common property characteristics are identified for the properties in each group; and
- ▶ a uniform valuation model is created for each property group.



Property Assessments

Property assessments for the 2023 assessment year must be:

- ▶ an estimate of the value of the property on July 1, 2023 (Valuation Date), and
- ▶ reflect the physical condition of the property on December 31, 2023 (Condition Date).

2023 Assessments

For 2024 Taxation

February 13, 2024 Special Council Meeting 9 a.m.

Page 18 of 168



Effects of Market value

- ▶ Because assessments are based on market value, they will fluctuate with changes in the underlying real estate market.

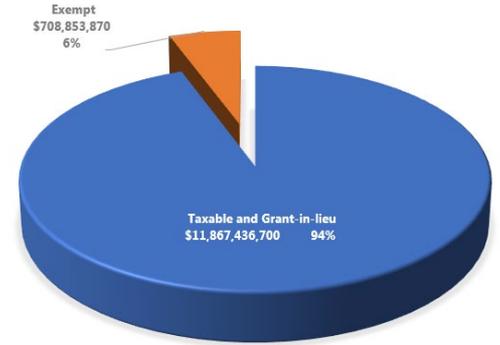


Market Value



Additional Municipal Taxes

Taxable Assessment



Property Description		Previous	New	Growth	Inflation
*ME-D	DIP Machinery & Equipment	411,370	411,370	0	0
NR	Non-Residential	1,590,815,860	1,874,675,330	54,225,850	229,633,620
*NR-D	DIP Non-Residential	1,382,320	1,382,320	0	0
*NRL	Non-Residential – Linear	54,395,280	54,395,280	0	0
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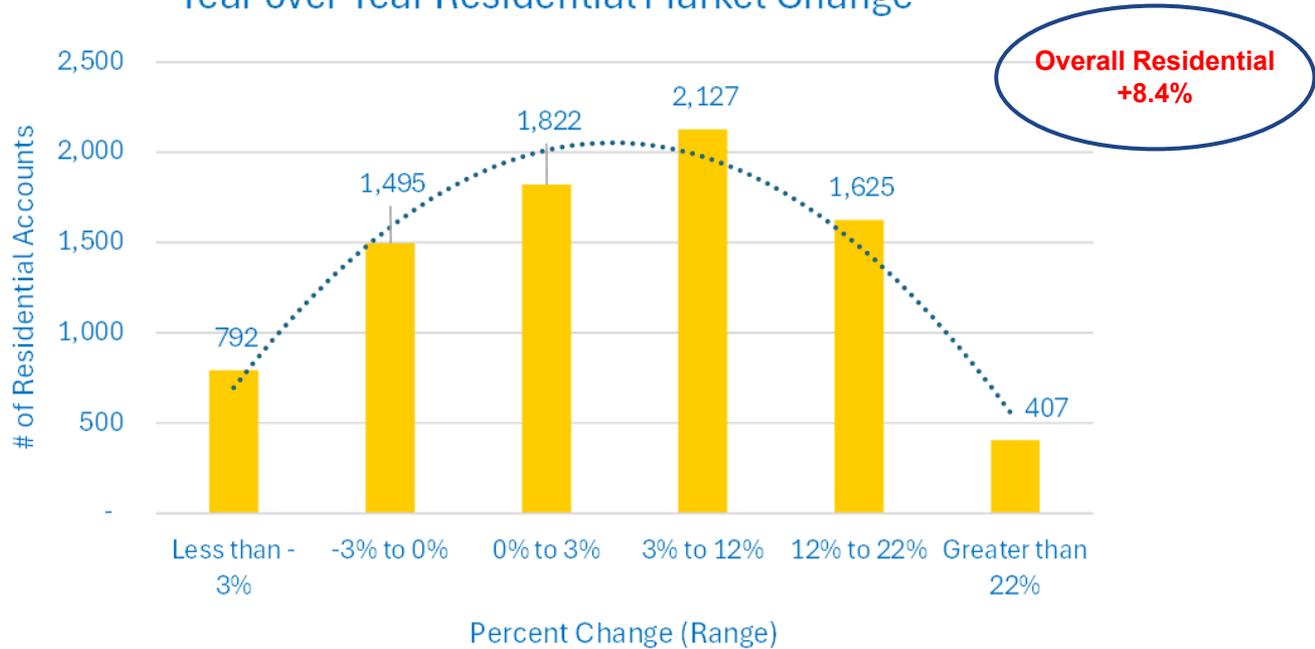
Market Change

Market Change is the year over year changes in market conditions that have resulted in increases or decreases from July 1, 2022, to July 1, 2023.

- ▶ Includes increases or decreases in value due to changing market demands for certain locations or physical characteristics but does not include any assessment growth.

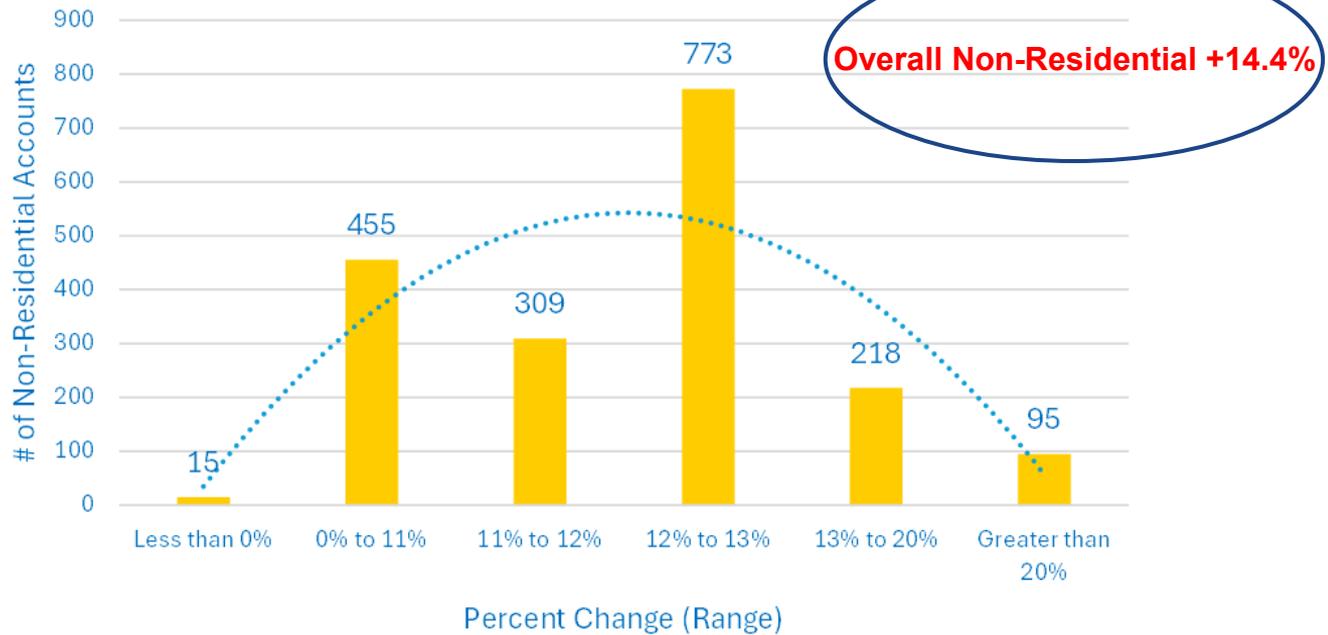
Residential Market Change

Year over Year Residential Market Change



Non-Residential Market Change

Year over Year Non-Residential Market Change



Market Change

Market Change	
Residential	8.4%
*Non-Residential	14.4%
Total	9.2%

**Includes lodging condos.*

Assessment Growth

Assessment Growth is generally defined as new construction that adds value to a property or a change in use such as sub-division. Assessment growth occurs in addition to any changes in market conditions.



Assessment Growth

Assessment Growth

	2022	2023
Residential	\$80.3M	\$158.7M
Non-Residential	\$39.4M	\$54.2M



Notable Growth

Notable growth that came on in 2023:

- ▶ Arnica Lodge (Residential Condos)
- ▶ Skyline Peaks Buildings 2-4 (Visitor Accommodation Condos)
- ▶ 209 Stewart Creek Rise (Residential Condos)

Overall Taxable Change

	2022	2023
Residential	23.2%	9.2%
Non-Residential	20.7%	15.1%

Non-Residential “Hot Spots”



Lodging (excluding Condo's):

+36.4%





Additional Hot Spots

- ▶ Residential re-inspection areas:
Homesteads, Older part of Three Sisters Drive,
Rundlevue, Rundle Crescent, Hubman Landing,
Riva Heights, Prospect Heights and South
Canmore Fourplexes



Key Dates

- ▶ Assessment Notice Mail out: **February 13, 2024**
- ▶ Assessment Complaint Deadline: **April 22, 2024**



Resources for Property Owners

Town website *www .canmore.ca/assessments*

- ▶ Assessment Information and FAQs
- ▶ Interactive Property Viewer Map

Benchmark Assessment Consultants

- ▶ canmore@benchmarkassessment.ca



Thank you

Questions?

**TOWN OF CANMORE
MINUTES**

Regular Meeting of Council
Council Chamber at the Civic Centre, 902 – 7 Avenue
Tuesday, January 9, 2024 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

Sean Krausert	Mayor
Jeff Hilstad	Deputy Mayor
Tanya Foubert	Councillor
Wade Graham	Councillor
Jeff Mah	Councillor
Karen Marra	Councillor
Joanna McCallum	Councillor

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Therese Rogers	General Manager of Corporate Services
Whitney Smithers	General Manager of Municipal Infrastructure
Scott McKay	General Manager of Municipal Services
Cheryl Hyde	Manager of the Municipal Clerk's Office (recorder)
Caitlin Miller	Manager of Protective Services
Stephen Hanus	Manager of Facilities
Adam Driedzic	Town Solicitor
Sara Jones	Executive Assistant
Lauren Miller	Manager of Planning and Development
Caroline Hedin	Communications Advisor

Mayor Krausert called the January 9, 2024 regular meeting to order at 9:00 a.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

- 1. Land Acknowledgement**
- 2. Agenda for the January 9, 2024 Regular Meeting of Council**

1-2024

Moved by Mayor Krausert that Council approve the agenda for the January 9, 2024 meeting as presented, with a change to the In Camera section:

- Change item K1 Three Sisters Mountain Village Approval Process Legal Advice to item K2, and
- Add a new item K1 – Personnel Matter.

CARRIED UNANIMOUSLY

Meeting break 9:03 – 9:07

B. PUBLIC HEARINGS – None

C. DELEGATIONS – None

D. APPROVAL OF MINUTES

1. Minutes of the December 5, 2023 Regular Meeting of Council

2-2024

Moved by Mayor Krausert that Council approve the minutes of the December 5, 2023 regular meeting as presented, with the following correction:

- Correct motions 306-2023 and 307-2023 by striking out “the Finance Committee recommend to” and striking out “to” after “Council”.

CARRIED UNANIMOUSLY

E. BUSINESS ARISING FROM THE MINUTES – None

F. UNFINISHED BUSINESS – None

G. BYLAW APPROVAL

1. Recyclables and Waste Bylaw Amendment Commercial Premises

3-2024

Moved by Mayor Krausert that Council give first reading to Recyclables and Waste Disposal Bylaw Amending Bylaw 2024-02 – Definitions.

3A-2024

Moved by Councillor Hilstad that Council amend motion 3-2024 by adding:
Replace section 3b) with the following:

b) in “owner” by:

- i. in the first sentence by inserting “or a condominium corporation owning or operating on a parcel of land” between “parcel of land” and “, or” and
- ii. in the second sentence by striking out “and” and substituting “or in the case of personal property, the registered owner, or”, and
- iii. by striking out the third sentence.

CARRIED UNANIMOUSLY

3-2024

The vote followed on motion 3-2024 as amended: that Council give first reading to Recyclables and Waste Disposal Bylaw Amending Bylaw 2024-02 – Definitions, with section 3b) replaced with the following:

b) in “owner” by:

- i. in the first sentence by inserting “or a condominium corporation owning or operating on a parcel of land” between “parcel of land” and “, or” and
- ii. in the second sentence by striking out “and” and substituting “or in the case of personal property, the registered owner, or”, and
- iii. by striking out the third sentence.

CARRIED UNANIMOUSLY

4-2024

Moved by Mayor Krausert that Council give second reading to Recyclables and Waste Disposal Bylaw Amending Bylaw 2024-02 – Definitions.

CARRIED UNANIMOUSLY

Minutes approved by: _____

5-2024 Moved by Mayor Krausert that Council give leave to go to third reading of Recyclables and Waste Disposal Bylaw Amending Bylaw 2024-02 – Definitions.
CARRIED UNANIMOUSLY

6-2024 Moved by Mayor Krausert that Council give third reading to Recyclables and Waste Disposal Bylaw Amending Bylaw 2024-02 – Definitions.
CARRIED UNANIMOUSLY

2. 2024 Borrowing Bylaws

7-2024 Moved by Mayor Krausert that Council give second reading to Borrowing Bylaw 2023-41 Wastewater Treatment Plant – Odour Control – Construction.
CARRIED UNANIMOUSLY

8-2024 Moved by Mayor Krausert that Council give third reading to Borrowing Bylaw 2023-41 Wastewater Treatment Plant – Odour Control – Construction.
CARRIED UNANIMOUSLY

9-2024 Moved by Mayor Krausert that Council give second reading to Borrowing Bylaw Amendment 2023-42 Water Treatment Plant 2 – Replacement and Capacity Upgrade – Construction – Borrowing Increase.
CARRIED UNANIMOUSLY

10-2024 Moved by Mayor Krausert that Council give third reading to Borrowing Bylaw Amendment 2023-42 Water Treatment Plant 2 – Replacement and Capacity Upgrade – Construction – Borrowing Increase.
CARRIED UNANIMOUSLY

11-2024 Moved by Mayor Krausert that Council give second reading to Borrowing Bylaw Amendment 2023-43 Railway Avenue Wastewater Upgrade – Borrowing Decrease.
CARRIED UNANIMOUSLY

12-2024 Moved by Mayor Krausert that Council give third reading to Borrowing Bylaw Amendment 2023-43 Railway Avenue Wastewater Upgrade – Borrowing Decrease.
CARRIED UNANIMOUSLY

13-2024 Moved by Mayor Krausert that Council give second reading to Borrowing Bylaw Repeal 2023-44 Bow Valley Trail Wastewater Upgrade Phase 3.
CARRIED UNANIMOUSLY

14-2024 Moved by Mayor Krausert that Council give third reading to Borrowing Bylaw Repeal 2023-44 Bow Valley Trail Wastewater Upgrade Phase 3.
CARRIED UNANIMOUSLY

H. NEW BUSINESS

15-2024 Moved by Mayor Krausert that Council table item H1 to follow item H2.
CARRIED UNANIMOUSLY

2. Livability Task Force Update

The consultant that worked with the Livability Task Force, Ben Brunnen of Verum Consulting, spoke to a written submission on behalf of the Task Force.

Minutes approved by: _____

16-2024 Moved by Mayor Krausert that Council accept the Livability Task Force's recommendations for information as presented and direct administration to develop an implementation plan.

CARRIED UNANIMOUSLY

Meeting Break 10:50 – 11:05 a.m.

1. Protective Services Building Space Allocation from External Expressions of Interest

17-2024 Moved by Mayor Krausert that Council approve the allocation of the unallocated space in the Protective Services Building located at 1021 Railway Avenue to the Bow Valley Regional Transit Services Commission.

CARRIED UNANIMOUSLY

I. REPORTS FROM ADMINISTRATION

1. 2023 Report to the Community

Administration spoke to a written report providing Council with a year-end report on their 2023-2026 strategic plan goals, summarizing what was accomplished.

J. NOTICES OF MOTION – None

K. IN CAMERA

18-2024 Moved by Mayor Krausert that Council take the meeting in camera at 11:20 a.m. in accordance with the Freedom of Information and Protection of Privacy Act to prevent disclosure of:

- Personal information of a third party, in accordance with section 17(4)(g) – item K1; and
- advice, proposals, recommendations, analyses, or policy options developed for the public body, in accordance with section 24(1)(a) and solicitor – client privilege in accordance with section 27(1)– item K2.

CARRIED UNANIMOUSLY

1. Personnel Matter

Barbara McNeil, mediator, was present at the closed session.

Administration present at the closed session: Sally Caudill, Therese Rogers, Whitney Smithers, Scott McKay, Adam Driedzic, and Sara Jones.

2. Three Sisters Mountain Village Approval Process Legal Advice

Administration present at the closed session: Sally Caudill, Therese Rogers, Whitney Smithers, Scott McKay, Adam Driedzic, Lauren Miller, Adam Robertson, and Caroline Hedin.

19-2024 Moved by Mayor Krausert that Council return to the public meeting at 12:35 p.m.

CARRIED UNANIMOUSLY

Minutes approved by: _____

L. ADJOURNMENT

20-2024

Moved by Mayor Krausert that Council adjourn the January 9, 2024 regular meeting at 12:35 p.m.

CARRIED UNANIMOUSLY

Sean Krausert, Mayor

Cheryl Hyde
Manager, Municipal Clerk’s Office

Minutes approved by: _____



Request for Decision

DATE OF MEETING: February 13, 2024 **Agenda #:** G-1

TO: Council

SUBJECT: Revised Land Use Bylaw Amendment 2023-33 Direct Control Districts

SUBMITTED BY: Harry Shnider, Senior Development Planner

RECOMMENDATION: That Council give first reading to Revised Land Use Bylaw Amendment 2023-33 Direct Control Districts and schedule a public hearing for March 5, 2024.

EXECUTIVE SUMMARY

The proposed amendments to certain Direct Control (DC) Districts are intended to update the Town of Canmore’s Land Use Bylaw (LUB) 2018-22. The proposed amendments will improve the development process by designating the Development Officer (administration) as the Development Authority, where Council or the Canmore Planning Commission are currently designated as the Development Authority for the identified DC Districts. The amendments will also incorporate recent updates made to Section 1.13 (Development Authority – Duties and Responsibilities) and Section 1.14 (Variance Powers of the Development Authority). The amendments also make allowance for the Development Authority’s decision on a development permit application to be appealed to the Subdivision and Development Appeal Board, subject to Section 1.19. From a specific review of the existing DC Districts, administration also proposes a clause be added to Section 14.13 (Mallard Alley Guest House DC District) to allow for changes to the lot boundary along Policemen’s Creek; and to Section 14.24 (TC-1 Town Centre Creekside DC District) where ‘employee housing’ is listed as both a permitted and discretionary use.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

On September 5, 2023, Council amended the LUB by passing Bylaw 2023-20, and updated the Development Authority Bylaw 2019-07 by passing Bylaw 2023-28.

Following third reading of both bylaws, Council passed Motion 208-2023, directing administration to “return by June 2024 with options to remove, where feasible, naming of Council and Canmore Planning Commission as the Development Authority from Direct Control Districts within the Land Use Bylaw and replace it with the Development Officer.”

DISCUSSION

There are currently 42 DC districts listed within the LUB. Of the 42, 25 would require text amendments to redesignate the development authority from Council or the Planning Commission to the Development Officer. The other 17 DC districts do not require a text amendment due to either the Development Officer already listed as the Development Authority for the district, or the main development within a DC district (e.g., 120-130 Kananaskis Way Direct Control District).

Based on an assessment of the complexity of implementing changes to the development authority within the existing Direct Control districts, this Bylaw proposes changes to eight DC Districts as an initial phase. Administration plans to bring forward the other 17 DC Districts for Council consideration in two separate bylaws of eight and nine Direct Control Districts each, through the first half of 2024. These include areas under development that would benefit from preliminary discussion with the developer (e.g., SCMV-CR – Spring Creek Mountain Village Comprehensive Residential DC District or Silvertip Golf Course DC District), or areas with larger numbers of stakeholder notifications (e.g., Country Inn Benchlands DC District (93 notification letters) or Multiplex Elevation Place (96 notification letters)), which may require more comprehensive stakeholder engagement.

The eight Direct Control Districts proposed for review are not located within new development areas and do not have large amounts of stakeholders within the notification areas. The districts are as follows, with location maps shown as Figures 1 to 5:

- Section 14.5 - Canmore Collegiate School DC District (Bylaw 6(Z)93DC)

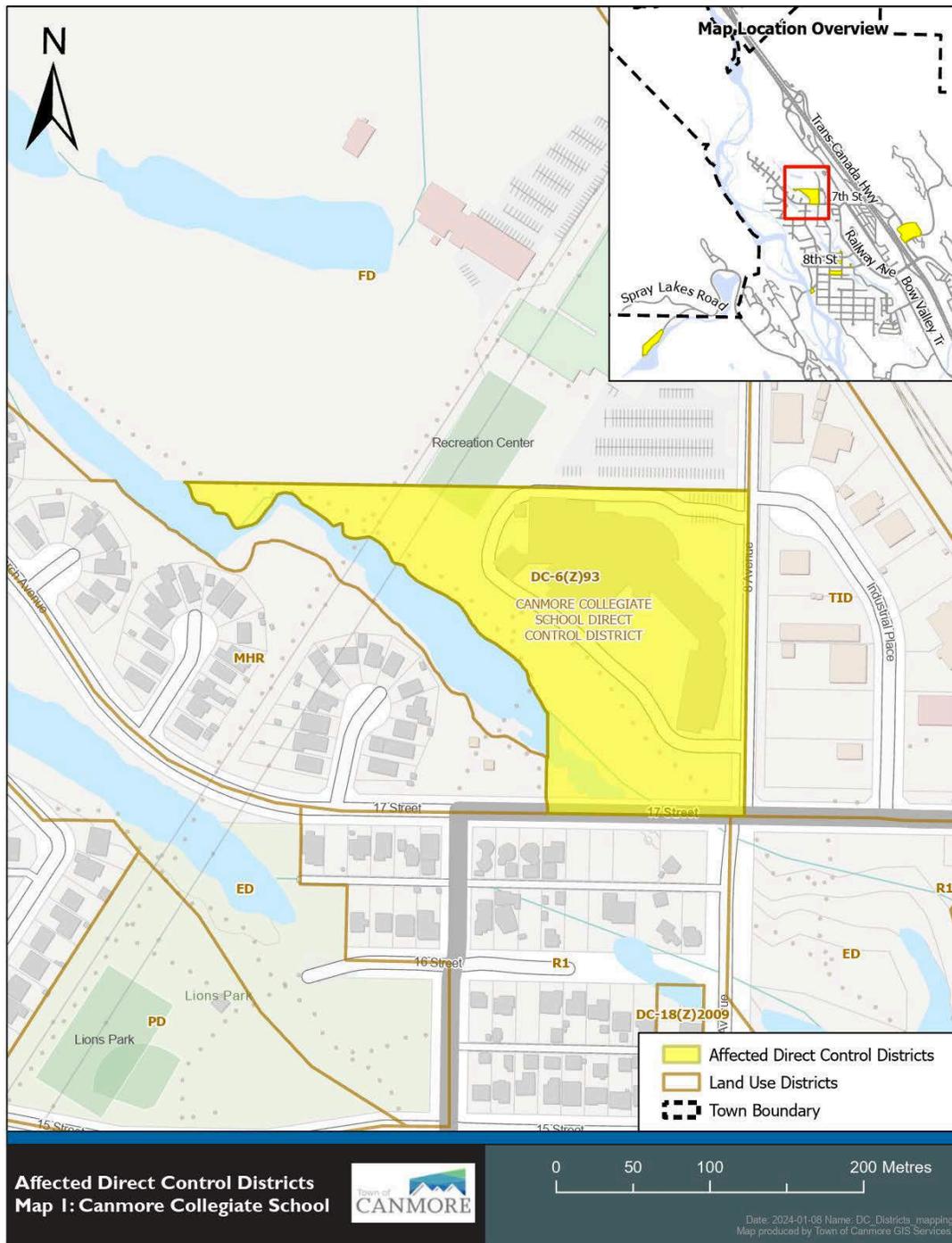


Figure 1: Canmore Collegiate School DC District

- Section 14.11 Silvertip Trail DC District (Bylaw 09-99)

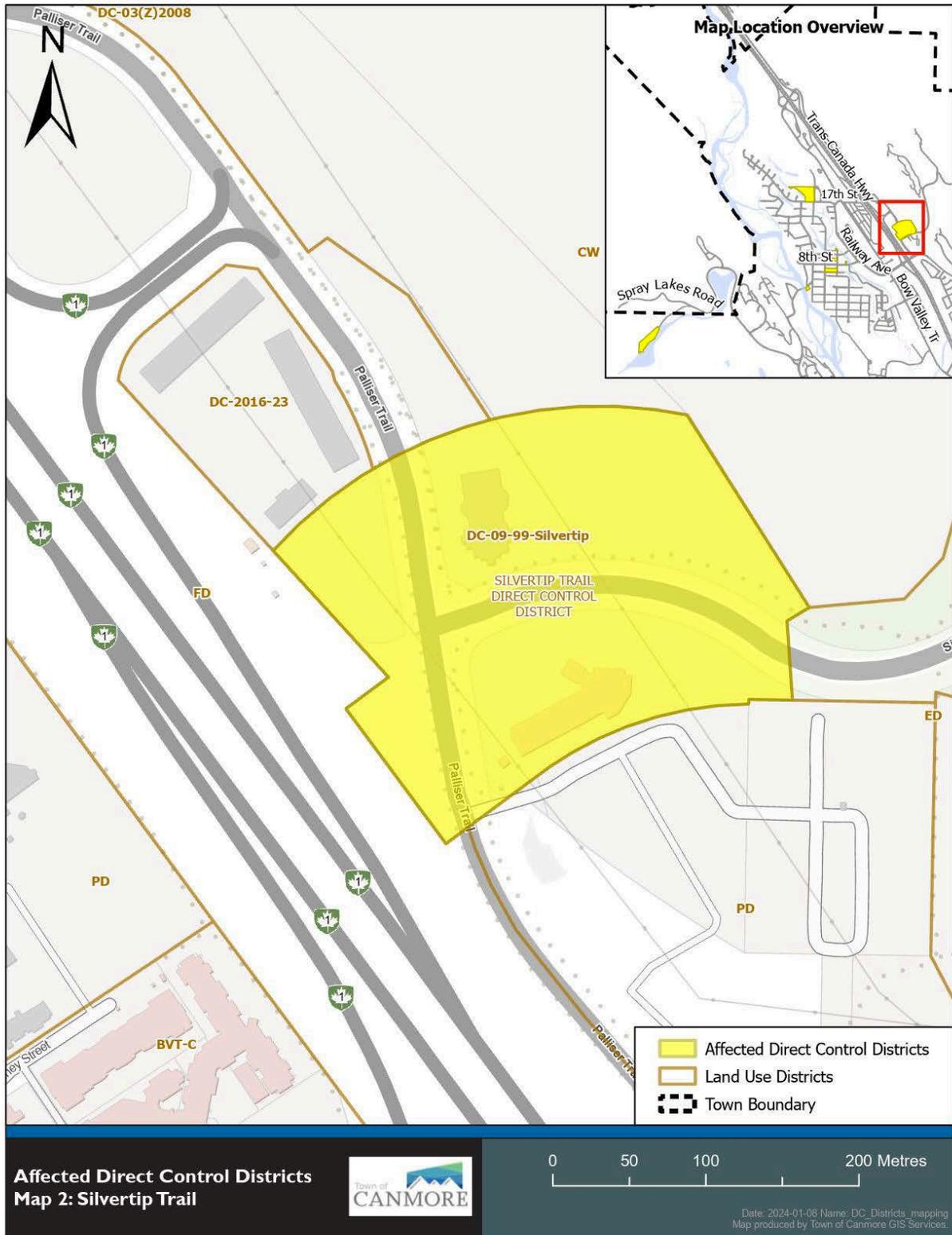


Figure 2: Silvertip Trail DC District

- Section 14.10 – Seventh Street DC District (Bylaw 09-99)
- Section 14.13 – Mallard Alley Guest House DC District (Bylaw 23(Z)2001DC)
- Section 14.14 – Civic Centre DC District (Bylaw 09-99)
- Section 14.24 – TC-1 Town Centre Creekside DC District (Bylaw 03(Z)2006DC)

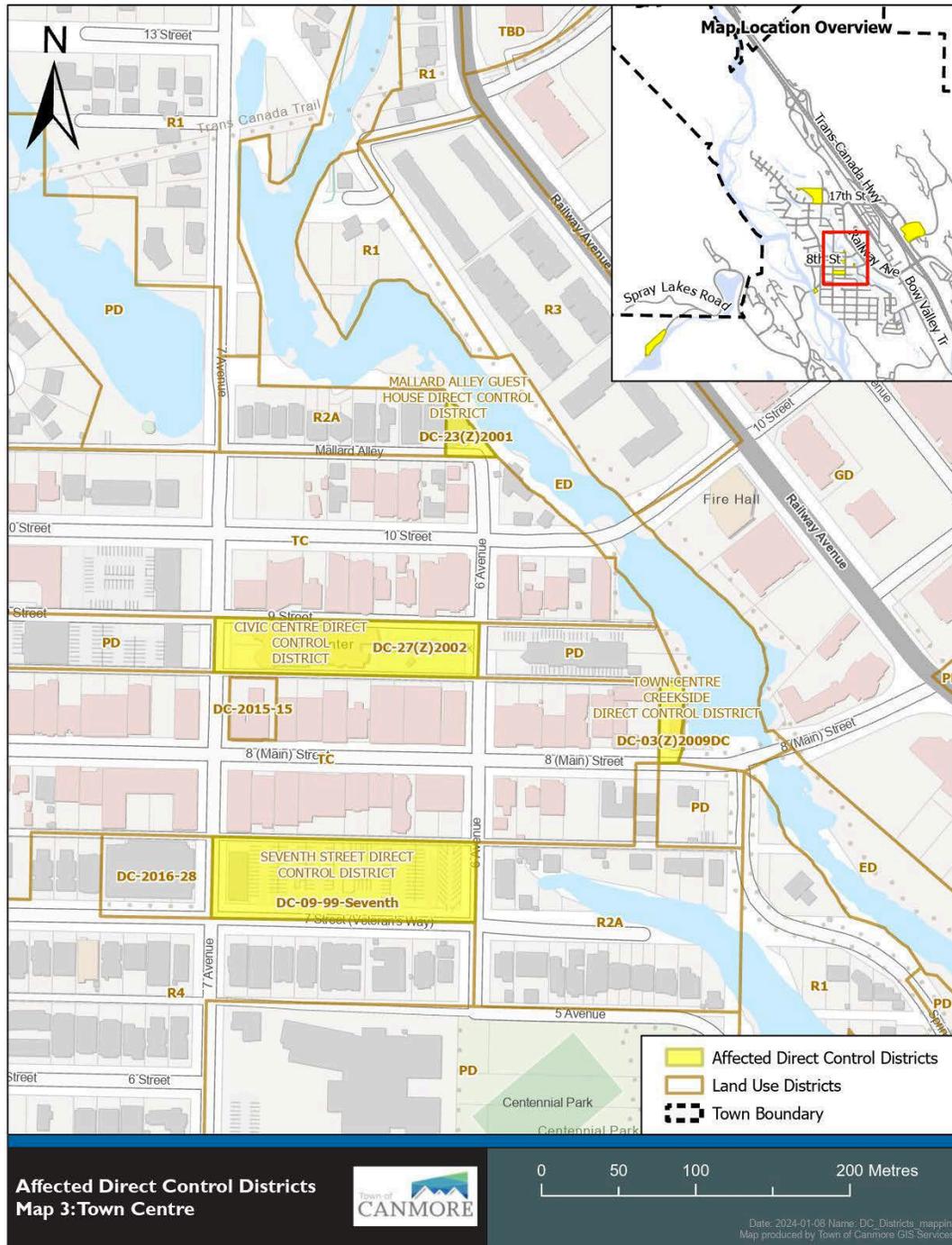


Figure 3: Town Centre DC Districts

- Section 14.1 – Bridge Road Townhouse DC District (Bylaw 26(Z)86DC)

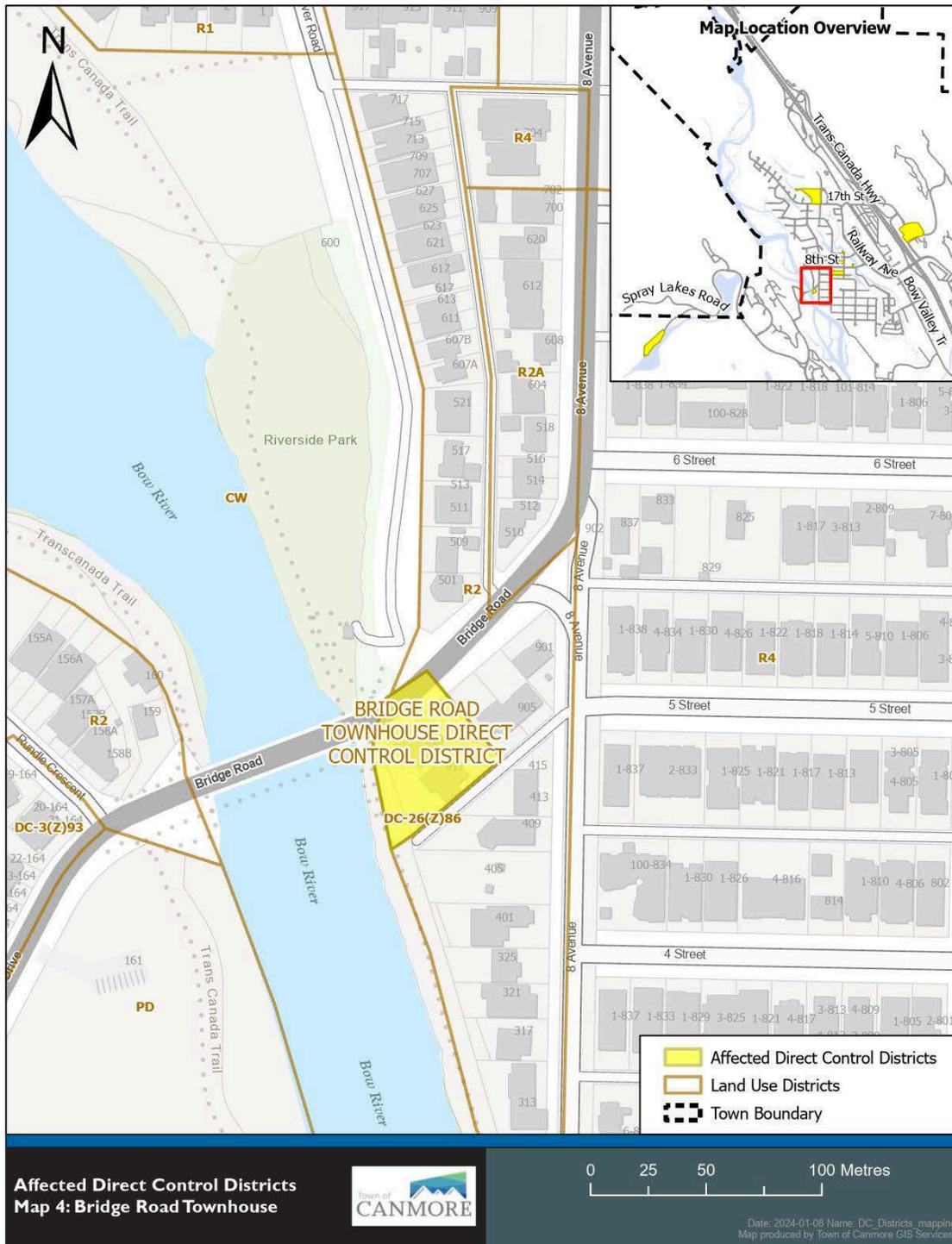


Figure 4: Bridge Road DC District

- Section 14.12 – Spray Village DC District (Bylaw 09-99)

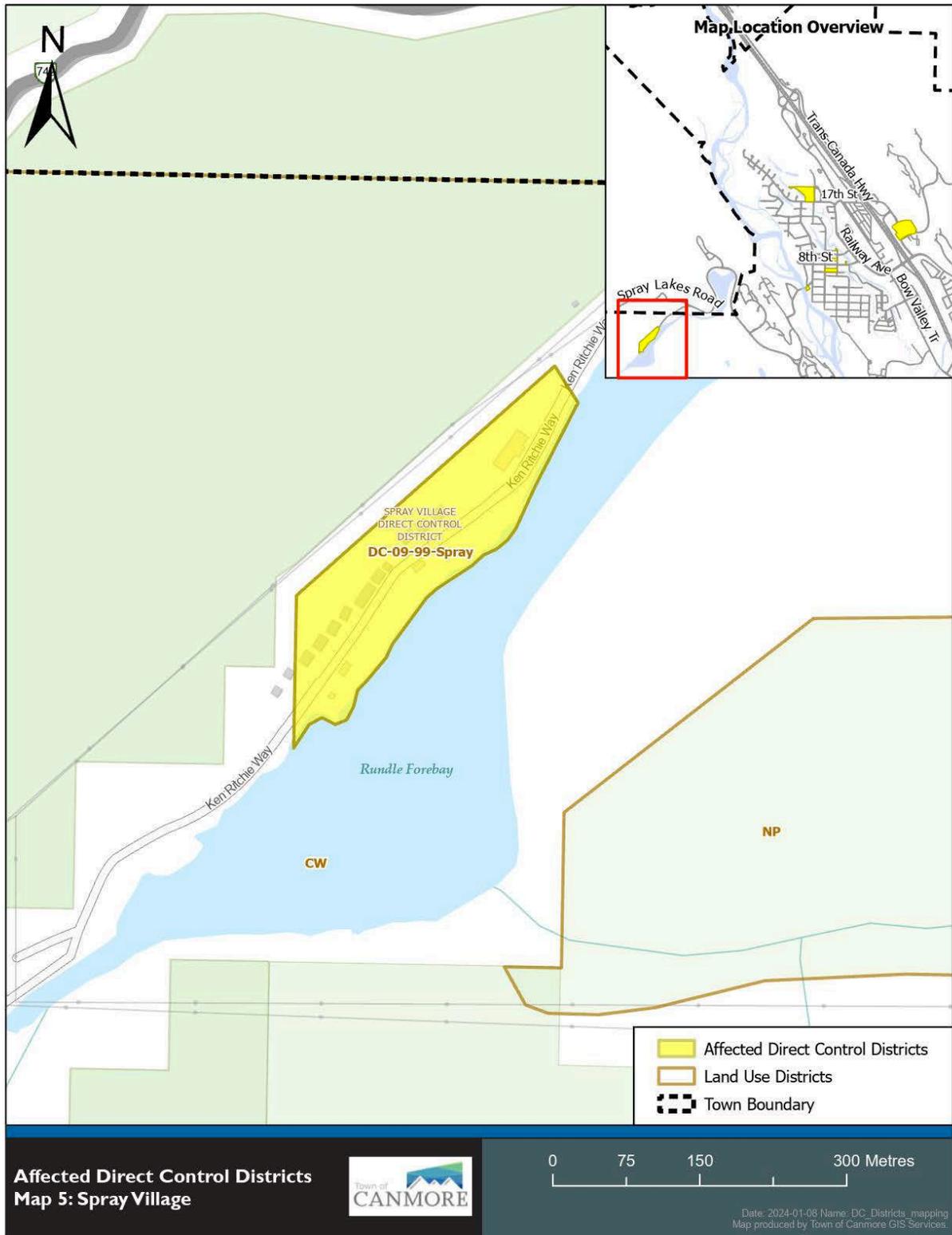


Figure 5: Spray Village DC District

In addition to changing the Development Authority, text has been added to each of the above DC Districts to allow the Development to apply variance power described in Section 1.13, refer an application to the Planning Commission in accordance with Section 1.14. These clauses have been added as to make development applications subject to the same levels of variance power and referral to the Planning Commission as would be applied in an existing land use district.

The proposed amendments, also include the ability for an applicant or member of the public to appeal a decision of the Development Authority to the Subdivision and Development Appeal Board, in accordance with Section 1.19. This has been added to the Direct Control District provisions as development permit decisions by Council are considered to be final and not subject to appeal.

ANALYSIS OF ALTERNATIVES

Status Quo – if the proposed amendments are not advanced, the result would be an extended review process for certain development permits within these areas, as they would be delayed from proceeding to decision until getting on the next available Council or Planning Commission agenda, both of which meet monthly.

FINANCIAL IMPACTS

There are no financial implications anticipated in association with the proposed revisions.

STAKEHOLDER ENGAGEMENT

Letters were sent to property owners within 60 metres of the affected DC Districts. Administration received the following queries per DC District:

- Civic Centre DC District : 3 queries
- Mallard Alley DC District: 2 queries
- Canmore Collegiate School DC District: 1 query
- Seventh Street DC District: 1 query
- Town Centre Creekside DC District: 1 query

Queries regarding the Canmore Collegiate School, Civic Centre, and Seventh Street DC Districts were to confirm the scope of the proposed amendments, and if there was specific development or redevelopment contemplated for the three DC Districts.

One resident that was notified for the Mallard Alley Direct Control District voiced a concern of receiving the notification close to Christmas but was satisfied with the explanation as to why the amendment is being proposed.

The property owner of the Mallard Alley Guest House has noted that Bylaw interpretation of the size of the lot varied with the channel of Policemen's Creek. To address this issue, administration recommends the addition of a clause to Section 14.13.4.1, to allow for a current Real Property Report to establish the minimum size of the lot, provided it is less than the existing regulation of 530 m².

One resident that was notified concerning the TC-1 Town Centre Creekside Direct Control District noted that Employee Housing is currently listed as both permitted and discretionary uses. Administration recommends the removal of Employee Housing as a discretionary use within this Direct Control District.

ATTACHMENTS

- 1) Amending Bylaw 2023-33
- 2) Land Use Bylaw 2018-22 REDLINE (relevant sections only)

AUTHORIZATION

Submitted by: Harry Shnider, RPP, MCIP
Senior Development Planner Date: January 8, 2024

Approved by: Lauren Miller, RPP, MCIP, AICP
Manager of Planning and Development Date: January 8, 2024

Approved by: Whitney Smithers
General Manager of Municipal Infrastructure Date: January 19, 2024

Approved by: Sally Caudill
Chief Administrative Officer Date: February 5, 2024

BYLAW 2023-33

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA,
TO AMEND REVISED LAND USE BYLAW 2018-22**

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

- 1 This bylaw shall be known as “Revised Land Use Bylaw Amendment 2023-33 – Direct Control Development Authority.”

INTERPRETATION

- 2 Words defined in Revised Land Use Bylaw 2018-22 shall have the same meaning when used in this bylaw.

PROVISIONS

- 3 Revised Bylaw 2018-22 is amended by this bylaw.
- 4 Section 14.1.4.5.1 is amended by striking out “Canmore Planning Commission” and substituting “Development Officer”.
- 5 The following is added after section 14.1.5.1:
 - 14.1.5.2 The provisions of sections 1.13, 1.14, and 1.19 shall apply to this Direct Control District.
- 6 Section 14.5.5.1 is amended by striking out “for Accessory Uses and Signs”.
- 7 Section 14.5.5.2 is amended by striking out “The Development Authority for all other uses shall be the Municipal Council of the Town of Canmore.” and substituting “The provisions of sections 1.13, 1.14, and 1.19 shall apply to this Direct Control District.”
- 8 Section 14.10.7 is amended by striking out “Council shall be the Development Authority.”
- 9 The following are added after section 14.10.7:
 - 14.10.7.1 The Development Authority shall be the Development Officer.
 - 14.10.7.2 The provisions of sections 1.13, 1.14, and 1.19 shall apply to this Direct Control District.
- 10 Section 14.11.9 is amended by striking out “The Canmore Planning Commission shall be the Development Authority for this District.”
- 11 The following are added after section 14.11.9:

Bylaw approved by: _____

- 14.11.9.1 The Development Authority shall be the Development Officer.
- 14.11.9.2 The provisions of sections 1.13, 1.14, and 1.19 shall apply to this Direct Control District.
- 12 Section 14.12.5 is amended by striking out “The Municipal Council of the Town of Canmore shall be the Development Authority for the “Spray Village DC District” and substituting “The Development Authority shall be the Development Officer. The provisions of sections 1.13, 1.14, and 1.19 shall apply to this Direct Control District.”
- 13 Section 14.13.4.1 is amended by adding “or the lot as measured in a current Real Property Report”.
- 14 Section 14.13.7.1 is amended by striking out “Council hereby authorizes the Canmore Planning Commission to issue development permits for applications for guest house and/or small scale visitor accommodation development proposals in this land use district.” and substituting “The Development Authority shall be the Development Officer.”
- 15 Section 14.13.7.2 is amended by striking out “Council hereby authorizes the Development Officer to issue development permits for applications for all other uses in this land use district.” and substituting “The provisions of sections 1.13, 1.14, and 1.19 shall apply to this Direct Control District.”
- 16 Section 14.14.6.1 is amended by striking out “Municipal Council of the Town of Canmore shall be the” and by striking out “for applications for all structural development within this district” and substituting “Development Authority”.
- 17 Section 14.14.6.2 is amended by striking out “The Development Authority for all non-structural development, including changes of use or signage, within this District, shall be the Development Officer.” and substituting “The provisions of sections 1.13, 1.14, and 1.19 shall apply to this Direct Control District.
- 18 Section 14.14.6.3 is repealed.
- 19 Section 14.24.3 Discretionary Uses is amended by striking out Employee Housing.
- 20 Section 14.24.10.1 is amended by striking out “Municipal Council of the Town of Canmore shall be the” and by striking out “for applications for all structural development within this district” and substituting “Development Authority”.
- 21 Section 14.24.10.2 is amended by striking out “The Development Authority for all non-structural development, including changes of use or signage within this District, shall be the Development Officer.” and substituting “The provisions of sections 1.13, 1.14, and 1.19 shall apply to this Direct Control District.”
- 22 Section 14.24.10.3 is repealed.

ENACTMENT/TRANSITION

- 23 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

- 24 This bylaw comes into force on the date it is passed.

FIRST READING:

PUBLIC HEARING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Manager, Municipal Clerk's Office

Date

Bylaw approved by: _____

Page 4 of 4

14.1 BRIDGE ROAD TOWNHOUSE DC DISTRICT - LOTS 12, 13 AND 14, BLOCK 1, PLAN 3608GP [26(Z)86DC]

14.1.1 Purpose and Intent

The purpose of this district is to provide for the option of townhouse development at similar density to single family-detached and duplex developments in order to increase the variety of dwelling types.

14.1.2 Permitted Uses

Duplex
Parks and
Playgrounds
Public Utilities
Home Occupation - Class 1

14.1.3 Discretionary Uses

Accessory Building
Bed and Breakfast
Cultural Establishment
Day Care Facility
Long-Term Care Facilities
Home Occupation - Class 2
Public and Quasi Public Buildings
Seniors Housing/Supportive Living
Facility Signs
Single Family Detached Dwelling
Stacked Townhouses
Townhouses

14.1.4 General Requirements

In addition to Section 2: General Regulations, the following rules shall apply:

14.1.4.1 Minimum Requirements

- a. Area of Site:
 - i. Single Family-Detached Dwellings: 409 m²
 - ii. Duplexes: 557 m²/278 m² per dwelling unit
 - iii. Townhouses and Stacked Townhouses: 230 m² per dwelling unit
- b. Width of Site:
 - i. Single Family-Detached Dwellings: 12 m
 - ii. Duplexes: 15 m per building with a minimum of 6 m per dwelling unit
 - iii. Townhouses and Stacked Townhouses: 23 m
- c. Front Yard:
 - i. Key Sites: 4.5 m
 - ii. All other sites: 6.0 m

- d. Side Yards:
 - i. Principal Buildings: 1.5m for each side yard except 3.0m for one side yard on a laneless site where there is no garage or carport proposed
 - ii. Accessory Buildings:
 - Street side of a corner site: 1.5m
 - All other sites: 1.0m
- e. Rear Yard:
 - i. Principal Buildings: 7.5m
 - ii. Accessory Buildings:
 - Private garages with access off a lane: 1.5m
 - All other accessory buildings: 1.0m
- f. Gross Floor Area per Unit:
 - i. Single Family-Detached Dwellings: 83.6m² with a minimum of 65m² on the main floor
 - ii. All other Dwelling Units: 65m²
- g. Landscaping for Townhouses and Stacked Townhouses: 40% of the site area plus street boulevards

14.1.4.2 Maximum Limits

- a. Height of Buildings:
 - i. Principal Buildings: 2 storeys plus loft or 9.7m whichever is lower
 - ii. Accessory Buildings: 5.0m
- b. Coverage of Site:
 - i. All buildings including Accessory Buildings: 40% of the site
 - ii. All accessory buildings: 10% of the site
- c. Number of Dwelling Units:
 - i. Townhouse: 4
 - ii. Stacked Townhouse: 6

NOTE: The setbacks and other regulations described in this district are minimum requirements. Depending on the location of a proposed development (e.g. a corner lot, a site adjacent to a waterbody or a location within the Wellhead Protection Area) other regulations in the Land Use Bylaw – for example Section 2.4, Setback Regulations - may increase or otherwise vary these requirements.

14.1.5 Development Authority

14.1.5.1 The Development Authority shall be the ~~Canmore Planning Commission Development Officer~~.

14.1.5.2 The provisions of Section 1.13, Section 1.14, and Section 1.19 shall apply to this Direct Control District.

14.1.6 Sustainability Screening Report

14.1.6.1 A Sustainability Screening Report is required by the Town as part of the Development Permit application process for developments with a GFA of 500m² or more in

accordance with Section 1, Administration, and the Town of Canmore Sustainability Screening Process.

14.1.7 Schedules

Schedule "A" shows the location of this District.

**Schedule "A"
Bridge Road Townhouse DC District**



14.5 CANMORE COLLEGIATE SCHOOL DC DISTRICT [6(Z)93DC]

Lot "R" 36 PLAN 7810778; and
PTN OF SW 1/4 SECTION 5, TOWNSHIP 25, RANGE 10 WEST 5 MERIDIAN
(TITLE NO. 1222Y7)

14.5.1 Purpose and Intent

The purpose and intent of this Bylaw is to provide for the development of a comprehensively planned high school.

14.5.2 Permitted Uses

Accessory Buildings directly associated with a Comprehensively Planned High School
Comprehensively Planned High School

14.5.3 Discretionary Uses

Accessory Uses
Signs

14.5.4 General Requirements

14.5.4.1 Applications for development permit shall be submitted to the Municipal Council, as Development Authority and shall consist of comprehensive plans for a high school. All plans submitted shall comply with Section 1, Administration, of the Land Use Bylaw and without restricting the generality of the foregoing, shall show in detail:

- a. Location of all buildings and structures;
- b. Landscaped areas;
- c. Provision for vehicular and pedestrian movement through the site;
- d. Provision for parking on site and on adjacent lands;
- e. Provision for emergency access;
- f. Provision for utilities; and
- g. The relation of the site to the surrounding area.

14.5.4.2 Development of the site shall be restricted to a high school and ancillary buildings and facilities.

14.5.4.3 The site shall contain an open space/pedestrian system, which integrates with the existing systems on adjacent lands.

14.5.4.4 A parking study is to be conducted to determine the overall parking requirements. The impact of the use of adjacent municipal parking facilities should be recognized within the parking study.

14.5.4.5 The impact of any proposed changes to access provisions in the vicinity of the site are to be documented.

14.5.4.6 The site shall be landscaped in accordance with a landscaping plan, which shall emphasize the retention, where possible, of existing native vegetation.

14.5.4.7 Alterations of existing natural contours shall only occur in accordance with a detailed grading plan, which will take into account site drainage.

14.5.4.8 The height of the structure shall be evaluated relative to the surrounding land uses and adjacent structures and should recognize such factors as the high ground water table and the functional requirements of the uses within the buildings.

14.5.4.9 Site planning shall incorporate a 30 metre buffer strip running parallel and adjacent to the northeast bank of Policeman's Creek.

14.5.4.10 Except as specifically modified within this Direct Control Bylaw, the provisions of the Land Use Bylaw shall apply.

14.5.4.11 A Sustainability Screening Report is required by the Town as part of the Development Permit application process for developments with a GFA of 500m² or more in accordance with Section 1, Administration, and the Town of Canmore Sustainability Screening Process.

14.5.5 Development Authority

14.5.5.1 The Development Authority ~~for Accessory Uses and signs~~ shall be the Development Officer.

14.5.5.2 ~~The Development Authority for all other uses shall be the Municipal Council of the Town of Canmore.~~

14.5.5.2 The provisions of Section 1.13, Section 1.14, and Section 1.19 shall apply to this Direct Control District.

14.10 SEVENTH STREET DC DISTRICT [BYLAW 09-99]**14.10.1 Purpose**

To allow for the redevelopment of the 700 Block on the north side of Seventh Street in accordance with the Town Centre Enhancement Concept Plan.

14.10.2 Permitted Uses

Parks and Playground

Public Utilities

14.10.3 Discretionary Uses

Accessory Buildings

Accessory Uses

Developments existing prior to third reading of Bylaw 09-99

Parking Structures

Public and Quasi Public Buildings

14.10.4 Regulations

14.10.4.1 The minimum site area shall be 500.0m²

14.10.4.2 The maximum site width shall be 15.0m

14.10.4.3 The principal build-to-line shall be the front property line.

14.10.4.4 The minimum rear yard depth shall be 5.4m.

14.10.4.5 The maximum building height shall be 11.0m.

14.10.4.6 The maximum eaveline height shall be 7.0m

14.10.5 Requirements

14.10.5.1 Building design requirements for the District shall conform to the 1998 Town Centre Enhancement Concept Plan.

14.10.5.2 The impact of development on residential and other uses in the 700 Block of Seventh Street shall be in accordance with Subsection 4.1.5 of the Town Centre District.

14.10.6 Historic Resources

The Union Hall, located on 738 Veteran's Way (7th Street), is listed in Subsection 7.7.7 as an Historical Property of Interest. Therefore, the Union Hall and the adjacent properties are subject to the development review provisions described in Historic Resources, Section 7.7, of the Land Use Bylaw.

14.10.7 Development Authority

The Development Officer shall be the Development Authority for all development permit applications. ~~Council shall be the Development Authority.~~

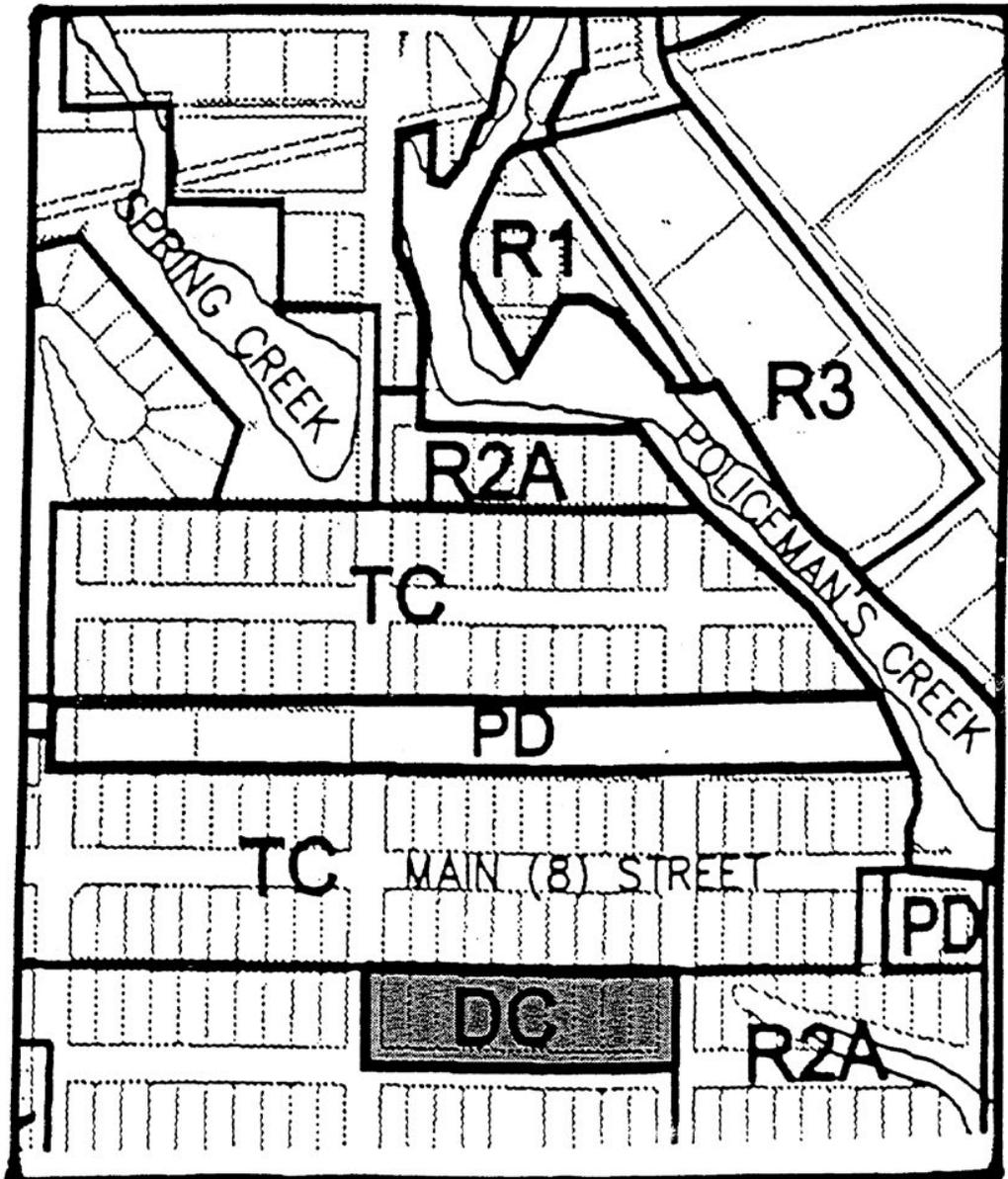
The provisions of Section 1.13, Section 1.14, and Section 1.19 shall apply to this Direct Control District.

14.10.8 Schedules

The following schedule forms a part of this District.

SCHEDULE "A"

SEVENTH STREET DC DISTRICT



14.11 SILVERTIP TRAIL DC DISTRICT [BYLAW 09-99]

14.11.1 Purpose

To provide for visitor accommodation and associated uses which conform in regard to uses and architectural design to the intent of the Silvertip Area Structure Plan.

14.11.2 Permitted Uses

Public utilities

14.11.3 Discretionary Uses

Accessory Buildings

Accessory Uses

Arts and Crafts Studios

Cultural Establishments

Employee Accommodation

Signs

Visitor Accommodation

14.11.4 Regulations

14.11.4.1 The minimum site area shall be 1000.0m²

14.11.4.2 The minimum site width shall be 30.0m

14.11.4.3 The maximum gross floor area shall be 1.5 F.A.R.

14.11.4.4 The maximum site coverage of all buildings shall be 55%.

14.11.4.5 The minimum front yard depth shall be as follows:

- a. Adjacent to the Trans-Canada Highway: 15.0m
- b. All other locations: 4.5m

14.11.4.6 The minimum rear yard depth shall be as follows:

- a. Adjacent to the Trans-Canada Highway: 15.0m
- b. All other locations: 6.0m

14.11.4.7 The minimum side yard depth shall be as follows:

- a. Adjacent to the Trans-Canada Highway: 15.0m
- b. In all other locations side yards shall be 3.0m except in the case where the side yard abuts a public roadway other than a lane in which case the minimum yard depth shall be 4.5m.

14.11.4.8 Maximum building height:

- a. West of Palliser Trail: 11.0m peak with maximum eaveline of 7.0m
- b. East of Palliser Trail: 14.0m peak with maximum eaveline of 9.0m

14.11.5 Design Requirements

14.11.5.1 A pedestrian-oriented streetscape shall be established to allow for or encourage pedestrian traffic. The streetscape shall incorporate design elements such as: wide sidewalks, separation of pedestrian use areas from vehicle use areas, outdoor furniture, patios, pedestrian scale street lighting, bicycle parking, canopies, vestibules, formal trail connections, façade treatments that are sensitive to sidewalk location on a site specific

basis, and permeability of facades by the use of glass and doors subject to Section 11, Community Architectural and Urban Design Standards.

- 14.11.5.2 Design of buildings shall complement the mountain community of Canmore and must be in conformity with Section 11, Community Architectural and Urban Design Standards.
- 14.11.5.3 In order to achieve a pedestrian oriented streetscape, parking shall be designed to effectively screen vehicles when viewed from streets. Techniques to achieve this may include structured parking, shared parking and intensive landscaping. Where structured parking is provided, it shall be integrated into the building design, preferably underground.
- 14.11.5.4 Signage shall not be oriented to or be legible from the Trans-Canada Highway.
- 14.11.5.5 Where the Development Authority is satisfied that the architectural integrity of a building would be enhanced, variances may be granted to allow 20% of the building to exceed the maximum height by up to 20%. No height variances shall be granted beyond the 20% relaxation.
- 14.11.5.6 The location, orientation and design of buildings and uses on a site shall take into consideration their potential impact on any wildlife corridors which may be adjacent to the property.

14.11.6 Landscaping

- 14.11.6.1 A minimum of 25% of a site shall be landscaped. Outdoor amenity space including, but not limited to, plazas, patios, and other pedestrian gathering places may be substituted for some natural landscaping to the extent that it achieves a blend of natural environment and value as a people place. Outdoor amenity space must be located adjacent to a sidewalk or public trail in order to be considered as landscaping.
- 14.11.6.2 A minimum of 50% of the front yard shall be natural landscaping.
- 14.11.6.3 A landscaping plan prepared by a professional landscape architect shall be submitted prior to the completion of a development agreement.
- 14.11.6.4 Every application must submit, to the satisfaction of the approving authority, a visual impact assessment which includes:
- a. professionally produced three-dimensional simulation of the overall development from important viewpoints along the Trans-Canada Highway, Palliser Trail and/or Benchlands Trail showing the impact of the development on the site;
 - b. a view analysis and discussion of the visual impacts as Trans-Canada Highway motorists approach and pass a proposed development;
 - c. consideration of site design, building architecture, roof treatment, and landscaping as it relates to the view from the Trans-Canada Highway above or level with the site;
 - d. a demonstration of the harmony of form, materials and exterior finishing with the surrounding natural environment when viewed from the Trans-Canada Highway;

- e. mitigation measures proposed to minimize the negative impacts of parking and massing through the application of natural landscaping, building articulation and roof treatment.

14.11.7 Employee Housing

- 14.11.7.1 On-site Employee Housing, where accessory to a principal use, may be integrated into the principal building or constructed as free-standing accommodation at the discretion of the Development Authority.
- 14.11.7.2 Employee Housing for “visitor accommodation” uses may be located on the main floor of the principal building.
- 14.11.7.3 When incorporated into the principal building, Employee Housing shall be functionally separated from visitor accommodation units.
- 14.11.7.4 Apartment style Employee Housing shall meet the following criteria:
Maximum unit size:
Bachelor - 35.0m²
One bedroom- 47.0m²
Two bedroom - 65.0m²
Three bedroom - 83.0m²
- 14.11.7.5 The maximum number of persons per bedroom in all forms of Employee Housing shall be two.

14.11.8 Parking, Loading and Storage

- 14.11.8.1 All parking and loading areas not incorporated into the building or a parking structure shall be provided to the side and/or the rear of the site.
- 14.11.8.2 All parking and loading areas not incorporated into the building or a parking structure shall be visually screened with fencing or landscaping in a manner that would render it not visible from the main access road and to the satisfaction of the Development Authority.
- 14.11.8.3 For Visitor Accommodation uses, up to 30% of the required parking may be dedicated bus parking provided that adequate bus maneuvering space is incorporated into the site design. One bus parking stall shall be equivalent to 15 car parking stalls.
- 14.11.8.4 For Visitor Accommodation uses, on-site surface parking must be provided for anticipated over-sized vehicles or vehicle powered by propane.
- 14.11.8.5 All garbage and waste material shall be stored and located within the principal building.
- 14.11.8.6 All outdoor storage is strictly prohibited.

14.11.9 Development Authority

The Development Officer ~~Canmore Planning Commission~~ shall be the development authority for this District.

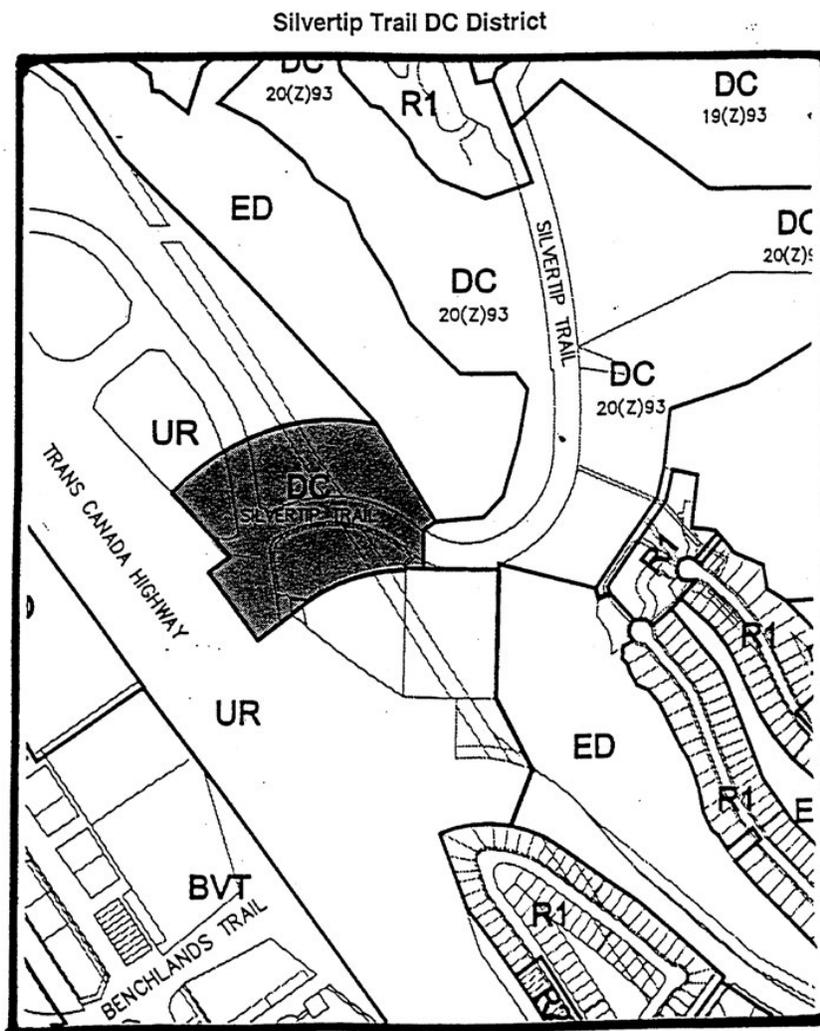
The provisions of Section 1.13, Section 1.14, and Section 1.19 shall apply to this Direct Control District.

14.11.10 Sustainability Screening Report

A Sustainability Screening Report is required by the Town as part of the Development Permit application process for developments with a GFA of 500m² or more in accordance with Section 1, Administration, and the Town of Canmore Sustainability Screening Process

14.11.11 Schedule A

The attached Schedule "A" forms part of this Direct Control District.



14.12 SPRAY VILLAGE DC DISTRICT [BYLAW 09-99]**14.12.1 Purpose**

To allow for the continued use of the Spray Village Site for Trans Alta Utilities' residential, administrative and operational functions required for the surrounding hydroelectric operations.

14.12.2 Permitted Uses

Public and quasi-public buildings
Public Utilities

14.12.3 Discretionary Uses

Accessory Developments
Uses existing and approved prior to 3rd Reading of Land Use Bylaw 09-99 of 1999
Signs

14.12.4 Regulations

New development and the expansion of existing public utilities within the District shall be evaluated with regard to their potential impact on wildlife corridors connecting the Wind Valley and the Georgetown/Canmore Nordic Centre regional wildlife habitat areas and in accordance with the policies in PART 4, Section 8.0 of the 1998 Canmore Municipal Development Plan.

14.12.5 Development Authority

~~The Municipal Council of the Town of Canmore shall be the Development Authority for the "Spray Village DC District"~~

The Development Officer shall be the Development Authority for the Spray Village DC District.

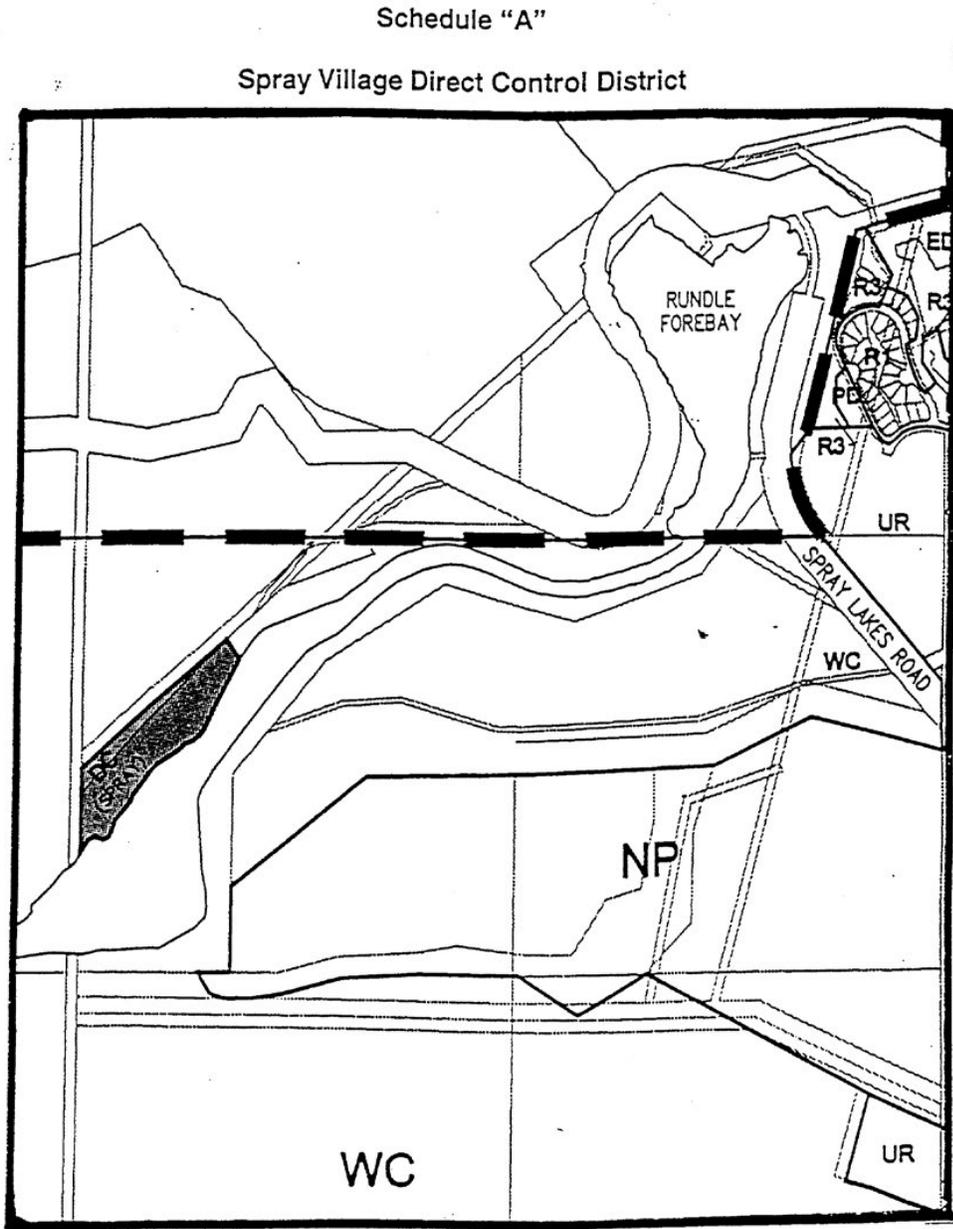
The provisions of Section 1.13, Section 1.14, and Section 1.19 shall apply to this Direct Control District.

14.12.6 Sustainability Screening Report

A Sustainability Screening Report is required by the Town as part of the Development Permit application process for developments with a GFA of 500m² or more in accordance with Section 1, Administration, and the Town of Canmore Sustainability Screening Process.

14.12.7 Schedule A

Schedule "A", attached, forms part of this "Spray Village Direct Control" District.



14.13 MALLARD ALLEY GUEST HOUSE DC DISTRICT [23(Z)2001DC]

14.13.1 Purpose and Intent

To provide for the development and operation of small-scale commercial visitor accommodation in the form of a five-room guest house, known as the “Creek House,” whereby visitors and guests may occupy self-contained suites and prepare their own meals, or occupy guest rooms with meal service provided in a common area by an on-site permanent resident proprietor or manager.

14.13.2 Permitted Uses

Duplex Dwellings
One Residential Dwelling Unit per “Guest House”
Guest House (with a maximum of 5 guest rooms)
Home Occupation - Class 1

14.13.3 Discretionary Uses

Accessory Uses
Signs

14.13.4 Minimum Requirements

14.13.4.1 Area of Site: 530m² **or the lot as measured in a current Real Property Report.**

14.13.4.2 Width of Site: 15m

14.13.4.3 All minimum front, side and rear yards shall be determined by the existing building envelope on the subject property (Lot 20, Block 56, Plan 1095F) as shown in Schedule B attached to this Bylaw, and no increase of the building size or decrease of the front, side or rear yards as shown on Schedule B shall be permitted.

14.13.5 Regulations

14.13.5.1 Site Coverage: All buildings: 37% of the site.

14.13.5.2 Height: Principal Building: 2 storeys plus loft or 11.0m.

14.13.5.3 Parking:

- a. Parking shall be provided in the following amounts:
 - i. One space per visitor accommodation unit or guest room;
 - ii. Two spaces per residential dwelling unit;
- b. All parking stalls are to be clearly identified and delineated to the satisfaction of the Development Authority.
- c. The required parking in this district may be satisfied through the following:
 - i. On-site parking stalls; and
 - ii. At an off-site location approved by the Development Authority, within 50m of the proposed development; and
 - iii. The provision of a cash-in-lieu payment for the difference between the total number of required parking stalls and the number of parking stalls provided within the development.

14.13.5.4 Landscaping

- a. A minimum of 40% of the site shall be “soft” landscaped with plant materials and other vegetation.

- b. Rear yard landscaping shall wherever possible, retain the existing natural vegetation along the creek bank.
- c. No disturbance of native or natural vegetation shall be permitted below the top of bank of the creek.
- d. Amenity areas for guests and residents may be provided in the rear yard, subject to the restrictions contained in clauses (b) and (c), above.
- e. All parking areas are to be appropriately landscaped to assist in screening of parking areas and improving their appearance, to the satisfaction of the Development Authority.

14.13.5.5 **Architectural Controls**
All new buildings and development following the adoption of this Bylaw shall conform to the intent and principles of design identified in Section 11, Community Architectural and Urban Design Standards.

14.13.5.6 **Signage**
Signage for the commercial guest house shall be provided to the satisfaction of the Development Authority, to identify the business and assist in guests locating the premises.

14.13.5.7 **Sustainability Screening**
A Sustainability Screening Report is required by the Town as part of the Development Permit application process for developments with a GFA of 500m² or more in accordance with Section 1, Administration, and the Town of Canmore Sustainability Screening Process.

14.13.6 Guest House Development

14.13.6.1 Any guest house development shall contain no more than two (2) self-contained suites for visitor accommodation.

14.13.6.2 No more than one (1) kitchen shall be provided within each self-contained guest suite of the guest house.

14.13.6.3 Any guest house development shall include an on-site permanent resident manager's suite within the principal structure.

14.13.7 Development Authority

~~14.13.7.1 Council hereby authorizes the Canmore Planning Commission to issue development permits for applications for guest house and/or small scale visitor accommodation development proposals in this land use district.~~

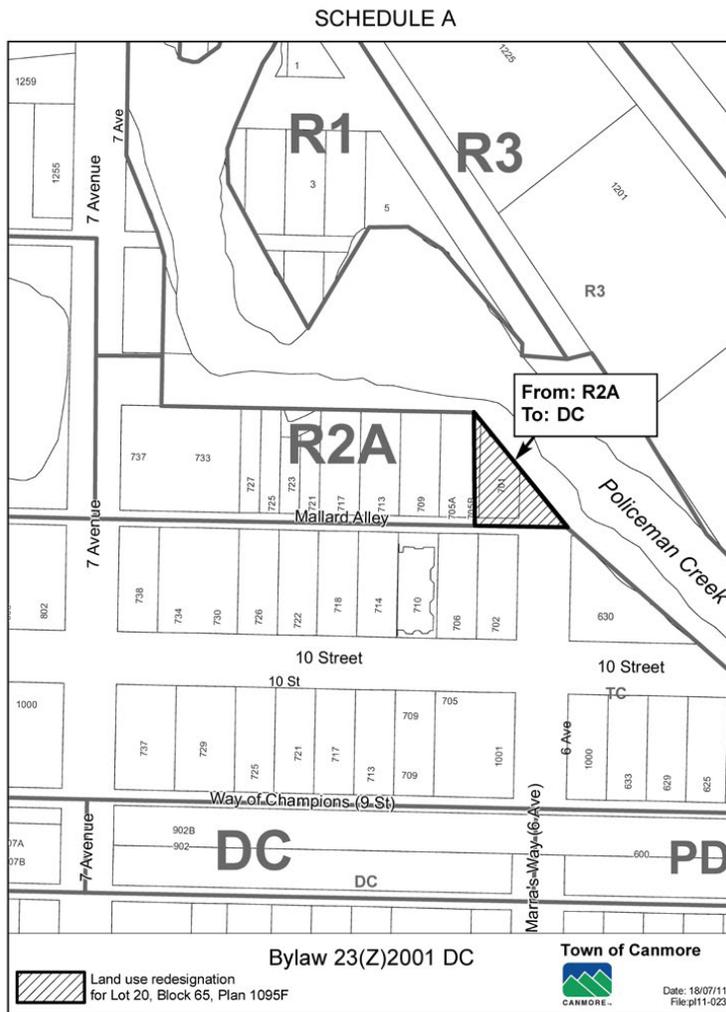
~~14.13.7.2 Council hereby authorizes the Development Officer to issue development permits for applications for all other uses in this land use district.~~

14.13.7.1 The Development Officer shall be the Development Authority for all development within this District.

14.13.7.2 The provisions of Section 1.13, Section 1.14, and Section 1.19 shall apply to this Direct Control District.

14.13.8 Schedules

Schedules "A" and "B" form a part of this District.



14.14 CIVIC CENTRE DC DISTRICT [27(Z)2002 DC]

14.14.1 Purpose

To allow for the development of a closed portion of Ninth Street for a Multi-use use building comprised primarily of a civic centre and Town Administration offices, with accessory uses, in accordance with the vision of the Town Centre Enhancement Concept Plan, and to serve as a focal point for the downtown area and civic activities. This district shall be developed to ensure a high standard of architectural appearance and landscaping, and as a commencement of implementation of the Town Centre Enhancement Concept Plan.

14.14.2 Permitted Uses

Cultural Establishments
Public and Quasi-Public Buildings and Uses
Parks and Playgrounds

14.14.3 Discretionary Uses

Accessory Buildings
Accessory Uses
Offices
Parking Areas and Structures
Signs

14.14.4 Regulations

All development and landscaping regulations shall be determined at the discretion of Council.

14.14.5 Design Requirements

14.14.5.1 All building and site design requirements for the District shall consider Section 11, Community Architectural and Urban Design Standards, of the Land Use Bylaw, and shall conform to principles of the 1998 Town Centre Enhancement Concept Plan, as determined by Council.

14.14.5.2 All signage shall be oriented to the adjacent pedestrian sidewalks.

14.14.6 Development Authority

14.14.6.1 The ~~Development Officer Municipal Council of the Town of Canmore~~ shall be the Development Authority for all development permit applications within this District.

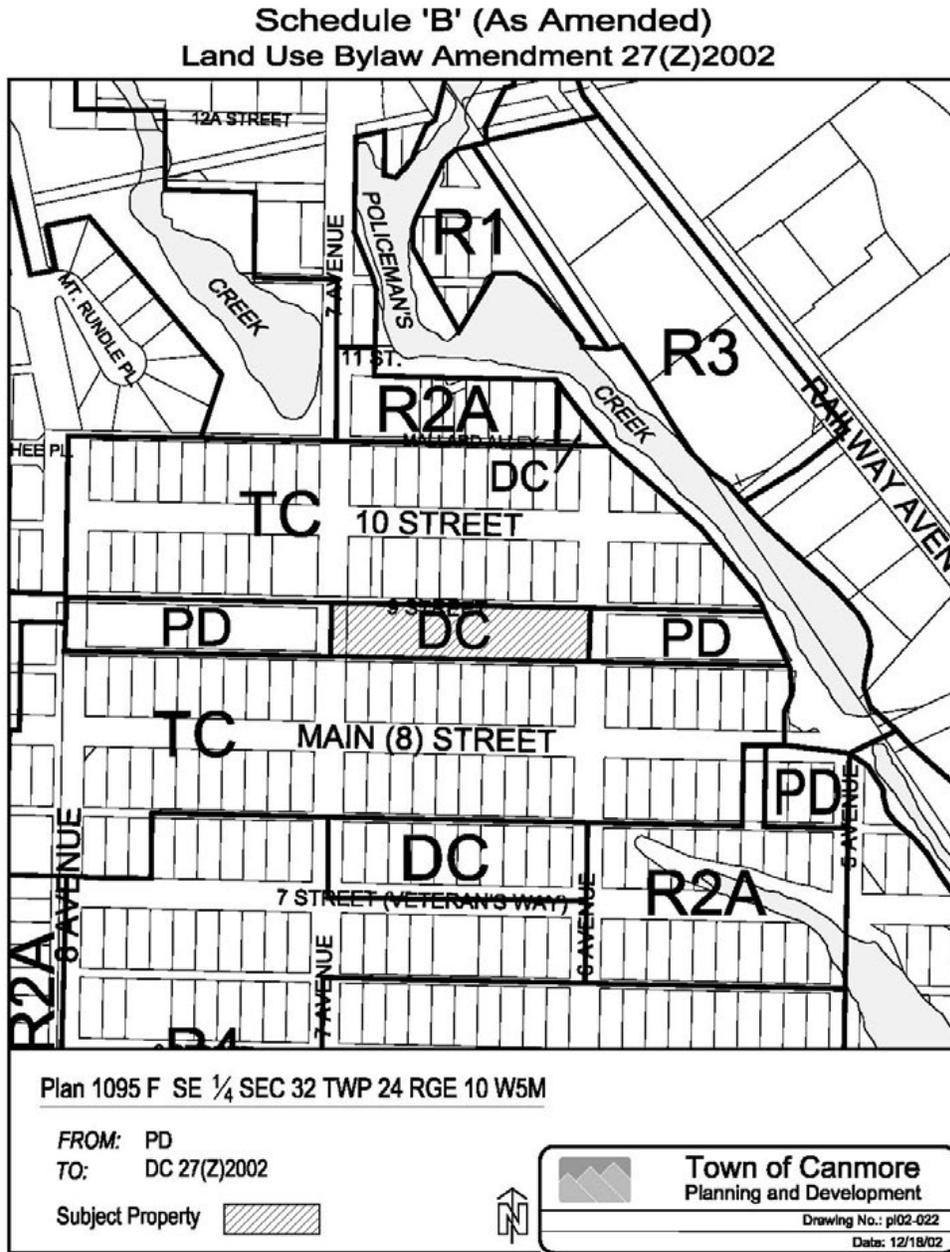
~~14.14.6.2 The Development Authority for all non-structural development, including changes of use or signage, within this District, shall be the Development Officer.~~

~~14.14.6.3 The Development Officer may, at his/her discretion, refer any development permit applications for non-structural developments, to the Canmore Planning Commission.~~

14.14.6.2 The provisions of Section 1.13, Section 1.14, and Section 1.19 shall apply to this Direct Control District.

14.14.7 Schedules

The following schedule forms a part of this District.



14.24 TC-1 TOWN CENTRE CREEKSIDE DC DISTRICT [03(Z)2009DC]**14.24.1 Purpose**

To provide for a broad range of commercial, entertainment, cultural, and residential uses in mixed-use buildings on Lot 3, Block 70, Plan 1095F. The District provides for site-specific setbacks from Policeman Creek and the eastern boundary of Lot 3 to ensure that future development is integrated with adjacent lands.

14.24.2 Permitted Uses

- Amusement Arcades
- Arts and Crafts Studios
- Athletic and Recreational Facilities
- Convention Facilities
- Commercial Printing Establishments
- Cultural Establishments
- Dwelling Units in Mixed Use Buildings
- Eating Establishments
- Employee Housing
- Entertainment Establishments
- Financial Institutions
- Home Occupation - Class 1
- Medical Clinics
- Offices above the main floor
- Parks and Playgrounds
- Personal Service Business
- Public and Quasi-Public Buildings & Uses
- Public Utilities
- Retail Stores
- Visitor Accommodation

14.24.3 Discretionary Uses

- Cannabis Retail Store
- Drinking Establishments
- ~~Employee Housing~~
- Home Occupation - Class 2
- Hostel
- Liquor Stores
- Offices on the main floor
- Parking Areas
- Private Clubs
- Schools, Commercial
- Schools, Post-secondary
- Schools, Private
- Seasonal/Temporary Business
- Signs
- Taxi Stands
- Tourist Homes

14.24.4 Regulations

- 14.24.4.1 The minimum site area shall be 300.0m².
- 14.24.4.2 The minimum site width shall be 7.6m.
- 14.24.4.3 The maximum gross floor area shall be 2.0 F.A.R.
- 14.24.4.4 The minimum gross floor area shall be 1.25 F.A.R.
- 14.24.4.5 The front and rear property lines shall be the build-to lines.
- 14.24.4.6 The minimum side yard depth on the west property line shall be zero. [2023-18]
- 14.24.4.7 Notwithstanding any other regulations in the Land Use Bylaw in regard to minimum development setbacks from the top of bank, the minimum side yard depth from the east (creekside) property line shall be as follows: [2023-18]
- a. For structures and development on the first floor (where the top of the first floor is no more than 4.0m above grade and “grade” is determined by the geodetic elevation of the sidewalk on Main Street): 2.0m for a maximum of 30% of the length of the east elevation of the building and 5.0m for a minimum of 70% of the length of the east elevation of the building.
 - b. For structures and development on the second floor (assumed to be approximately between 4.0m and 7.0m above grade): 6.0m for a maximum of 40% of the length of the building elevation and 8.0m for a minimum of 60% of the length of the building elevation.
 - c. Notwithstanding these setback requirements, the Development Authority may approve a development permit for patios or other open, public-oriented spaces within the 5.0m at-grade setback if such spaces are less than 0.3m above the elevation of the adjacent Main Street sidewalk and provided that such public spaces provide direct access to the adjacent public property.
 - d. Any roof structures above the maximum eaveline height shall be sloped away from the side yard in accordance with Section 11, Community Architectural and Urban Design Standards. Although dormers may be allowed above 7.0m, these projections should be minor and allow the majority of the elevation to be roof. [2023-18]
- 14.24.4.8 The minimum setback for any surface parking or loading areas shall be 5.0m from the east (creekside) property line.
- 14.24.4.9 The maximum building height shall be 11.0m with a maximum eave-line height of 7.0m.

14.24.5 Design Requirements

- 14.24.5.1 A pedestrian-oriented streetscape on the south (Main Street), east (Policeman Creek) and north (laneway) sides of the site shall be established in accordance with the “Town Centre Enhancement Concept Plan” incorporating such design elements as: wide sidewalks, arcades, pedestrian scale street lighting, bicycle parking, canopies, vestibules, façade treatments that are sensitive to sidewalk location on a site specific basis, and, subject to the requirement for permeability of façades by the use of glass and doors in Section 11, Community Architectural and Urban Design Standards.

- 14.24.5.2 A creek-oriented pedestrian environment which integrates both the private and public realms between development on Lot 3 and the banks of Policeman Creek shall be created along and adjacent to the entire eastern portion of the site.
- 14.24.5.3 **Variations to Height**
Where the Development Authority is satisfied that the architectural integrity of a building would be enhanced, variances may be granted to allow 20% of the building to exceed the maximum height by up to 20%. No height variances shall be granted beyond the 20% relaxation.
- 14.24.5.4 **Potential Variations to Setbacks from East Property Line.**
If the Development Authority is satisfied that:
- a. A proposed development would make significant contributions to the public realm in excess of the normal landscaping requirements for adjacent boulevards and open space; and,
 - b. A proposed development would result in an equal or improved aquatic habitat in Policeman Creek as determined by Alberta Fish and Wildlife and/or an independent third party biologist acceptable to the Town of Canmore, variances may be granted as follows:
 - i. For the first floor of structures: A maximum variance of 0.5m (to allow a 1.5m setback) for 30% of the length of the building and a maximum variance of 1.0m (to allow a 4.0m setback) for 70% of the length of the building.
 - ii. For the second floor of structures: A maximum variance of 1.0m (to allow for a 5.0m setback) for 40% of the building elevation and a maximum variance of 1.0m (to allow for a 7.0m setback) for 60% of the building elevation.
 - iii. No further side yard setback variances shall be granted by the Development Authority. [2023-18]
 - c. In considering whether or not any of the above-described variances may be warranted, the Development Authority shall take into consideration the following:
 - i. Whether the proposed enhancement is compatible with design ideas for the area in the 1998 Town Centre Enhancement Concept Plan;
 - ii. The quality and quantity of the integration between the private and public spaces proposed between the building and the bank of the creek;
 - iii. The extent to which the design would connect with Main Street and the existing pedestrian system adjacent to Policeman Creek, and;
 - iv. The feasibility of proposed enhancement on Crown lands and bed and shore of Policeman Creek.
- 14.24.5.5 **Offices on Main Floor**
A successful pedestrian oriented and interesting downtown streetscape requires main-floor businesses that engage pedestrians. A proliferation of offices on the main floor may not achieve this objective. Therefore, proposals for main floor offices will be evaluated in regard to their effectiveness in maintaining or improving the pedestrian-oriented design requirements described in Subsections 14.24.5.1 and 14.24.5.2. Specifically, development permit applications for main floor offices will be evaluated in

accordance with the following criteria in determining a proposal's effect on the streetscape:

- a. At least 66% of office space should be located on the second floor with a relatively small main-floor office area at the storefront;
- b. If more than 25% of the existing block face on which the proposed development is located is non-retail and/or non-restaurant frontage, then additional storefront office space should not be approved;
- c. Proposed main floor office space may be approved notwithstanding (a) and (b) above, if it faces an alley;
- d. Proposed main floor office space may be approved notwithstanding (a) and (b) above, if more than 25% of the existing block face on which the proposed development is located is vacant at the time of the application;
- e. Proposed main floor office space may be approved notwithstanding (a) and (b) above, if the development proposes a substantial enhancement to the public/private realm adjacent to the building.

14.24.5.6 Design of buildings shall complement the mountain community of Canmore and must be in conformity with Section 11, Community Architectural and Urban Design Standards.

14.24.5.7 In order to achieve a pedestrian oriented site, parking and loading shall be designed to minimize visual impact, impacts on pedestrian activity and shall be setback a minimum of 5.0m from the east (creekside) property line of Lot 3. Techniques to achieve this may include structured parking, shared parking, cash-in-lieu of parking, and intensive landscaping. The developer/builder may be required to identify any proposed or possible parking sites. Where structured parking is provided, it shall be integrated into the building design, preferably underground.

14.24.5.8 The building elevations facing Main Street, Policeman Creek and the laneway shall all be considered as frontages.

14.24.5.9 Signage shall be designed to be oriented toward pedestrians and may be allowed on each of the three lot frontages.

14.24.5.10 Development permit Applications shall include professionally produced streetscape drawings or three-dimensional simulations of the overall development as viewed from public sidewalks and other public areas.

14.24.5.11 Garbage containers and waste material shall be stored either inside a principal building or, at the discretion of the Development Authority, in a weatherproof and animal-proof garbage enclosure as part of an approved collective garbage facility. Garbage enclosures shall be designed and located to be visually integrated with the site.

14.24.5.12 Outdoor storage is strictly prohibited.

14.24.6 Dwelling Units and Tourist Homes shall:

- a. have an entrance that is separate and distinct from the entrance to any commercial component of the building;
- b. not be located below the second storey;
- c. not be located on the same floor as a non-residential use unless there is a physical separation of uses and separate entrances to the satisfaction of the Development Authority;

- d. parking for tourist homes shall be provided on site as for residential dwelling units in accordance with Section 2, General Regulations.

14.24.7 Employee Housing shall:

- a. be accessory to a principal use.
- b. be integrated into the principal building.
- c. not be located below the second storey of a mixed use building but may be allowed in the basement of a mixed use building at the discretion of the Development Authority.
- d. not be located on the same floor as a non-residential use unless, there is a physical separation of uses and separate entrances to the satisfaction of the Development Authority.

14.24.8 Parking Alternatives

14.24.8.1 The Development Authority may, at its discretion, approve cash-in-lieu of parking for the difference between the total number of required parking stalls and the number of parking stalls provided within the development.

14.24.8.2 The Development Authority may allow a portion of the parking required by a development to be provided in an off-site location within the TC District only.

14.24.9 Additional Requirements

14.24.9.1 Green building Standards:

Prior to the issuance of a development permit, “green” building standards must be established; that is, construction standards which achieve, as a minimum, a “Built Green” silver certification or equivalent. Monitoring and reporting on compliance with the “green building” standards shall be the responsibility of the developer. The development of standards and the monitoring requirements shall be a condition of any development permit issued in this land use district.

14.24.9.2 Construction Management:

A detailed Construction Management Plan shall be required as a condition of a development permit in order to ensure that the bed and banks of Policeman Creek are protected during and after construction and that the public walkways adjacent to the site, including Main Street, are not unduly obstructed.

14.24.9.3 A Sustainability Screening Report is required by the Town as part of the Development Permit application process for developments with a GFA of 500m² or more in accordance with Section 1, Administration, and the Town of Canmore Sustainability Screening Process.

14.24.10 Development Authority

~~14.24.10.1 The Municipal Council of the Town of Canmore shall be the Development Authority for applications for all structural developments within this District.~~

~~14.24.10.2 The Development Authority for all non-structural development, including changes of use or signage within this District, shall be the Development Officer.~~

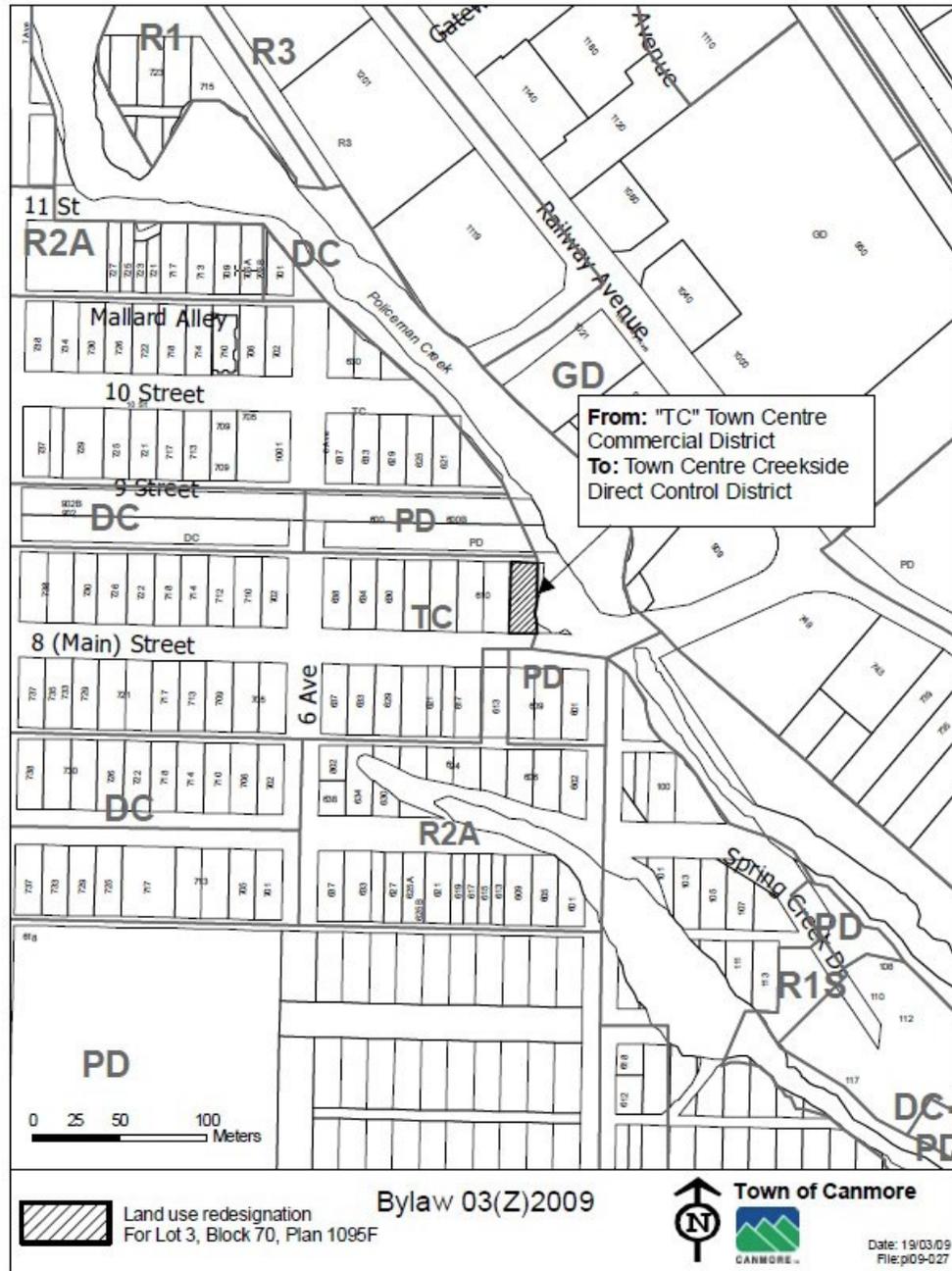
~~14.24.10.3 The Development Officer, at his or her discretion, may refer any development permit applications for non-structural developments to the Canmore Planning Commission.~~

14.24.10.1 The Development Officer shall be the Development Authority for all development in this Direct Control District.

14.24.10.2 The provisions of Section 1.13, Section 1.14, and Section 1.19 shall apply to this Direct Control District.

14.24.11 Schedules

The following schedule forms a part of this District.





Request for Decision

DATE OF MEETING: February 13, 2024 **Agenda #:** G-2

TO: Council

SUBJECT: Off-Site Levy Bylaw Amendment 2024-01

SUBMITTED BY: Pete Kinsberg, Asset Management Coordinator

RECOMMENDATION: That Council give first reading to Off-Site Levy Bylaw Amendment 2024-01.

EXECUTIVE SUMMARY

The Off-Site Levy Bylaw, enabled by the Municipal Government Act (MGA), provides a legislated method of payment by the development community of costs incurred by the Town of Canmore in providing supporting infrastructure for future development. The levies are regulated under the MGA and must be authorized through bylaws made by Council.

Administration is proposing amendments to the current Off-Site Levy Bylaw 2020-27, to include the following updated information:

- Revised Service Demand Factors (SDFs) to more fairly recognize and attribute utility demands,
- Future development projections,
- Interest and inflation costs,
- Revised project budgets for new Fire Halls, and
- Revised project requirements and budgets for Water/Wastewater Utility projects.

The proposed amendments also include provision for a periodic review of the calculation of the levies.

If first reading is approved, the bylaw will be advertised for two weeks and brought back to Council for second and third reading at the March 5 Regular Business Meeting.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

On January 5, 2021, Council gave second and third reading and approved the Off-Site Levy Bylaw 2020-27 (motions 9-2021 and 10-2021).

Section 648 of the MGA provides that Council may by bylaw:

- (a) provide for the imposition and payment of a levy, to be known as an "off-site levy", in respect of land that is to be developed or subdivided, and
- (b) authorize an agreement to be entered into in respect of the payment of the levy.

Further guidance on making off-site levy bylaws is provided by Sections 648 through 649 of the MGA, and by the Off-Site Levies Regulation [Alberta Regulation 187/2017] (the Regulation).

DISCUSSION

Statutory Framework

The MGA and the Regulation collectively provide requirements for the content and process of making an off-site levy bylaw. Examples of these provisions include the following:

- the purpose of levies,
- the methodology for calculation of levies,
- general principles, additional principles, and criteria for determining off-site levy costs,
- stakeholder consultations, and
- information that must be made publicly available.

The chart attached to this report (Attachment 5) documents administration’s review of both the current bylaw 2020-27 and the proposed updates for compliance with the MGA and Regulation.

Off-Site Levy Bylaw 2020-27

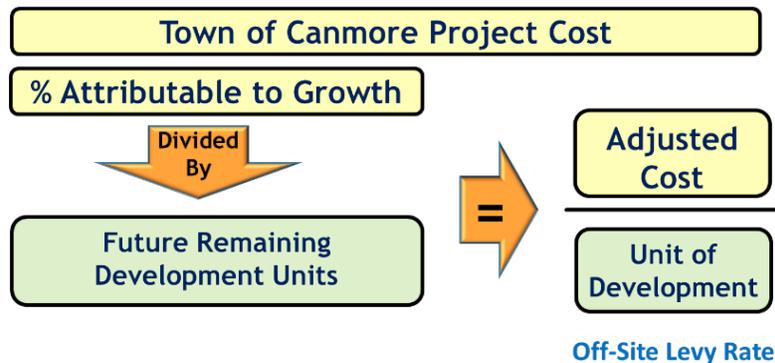
The Off-Site Levy Bylaw provides for levies on new development, subdivisions, or any changes to use or intensity of use on land parcels located within specific zones.

The current Off-Site Levy Bylaw presents levy rates for four types of development across fifteen levy zones (benefitting areas) which are geographically aligned with the Town’s infrastructure basins:

- Commercial
- Hotel
- Residential Low Density
- Residential Medium and High Density

The rate tables within the Off-Site Levy Bylaw also show how each rate contributes to various facilities and infrastructure (Water, Sanitary, Transportation, Storm and Fire) for each development type within each benefitting area. The future planning horizon uses a 25-year rolling timeframe to include all foreseeable commercial, hotel and residential development. The model is updated and extended by one year annually based on developer payments and actual rates of growth.

A basic representation of how an off-site levy rate is calculated using a typical infrastructure project cost is shown below:



The levy rates are calculated using an independent, third-party model provided by CORVUS Inc., which has been used in numerous Alberta municipalities. CORVUS’ results have been validated by the Town of Canmore.

Proposed Amendments to Off-Site Levy Bylaw 2020-27

The proposed amendments make no changes to the above model for calculating the levies. The changes in the proposed amendments to Off-Site Levy Bylaw 2020-27 are as follows:

- Using the 2022 Utility Master Plan, combined with a data-driven calculation model, more accurate development densities were determined to more fairly recognize and attribute Water and Sanitary infrastructure utility needs across development types using Service Demand Factors (SDFs).

The current SDFs and Densities are as follows:

Development Type	Density (Units/ha)	SDF (All Infrastructure and Facilities)
Commercial	25.88	2.00
Hotel	Unknown	0.67
Residential Low Density	25.88	1.00
Residential Medium Density		0.75

New revised densities and updated SDFs for Water and Sanitary Infrastructure in the proposed amendments are as follows:

Development Type	Density (Units/ha)	Transport	Water	Sanitary	Storm	Fire
Commercial	37	2.00	1.3	1.3	2.00	2.00
Hotel	109	0.67	1.1	1.1	0.67	0.67
Residential Low Density	14	1.00	1.0	1.0	1.00	1.00
Residential Medium Density	43	0.75	1.0	1.0	0.75	0.75

- Updated future development projections for commercial, hotel and residential developments to include Canadian Rockies Public Schools (CRPS) and Palliser Area Structure Plan (ASP) additions of almost 1,300 units, and to update development projections including the Three Sisters Village and Smith Creek areas.
- All developer off-site levy payments as of December 31, 2022 have been accounted for in the calculation of the new levy rates.
- Updated project data for the following has been included:
 - The 2022 Utility Master Plan and Wastewater Treatment Plant Capacity Upgrade Evaluation informed the Water and Sanitary infrastructure project capital costs, execution timelines, benefiting areas and attribution to growth.
 - Palliser Fire Hall project costs are updated based on actual costs for the project, which were also used to inform the Three Sisters Fire Hall project budget. Fire infrastructure benefiting areas and attribution to new growth which were developed via consultation with development community with Bylaw 2020-27 remain unchanged. It should be noted that the project costs for

the Three Sisters Fire Hall do not include land, as the method of land acquisition has yet to be determined.

5. Periodic review of levy calculations: The MGA requires a bylaw that prescribes a levy to provide for a periodic review of the calculation of a levy but does not set the time period. This review requirement is separate from the requirement to report annually on levies received and spent discussed below. The proposed amendments include a provision to review based on updates to the Utility Master Plan or other master plans for municipal infrastructure, facilities, development, or services to be used as inputs into the off-site levy model.
6. Updated Interest and Inflation costs have been applied in the calculation of the new off-site levy rates.

Interest and Project Inflation	Previous Rates	New Rates
Levies and Project Growth (Median CPI)	3.00%	3.60%
Reserve Surplus (Bank of Canada Prime Less 1.75%)	1.00%	5.45%
Reserve Deficit (Alberta Treasury Board - Month Rate (25-Year))	2.18%	5.55%

The impact of the proposed amendments is summarized below by demonstrating the changes to total leviable project costs as well as costs attributable to the development community in order to support new growth:

Project Costs and Developer Cost Recovery basis for the current Off-Site Levy Bylaw are as follows:

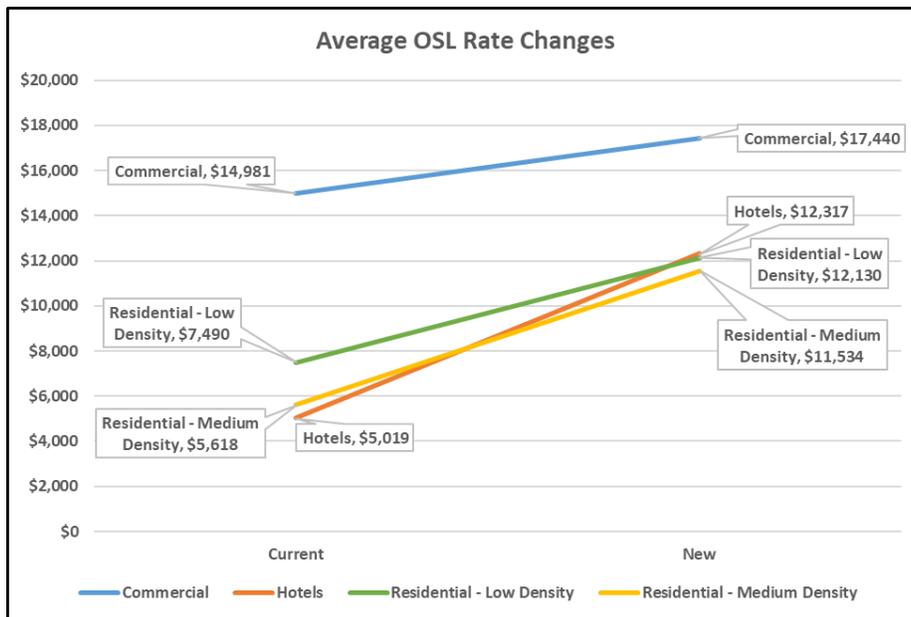
Infrastructure	Previous Project Cost (\$)	Previous Developer Cost (\$)	Previously Collected (\$)	Collected (%)
Water	35,400,000	27,200,000	5,900,000	22%
Transportation	22,200,000	8,200,000	2,000,000	25%
Storm	4,400,000	3,100,000	700,000	23%
Sanitary	60,000,000	38,300,000	14,800,000	39%
Fire	19,800,000	7,900,000	-	0%
Grand Total	\$ 141,800,000	\$ 84,700,000	\$ 23,400,000	28%

Updated Project Costs and Developer Cost Recovery in the proposed amended Off-Site Levy Bylaw are as follows:

Infrastructure	Project Cost (\$)	Developer Cost (\$)	Collected (\$)	Collected (%)
Water	76,700,000	44,500,000	8,400,000	19%
Transportation	22,200,000	8,200,000	3,200,000	39%
Storm	4,400,000	3,100,000	1,200,000	40%
Sanitary	145,800,000	89,000,000	18,300,000	21%
Fire	24,700,000	9,600,000	400,000	4%
Grand Total	\$ 273,800,000	\$ 154,400,000	\$ 31,500,000	20%

Together, these changes have necessitated an update to the current off-site levy rates. A comparison of the current and proposed off-site levy rates is provided below and illustrates the relative impacts of new projects, interest rates, inflation, new service demand factors (SDF) and future development plans.

Development Type	Current Average Off-Site Levy Rate (\$)	Project Impact (\$)	Interest & Inflation Impact (\$)	SDF Change Impact (\$)	Development Impact (\$)	Proposed Average Off-Site Levy Rate (\$)
Commercial	14,981	7,878	6,107	(10,262)	(1,264)	17,440
Hotels	5,019	2,639	2,046	3,910	(1,297)	12,317
Residential Low Density	7,490	3,939	3,054	(1,261)	(1,092)	12,130
Residential Med/High Density	5,618	2,954	2,290	1,819	(1,148)	11,534
Average	\$ 8,277	\$ 4,353	\$ 3,374	\$ (1,448)	\$ (1,200)	\$13,355



The M.D. of Bighorn (M.D.) benefits from infrastructure and services provided by the Town of Canmore but does not pay levies to the Town. Fees for Fire, Water, and Sanitary infrastructure payable by the M.D. to the Town are calculated in separate servicing agreements based on various infrastructure master plans such as the 2022 Utility Master Plan. These agreements are factored into the determination of off-site levies payable to the Town by the development community, by excluding the relevant project costs in the levy model which are attributable to the M.D.

Section 648.4 of the MGA requires municipalities to provide disclosure of off-site levy costs and payments, and to provide publicly available annual reports on the levies received, used and the balances retained. The Town has historically done this public annual reporting through the publishing of the annual audited financial statements. Going forward, administration will also be publishing a separate annual Off-Site Levy Report to be made available through the Town of Canmore’s website. A copy of the 2022 Off-Site Levy Report is attached for information (Attachment 4).

Next Steps

The development of the proposed bylaw amendment that is the subject of this Council report implemented process improvements identified during the development of the current Bylaw 2020-27. Similarly, the recent work on this amendment was an opportunity to identify further upgrades to the process of revising the Off-Site Levy Bylaw. This will include improved documentation that described consistent, transparent objectives, methodologies, and review and reporting practices that can guide subsequent amendments to the bylaw.

The next update will focus on transportation infrastructure and potentially recreation infrastructure. For transportation infrastructure, it will include a more data-driven approach to determining benefitting areas and growth attribution for transportation projects – including exploring the ability to distinguish between infrastructure requirements driven by growth, life-cycling, and visitor-related trip generation. This is an outstanding commitment to BOWDA as the current amendment did not consider this.

Administration will continue to review the off-site levy rates, including annual recording of all levies received, attribution to infrastructure projects and levy balances retained. This is done to ensure that the costs are fairly allocated to development and new growth in the community. It also serves to ensure that new infrastructure needs and all underlying assumptions are continuously validated and adapted to the current environment. This ongoing practice will support the regular review provision contained in the proposed amendment.

ANALYSIS OF ALTERNATIVES

Council could decide to make some but not all the recommended updates to the Off-Site Levy Bylaw.

This would require the Town to establish other funding sources for required infrastructure projects, which would undermine the ability of the Town to deliver critical infrastructure required to support growth. This would also likely require administration to undertake unique negotiations with each developer on a project-by-project basis, which would not meet objectives of transparency, consistency, or fairness when compared to updating the bylaw.

FINANCIAL IMPACTS

The proposed bylaw amendment will result in the collection of levies that fairly and transparently offset the costs of new infrastructure construction. Not updating this bylaw would result in a significant under-collection of required funds for new development applications, as the current model relies on both outdated infrastructure requirements and cost inputs. The resulting financial burden in this instance is placed on taxpayers. The substantial increase in total leviable project costs, increased inflation and interest costs have resulted in almost doubling of the required off-site levy rates to support growth and development. With a historical average annual collection of \$2 million per year (2019-2022), the Town of Canmore stands to forego approximately \$1 to \$2 million in levies for each year that the Off-Site Levy Bylaw amendment is postponed, assuming the recent pace of development continues.

STAKEHOLDER ENGAGEMENT

External

If first reading is approved, the Bylaw will be advertised and brought back to Council for second and third reading at the March 5 Regular Business Meeting.

Section 648.3(1) of the MGA requires municipalities to consult in good faith with stakeholders before making a final determination on future infrastructure and facility requirements and when determining the methodology on which to base a levy. Before passing or amending a bylaw, section 648.3(2) of the MGA

requires consulting on the calculation of a levy with stakeholders in the benefitting area where the levy will apply. Section 648.3 provides for consultation to begin at the earliest opportunity and to provide stakeholders with opportunity for input on an ongoing basis. The MGA does not define stakeholder, but landowners and developers who will pay levies are identifiable stakeholders. The Town's primary consultation is with the Bow Valley Builders and Developers' Association (BOWDA) as the local industry representatives, supplemented by direct consultation with major landowners and developers that stand to be impacted by area-specific changes to model inputs (for example, projected unit counts related to a specific growth area).

Administration engaged with BOWDA, focusing on the methodology associated with the revised Service Demand Factors, shared key assumptions for current calculated densities and units for development types (Commercial, Hotel and Residential Low, Medium, and High), updated budget, growth allocations, benefitting areas and timing for all Water and Sanitary projects identified in the 2022 Utility Master Plan as well as updated budgets for the Palliser and Three Sisters Fire Hall projects.

Consultations between administration and BOWDA in relation to Off-Site Levy Bylaw 2020-27 and the currently proposed amendments have included:

- Replicating the CORVUS off-site levy model to ensure its accuracy and walking through validation results with BOWDA's Off-Site Levy committee as part of Off-Site Levy Bylaw 2020-27 (the amendment proposed with this report retain the same model, only changing inputs specified in the report).
- Creating new Water and Sanitary zones in Bylaw 2020-27 because of consultation with BOWDA related to a review of benefitting areas.
- Refining the development of the Utility Master Plan (UMP) to allow more consultation with BOWDA on Water and Sanitary projects, including additional discussions on both benefitting areas and growth attributions, resulting in a revision of the UMP based on those consultations.
- Refining the methodology used to determine service demand factors (SDFs), engaging with BOWDA on the development of the SDF's and revising them based on BOWDA's feedback.
- After completion of the UMP and at the request of BOWDA, revisiting six Water and Sanitary projects that were included in the UMP, and holding a half-day session with BOWDA representatives, Town administration and the Town's UMP project team (McElhanney, CIMA+, and Town administration) to gain agreement on next steps with those projects.
- Working with Three Sisters Mountain Village Properties Limited to arrive at an agreed-upon revision to unit counts for their remaining undeveloped lands.
- Gaining agreement with BOWDA on a staged approach to revising the Off-Site Levy Bylaw, first addressing Water and Sanitary infrastructure, fire hall costing, and SDF's; with Transportation infrastructure to be addressed in subsequent updates to the bylaw.
- Fulfilling the commitment from the Town of Canmore to ensure the 2013 Servicing Agreements between the Town, Three Sisters Mountain Village, and the MD of Bighorn were incorporated in the updated UMP and that the model and rates are properly structured regarding these agreements.
- Completing consultation with BOWDA regarding redundancy in municipal water supply during both UMP development consultation, and Off-Site Levy Bylaw consultation meetings.

Internal

The Finance Department is responsible for the annual administration of the off-site levy calculation model, including annual updating and financial reporting of developer payments, operating and reserve budget. The department also leads on the preparation of amendments to the Off-Site Levy Bylaw, incorporating changes brought forward by other departments:

- The Planning Department estimates future development which forms the basis of the rate calculation.
- The Engineering, Public Works and Facilities Departments provide infrastructure requirements, costs, project timing and benefitting areas for new or upgraded infrastructure required to support that future development.

These departments further retain consultants including Professional Engineering firms. These teams provide expertise in municipal infrastructure projects including extensive water flow modelling, detailed equipment capacity evaluations, project planning and project cost estimation to provide plans such as the Utility Master Plan and other studies used to substantiate the levy rates.

ATTACHMENTS

- 1) Off-Site Levy Bylaw 2020-27 REDLINE
- 2) Off-Site Levy Bylaw Amendment 2024-01
- 3) Off-Site Levy Bylaw 2024-01 Schedules (1-8)
- 4) Town of Canmore 2022 Off-Site Levy Report
- 5) Off-Site Levy Bylaw Compliance Review Chart

AUTHORIZATION

Submitted by:	Pete Kinsberg Asset Management Coordinator	Date: <u>January 5, 2024</u>
Approved by:	Palki Biswas Manager of Finance	Date: <u>January 17, 2024</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>January 18, 2024</u>
Approved by:	Therese Rogers General Manager of Corporate Services	Date: <u>January 5, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>February 7, 2024</u>

BYLAW 2020-27 REDLINE

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO IMPOSE OFF-SITE LEVIES IN RESPECT OF LAND OR BUILDINGS THAT ARE TO BE SUBDIVIDED, DEVELOPED OR ARE TO UNDERGO A CHANGE IN USE OR INTENSITY OF USE

WHEREAS Part 17, Division 6 of the Municipal Government Act, R.S.A. 2000 Chapter M-26, provides that the council of a municipality may pass a bylaw establishing an Off-Site levy;

WHEREAS the council for the Town of Canmore deems it desirable to establish an Off-Site levy for the purposes described in the Act;

NOW THEREFORE the Council for the Town of Canmore in the province of Alberta, duly assembled, enacts as follows:

TITLE

- 1 This bylaw shall be known as Off-Site Levy Bylaw 2020-27.

PURPOSE AND INTENT

- 2 This bylaw is intended to:
 - a) impose and provide for the payment of a levy to be known as an Off-Site Levy in respect of Applicable Land; and
 - b) authorize agreements to be entered into in respect to payment of Off-Site Levies to ensure that the developer of each parcel of Applicable Land pays a proportionate share of the costs to provide new or expanded infrastructure required for the zone in which the Applicable Land is located.

DEFINITIONS

- 3 In this bylaw:
 - a) “Act” shall mean the Municipal Government Act, R.S.A. 2000, Chapter M-26.
 - b) “Applicable Land” shall mean land that is to be subdivided ~~or~~ developed ~~or is to undergo a change of use or intensity of use in the Town of Canmore.~~
 - c) ~~“Chief Administrative Officer” shall mean the chief administrative officer of the Town of Canmore or his or her authorized representative.~~ Repealed
 - d) “Off-Site levies” mean the levies imposed by this bylaw.
 - e) “Off-Site levy model” means the independent, third-party model employed by the Town to calculate Off-Site levies as further referenced in section 10.

- f) ~~“service demand factor”~~ “Service Demand Factor(s)” and “SDF(s)” means ~~is~~ the relative demand for infrastructure services that result from different development types, with low density residential infrastructure having a baseline factor of one (1.0) with other development types scaled accordingly, as further described in section 7 and Schedule 8.
- g) “development” has the same meaning as provided for in Part 17 of the Act.
- h) “commercial unit” is set multiple of hectares of commercial development, with one (1) commercial hectare of development equal to ~~25.88~~ 25.37 commercial units of development.
- i) “commercial development” means all non-residential and non-hotel development.
- j) “hotel unit” means a unit where sleeping facilities are provided for visitors for periods of up to 30 days and where the total floor area of the unit is 75 square meters or less.
- k) “hotel development” means any ~~commercial~~ development, or relative portion of a development, that is visitor accommodation or other use that provides short-term accommodation to visitors. Tourist homes, as a sub class of residential use, are not considered as hotel or a visitor accommodation use.
- l) “residential unit” means a self-contained room or suite of rooms which normally provide sleeping, washing, sanitary and kitchen facilities, and which is intended for domestic use and includes residential units operated as tourist homes and/or visitor accommodation units that are larger than 75 square meters in size.
- m) “residential development” means development of a dwelling unit, or units, for residential purposes at a range of densities (and may or may not include accessory uses such as home occupations or live work studios):
- i. Residential - Low Density: <35 units per hectare,
 - ii. Residential - Medium / High Density: 35 and greater units per hectare,
- n) “existing residential unit” means a residential unit that is existent on a parcel at the time of application for redevelopment or that had existed on the parcel within the previous 5 years from the date of application but has been demolished.
- o) “tourist home”, “live work studio”, “secondary suite” and “home occupation” have the same meaning as the definitions contained in the Town’s Land Use Bylaw (2018-22 or current version as updated).

ADMINISTRATION AND ENFORCEMENT

- 4 Council hereby delegates to the ~~C~~hief ~~A~~administrative ~~O~~fficer the duty and authority to enforce and administer this bylaw and to execute on behalf of the Town, written agreements with owners of Applicable Land providing for the payment of Off-Site levies imposed by this bylaw.

DIVISION INTO AREAS

- 5 The Town is hereby divided into ~~seventeen-fifteen~~ Off-Site Levy Cost Recovery Zones which are indicated in Table 1 below and demonstrated in Schedule 1 of this bylaw. Two additional zones are attributed to the Municipal District of Bighorn (MD):

Table 1

Zone	Description
1	Silvertip and Cougar Point
2	Palliser
3	Cougar Creek and Eagle Terrace
4	Elk Run Industrial
5	Larch
6	BVT North, Railway Avenue, Spring Creek North
7	Teepee Town
8	Industrial Triangle
9	BVT South and Spring Creek Mountain Village
10	Fairholme, Town Centre, South Canmore
11	Three Sisters Dr, Rundle Dr, Rundleview, Peaks of Grassi
12	Quarry Pines
13	Three Sisters Village
14	Smith Creek and Stewart Creek
15	Dead Man's Flats <u>(MD)</u>
16	Harvie Heights <u>(MD)</u>
17	William Street

- 6 ~~The Harvie Heights and Dead Man's Flats Zones are included in the calculations of the Off Site levy model, but are not subject to this bylaw. Any amounts collected as a result of their inclusion in the Off Site levy model shall be through the relevant agreement with the Municipal District of Bighorn. The MD benefits from infrastructure and services provided by the Town of Canmore but does not pay Off-Site Levies to the Town. Fees for Fire, Water and Sanitary infrastructure payable by the MD to the Town, are calculated in separate servicing agreements based on various infrastructure master plans such the 2022 Utility Master Plan. These agreements are factored into the determination of Off-Site levies payable to the Town by the development community, by excluding the relevant project costs in the Off-Site Levy model which are attributable to the MD.~~

IMPOSITION OF OFF-SITE LEVIES

7 The Town shall distinguish the differential benefit of offsite infrastructure according to four land use development types (Commercial, Hotels, Residential Low Density and Residential Medium/High Density) using SDFs. SDFs are presented as relative to Residential Low Density Development having an SDF of 1.0. SDFs for water and sanitary infrastructure are informed by utility design rates from the 2022 Utility Master Plan (UMP) as indicated in Schedule 8 and Table 2 below. This results in each Zone in Table 1 containing four distinct Service Demand Factor rates for each of the four potential types of development, as indicated in Table 2 below.

Table 2

<u>Land Use Development Type</u>	<u>Service Demand Factor</u>
<u>Commercial</u>	<u>2.00</u>
<u>Hotels</u>	<u>0.67</u>
<u>Residential – Low Density</u>	<u>1.00</u>
<u>Residential – Med / High Density</u>	<u>0.75</u>

<u>Development Type</u>	<u>Service Demand Factors per Infrastructure Type</u>				
	<u>Transportation</u>	<u>Water</u>	<u>Sanitary</u>	<u>Storm</u>	<u>Fire</u>
<u>Commercial</u>	<u>2.0</u>	<u>1.3</u>	<u>1.3</u>	<u>2.0</u>	<u>2.0</u>
<u>Hotels</u>	<u>0.67</u>	<u>1.1</u>	<u>1.1</u>	<u>0.67</u>	<u>0.67</u>
<u>Residential - Low Density</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
<u>Residential - Med / High Density</u>	<u>0.75</u>	<u>1.0</u>	<u>1.0</u>	<u>0.75</u>	<u>0.75</u>

68 The following Off-Site levy rates are imposed for each Zone for each type of development, with each Zone number from Table 1 being identified with the four possible types of development as follows:

- a) Type Zone-1 for Commercial,
- b) Type Zone-2 for Hotel,
- c) Type Zone-3 for Residential Low Density
- d) Type Zone-4 for Residential Med / High Density.

79 The resulting infrastructure contributions to the total Off-Site levy rates / unit for each Zone and development type is listed in Table 3 below.

Table 3

<u>Zone & Dev Type</u>	<u>Transportation (\$/Unit)</u>	<u>Water (\$/Unit)</u>	<u>Sanitary (\$/Unit)</u>	<u>Storm (\$/Unit)</u>	<u>Fire (\$/Unit)</u>	<u>Total (\$/Unit)</u>
<u>1.1</u>	<u>1,360</u>	<u>3,260</u>	<u>2,739</u>	<u>*</u>	<u>1,874</u>	<u>9,232</u>
<u>1.2</u>	<u>456</u>	<u>1,092</u>	<u>917</u>	<u>*</u>	<u>628</u>	<u>3,093</u>
<u>1.3</u>	<u>680</u>	<u>1,630</u>	<u>1,369</u>	<u>*</u>	<u>937</u>	<u>4,616</u>
<u>1.4</u>	<u>510</u>	<u>1,223</u>	<u>1,027</u>	<u>*</u>	<u>703</u>	<u>3,462</u>

Zone & Dev Type	Transportation (\$/Unit)	Water (\$/Unit)	Sanitary (\$/Unit)	Storm (\$/Unit)	Fire (\$/Unit)	Total (\$/Unit)
2.1	1,360	3,260	2,903	1,116	1,874	10,513
2.2	456	1,092	972	374	628	3,522
2.3	680	1,630	1,451	558	937	5,256
2.4	510	1,223	1,089	419	703	3,942
3.1	1,360	3,260	2,739	*	1,874	9,232
3.2	456	1,092	917	*	628	3,093
3.3	680	1,630	1,369	*	937	4,616
3.4	510	1,223	1,027	*	703	3,462
4.1	1,360	3,260	2,739	*	1,874	9,232
4.2	456	1,092	917	*	628	3,093
4.3	680	1,630	1,369	*	937	4,616
4.4	510	1,223	1,027	*	703	3,462
5.1	1,360	4,476	10,617	*	1,874	18,327
5.2	456	1,500	3,557	*	628	6,140
5.3	680	2,238	5,309	*	937	9,164
5.4	510	1,679	3,982	*	703	6,873
6.1	1,360	4,476	11,415	878	1,874	20,002
6.2	456	1,500	3,824	294	628	6,701
6.3	680	2,238	5,707	439	937	10,001
6.4	510	1,679	4,281	329	703	7,501
7.1	1,360	4,476	9,120	16,231	1,874	33,061
7.2	456	1,500	3,055	5,437	628	11,075
7.3	680	2,238	4,560	8,116	937	16,530
7.4	510	1,679	3,420	6,087	703	12,398
8.1	1,360	4,476	10,617	*	1,874	18,327
8.2	456	1,500	3,557	*	628	6,140
8.3	680	2,238	5,309	*	937	9,164
8.4	510	1,679	3,982	*	703	6,873
9.1	1,360	5,681	7,273	878	1,874	17,066
9.2	456	1,903	2,437	294	628	5,717
9.3	680	2,840	3,637	439	937	8,533
9.4	510	2,130	2,728	329	703	6,400
10.1	1,360	4,476	14,040	*	1,874	21,750
10.2	456	1,500	4,704	*	628	7,286
10.3	680	2,238	7,020	*	937	10,875
10.4	510	1,679	5,265	*	703	8,156
11.1	1,360	4,303	2,970	*	1,874	10,507
11.2	456	1,442	995	*	628	3,520
11.3	680	2,152	1,485	*	937	5,254

Zone & Dev Type	Transportation (\$/Unit)	Water (\$/Unit)	Sanitary (\$/Unit)	Storm (\$/Unit)	Fire (\$/Unit)	Total (\$/Unit)
11.4	510	1,614	1,114	*	703	3,940
12.1	1,360	4,303	2,970	*	1,874	10,507
12.2	456	1,442	995	*	628	3,520
12.3	680	2,152	1,485	*	937	5,254
12.4	510	1,614	1,114	*	703	3,940
13.1	1,360	4,303	3,422	*	1,874	10,959
13.2	456	1,442	1,146	*	628	3,671
13.3	680	2,152	1,711	*	937	5,479
13.4	510	1,614	1,283	*	703	4,110
14.1	1,360	4,303	3,460	*	1,874	10,997
14.2	456	1,442	1,159	*	628	3,684
14.3	680	2,152	1,730	*	937	5,499
14.4	510	1,614	1,298	*	703	4,124
15.1	*	3,661	3,083	*	1,874	8,618
15.2	*	1,226	1,033	*	628	2,887
15.3	*	1,831	1,542	*	937	4,309
15.4	*	1,373	1,156	*	703	3,232
16.1	*	3,087	8,184	*	1,874	13,145
16.2	*	1,034	2,742	*	628	4,404
16.3	*	1,544	4,092	*	937	6,573
16.4	*	1,158	3,069	*	703	4,930
17.1	1,360	7,670	11,415	878	1,874	23,196
17.2	456	2,570	3,824	294	628	7,771
17.3	680	3,835	5,707	439	937	11,598
17.4	510	2,876	4,281	329	703	8,699
<u>1.1</u>	<u>1,333</u>	<u>2,295</u>	<u>8,018</u>	<u>-</u>	<u>2,309</u>	<u>13,954</u>
<u>1.2</u>	<u>446</u>	<u>1,942</u>	<u>6,785</u>	<u>-</u>	<u>774</u>	<u>9,946</u>
<u>1.3</u>	<u>666</u>	<u>1,765</u>	<u>6,168</u>	<u>-</u>	<u>1,155</u>	<u>9,754</u>
<u>1.4</u>	<u>500</u>	<u>1,765</u>	<u>6,168</u>	<u>-</u>	<u>866</u>	<u>9,299</u>
<u>2.1</u>	<u>1,333</u>	<u>2,729</u>	<u>8,075</u>	<u>1,017</u>	<u>2,309</u>	<u>15,462</u>
<u>2.2</u>	<u>446</u>	<u>2,309</u>	<u>6,832</u>	<u>341</u>	<u>774</u>	<u>10,702</u>
<u>2.3</u>	<u>666</u>	<u>2,100</u>	<u>6,211</u>	<u>508</u>	<u>1,155</u>	<u>10,640</u>
<u>2.4</u>	<u>500</u>	<u>2,100</u>	<u>6,211</u>	<u>381</u>	<u>866</u>	<u>10,058</u>
<u>3.1</u>	<u>1,333</u>	<u>2,010</u>	<u>8,018</u>	<u>-</u>	<u>2,309</u>	<u>13,669</u>
<u>3.2</u>	<u>446</u>	<u>1,700</u>	<u>6,785</u>	<u>-</u>	<u>774</u>	<u>9,705</u>
<u>3.3</u>	<u>666</u>	<u>1,546</u>	<u>6,168</u>	<u>-</u>	<u>1,155</u>	<u>9,534</u>
<u>3.4</u>	<u>500</u>	<u>1,546</u>	<u>6,168</u>	<u>-</u>	<u>866</u>	<u>9,079</u>
<u>4.1</u>	<u>1,333</u>	<u>2,010</u>	<u>8,018</u>	<u>-</u>	<u>2,309</u>	<u>13,669</u>
<u>4.2</u>	<u>446</u>	<u>1,700</u>	<u>6,785</u>	<u>-</u>	<u>774</u>	<u>9,705</u>

Zone & Dev Type	Transportation (\$/Unit)	Water (\$/Unit)	Sanitary (\$/Unit)	Storm (\$/Unit)	Fire (\$/Unit)	Total (\$/Unit)
<u>4.3</u>	<u>666</u>	<u>1,546</u>	<u>6,168</u>	<u>=</u>	<u>1,155</u>	<u>9,534</u>
<u>4.4</u>	<u>500</u>	<u>1,546</u>	<u>6,168</u>	<u>=</u>	<u>866</u>	<u>9,079</u>
<u>5.1</u>	<u>1,333</u>	<u>2,010</u>	<u>8,387</u>	<u>=</u>	<u>2,309</u>	<u>14,039</u>
<u>5.2</u>	<u>446</u>	<u>1,700</u>	<u>7,097</u>	<u>=</u>	<u>774</u>	<u>10,018</u>
<u>5.3</u>	<u>666</u>	<u>1,546</u>	<u>6,452</u>	<u>=</u>	<u>1,155</u>	<u>9,819</u>
<u>5.4</u>	<u>500</u>	<u>1,546</u>	<u>6,452</u>	<u>=</u>	<u>866</u>	<u>9,363</u>
<u>6.1</u>	<u>1,333</u>	<u>3,965</u>	<u>14,818</u>	<u>849</u>	<u>2,309</u>	<u>23,273</u>
<u>6.2</u>	<u>446</u>	<u>3,355</u>	<u>12,538</u>	<u>285</u>	<u>774</u>	<u>17,397</u>
<u>6.3</u>	<u>666</u>	<u>3,050</u>	<u>11,398</u>	<u>425</u>	<u>1,155</u>	<u>16,693</u>
<u>6.4</u>	<u>500</u>	<u>3,050</u>	<u>11,398</u>	<u>319</u>	<u>866</u>	<u>16,132</u>
<u>7.1</u>	<u>1,333</u>	<u>7,621</u>	<u>12,189</u>	<u>22,936</u>	<u>2,309</u>	<u>46,388</u>
<u>7.2</u>	<u>446</u>	<u>6,448</u>	<u>10,314</u>	<u>7,684</u>	<u>774</u>	<u>25,666</u>
<u>7.3</u>	<u>666</u>	<u>5,862</u>	<u>9,376</u>	<u>11,468</u>	<u>1,155</u>	<u>28,527</u>
<u>7.4</u>	<u>500</u>	<u>5,862</u>	<u>9,376</u>	<u>8,601</u>	<u>866</u>	<u>25,205</u>
<u>8.1</u>	<u>1,333</u>	<u>2,010</u>	<u>8,387</u>	<u>=</u>	<u>2,309</u>	<u>14,039</u>
<u>8.2</u>	<u>446</u>	<u>1,700</u>	<u>7,097</u>	<u>=</u>	<u>774</u>	<u>10,018</u>
<u>8.3</u>	<u>666</u>	<u>1,546</u>	<u>6,452</u>	<u>=</u>	<u>1,155</u>	<u>9,819</u>
<u>8.4</u>	<u>500</u>	<u>1,546</u>	<u>6,452</u>	<u>=</u>	<u>866</u>	<u>9,363</u>
<u>9.1</u>	<u>1,333</u>	<u>4,131</u>	<u>10,660</u>	<u>849</u>	<u>2,309</u>	<u>19,283</u>
<u>9.2</u>	<u>446</u>	<u>3,496</u>	<u>9,020</u>	<u>285</u>	<u>774</u>	<u>14,021</u>
<u>9.3</u>	<u>666</u>	<u>3,178</u>	<u>8,200</u>	<u>425</u>	<u>1,155</u>	<u>13,624</u>
<u>9.4</u>	<u>500</u>	<u>3,178</u>	<u>8,200</u>	<u>319</u>	<u>866</u>	<u>13,063</u>
<u>10.1</u>	<u>1,333</u>	<u>2,729</u>	<u>9,501</u>	<u>=</u>	<u>2,309</u>	<u>15,872</u>
<u>10.2</u>	<u>446</u>	<u>2,309</u>	<u>8,039</u>	<u>=</u>	<u>774</u>	<u>11,568</u>
<u>10.3</u>	<u>666</u>	<u>2,100</u>	<u>7,308</u>	<u>=</u>	<u>1,155</u>	<u>11,228</u>
<u>10.4</u>	<u>500</u>	<u>2,100</u>	<u>7,308</u>	<u>=</u>	<u>866</u>	<u>10,773</u>
<u>11.1</u>	<u>1,333</u>	<u>1,843</u>	<u>8,181</u>	<u>=</u>	<u>2,309</u>	<u>13,666</u>
<u>11.2</u>	<u>446</u>	<u>1,560</u>	<u>6,922</u>	<u>=</u>	<u>774</u>	<u>9,702</u>
<u>11.3</u>	<u>666</u>	<u>1,418</u>	<u>6,293</u>	<u>=</u>	<u>1,155</u>	<u>9,532</u>
<u>11.4</u>	<u>500</u>	<u>1,418</u>	<u>6,293</u>	<u>=</u>	<u>866</u>	<u>9,077</u>
<u>12.1</u>	<u>1,333</u>	<u>1,843</u>	<u>8,181</u>	<u>=</u>	<u>2,309</u>	<u>13,666</u>
<u>12.2</u>	<u>446</u>	<u>1,560</u>	<u>6,922</u>	<u>=</u>	<u>774</u>	<u>9,702</u>
<u>12.3</u>	<u>666</u>	<u>1,418</u>	<u>6,293</u>	<u>=</u>	<u>1,155</u>	<u>9,532</u>
<u>12.4</u>	<u>500</u>	<u>1,418</u>	<u>6,293</u>	<u>=</u>	<u>866</u>	<u>9,077</u>
<u>13.1</u>	<u>1,333</u>	<u>2,747</u>	<u>8,181</u>	<u>=</u>	<u>2,309</u>	<u>14,570</u>
<u>13.2</u>	<u>446</u>	<u>2,324</u>	<u>6,922</u>	<u>=</u>	<u>774</u>	<u>10,467</u>
<u>13.3</u>	<u>666</u>	<u>2,113</u>	<u>6,293</u>	<u>=</u>	<u>1,155</u>	<u>10,227</u>
<u>13.4</u>	<u>500</u>	<u>2,113</u>	<u>6,293</u>	<u>=</u>	<u>866</u>	<u>9,772</u>
<u>14.1</u>	<u>1,333</u>	<u>14,801</u>	<u>11,510</u>	<u>=</u>	<u>2,309</u>	<u>29,953</u>

Zone & Dev Type	Transportation (\$/Unit)	Water (\$/Unit)	Sanitary (\$/Unit)	Storm (\$/Unit)	Fire (\$/Unit)	Total (\$/Unit)
<u>14.2</u>	<u>446</u>	<u>12,524</u>	<u>9,739</u>	=	<u>774</u>	<u>23,483</u>
<u>14.3</u>	<u>666</u>	<u>11,386</u>	<u>8,854</u>	=	<u>1,155</u>	<u>22,060</u>
<u>14.4</u>	<u>500</u>	<u>11,386</u>	<u>8,854</u>	=	<u>866</u>	<u>21,605</u>
<u>15.1</u>	<u>MD Bighorn: Subject to Separate Servicing Agreements</u>					
<u>15.2</u>						
<u>15.3</u>						
<u>15.4</u>						
<u>16.1</u>	<u>MD Bighorn: Subject to Separate Servicing Agreements</u>					
<u>16.2</u>						
<u>16.3</u>						
<u>16.4</u>						
<u>17.1</u>	<u>1,333</u>	<u>3,965</u>	<u>12,672</u>	<u>849</u>	<u>2,309</u>	<u>21,128</u>
<u>17.2</u>	<u>446</u>	<u>3,355</u>	<u>10,723</u>	<u>285</u>	<u>774</u>	<u>15,582</u>
<u>17.3</u>	<u>666</u>	<u>3,050</u>	<u>9,748</u>	<u>425</u>	<u>1,155</u>	<u>15,043</u>
<u>17.4</u>	<u>500</u>	<u>3,050</u>	<u>9,748</u>	<u>319</u>	<u>866</u>	<u>14,482</u>

~~(*) Zones not subject to this bylaw.~~

DETERMINATION OF OFF-SITE LEVIES

~~10. The service demand factors contained in Table 2 and the~~ The rates contained in Table 3 were determined in accordance with an independent, third-party Off-Site levy model developed by CORVUS Inc. This model ensures Off-Site Levy rates are based on current infrastructure cost estimates, consistent with legislative and regulatory requirements, and include the full impact of infrastructure staging, land development staging, financing costs, inflation, and reserve interest impacts.

~~10.1 The interest rate methodologies used in the determination of Off-Site Levy rates typically include:~~
a) annual project and levy escalation rates: Bank of Canada median CPI,
b) interest earned if reserve has a surplus: Bank of Canada prime rate, minus 1.75%,
c) interest charged if reserve has a deficit: Treasury Board of Alberta 25-year lending rate.

~~10.2 The Off-Site Levy rates shall be reviewed following updates to the Utility Master Plan and other master plans for municipal infrastructure, facilities, development, or services intended to be used as inputs into the Offsite Levy model.~~

~~11. The applicable projects and their associated costs, benefitting zones, staging and development plans are contained respectively within Schedules 2 through 5 of this bylaw. The following Schedules form part of this bylaw and shall be used in the determination of Off-site levies:~~

- a) Schedule 1 - Off Site Levy Cost Recovery Zones,
- b) Schedule 2 - Summary of Projects and Cost Recovery,
- c) Schedule 3 – Summary of Project Benefitting Areas,
- d) Schedule 4 – Summary of Planned Project Staging,

- e) Schedule 5 – Rolling 25 Year Development Plan,
- f) Schedule 6 – 2023 UMP Project Cost Share Summary,
- g) Schedule 7 – 2023 UMP WWTP Project Cost Share Summary,
- h) Schedule 8 - Service Demand Factors.

12 If a grant specific to the project is utilized by the Town to pay for any eligible expenses relating to a project contained in the Off-Site levy model, then those funds shall be included in the Off-Site levy model and the Off-Site levies adjusted accordingly.

813 A “secondary suite” shall not count as an additional unit for the purposes of calculating off site levies, with the exception of where these additional units are required to be provided by as part of a land use district.

914 Where a mixed use development is proposed, the developer shall pay Off-Site levy rates for the areas where the development occurs as shown in Table 3. The calculation of Off-Site levy rates is based on the percentage distribution between different types of developments and is calculated as the percentage utilization of total building floor area. Note that one (1) commercial hectare of development is equal to 25.8837 units of commercial development. For example:

A new 4,000 m² (0.4 Hectare) development site is proposed in Zone 1 which includes commercial development utilizing 25% of the total building floor area and 20 medium/high density residential units:

Since the residential density is 20 units / 0.4 ha = 50 units / hectare, the medium / high density residential rate is applicable. Using Table 3 for Zone 1 commercial rate (Row 1.1) and medium/ high density residential rate (Row 1.4):

$$\begin{aligned}
 \text{Commercial} &= 0.4 \text{ (ha)} \times 25\% \text{ Total Floor Area} \times \underline{25.8837} \text{ (Units/ ha)} \times \underline{\$13,954/\text{Unit}} = \\
 &\underline{\$1,629.80} \underline{\$9,232/\text{Unit}} = \underline{\$23,892} \\
 \text{Residential} &= 20 \text{ Med-High Density Residential Units} \times \underline{\$9,299/\text{Unit}} = \underline{\$185,980.00} \underline{\$3,462/\text{Unit}} = \\
 &\underline{\$69,240} \\
 \text{Total Off-Site Levy} &= \underline{\$1,629.80} + \underline{\$185,980.00} = \underline{\$237,609.80} \underline{\$23,892} + \underline{\$69,240} = \underline{\$93,132}
 \end{aligned}$$

CHANGE OF USE OR INTENSITY OF USE

~~4015~~ _____ If any ~~Applicable Land~~ provides a net contribution to the Town, then the Town shall apply the provisions of section 651 of the Act, titled "Agreements re: Oversize Improvements" for any increase in residential units, hotel units or commercial units constructed, irrespective of whether the land was subject to previous Off-Site levies. Repealed

~~416~~ _____ Where a development is proposed on a site that has previously paid off site levies, additional levies may be collected for infrastructure types that were not previously collected for. For example, a site that paid for water and sanitary levies, will be required to pay for other types of infrastructure that were not previously collected (e.g. road and fire facility) as per current rates in this bylaw.

~~4217~~ _____ For parcels which have not previously contributed offsite levies but where a unit or units exists on a parcel that is to be redeveloped with one or more units, the total units requiring payment of offsite levies shall be calculated as follows:

Total units requiring offsite levies = # new units - # of existing units

For example where a single family home (1) is demolished and replaced with a duplex (2) the total units required to pay offsite levies is one (2-1=1).

~~4318~~ _____ ~~Subsequent to s.17, c~~ Credit for existing commercial development measured in hectares rather than units may be considered by Town administration when calculating offsite levies owing for commercial parcels which have not previously contributed offsite levies. The calculation will take into consideration existing and new demand for infrastructure.

ENACTMENT/TRANSITION

~~4419~~ _____ If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

~~4520~~ _____ ~~Schedule 1 – Off Site Levy Cost Recovery Zones, Schedule 2 – Summary of Projects and Cost Recovery, Schedule 3 – Summary of Project Benefitting Areas, Schedule 4 – Summary of Planned Project Staging, and Schedule 5 – Rolling 25 Year Development Plan, Schedule 6 – 2023 UMP Project Cost Share Summary, Schedule 7 – 2023 UMP WWTP Project Cost Share Summary and Schedule 8 – Service Demand Factors~~ form part of this bylaw. Repealed

~~4621~~ _____ Bylaw 2018-06 is repealed.

~~4722~~ _____ This bylaw comes into force on the date it is passed.

FIRST READING: December 1, 2020

SECOND READING: January 5, 2021

THIRD READING: January 5, 2021

DATE IN EFFECT: January 7, 2021

BYLAW 2024-01

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
AMEND OFF-SITE LEVY BYLAW 2020-27**

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

- 1 This bylaw shall be known as Off-Site Levy Bylaw Amendment 2024-01.

INTERPRETATION

- 2 Words defined in Bylaw 2020-27 shall have the same meaning when used in this bylaw.

PROVISIONS

- 3 Bylaw 2020-27 is amended by this bylaw.
- 4 Section 3b) is amended by inserting “or” between “subdivided” and “developed” and striking out “or is to undergo a change of use or intensity of use in the Town of Canmore”.
- 5 Section 3c) is repealed.
- 6 Section 3e) is amended by adding “as further referenced in section 10” to the end of the sentence.
- 7 Section 3f) is amended by striking out “service demand factor is” and substituting “Service Demand Factor(s)” and “SDF(s)” means”, and by adding “as further described in section 7 and Schedule 8” to the end of the sentence.
- 8 Section 3h) is amended by striking out “25.88” and substituting “37”.
- 9 Section 3i) is amended by inserting “and non-hotel” between “non-residential” and “development”.
- 10 Section 3k) is amended by striking out “commercial”.
- 11 Section 4 is amended by striking out “Chief Administrative Officer” and substituting “chief administrative officer”.
- 12 Section 5 is amended by striking out “seventeen” and substituting “fifteen” and by adding “Two additional zones are attributed to the Municipal District of Bighorn (MD).” after the first sentence.
- 13 Section 5 Table 1 is amended by adding “(MD)” to Zone 15 and Zone 16 descriptions.
- 14 Section 6 is repealed and replaced with the following:
 - 6 The MD benefits from infrastructure and services provided by the Town of Canmore but does not pay Off-Site Levies to the Town. Fees for Fire, Water and Sanitary infrastructure payable by

the MD to the Town, are calculated in separate servicing agreements based on various infrastructure master plans such the 2022 Utility Master Plan. These agreements are factored into the determination of Off-Site levies payable to the Town by the development community, by excluding the relevant project costs in the Off-Site Levy model which are attributable to the MD.

15 Section 7 is amended

- a) by adding “using SDFs. SDFs are presented as relative to Residential Low Density Development having an SDF of 1.0. SDFs for water and sanitary infrastructure are informed by utility design rates from the 2022 Utility Master Plan (UMP) as indicated in Schedule 8 and Table 2 below” to the end of the first sentence,
- b) by striking out “This results in each Zone in Table 1 containing four distinct Service Demand Factor rates for each of the four potential types of development, as indicated in Table 2 below.”,
- c) by repealing Table 2 and substituting the following:

Development Type	Service Demand Factors per Infrastructure Type				
	Transportation	Water	Sanitary	Storm	Fire
Commercial	2.0	1.3	1.3	2.0	2.0
Hotels	0.67	1.1	1.1	0.67	0.67
Residential - Low Density	1.0	1.0	1.0	1.0	1.0
Residential - Med / High Density	0.75	1.0	1.0	0.75	0.75

16 Sections 8a), 8b), 8c), and 8d) are amended by striking out “Zone .” and substituting “Type”.

17 Section 9 is amended

- a) by repealing Table 3 and substituting the following:

Zone & Dev Type	Transportation (\$/Unit)	Water (\$/Unit)	Sanitary (\$/Unit)	Storm (\$/Unit)	Fire (\$/Unit)	Total (\$/Unit)
1.1	1,333	2,295	8,018	-	2,309	13,954
1.2	446	1,942	6,785	-	774	9,946
1.3	666	1,765	6,168	-	1,155	9,754
1.4	500	1,765	6,168	-	866	9,299
2.1	1,333	2,729	8,075	1,017	2,309	15,462
2.2	446	2,309	6,832	341	774	10,702
2.3	666	2,100	6,211	508	1,155	10,640
2.4	500	2,100	6,211	381	866	10,058
3.1	1,333	2,010	8,018	-	2,309	13,669
3.2	446	1,700	6,785	-	774	9,705
3.3	666	1,546	6,168	-	1,155	9,534
3.4	500	1,546	6,168	-	866	9,079

4.1	1,333	2,010	8,018	-	2,309	13,669
4.2	446	1,700	6,785	-	774	9,705
4.3	666	1,546	6,168	-	1,155	9,534
4.4	500	1,546	6,168	-	866	9,079
5.1	1,333	2,010	8,387	-	2,309	14,039
5.2	446	1,700	7,097	-	774	10,018
5.3	666	1,546	6,452	-	1,155	9,819
5.4	500	1,546	6,452	-	866	9,363
6.1	1,333	3,965	14,818	849	2,309	23,273
6.2	446	3,355	12,538	285	774	17,397
6.3	666	3,050	11,398	425	1,155	16,693
6.4	500	3,050	11,398	319	866	16,132
7.1	1,333	7,621	12,189	22,936	2,309	46,388
7.2	446	6,448	10,314	7,684	774	25,666
7.3	666	5,862	9,376	11,468	1,155	28,527
7.4	500	5,862	9,376	8,601	866	25,205
8.1	1,333	2,010	8,387	-	2,309	14,039
8.2	446	1,700	7,097	-	774	10,018
8.3	666	1,546	6,452	-	1,155	9,819
8.4	500	1,546	6,452	-	866	9,363
9.1	1,333	4,131	10,660	849	2,309	19,283
9.2	446	3,496	9,020	285	774	14,021
9.3	666	3,178	8,200	425	1,155	13,624
9.4	500	3,178	8,200	319	866	13,063
10.1	1,333	2,729	9,501	-	2,309	15,872
10.2	446	2,309	8,039	-	774	11,568
10.3	666	2,100	7,308	-	1,155	11,228
10.4	500	2,100	7,308	-	866	10,773
11.1	1,333	1,843	8,181	-	2,309	13,666
11.2	446	1,560	6,922	-	774	9,702
11.3	666	1,418	6,293	-	1,155	9,532
11.4	500	1,418	6,293	-	866	9,077
12.1	1,333	1,843	8,181	-	2,309	13,666
12.2	446	1,560	6,922	-	774	9,702
12.3	666	1,418	6,293	-	1,155	9,532
12.4	500	1,418	6,293	-	866	9,077
13.1	1,333	2,747	8,181	-	2,309	14,570
13.2	446	2,324	6,922	-	774	10,467
13.3	666	2,113	6,293	-	1,155	10,227
13.4	500	2,113	6,293	-	866	9,772
14.1	1,333	14,801	11,510	-	2,309	29,953
14.2	446	12,524	9,739	-	774	23,483

Bylaw approved by: _____

Page 3 of 6

14.3	666	11,386	8,854	-	1,155	22,060
14.4	500	11,386	8,854	-	866	21,605
15.1	MD Bighorn: Subject to Alternate Servicing Agreements					
15.2						
15.3						
15.4						
16.1	MD Bighorn: Subject to Alternate Servicing Agreements					
16.2						
16.3						
16.4						
17.1	1,333	3,965	12,672	849	2,309	21,128
17.2	446	3,355	10,723	285	774	15,582
17.3	666	3,050	9,748	425	1,155	15,043
17.4	500	3,050	9,748	319	866	14,482

b) by striking out “(*) Zones not subject to this bylaw”.

18 Section 10 is repealed and replaced with the following:

10 The rates contained in Table 3 were determined in accordance with an independent, third-party Off-Site Levy model developed by CORVUS Inc. This model ensures Off-Site Levy rates are based on current infrastructure cost estimates, consistent with legislative and regulatory requirements, and include the full impact of infrastructure staging, land development staging, financing costs, inflation, and reserve interest impacts.

19 The following are added after section 10:

10.1 The interest rate methodologies used in the determination of Off-Site Levy rates typically include:

- a) annual project and levy escalation rates: Bank of Canada median CPI,
- b) interest earned if reserve has a surplus: Bank of Canada prime rate, minus 1.75%,
- c) interest charged if reserve has a deficit: Treasury Board of Alberta 25-year lending rate.

10.2 The Off-Site Levy rates shall be reviewed following updates to the Utility Master Plan and other master plans for municipal infrastructure, facilities, development, or services intended to be used as inputs into the Off-Site Levy model.

20 Section 11 is repealed and replaced with the following:

11 The following Schedules form part of this bylaw and shall be used in the determination of Off-Site levies:

- a) Schedule 1 – Off-Site Levy Cost Recovery Zones,
- b) Schedule 2 - Summary of Projects and Cost Recovery,
- c) Schedule 3 – Summary of Project Benefiting Areas,

- d) Schedule 4 – Summary of Planned Project Staging,
- e) Schedule 5 – Rolling 25 Year Development Plan,
- f) Schedule 6 – 2023 UMP Project Cost Share Summary,
- g) Schedule 7 – 2023 UMP WWTP Project Cost Share Summary,
- h) Schedule 8 - Service Demand Factors.

21 Section 14 is amended:

- a) in the third sentence of the first paragraph, by striking out “25.88” and substituting “37”, and
- b) by striking out the third indented paragraph and substituting

$$Commercial = 0.4 (ha) \times 25\% Total Floor Area \times 37 (Units/ha) \times \$13,954/Unit = \$51,629.80$$

$$Residential = 20 Med-High Density Residential Units \times \$9,299/Unit = \$185,980.00$$

$$Total Off-Site Levy = \$51,629.80 + \$185,980.00 = \underline{\underline{\$237,609.80}}$$

22 Section 15 is repealed.

23 Section 18 is amended by striking out “Subsequent to s.17, credit” and substituting “Credit”.

24 Section 20 is repealed.

ENACTMENT/TRANSITION

25 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

26 This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

 Sean Krausert
 Mayor

 Date

 Cheryl Hyde
 Manager, Municipal Clerk’s Office

 Date

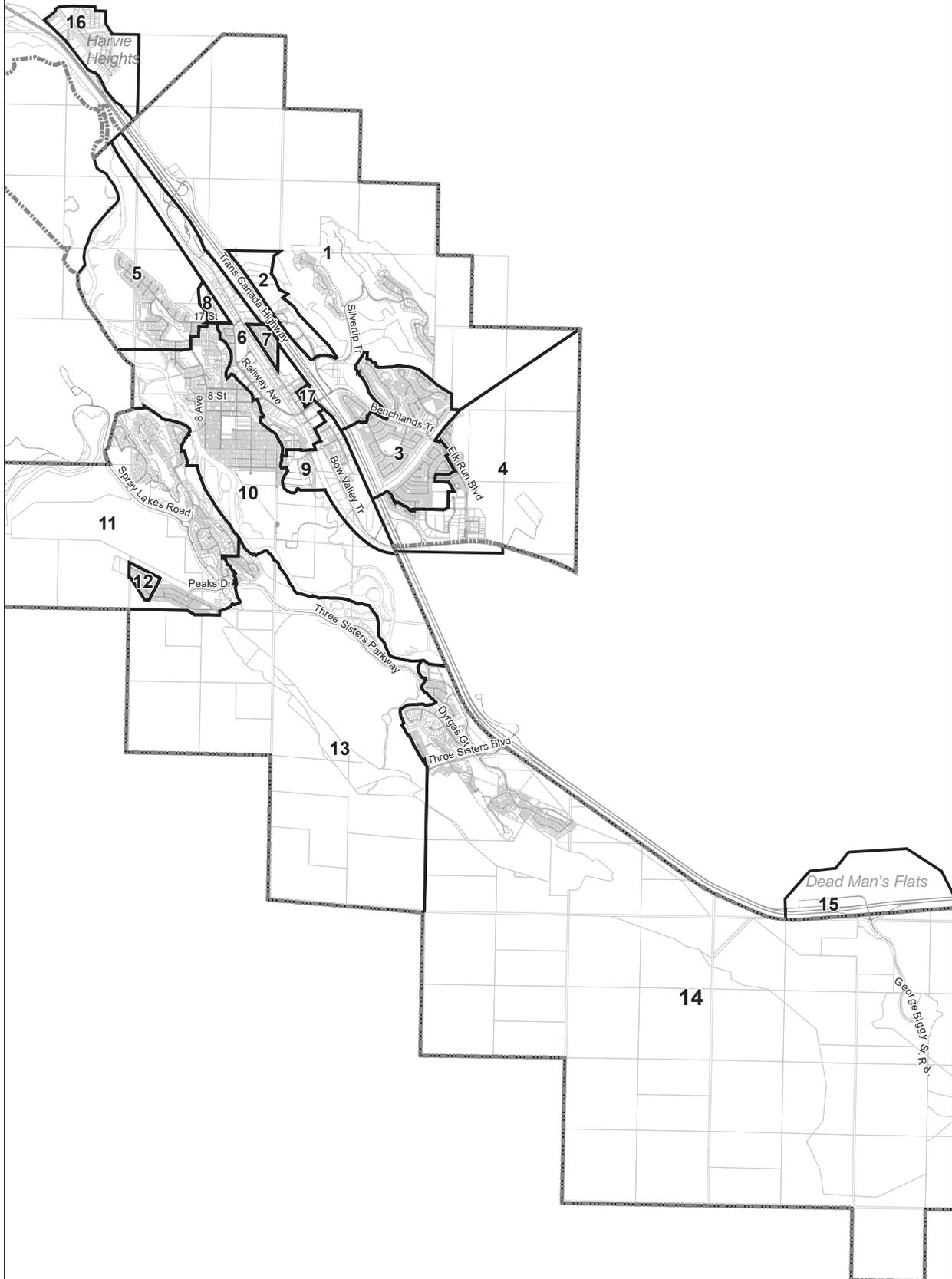
Bylaw approved by: _____

Bylaw approved by: _____

Page **6** of **6**

Off-Site Levy Cost Recovery Zones

Schedule 1



Legend
 [Dashed Line] Town Boundary
 February 15, 2024 Special Council Meeting 9 a.m.

0 500 1,000 2,000 Metres


 File Name: Offsite_Levy_Zones_11x17
 Date: 11/4/2024 Page 102 of 168

Town of Canmore Off-Site Levy Bylaw
Schedule 2

Summary of Projects and Cost Recovery



2023			\$8,743,171	\$273,812,600		\$154,465,362	\$31,542,586
Area	Project	Status	Grants Received	Total Project Cost (Incl Debt Financing)	Allocation to Future Development (Offsite Levy)	Developer Cost	Total Levies Collected up to Dec 31, 2022
WATER	05-SECOND AVE. WATERMAIN	COMPLETE	\$ -	\$ 521,598	100.0%	\$521,598	\$324,769
WATER	06-REC. CENTER WATERMAIN	COMPLETE	\$ -	\$ 144,212	100.0%	\$144,212	\$90,060
WATER	09-WATER RESERVOIR #6	COMPLETE	\$ -	\$ 786,237	100.0%	\$786,237	\$488,507
WATER	10-WATER PH#1	COMPLETE	\$ -	\$ 712,851	100.0%	\$712,851	\$276,407
WATER	11-WATERLINE UNDER BOW RIVER	COMPLETE	\$ -	\$ 158,231	100.0%	\$158,231	\$90,872
WATER	12-WATERLINE ON BVT	COMPLETE	\$ 463,267	\$ 1,018,658	100.0%	\$555,391	\$348,021
WATER	14-UTILITY MASTER PLAN	COMPLETE	\$ -	\$ 175,961	100.0%	\$175,961	\$175,937
WATER	15-CROSTOWN FEEDER	COMPLETE	\$ -	\$ 1,477,258	20.0%	\$295,452	\$174,114
WATER	16-PH#2 UPGRADE	COMPLETE	\$ -	\$ 3,312,691	40.0%	\$1,325,076	\$710,732
WATER	17-RAILWAY AVE WATERMAIN	COMPLETE	\$ -	\$ 377,850	50.0%	\$188,925	\$160,082
WATER	24-7TH AVE WATERMAIN	COMPLETE	\$ 169,064	\$ 298,061	100.0%	\$128,997	\$125,618
WATER	28-HARVIE HEIGHTS WATER SUPPLY	COMPLETE	\$ -	\$ 886,332	100.0%	\$886,332	\$386,857
WATER	39-SOUTH BOW RIVER LOOP (90% Water Dist #1-#10)	COMPLETE	\$ -	\$ 6,483,978	25.6%	\$1,657,017	\$1,002,315
WATER	39-SOUTH BOW RIVER LOOP (10% Fire Flow Benefit #9)	COMPLETE	\$ -	\$ 720,442	100.0%	\$720,442	\$142,081
WATER	46-PUMP HOUSE #2 - CLEAR WELL CAPACITY UPGRADE	COMPLETE	\$ -	\$ 2,485,049	100.0%	\$2,485,049	\$630,366
WATER	BVT Water Upgrade (Ph. 2)	FUTURE	\$ -	\$ 3,245,000	26.0%	\$843,700	\$9,359
WATER	Grassi Booster Station Capacity Upgrade (Ph. 1)	FUTURE	\$ -	\$ 2,310,000	46.0%	\$1,062,600	\$0
WATER	Teepee Town Water Line Upgrade	FUTURE	\$ -	\$ 900,000	28.0%	\$252,000	\$0
WATER	Smith Creek Reservoir and Booster Station (Ph. 1)	FUTURE	\$ -	\$ 12,780,000	100.0%	\$12,780,000	\$0
WATER	Silvertip Trail Waterline Looping	FUTURE	\$ -	\$ 1,290,000	100.0%	\$1,290,000	\$0
WATER	Grassi Booster Station Waterline Twinning	FUTURE	\$ -	\$ 2,980,000	19.6%	\$584,080	\$0
WATER	Grassi Reservoir Capacity Upgrade (Ph. 3)	FUTURE	\$ -	\$ 5,360,000	75.0%	\$4,020,000	\$1,793,703
WATER	Grassi Booster Station Capacity Upgrade (Ph. 2)	FUTURE	\$ -	\$ 750,000	85.0%	\$637,500	\$0
WATER	Smith Creek Reservoir and Booster Station (Ph. 2)	FUTURE	\$ -	\$ 720,000	100.0%	\$720,000	\$0
WATER	PH2 - Replacement and Upgrade	FUTURE	\$ 3,687,170	\$ 26,787,745	50.0%	\$11,550,288	\$1,460,261
TRANSPORTATION	40-TRAFFIC SIGNALS MAIN AND 7TH	COMPLETE	\$ -	\$ 262,213	100.0%	\$262,213	\$82,761
TRANSPORTATION	41-BVT UPGRADE WILLIAMS TO MONTANE	COMPLETE	\$ -	\$ 3,734,700	33.0%	\$1,232,451	\$769,939
TRANSPORTATION	42-RLWY & MAIN INTERSECTION UPGRADE	FUTURE	\$ -	\$ 4,312,000	33.0%	\$1,422,960	\$497,141

Town of Canmore Off-Site Levy Bylaw
Schedule 2

Summary of Projects and Cost Recovery



2023			\$8,743,171	\$273,812,600		\$154,465,362	\$31,542,586
Area	Project	Status	Grants Received	Total Project Cost (Incl Debt Financing)	Allocation to Future Development (Offsite Levy)	Developer Cost	Total Levies Collected up to Dec 31, 2022
TRANSPORTATION	44-BVT UPGRADE WILLIAMS WEST OF 17TH	FUTURE	\$ -	\$ 5,492,800	33.0%	\$1,812,624	\$633,278
TRANSPORTATION	45-RLWY AVENUE 10TH TO 12TH	FUTURE	\$ -	\$ 7,298,800	33.0%	\$2,408,604	\$841,496
TRANSPORTATION	54-TRAFFIC SIGNALS MAIN AND 8TH	FUTURE	\$ -	\$ 275,000	100.0%	\$275,000	\$96,077
TRANSPORTATION	55-10TH STREET TRAFFIC SIGNALS	FUTURE	\$ -	\$ 820,000	100.0%	\$820,000	\$286,484
STORM	29-PALLISER STORMWATER STUDY WESTERN BASIN	COMPLETE	\$ -	\$ 135,147	100.0%	\$135,147	\$17,073
STORM	33-STONEWORKS CREEK DRAINAGE DIVERSION	COMPLETE	\$ -	\$ 1,534,086	100.0%	\$1,534,086	\$496,186
STORM	37-TEEPEE TOWN STORMWATER MANAGEMENT UPGRADES	FUTURE	\$ -	\$ 2,775,000	50.0%	\$1,387,500	\$703,758
SANITARY	01-WASTEWATER TREATMENT PLANT	COMPLETE	\$ -	\$ 526,627	100.0%	\$526,627	\$286,408
SANITARY	02-SANITARY UPGRADE #1	COMPLETE	\$ -	\$ 877,720	100.0%	\$877,720	\$519,680
SANITARY	03-SANITARY UPGRADE #2	COMPLETE	\$ -	\$ 162,436	100.0%	\$162,436	\$96,215
SANITARY	04-SANITARY UPGRADE #3	COMPLETE	\$ -	\$ 875,909	100.0%	\$875,909	\$518,229
SANITARY	07-WWTP PH.1	COMPLETE	\$ -	\$ 2,692,080	50.0%	\$1,346,040	\$1,336,793
SANITARY	08-WWTP PH.2	COMPLETE	\$ -	\$ 2,961,152	100.0%	\$2,961,152	\$2,883,090
SANITARY	13-LIFT STATION #1	COMPLETE	\$ -	\$ 1,029,525	100.0%	\$1,029,525	\$910,160
SANITARY	18-BVT TRUNK SANITARY SEWER	COMPLETE	\$ -	\$ 537,505	100.0%	\$537,505	\$262,681
SANITARY	19-WWTP INFLUENT PUMP	COMPLETE	\$ -	\$ 58,925	100.0%	\$58,925	\$28,806
SANITARY	20-UMP - STORM WATER	COMPLETE	\$ -	\$ 113,728	100.0%	\$113,728	\$110,364
SANITARY	21-CENTRAL CANMORE SW MGMT PLAN	COMPLETE	\$ -	\$ 106,611	100.0%	\$106,611	\$106,611
SANITARY	22-CATCHMENT AREA 2 SANITARY UPG	COMPLETE	\$ -	\$ 145,820	100.0%	\$145,820	\$70,659
SANITARY	23-WWTP EXP PROCESS EVALUATION	COMPLETE	\$ -	\$ 57,714	100.0%	\$57,714	\$27,031
SANITARY	25-BVT SEWER UPGRADE	COMPLETE	\$ -	\$ 251,475	100.0%	\$251,475	\$99,298
SANITARY	26-NEW LS CATCHMENT AREA 2	COMPLETE	\$ -	\$ 1,912,662	100.0%	\$1,912,662	\$978,134
SANITARY	27-FORCEMAIN FROM NEW LS TO WWTP	COMPLETE	\$ -	\$ 1,235,326	100.0%	\$1,235,326	\$702,020
SANITARY	30-WWTP EXPANSION PHASE 2	COMPLETE	\$ 2,853,141	\$ 11,127,075	100.0%	\$8,273,934	\$4,065,050
SANITARY	31-BVT RELIEF FORCEMAIN	COMPLETE	\$ -	\$ 2,291,408	100.0%	\$2,291,408	\$1,013,408
SANITARY	32-PALLISER SANITARY TRUNK LINE	COMPLETE	\$ -	\$ 580,707	100.0%	\$580,707	\$499,296
SANITARY	34-LIFT STATION # 10	COMPLETE	\$ -	\$ 64,020	100.0%	\$64,020	\$21,583
SANITARY	47a-WWTP SOLIDS HANDLING UPGRADE	COMPLETE	\$ -	\$ 227,598	100.0%	\$227,598	\$51,970

Town of Canmore Off-Site Levy Bylaw
Schedule 2

Summary of Projects and Cost Recovery



2023			\$8,743,171	\$273,812,600		\$154,465,362	\$31,542,586
Area	Project	Status	Grants Received	Total Project Cost (Incl Debt Financing)	Allocation to Future Development (Offsite Levy)	Developer Cost	Total Levies Collected up to Dec 31, 2022
SANITARY	47b-WWTP SOLIDS HANDLING UPGRADE	COMPLETE	\$ -	\$ 458,800	100.0%	\$458,800	\$101,578
SANITARY	47c-WWTP SOLIDS HANDLING UPGRADE	COMPLETE	\$ 1,570,529	\$ 6,350,013	100.0%	\$4,779,484	\$1,085,115
SANITARY	48-WWTP INFLUENT PUMP STATION Ph1	COMPLETE	\$ -	\$ 428,304	50.0%	\$214,152	\$58,886
SANITARY	49-LIFT STATION #1 PUMP UPGRADE	COMPLETE	\$ -	\$ 1,238,578	25.0%	\$309,644	\$116,022
SANITARY	50-WWTP INFLUENT PUMP STATION Ph2	COMPLETE	\$ -	\$ 840,251	50.0%	\$420,126	\$104,569
SANITARY	52-WWTP-PROCESS & MECHANICAL UPGRADE	COMPLETE	\$ -	\$ 545,740	50.0%	\$272,870	\$72,309
SANITARY	53-WWTP-DEWATERING SYSTEM UPGRADE	COMPLETE	\$ -	\$ 5,709,618	50.0%	\$2,854,809	\$729,997
SANITARY	59-LIFT STATION #2 UPGRADE	COMPLETE	\$ -	\$ 5,258,374	10.0%	\$525,837	\$150,156
SANITARY	Influent Screen Capacity Upgrade	FUTURE	\$ -	\$ 900,000	100.0%	\$900,000	\$599,034
SANITARY	UV Disinfection Capacity Upgrade	FUTURE	\$ -	\$ 500,000	98.0%	\$490,000	\$186,441
SANITARY	Intermediate Transfer Pump Capacity Upgrade	FUTURE	\$ -	\$ 1,000,000	20.0%	\$200,000	\$171,084
SANITARY	Inlet Lift Station Upgrade (Wetwell)	FUTURE	\$ -	\$ 2,900,000	98.0%	\$2,842,000	\$0
SANITARY	BVT Wastewater Upgrade (Ph. 2)	FUTURE	\$ -	\$ 3,100,000	30.0%	\$930,000	\$130,746
SANITARY	BVT Wastewater Upgrade (Ph. 3)	FUTURE	\$ -	\$ 1,800,000	57.0%	\$1,026,000	\$111,205
SANITARY	LS11 - Upgrade (Ph. 1)	FUTURE	\$ -	\$ 2,290,000	100.0%	\$2,290,000	\$0
SANITARY	LS8 - Capacity Upgrade	FUTURE	\$ -	\$ 600,000	39.0%	\$234,000	\$136,091
SANITARY	LS10 - Upgrade	FUTURE	\$ -	\$ 2,290,000	26.0%	\$595,400	\$6,689
SANITARY	LS11 - Upgrade (Ph. 2)	FUTURE	\$ -	\$ 570,000	100.0%	\$570,000	\$0
SANITARY	WWTP Third Clarifier Addition	FUTURE	\$ -	\$ 10,200,000	98.0%	\$9,996,000	\$0
SANITARY	WWTP Discharge Limit Upgrade	FUTURE	\$ -	\$ 71,000,000	50.0%	\$35,500,000	\$0
FIRE	Fire Hall Palliser	FUTURE	\$ -	\$ 17,175,000	12.5%	\$2,146,875	\$60,737
FIRE	Fire Hall Three Sisters	FUTURE	\$ -	\$ 7,500,000	100.0%	\$7,500,000	\$320,186
			\$ -	\$ -		\$0	\$0



2023		AREAS IMPACTED BY PROJECT																	
Area	Project	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
WATER	05-SECOND AVE. WATERMAIN	1	1	1	1	1	1	1	1	1	1	1	1	1	1	MD Bighorn: Subject to Separate Service Agreements			1
WATER	06-REC. CENTER WATERMAIN	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
WATER	09-WATER RESERVOIR #6	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
WATER	10-WATER PH#1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
WATER	11-WATERLINE UNDER BOW RIVER	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
WATER	12-WATERLINE ON BVT	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
WATER	14-UTILITY MASTER PLAN	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
WATER	15-CROSSTOWN FEEDER	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
WATER	16-PH#2 UPGRADE	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
WATER	17-RAILWAY AVE WATERMAIN	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
WATER	24-7TH AVE WATERMAIN	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
WATER	28-HARVIE HEIGHTS WATER SUPPLY	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
WATER	39-SOUTH BOW RIVER LOOP (90% Water Dist #1-#10)	1	1	1	1	1	1	1	1	1	1								1
WATER	39-SOUTH BOW RIVER LOOP (10% Fire Flow Benefit #9)									1									
WATER	46-PUMP HOUSE #2 - CLEAR WELL CAPACITY UPGRADE	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
WATER	BVT Water Upgrade (Ph. 2)						1	1											1
WATER	Grassi Booster Station Capacity Upgrade (Ph. 1)													1	1				
WATER	Teepee Town Water Line Upgrade							1											
WATER	Smith Creek Reservoir and Booster Station (Ph. 1)														1				
WATER	Silvertip Trail Waterline Looping		1				1	1		1	1								1
WATER	Grassi Booster Station Waterline Twinning													1	1				
WATER	Grassi Reservoir Capacity Upgrade (Ph. 3)	1	1				1	1		1	1			1	1				1
WATER	Grassi Booster Station Capacity Upgrade (Ph. 2)													1	1				
WATER	Smith Creek Reservoir and Booster Station (Ph. 2)														1				
WATER	PH2 - Replacement and Upgrade	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
TRANSPORTATION	40-TRAFFIC SIGNALS MAIN AND 7TH	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
TRANSPORTATION	41-BVT UPGRADE WILLIAMS TO MONTANE	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
TRANSPORTATION	42-RLWY & MAIN INTERSECTION UPGRADE	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
TRANSPORTATION	44-BVT UPGRADE WILLIAMS WEST OF 17TH	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1	
TRANSPORTATION	45-RLWY AVENUE 10TH TO 12TH	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1	

Town of Canmore Off-Site Levy Bylaw
Schedule 3

Summary of Project Benefitting Areas



2023		AREAS IMPACTED BY PROJECT																	
Area	Project	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
TRANSPORTATION	54-TRAFFIC SIGNALS MAIN AND 8TH	1	1	1	1	1	1	1	1	1	1	1	1	1	1	MD Bighorn: Subject to Separate Service Agreements		1	
TRANSPORTATION	55-10TH STREET TRAFFIC SIGNALS	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
STORM	29-PALLISER STORMWATER STUDY WESTERN BASIN		1																
STORM	33-STONERWORKS CREEK DRAINAGE DIVERSION		1				1			1									1
STORM	37-TEEPEE TOWN STORMWATER MANAGEMENT UPGRADES							1											
SANITARY	01-WASTEWATER TREATMENT PLANT	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
SANITARY	02-SANITARY UPGRADE #1					1	1	1	1	1	1	1	1	1	1				1
SANITARY	03-SANITARY UPGRADE #2					1	1	1	1	1	1	1	1	1	1				1
SANITARY	04-SANITARY UPGRADE #3					1	1	1	1	1	1	1	1	1	1				1
SANITARY	07-WWTP PH.1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
SANITARY	08-WWTP PH.2	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
SANITARY	13-LIFT STATION #1					1			1	1	1								
SANITARY	18-BVT TRUNK SANITARY SEWER						1	1											1
SANITARY	19-WWTP INFLUENT PUMP	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
SANITARY	20-UMP - STORM WATER	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
SANITARY	21-CENTRAL CANMORE SW MGMT PLAN					1	1	1	1	1	1								1
SANITARY	22-CATCHMENT AREA 2 SANITARY UPG						1	1		1									1
SANITARY	23-WWTP EXP PROCESS EVALUATION	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
SANITARY	25-BVT SEWER UPGRADE						1	1											1
SANITARY	26-NEW LS CATCHMENT AREA 2						1	1		1									1
SANITARY	27-FORCEMAIN FROM NEW LS TO WWTP						1	1		1									1
SANITARY	30-WWTP EXPANSION PHASE 2	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
SANITARY	31-BVT RELIEF FORCEMAIN						1	1		1									1
SANITARY	32-PALLISER SANITARY TRUNK LINE		1																
SANITARY	34-LIFT STATION # 10														1				
SANITARY	47a-WWTP SOLIDS HANDLING UPGRADE	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
SANITARY	47b-WWTP SOLIDS HANDLING UPGRADE	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
SANITARY	47c-WWTP SOLIDS HANDLING UPGRADE	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
SANITARY	48-WWTP INFLUENT PUMP STATION Ph1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1	
SANITARY	49-LIFT STATION #1 PUMP UPGRADE										1								

Town of Canmore Off-Site Levy Bylaw
Schedule 3

Summary of Project Benefitting Areas



2023		AREAS IMPACTED BY PROJECT																
Area	Project	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
SANITARY	50-WWTP INFLUENT PUMP STATION Ph2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	MD Bighorn: Subject to Separate Service Agreements		1
SANITARY	52-WWTP-PROCESS & MECHANICAL UPGRADE	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1
SANITARY	53-WWTP-DEWATERING SYSTEM UPGRADE	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1
SANITARY	59-LIFT STATION #2 UPGRADE						1											1
SANITARY	Influent Screen Capacity Upgrade	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1
SANITARY	UV Disinfection Capacity Upgrade	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1
SANITARY	Intermediate Transfer Pump Capacity Upgrade	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1
SANITARY	Inlet Lift Station Upgrade (Wetwell)	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1
SANITARY	BVT Wastewater Upgrade (Ph. 2)						1	1										1
SANITARY	BVT Wastewater Upgrade (Ph. 3)						1											
SANITARY	LS11 - Upgrade (Ph. 1)														1			
SANITARY	LS8 - Capacity Upgrade														1			
SANITARY	LS10 - Upgrade														1			
SANITARY	LS11 - Upgrade (Ph. 2)														1			
SANITARY	WWTP Third Clarifier Addition	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1
SANITARY	WWTP Discharge Limit Upgrade	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1
FIRE	Fire Hall Palliser	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1
FIRE	Fire Hall Three Sisters	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1

Town of Canmore Off-Site Levy Bylaw
Schedule 4

Summary of Project Staging



2023			PROJECT STAGING PLAN																									
Area	Project	Status	Prior Years	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047
WATER	05-SECOND AVE. WATERMAIN	COMPLETE	100.0%																									
WATER	06-REC. CENTER WATERMAIN	COMPLETE	100.0%																									
WATER	09-WATER RESERVOIR #6	COMPLETE	100.0%																									
WATER	10-WATER PH#1	COMPLETE	100.0%																									
WATER	11-WATERLINE UNDER BOW RIVER	COMPLETE	100.0%																									
WATER	12-WATERLINE ON BVT	COMPLETE	100.0%																									
WATER	14-UTILITY MASTER PLAN	COMPLETE	100.0%																									
WATER	15-CROSSTOWN FEEDER	COMPLETE	100.0%																									
WATER	16-PH#2 UPGRADE	COMPLETE	100.0%																									
WATER	17-RAILWAY AVE WATERMAIN	COMPLETE	100.0%																									
WATER	24-7TH AVE WATERMAIN	COMPLETE	100.0%																									
WATER	28-HARVIE HEIGHTS WATER SUPPLY	COMPLETE	100.0%																									
WATER	39-SOUTH BOW RIVER LOOP (90% Water Dist #1-#10)	COMPLETE	100.0%																									
WATER	39-SOUTH BOW RIVER LOOP (10% Fire Flow Benefit #9)	COMPLETE	100.0%																									
WATER	46-PUMP HOUSE #2 - CLEAR WELL CAPACITY UPGRADE	COMPLETE	100.0%																									
WATER	BVT Water Upgrade (Ph. 2)	FUTURE	21.3%	79%																								
WATER	Grassi Booster Station Capacity Upgrade (Ph. 1)	FUTURE	0.0%		10%	90%																						
WATER	Teepee Town Water Line Upgrade	FUTURE	0.0%			100%																						
WATER	Smith Creek Reservoir and Booster Station (Ph. 1)	FUTURE	0.0%					100%																				
WATER	Silvertip Trail Waterline Looping	FUTURE	0.0%					100%																				
WATER	Grassi Booster Station Waterline Twinning	FUTURE	0.0%																100%									
WATER	Grassi Reservoir Capacity Upgrade (Ph. 3)	FUTURE	0.0%																	100%								
WATER	Grassi Booster Station Capacity Upgrade (Ph. 2)	FUTURE	0.0%																	10%	11%	89%						
WATER	Smith Creek Reservoir and Booster Station (Ph. 2)	FUTURE	0.0%																	100%								
WATER	PH2 - Replacement and Upgrade	FUTURE	3.8%	96%																								
TRANSPORTATION	40-TRAFFIC SIGNALS MAIN AND 7TH	COMPLETE	100.0%																									
TRANSPORTATION	41-BVT UPGRADE WILLIAMS TO MONTANE	COMPLETE	100.0%																									
TRANSPORTATION	42-RLWY & MAIN INTERSECTION UPGRADE	FUTURE	0.0%	100%																								
TRANSPORTATION	44-BVT UPGRADE WILLIAMS WEST OF 17TH	FUTURE	0.0%								100%																	
TRANSPORTATION	45-RLWY AVENUE 10TH TO 12TH	FUTURE	0.0%	100%																								
TRANSPORTATION	54-TRAFFIC SIGNALS MAIN AND 8TH	FUTURE	0.0%					100%																				
TRANSPORTATION	55-10TH STREET TRAFFIC SIGNALS	FUTURE	0.0%					100%																				
STORM	29-PALLISER STORMWATER STUDY WESTERN BASIN	COMPLETE	100.0%																									
STORM	33-STONEWORKS CREEK DRAINAGE DIVERSION	COMPLETE	100.0%																									
STORM	37-TEEPEE TOWN STORMWATER MANAGEMENT UPGRADES	FUTURE	7.1%	40%	25%				28%																			
SANITARY	01-WASTEWATER TREATMENT PLANT	COMPLETE	100.0%																									
SANITARY	02-SANITARY UPGRADE #1	COMPLETE	100.0%																									
SANITARY	03-SANITARY UPGRADE #2	COMPLETE	100.0%																									
SANITARY	04-SANITARY UPGRADE #3	COMPLETE	100.0%																									
SANITARY	07-WWTP PH.1	COMPLETE	100.0%																									
SANITARY	08-WWTP PH.2	COMPLETE	100.0%																									
SANITARY	13-LIFT STATION #1	COMPLETE	100.0%																									

Town of Canmore Off-Site Levy Bylaw
Schedule 4

Summary of Project Staging



2023			PROJECT STAGING PLAN																									
Area	Project	Status	Prior Years	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047
SANITARY	18-BVT TRUNK SANITARY SEWER	COMPLETE	100.0%																									
SANITARY	19-WWTP INFLUENT PUMP	COMPLETE	100.0%																									
SANITARY	20-UMP - STORM WATER	COMPLETE	100.0%																									
SANITARY	21-CENTRAL CANMORE SW MGMT PLAN	COMPLETE	100.0%																									
SANITARY	22-CATCHMENT AREA 2 SANITARY UPG	COMPLETE	100.0%																									
SANITARY	23-WWTP EXP PROCESS EVALUATION	COMPLETE	100.0%																									
SANITARY	25-BVT SEWER UPGRADE	COMPLETE	100.0%																									
SANITARY	26-NEW LS CATCHMENT AREA 2	COMPLETE	100.0%																									
SANITARY	27-FORCEMAIN FROM NEW LS TO WWTP	COMPLETE	100.0%																									
SANITARY	30-WWTP EXPANSION PHASE 2	COMPLETE	100.0%																									
SANITARY	31-BVT RELIEF FORCEMAIN	COMPLETE	100.0%																									
SANITARY	32-PALLISER SANITARY TRUNK LINE	COMPLETE	100.0%																									
SANITARY	34-LIFT STATION # 10	COMPLETE	100.0%																									
SANITARY	47a-WWTP SOLIDS HANDLING UPGRADE	COMPLETE	100.0%																									
SANITARY	47b-WWTP SOLIDS HANDLING UPGRADE	COMPLETE	100.0%																									
SANITARY	47c-WWTP SOLIDS HANDLING UPGRADE	COMPLETE	100.0%																									
SANITARY	48-WWTP INFLUENT PUMP STATION Ph1	COMPLETE	100.0%																									
SANITARY	49-LIFT STATION #1 PUMP UPGRADE	COMPLETE	100.0%																									
SANITARY	50-WWTP INFLUENT PUMP STATION Ph2	COMPLETE	100.0%																									
SANITARY	52-WWTP-PROCESS & MECHANICAL UPGRADE	COMPLETE	100.0%																									
SANITARY	53-WWTP-DEWATERING SYSTEM UPGRADE	COMPLETE	100.0%																									
SANITARY	59-LIFT STATION #2 UPGRADE	COMPLETE	100.0%																									
SANITARY	Influent Screen Capacity Upgrade	FUTURE	0.0%	58%	100%																							
SANITARY	UV Disinfection Capacity Upgrade	FUTURE	0.0%						42%																			
SANITARY	Intermediate Transfer Pump Capacity Upgrade	FUTURE	0.0%					100%																				
SANITARY	Inlet Lift Station Upgrade (Wetwell)	FUTURE	0.0%					100%																				
SANITARY	BVT Wastewater Upgrade (Ph. 2)	FUTURE	0.0%	100%																								
SANITARY	BVT Wastewater Upgrade (Ph. 3)	FUTURE	0.0%					100%																				
SANITARY	LS11 - Upgrade (Ph. 1)	FUTURE	0.0%					100%																				
SANITARY	LS8 - Capacity Upgrade	FUTURE	0.0%									100%																
SANITARY	LS10 - Upgrade	FUTURE	0.0%													100%												
SANITARY	LS11 - Upgrade (Ph. 2)	FUTURE	0.0%															100%										
SANITARY	WWTP Third Clarifier Addition	FUTURE	0.0%													100%												
SANITARY	WWTP Discharge Limit Upgrade	FUTURE	0.0%							31%	28%	23%	18%															
FIRE	Fire Hall Palliser	FUTURE	92.6%	7%																								
FIRE	Fire Hall Three Sisters	FUTURE	0.0%									10%	45%	45%														

Town of Canmore Off-Site Levy Bylaw

Schedule 5

Rolling 25 Year Development Plan



Offsite Levy Area #	Land Use Type	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	Future Development Units	
1.1	Commercial	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8	71	
1.2	Hotels	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	43.9	1097
1.3	Residential - Low Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
1.4	Residential - Medium Density	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	300
1.5	Residential - High Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
2.1	Commercial	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	135
2.2	Hotels	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
2.3	Residential - Low Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
2.4	Residential - Medium Density	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	76.4	1911
2.5	Residential - High Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
3.1	Commercial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
3.2	Hotels	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	6
3.3	Residential - Low Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
3.4	Residential - Medium Density	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	15
3.5	Residential - High Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
4.1	Commercial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
4.2	Hotels	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
4.3	Residential - Low Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
4.4	Residential - Medium Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
4.5	Residential - High Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
5.1	Commercial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
5.2	Hotels	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
5.3	Residential - Low Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
5.4	Residential - Medium Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
5.5	Residential - High Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
6.1	Commercial	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	30
6.2	Hotels	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	19.2	479
6.3	Residential - Low Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
6.4	Residential - Medium Density	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	51
6.5	Residential - High Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
7.1	Commercial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
7.2	Hotels	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
7.3	Residential - Low Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
7.4	Residential - Medium Density	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	96
7.5	Residential - High Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
8.1	Commercial	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	6
8.2	Hotels	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
8.3	Residential - Low Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
8.4	Residential - Medium Density	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	2
8.5	Residential - High Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
9.1	Commercial	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	242
9.2	Hotels	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	24
9.3	Residential - Low Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
9.4	Residential - Medium Density	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	9.4	234
9.5	Residential - High Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0

Town of Canmore Off-Site Levy Bylaw

Schedule 5

Rolling 25 Year Development Plan



Offsite Levy Area #	Land Use Type	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	Future Development Units	
10.1	Commercial	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	39	
10.2	Hotels	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
10.3	Residential - Low Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
10.4	Residential - Medium Density	20.1	20.1	20.1	20.1	20.1	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	201
10.5	Residential - High Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
11.1	Commercial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
11.2	Hotels	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
11.3	Residential - Low Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
11.4	Residential - Medium Density	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	27
11.5	Residential - High Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
12.1	Commercial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
12.2	Hotels	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
12.3	Residential - Low Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
12.4	Residential - Medium Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
12.5	Residential - High Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
13.1	Commercial	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	304
13.2	Hotels	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	61.4	1535
13.3	Residential - Low Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
13.4	Residential - Medium Density	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	1500
13.5	Residential - High Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
14.1	Commercial	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	133
14.2	Hotels	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
14.3	Residential - Low Density	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	29.2	730
14.4	Residential - Medium Density	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	26.3	657
14.5	Residential - High Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
15.1	Commercial	MD Bighorn: Subject to Separate Service Agreements																										
15.2	Hotels																											
15.3	Residential - Low Density																											
15.4	Residential - Medium Density																											
15.5	Residential - High Density																											
16.1	Commercial																											
16.2	Hotels																											
16.3	Residential - Low Density																											
16.4	Residential - Medium Density																											
16.5	Residential - High Density																											
17.1	Commercial	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	7	
17.2	Hotels	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	158
17.3	Residential - Low Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
17.4	Residential - Medium Density	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	45
17.5	Residential - High Density	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0



December 12, 2023

Andreas Comeau
 Manager of Public Works
 Town of Canmore

Subject: Utility Master Plan Projects Summary

Mr. Comeau,

As per your request, the following is a summary of the recommended projects from the Utility Master Plan. Included in this is a review of how the “percent attributable to growth” was calculated. As discussed, deep utility projects were not included in this review. Also included is the summary table of all recommended projects and their estimated capital costs.

EX W1 – Grassi Booster Station Upgrade

The Grassi booster station upgrade was recommended due to both existing conditions and growth related conditions, as the booster station was found to be under capacity for existing max day flows. The upgrade considers both existing flows and a portion of flows from future growth. A replacement of the facility was required to support the upgrades.

The cost allocation was calculated based on the remaining service life of the facility, and the difference between the replacement costs and upgrade costs. Allocation was further split between Canmore developers and Dead Man’s Flats using projected flows for each.

Facilities have an estimated life cycle of 50 years. The recorded installation date for the booster station is 1997, resulting in a remaining lifecycle of 25 years. As per the cost allocation methodology, the formula is as follows:

$$UpgradeCost - \left(1 - \frac{ServiceLifeRemaining}{LifeSpan}\right) * Basecost = DeveloperCost$$

$$\$2,310,000 - \left(1 - \frac{25}{50}\right) * \$1,950,000 = \$1,335,000$$

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
EX W1	Grassi Booster Station Capacity Upgrade (Phase 1)	Existing /Growth	\$ 2,310,000.00	42%	46%	12%

OSL Zones 13, 14 and 15 contribute to this project.



EX W2 – Pumphouse 2 Backwash Water Reuse

The Pumphouse 2 Backwash Water Reuse project was recommended in order to optimize the current raw water usage. This project was to be recommended regardless of growth, and as such was 100% to the Town of Canmore.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
EX W2	Pumphouse 2 Backwash Water Reuse	Existing	\$ 1,500,000.00	100%	0%	0%

No OSL Zones contribute to this project.

EX W3 - Pumphouse 1 Gas Chlorine to Liquid

The Pumphouse 1 Gas Chlorine to Liquid project was recommended to reduce the risk of handling and storing gas. As this was mitigating risks in the existing system, it would be recommended regardless of growth, and as such was 100% to the Town of Canmore.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
EX W3	Pumphouse 1 Gas Chlorine to Liquid	Existing	\$ 1,000,000.00	100%	0%	0%

No OSL Zones contribute to this project.

W2 – Smith Creek Reservoir and Booster Station

The Smith Creek Reservoir and Booster Station project was recommended to support development in the Smith Creek area. This project is new construction, and would not be recommended without any future growth, and is necessary solely to support the future development area. As such it is 100% to development.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
W2	Smith Creek Reservoir and Booster Station	Growth	\$ 12,780,000.00	0%	100%	0%

The Smith Creek portion of OSL Zone 14 contributes to this project.

W3 – Canyon Ridge Booster Station Decommissioning

The Canyon Ridge Booster Station Decommissioning project was recommended to simplify the distribution system in Canmore, by connecting the area currently supported by the booster station to a higher pressure zone. This is an existing improvement that would be recommended regardless of growth, and as such is 100% to the Town of Canmore.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
W3	Canyon Ridge Booster Station Decommissioning	Existing	\$ 1,200,000.00	100%	0%	0%

No OSL Zones contribute to this project.



W6 – Grassi Storage Reservoir Capacity Upgrade

The Grassi Storage Reservoir Capacity Upgrade project was recommended in order to support future growth. There is no replacement of existing facilities included, it would be new construction in conjunction with the existing reservoir. Without future growth, this project would not be recommended, and as such is 100% to development. Allocation was further split between Canmore developers and Dead Man’s Flats using projected flows for each.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
W6	Grassi Storage Reservoir Capacity Upgrade	Growth	\$ 5,360,000.00	0%	75%	25%

OSL Zones 2, 6, 7, 10, 13, 14, 15, 16 and 17 contribute to this project.

W7 – Grassi Booster Station Capacity Upgrade (Phase 2)

The Grassi Booster Station Phase 2 upgrade was recommended in order to support future growth above and beyond the first phase upgrade. The upgrade primarily consists of installing an additional pump and is not replacing any existing facilities. Without future growth, this upgrade would not be recommended, and as such is 100% to development. Allocation was further split between Canmore developers and Dead Man’s Flats using projected flows for each.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
W7	Grassi Booster Station Capacity Upgrade (Phase 2)	Growth	\$ 750,000.00	0%	85%	15%

OSL Zones 13, 14 and 15 contribute to this project.

W8 – Smith Creek Booster Station Upgrade (Phase 2)

The Smith Creek Reservoir and Booster Station project was recommended to support development in the Smith Creek area. This project would not be recommended without any future growth, and is necessary solely to support the future development area. As such it is 100% to development.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
W8	Smith Creek Booster Station Upgrade (Phase 2)	Growth	\$ 720,000.00	0%	100%	0%

The Smith Creek portion of OSL Zone 14 contributes to this project.



EX S1 - Lift Station 3 Replacement

The Lift Station 3 Replacement project was recommended due to the deteriorating condition of the existing lift station. It services the existing system, and had no projected growth in its catchment area. This project would be recommended regardless of growth, and as such was 100% to the Town of Canmore.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
EX S1	Lift Station 3 Replacement	Lifecycle	\$ 1,500,000.00	100%	0%	0%

No OSL Zones contribute to this project.

S2 - Lift Station 11 Upgrade (Phase 1)

The Lift Station 11 Upgrade Phase 1 project was recommended in order to support future growth. There is no replacement of existing facilities included, it would be new construction as part of a planned future phase for the lift station. This project would not be recommended without additional development. As such it is 100% to development.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
S2	Lift Station 11 Upgrade Phase 1	Growth	\$ 2,290,000.00	0%	100%	0%

OSL Zone 14 contributes to this project.

S3 - Lift Station 8 Upgrade

The Lift Station 8 Upgrade project was recommended in order to support future growth. There is no replacement of existing facilities included, it would be the installation on a new pump which was allowed for in the initial design and construction of the lift station. This project would not be recommended without additional development. As such it is 100% to development. Allocation was further split between Canmore developers and Dead Man's Flats using projected flows for each.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
S3	Lift Station 8 Upgrade	Growth	\$ 600,000.00	0%	39%	61%

OSL Zones 13, 14 and 15 contribute to this project.



S4 – Lift Station 10 Upgrade

The Lift Station 10 Upgrade project was recommended in order to support future growth. The project consists of replacing existing pumps and electrical equipment in the lift station to accommodate the higher flows, along with some additional modifications. This project would not be recommended without future development. However, due to the replacement of existing infrastructure, the cost sharing calculation was implemented.

Facilities have an estimated life cycle of 50 years. The recorded installation date for the lift station is 2001, resulting in a remaining lifecycle of 30 years. As per the cost allocation methodology, the formula used is as follows:

$$UpgradeCost - \left(1 - \frac{ServiceLifeRemaining}{LifeSpan}\right) * Basecost = DeveloperCost$$

$$\$2,290,000 - \left(1 - \frac{30}{50}\right) * \$1,950,000 = \$1,510,000$$

Allocation was further split between Canmore developers and Dead Man’s Flats using projected flows for each.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
S4	Lift Station 10 Upgrade	Growth	\$ 2,290,000.00	34%	26%	40%

OSL Zones 13, 14 and 15 contribute to this project.

S5 – Lift Station 11 Upgrade (Phase 2)

The Lift Station 11 Upgrade Phase 2 project was recommended in order to support future growth. There is no replacement of existing facilities included, it would be the installation of additional pumps, which the lift station would be designed and constructed to allow. This project would not be recommended without additional development. As such it is 100% to development.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
S5	Lift Station 11 Upgrade Phase 2	Growth	\$ 570,000.00	0%	100%	0%

OSL Zone 14 contributes to this project.

Regards,

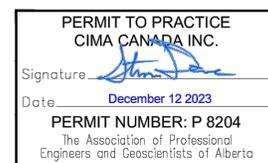
Jamie Purdy, C.E.T

Lead Technologist

Jp/sd



Steven Dawe, P. Eng.



5. Summary of Projects

Project	Name	Timeline	Trigger	Infrastructure	Cost	ToC Share	Dev Share	DMF Share
EX W1	Grassi Booster Station Capacity Upgrade (Phase 1)	2025	Existing /Growth	Facilities	\$2,310,000.00	42%	46%	12%
EX W2	Pumphouse 2 Backwash Water Reuse	2035	Existing	Facilities	\$1,500,000.00	100%	0%	-
EX W3	Pumphouse 1 Gas Chlorine to Liquid	TBD	Existing	Facilities	\$1,000,000.00	100%	0%	-
W1	TeePee Town Waterline Replacement	2024	Growth	Linear	\$900,000.00	72%	28%	-
W2	Smith Creek Reservoir and Booster Station	2027	Growth	Facilities	\$12,780,000.00	0%	100%	-
W3	Canyon Ridge Booster Station Decommissioning	2027	Existing	Facilities	\$1,200,000.00	100%	0%	-
W4	Silvertip Trail Looping	2028	Growth	Linear	\$1,290,000.00	0%	100%	-
W5	Grassi Booster Station Waterline Twinning	2038	Growth	Linear	\$2,980,000.00	73.1%	19.6%	7.3%
W6	Grassi Storage Reservoir Capacity Upgrade	2039	Growth	Facilities	\$5,360,000.00	0%	75%	25%
W7	Grassi Booster Station Capacity Upgrade (Phase 2)	2038	Growth	Facilities	\$750,000.00	0%	85%	15%
W8	Smith Creek Booster Station Upgrade (Phase 2)	2037	Growth	Facilities	\$720,000.00	0%	100%	-
W9	South Canmore Waterline Replacement	2037	Lifecycle	Linear	\$6,010,000.00	100%	0%	-
W10	Downtown Canmore Waterline Replacement	2038	Lifecycle	Linear	\$8,830,000.00	100%	0%	-
W11	7th Avenue Waterline Replacement	2039	Lifecycle	Linear	\$7,340,000.00	100%	0%	-
W12	Rundle Waterline Replacement	2040	Lifecycle	Linear	\$6,010,000.00	100%	0%	-
W13	TeePee Town / Railway Ave Waterline Replacement	2041	Lifecycle	Linear	\$4,560,000.00	100%	0%	-
W14	Water Treatment and Supply Study	2025	Growth	Facilities	\$200,000.00	100%	0%	-
					\$63,740,000.00	\$40,446,580.00	\$21,346,180.00	\$1,947,240.00

Project	Name	Timeline	Trigger	Infrastructure	Cost	ToC Share	Dev Share	DMF Share
EX S1	Lift Station 3 Replacement	2027	Lifecycle	Facilities	\$1,500,000.00	100%	0%	-
S1	Bow Valley Trail Sewer Upgrade	2024	Growth	Linear	\$1,800,000.00	43%	57%	-
S2	Lift Station 11 Upgrade Phase 1	2027	Growth	Facilities	\$2,290,000.00	0%	100%	-
S3	Lift Station 8 Upgrade	2032	Growth	Facilities	\$600,000.00	0%	39%	61%
S4	Lift Station 10 Upgrade	2035	Growth	Facilities	\$2,290,000.00	34%	26%	40%
S5	Lift Station 11 Upgrade Phase 2	2037	Growth	Facilities	\$570,000.00	0%	100%	-
S6	South Canmore Sewer Line Replacement	2037	Lifecycle	Linear	\$2,730,000.00	100%	0%	-
S7	Downtown Canmore Sewer Line Replacement	2038	Lifecycle	Linear	\$5,310,000.00	100%	0%	-
S8	7th Avenue Sewer Line Replacement	2039	Lifecycle	Linear	\$4,700,000.00	100%	0%	-
S9	Rundle Sewer Line Replacement	2040	Lifecycle	Linear	\$1,250,000.00	100%	0%	-
S10	Railway Ave / Bow Valley Trail Sewer Line Replacement	2041	Lifecycle	Linear	\$6,290,000.00	100%	0%	-
					\$29,330,000.00	\$23,332,600.00	\$4,715,400.00	\$1,282,000.00

December 13, 2023

Andreas Comeau
Manager of Public Works
Town of Canmore

Subject: Utility Master Plan Wastewater Plant Projects Summary

Mr. Comeau,

As per your request, the following is an updated summary of the recommended projects for the Town's Wastewater Treatment Plant from the "Wastewater Treatment Plant Technology Assessment" issued on April 10th, 2023. This summary will replace Table 7-1 "High Level Project Schedule and Capital Needs (Full Build Out, c.2047)" from the noted report.

The projects are broken down into the following categories

- Lifecycle Replacement (no developer contribution)
- Process Improvements (no developer contribution)
- Growth (developer contribution is required)
- Growth/Regulatory (shared contribution by the Town and the developers)

The share of the developer contribution for "Growth" related projects is determined based on the assumptions ascertained in the Memorandum "Town of Canmore Wastewater Treatment Plant Effluent Discharge Limits" issued on January 20th, 2023. This memorandum discusses a theoretical scenario of providing only regulatory required upgrade (without any population growth), and compares this cost with the full WWTP build out (regulatory upgrade + growth). The established ratio contributes 51% of the allocation to the growth (developers share) and 49% to the regulatory requirements (Town's share).

The projects are shown in two categories.

- Upgrades required prior to the implementation of the new discharge limits
 - o The upgrades are presented by year, a short description is provided. The summary table is at the end of this document
- Upgrades required to achieve the new discharge limits
 - o The upgrades (by year) are provided in a separate summary table. Since it is a multiyear project, only one description is provided

Upgrades Required Prior to the New Discharge Limits

2024

Inlet Screen Upgrade

Replacement of the existing inlet screen is required to replace existing equipment that is aging and obsolete. New screen will have finer mesh and will provide better solids removal (i.e. will improve downstream processes).

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
Inlet Screen	Inlet Screen Replacement	Lifecycle	\$ 900,000.00	100%	0%	0%

Odor Control

Project to make improvements to the existing process. Will involve either chemical addition upstream of the treatment process or scrubber of the exhaust air from the Headworks and Sludge Treatment building

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
Odor Control	Odor Control	Improvements	\$ 2,000,000.00	100%	0%	0%

Note that a study has been recently completed for this project. As part of this study an additional facility recommended to be built for Sludge Treatment building odor removal. This is shown as a separate 2032 project (the timeline can be moved as needed).

2025

Heating/ Make Up Air Units Upgrade

The existing water heating system and make up air units are original. The replacement would be required as a lifecycle upgrade as well as to improve efficiency, reduce GHG emissions.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
Heating/MUA	Heating System. Make Up Air Unit Upgrade	Lifecycle	\$ 2,200,000.00	100%	0%	0%

2026

Miscellaneous Headworks Upgrades

Process improvements and lifecycle replacement that is not directly connected to each other but combined together to ensure the efficiency of contracting work. The projects included are

- Grit separator replacement. The existing unit is at the end of life.
- Grit separator fan replacement. The existing fan requires different model as it accumulates excessive amount of grease and requires continuous maintenance.
- Headworks isolation valves. Add sluice gate valve at the Clarifier Distribution Channel. Add actuation on Clarifier sluice gates and screen inlet gates
- Scum piping. Replace/modify headworks sludge collection pumps and piping to improve the process (rearrange the piping to the digester instead of the headworks) and replace obsolete equipment

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
Misc. Upgrades	Miscellaneous Headworks Upgrades	Lifecycle	\$ 2,300,000.00	100%	0%	0%

2027

Influent Piping Replacement

The existing piping between the inlet lift station and the headworks is original and will require lifecycle replacement.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
Influent Piping	Influent Piping Replacement	Lifecycle	\$ 1,200,000.00	100%	0%	0%

Influent Lift Station Pumps Upgrade

Replacement of existing lower flow pumps and discharge piping

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
Influent LS Pumps	Influent Piping Replacement	Lifecycle	\$ 1,200,000.00	100%	0%	0%

Note that both Influent Piping Replacement and Influent Lift Station Pumps upgrade projects can be combined in a single project

Influent Lift Station Wetwell Upgrade

The existing influent wetwell is very small, triggers frequent pumps starts and stops and does not have an automated interconnection with the existing equalization (EQ) tank. The project includes to increase the size of the Inlet lift station wetwell and to provide actuated valving between the inlet lift station and the EQ tank.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share*
Influent LS Wetwell	Influent LS Wetwell	Growth	\$ 2,900,000.00	0%	98%	2%

*Here and below. For the growth driven projects, it is assumed that Dead Man Flats contributes 2% of flows. E.g. existing PWWF for Canmore is 193 L/s and PWWF for DMF is 3.5 L/s. $3.5/193 \times 100 = 2\%$.

Stopgap Process Improvements. Intermediate Transfer Pumps Upgrade

The Intermediate transfer pumps (as part of the existing BAF system) will be decommissioned c. 2031. However, the existing pumps may need to be replaced prior to that.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
Influent LS Pumps	Influent Piping Replacement	Lifecycle	\$ 1,000,000.00	100%	0%	0%

2028

Stopgap Process Improvements. New Primary Clarifier

The existing primary clarifier has been identified as a critical part of the existing treatment process that approaches its capacity. Stress testing of the primary clarifier was recommended to be completed in 2024.

Depending on the results of the stress testing the decision will be made to either construct the additional primary clarifier or rely on the capacity of the existing primary clarifiers until the WWTP regulatory upgrade is completed in 2031.

It should be noted that the additional primary clarifier is not required in order to achieve the new discharge limits. Technically the additional clarifier would be only a stop gap measure to provide sufficient capacity for the existing system until the new treatment system (Membrane Biological Reactors or Activated Granular Sludge) is commissioned. However, the additional clarifier (if built) would slightly reduce the solids loading of the new treatment system.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
New Primary Clarifier	New Primary Clarifier	Growth	\$ 10,200,000.00	0%	98%	2%

2029

Ultraviolet Disinfection UV3

The existing UV system consisting of two UV channels will reach its capacity and will require the addition of the third UV system in the existing spare channel

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
UV3 Addition	UV3 Addition	Growth	\$ 500,000.00	0%	98%	2%

2032

Odor Control

Project to make improvements to the existing process. Will involve a scrubber of the exhaust air from the Sludge Treatment building

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
Odor Control	Odor Control	Improvements	\$ 2,000,000.00	100%	0%	0%

Note that a study has been recently completed for this project. As part of this study a chemical injection at the headworks facility is contemplated. This is shown as a separate 2024 project.

Septage Receiving Station

Septage Receiving Station will provide means to control volume, monitor the water quality of the received septage and reduce the potential for spills and excessive odors.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share
Septage Receiving Station	Septage Receiving	Improvements	\$ 1,200,000.00	100%	0%	0%

Project Existing WWTP Upgrades**	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Annual Budget	2,900,000	2,000,000	2,300,000	6,300,000	10,200,000	500,000			3,200,000	27,400,000
Odor Control	2,000,000									
Inlet Screen	900,000									
Heating/Make Up Air Units		2,000,000								
Misc. Sludge Trtmt										
Upgrades:										
Scum piping, Grit Separator, Grit separator Fan, Headworks Isolation Valves			2,300,000							
Influent Piping Replacement				1,200,000						
Inlet Lift Station										
Pumps Upgrade				1,200,000						
Inlet Lift Station										
Expansion				2,900,000						
Intermediate Transfer				1,000,000						
Pumps Upgrade										
3d Primary Clarifier					10,200,000					
UV 3						500,000				
Odor Control									2,000,000	
Septage Receiving Station									1,200,000	
Grand Total										27,400,000

**Existing WWTP Upgrades budget includes both construction and engineering costs. Engineering should be completed in the year prior to the year of construction.

Upgrades Required to Achieve the New Discharge Limits

MBR or AGS Treatment Addition

The new discharge limits that will likely be implemented in 2031/2032 will require to replace the existing biological process (BAF) with the process that will remove ammonia, nitrites and nitrates as well as phosphorous. The lump sum number with the suggested payment share is shown in the table below. The distribution of the expenses by year is provided in the detailed table at the end of this document.

Project	Name	Trigger	Cost	ToC Share	Dev Share	DMF Share*
WWTP	WWTP Upgrade	Growth/Regulatory	\$ 71,000,000.00	49%	50%	1%

*For the growth/regulatory driven projects, it is assumed that Dead Man Flats contributes 2% of flows. E.g. existing PWWF for Canmore is 193 L/s and PWWF for DMF is 3.5 L/s. $3.5/193 \times 100 = 2\%$. Since the Town share of such upgrade is 49%, the DMF share of the overall costs would be 1%.

Table Error! No text of specified style in document.-1 (Rev.1): High Level Project Schedule and Capital Needs (Full Build Out, c.2047)

AGS or MBR Upgrade	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Annual Construction Budget				500,000		21,500,000	19,800,000	17,500,000	5,000,000	64,300,000
Secondary & Tertiary Treatment Upgrade				500,000						
Pilot Test										
Civil, Concrete, Buildings						14,500,000				
Equipment Ordering						7,000,000				
Architectural, HVAC							5,000,000	5,000,000		
Process, Electrical, Control							7,000,000	7,500,000		
Equipment Installation							7,800,000	5,000,000		
Commissioning									3,000,000	
BAF Repurposing									1,000,000	
Close Outs									1,000,000	
(O&M, As-builts, site clean out, etc.)										
Annual Engineering Budget	600,000	600,000	850,000	850,000	800,000	850,000	750,000	900,000	500,000	6,700,000
Conceptual Design										
Options Review Report	300,000									
Environmental and Admin										
Crown Land, EPA, FN	100,000	200,000	150,000	150,000	150,000	150,000	150,000	100,000	50,000	
Consult, Landowners										
Consent										
As Built Drawings										
(Digitalization)	200,000								50,000	
Preliminary Design										
Upgrade report, Costs	400,000	400,000	400,000							
Pilot Administration										
Detailed Design			100,000	50,000	650,000					
			100,000	650,000						

AGS or MBR Upgrade	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Tender						100,000				
Construction Admin						500,000	500,000	250,000		
Geotech. Env. Consult			100,000			100,000	100,000	50,000		
SCADA Programming								350,000		
Commissioning								150,000	250,000	
Close Outs									150,000	
BAF Decommissioning										
AGS or MBR Total										71,000,000

Regards,



Pavel Manchinskiy, P.Eng.

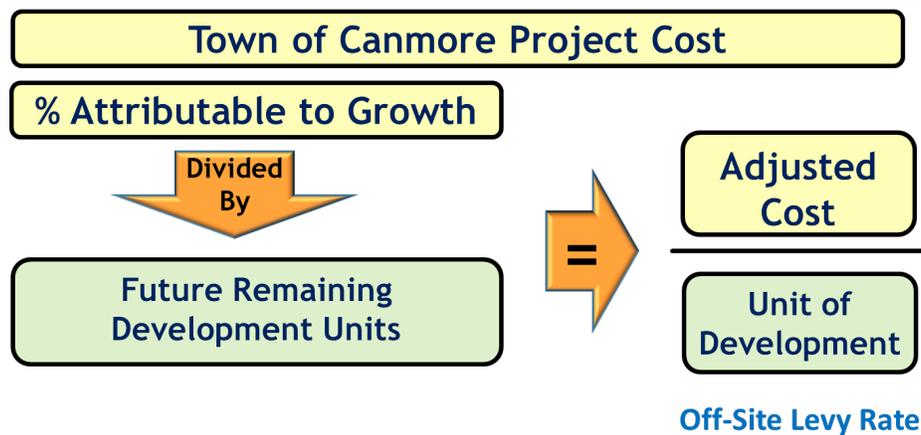
Project Engineer

Schedule 8: Service Demand Factors

Overview

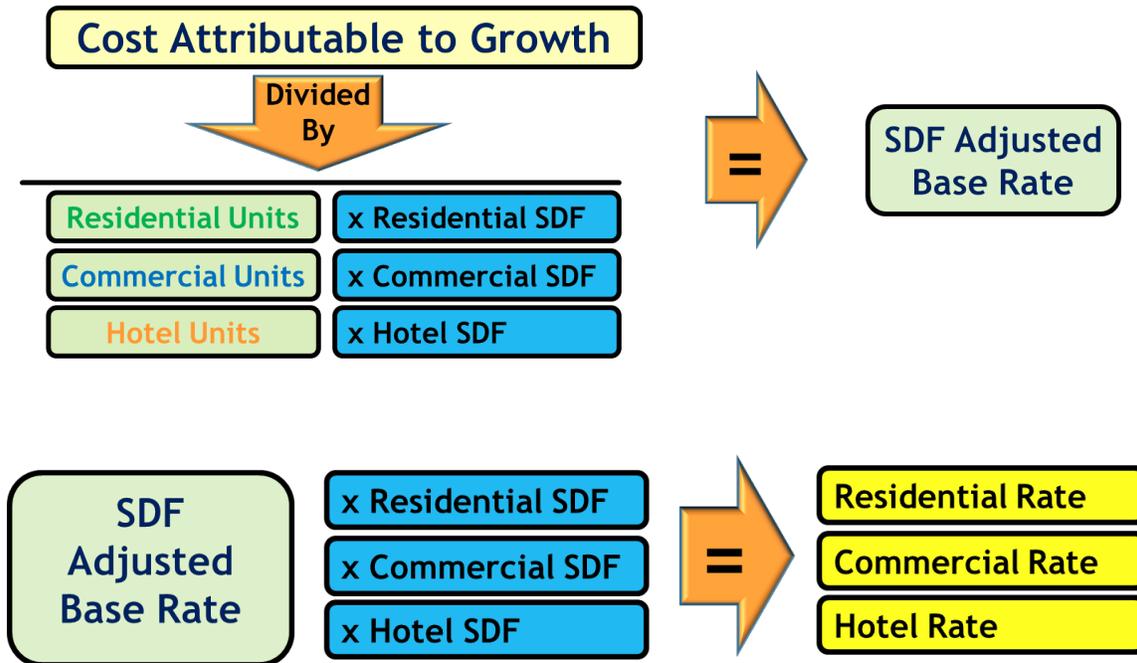
Not all development types (Residential, Hotel, Commercial) place demand on Town infrastructure and facilities to the same extent. Consequently, specific adjustment factors were developed to more fairly recognize and attribute true utility needs for each development type. These adjustments are called Service Demand Factors (SDF's) and form a critical part of setting the off-site levy rates.

A basic representation of how a basic off-site levy rate is calculated is shown below:



However, this basic off-site levy rate does not differentiate across various development types (Commercial, Hotel, Residential) and requires additional detail to fairly allocate project costs attributable to growth for these developments.

When future development projections for the different types of development are combined with weighting factors or Service Demand Factors (SDF), this allows for a more accurate reflection of the intensity that future development places on the Town’s infrastructure and facilities:



Utility Service Demand Factors

Utility Service Demand Factors for the impact that Commercial, Hotel and Residential development has on Water and Sanitary infrastructure have been extracted from the 2022 Utility Master Plan (UMP).

The following UMP Table 3-18 identifies the water system unit demands for Residential, Hotel and Commercial (ICI / Industrial Commercial and Institutional) development types:

Table 3-18 Water System Unit Demands

Demand Type	Rate	Units
Water Treatment Plant Production (composite rate)	360	L/c/d
Residential	250	L/c/d
Hotels	700	L/unit/d
ICI	30	m ³ /ha/d
	810	L/unit/day

To evaluate the relative impacts, the units of measurement such as L/c/d (Liters/capita/day) must be first converted to a consistent basis such as L/Unit/d (Liters/Unit/Day). Using a standard consistent with the UMP and previous planning directives, Residential development is assumed to have 2.5 people per unit, as follows:

- Residential development: 250×2.5 people per unit = 625 L/unit/day
- Hotel development: = 700 L/unit/day
- Commercial development = 810 L/unit/day

The following Service Demand Factors (SDF) can now be determined Water and Sanitary infrastructure, relative to the Residential development rate of 625 L/unit/day.

- Residential SDF = $625 / 625 = 1.0$
- Hotel SDF = $700 / 625 = 1.1$
- Commercial SDF = $810 / 625 = 1.3$

The Service Demand Factors can be found in Table 2 of the Off-Site Levy Bylaw. For other infrastructure such as Transportation, Storm or Fire facilities, Service Demand Factors have been determined through consultation and agreements with the development community.

2022 Off-Site Levy Report



Contents

Executive Summary 1

Off-Site Levy Overview..... 2

Off-Site Levy Methodology 4

Off-Site Levy Receipts and Allocations 9

Executive Summary

The Town of Canmore Off-Site Levy (OSL) process provides a legislated method of repayment by the development community of costs incurred by the Town of Canmore in providing supporting infrastructure for future development.

Off-Site Levy amendments to section 648.4 of the Municipal Government Act (MGA) came into effect in 2021 and require that municipalities annually provide full and open disclosure of all off-site levy costs and payments. The purpose of this report is to satisfy this legislative requirement by providing this necessary transparency through a written, publicly available report.

Off-Site Levy Overview

The Town of Canmore off-site levy process provides a legislated method of repayment by the development community of costs incurred by the Town of Canmore in providing supporting infrastructure for future development.

This is necessary because the Town of Canmore often needs to pay for large growth-related infrastructure projects much earlier than the development occurs. In contrast, the off-site levies are paid by developers as installments over time based on actual units developed.

This creates a long term, financially binding relationship between the Town of Canmore and the development community and as such, requires a consistent, fair, and transparent approach.

Although the management of the off-site levies is a heavily regulated process, with very specific rules on what can be collected and how, several critical concepts deserve mention in this report:

Collection of Off-Site Levies:

Originally off-site levies appeared in the Municipal Government Act (MGA) in 1973 and could only be collected once from a property or land for water and sanitary infrastructure capital projects (supply, treatment, storage, and disposal). At that time, the maximum rates were set at:

- \$500 per housing unit
- \$0.50 per square foot of floor area size in building
- \$2000 per acre of land

However, amendments to Sections 648(4) of the Municipal Government Act (MGA) in 2015 now provide that off-site levies can only be collected once for each of the infrastructure and facility capital projects listed below:

- Water Infrastructure (Since 1973)
- Sanitary Infrastructure (Since 1973)
- Storm & Drainage Infrastructure (Since 1977)
- Transportation Infrastructure (Since 2004)
- Fire Hall Facilities (Since 2018)
- Recreation Facilities (Since 2018)
- Police Facilities (Since 2018)
- Library Facilities (Since 2018)

This means that it is possible to impose an off-site levy for an existing redevelopment of a similar nature, if credit is provided against previously paid levies for specific infrastructure (i.e., water and sanitary for a residential home in 1973).

Additionally, off-site levies can be imposed on a redevelopment if the nature of the development changes (from a residential home to commercial or hotel development) or the size of the development increases (from a single residential home to multi-unit dwelling).

Finally, off-site levies can only be collected at the rates set, and only against the capital projects identified in the current off-site levy bylaw approved by Council.

Use of Off-Site Levy funds:

All funds collected using the off-site levy process, including any interest earned on those funds, can only be used for the infrastructure or facility area that they were collected for. They do not form a fungible pool of funds which can be used indiscriminately across various areas.

Financial Stewardship:

The levy rates are calculated using an independent, third-party methodology provided by Corvus Inc. which has been used in over 35 Alberta municipalities and imbeds the legislative and regulatory requirements of the MGA. Corvus' results have been rigorously validated by the Town of Canmore.

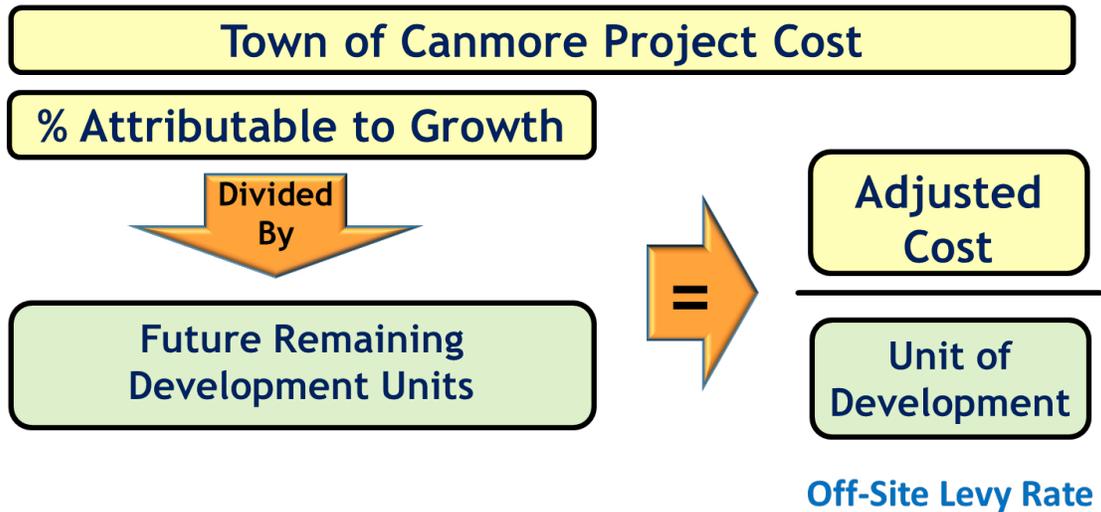
Although off-site levies can only be collected per the rates shown in the approved bylaw, the levy model must, per the MGA, also annually reconcile and report on all levies received, interest rates used, issued development permits, attribution to infrastructure and facility projects, and levy balances retained.

Intensity of use:

Not all development types (Residential, Hotel, Commercial) place demand on town infrastructure and facilities to the same extent. Consequently, specific adjustment factors were developed to more fairly recognize and attribute true utility needs for each development type. These adjustments are called Service Demand Factors (SDF's) and form a critical part of setting the off-site levy rates.

Off-Site Levy Methodology

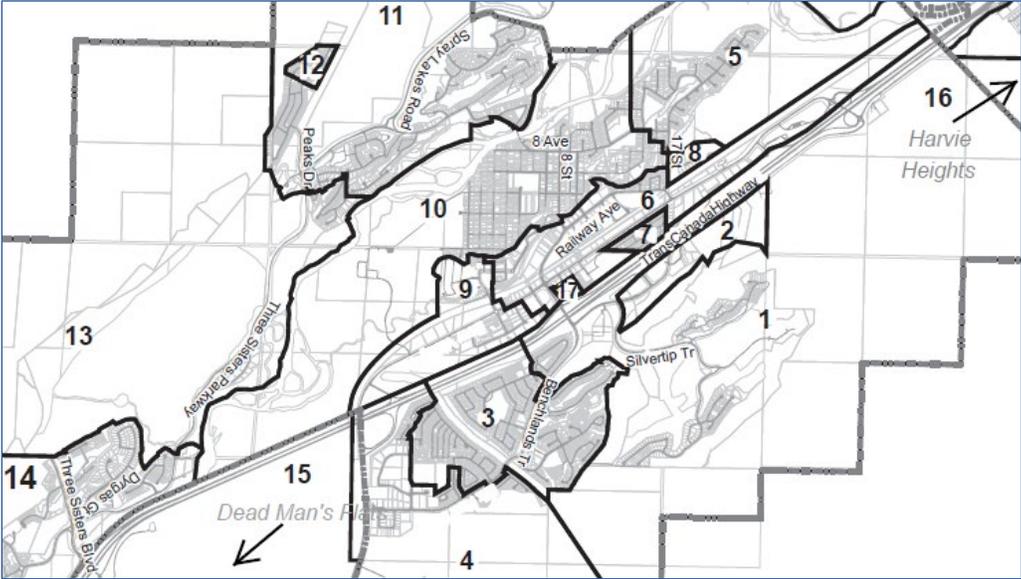
A basic representation of how an off-site levy rate is calculated is shown below:



Some projects may benefit new growth development only, others benefit both growth and existing development. It is therefore important to establish what a percentage of project cost is attributable only to growth. It is also important to correctly account for:

- Specific non-fungible grants provided for the project,
- Interest costs for any debts required to finance the project,
- Levies which have already been paid by the development community.

The off-site levy model uses 17 zones (benefitting areas). 15 zones are geographically aligned with the Town's infrastructure basins and 2 zones are attributed to the M.D. of Bighorn. Each zone benefits from numerous Town capital infrastructure projects which include Transportation, Water, Sanitary, Storm and Fire facilities.



Attribution to Growth

Engineering, Public Works and Facilities Departments provide attribution to growth, infrastructure costs, project timing and benefitting areas for new or upgraded infrastructure and facilities required to support future development.

These departments further retain consultants including Professional Engineering firms. These teams provide expertise in municipal infrastructure projects including extensive water flow modelling, detailed equipment capacity evaluations, project planning and project cost estimation to provide plans such as the Utility Master Plan and other studies used to substantiate the Off-Site Levy rates.

Using geographic development projections and rigorous hydraulic modelling techniques allows for the determination of percentages of the Water and Sanitary project costs that should be attributable to both new development as well as existing users. For other infrastructure and facilities, the Town of Canmore uses existing development community agreements made through consultation to help guide the cost attribution to growth.

Asset Renewal Adjustment

A project may be considered to benefit existing development if it replaces existing aged infrastructure. In such a situation, the developer's portion of the total project cost must be determined as follows:

$$\text{Developer Cost} = \text{Upgrade Cost} - (1 - \text{Service Life Remaining} / \text{Life Span}) \times \text{Base Cost}$$

Where:

- Upgrade Cost = New proposed project cost
- Base Cost = Current replacement cost
- Life Span= Typical expected life of asset
- Service Life Remaining = Years remaining in the life span of the asset

Future Development

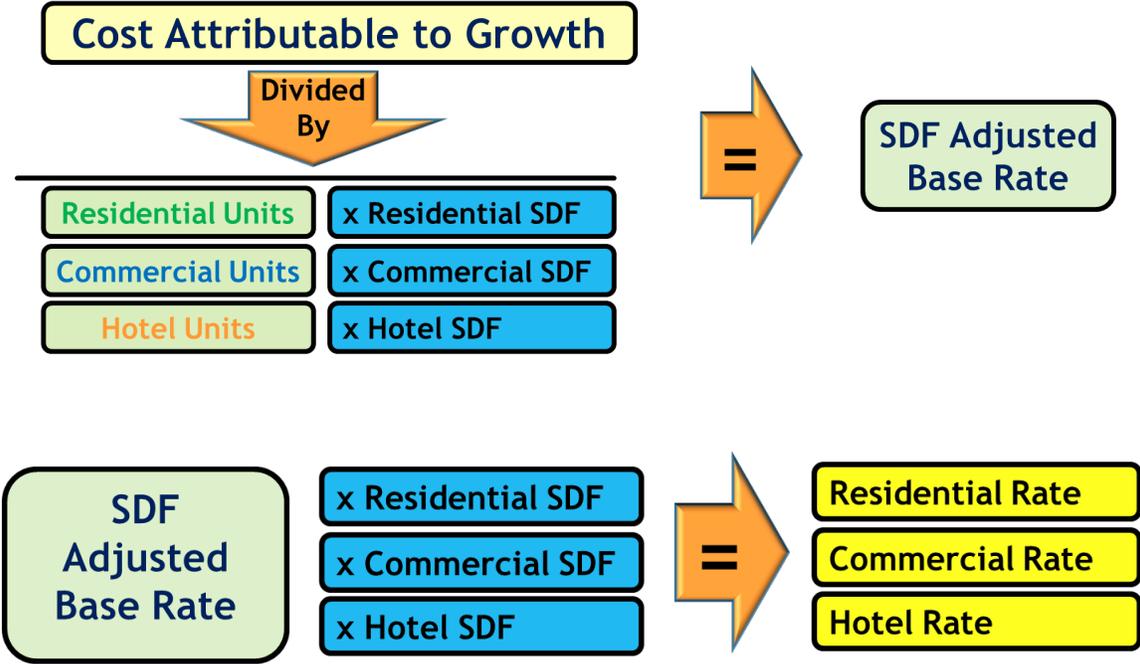
The planning horizon uses a 25-year rolling timeframe for each of the 17 zones, to include all foreseeable development units at full buildout for four types of development: Commercial, Hotel, Residential Low Density and Residential Medium/High Density development. The model is updated annually based on developer payments and actual rates of development.

Typically, the remaining foreseeable development is calculated using the following sources:

- Available Area Structure Plans and Area Redevelopment Plans
- Field surveys
- Discussions with the development community

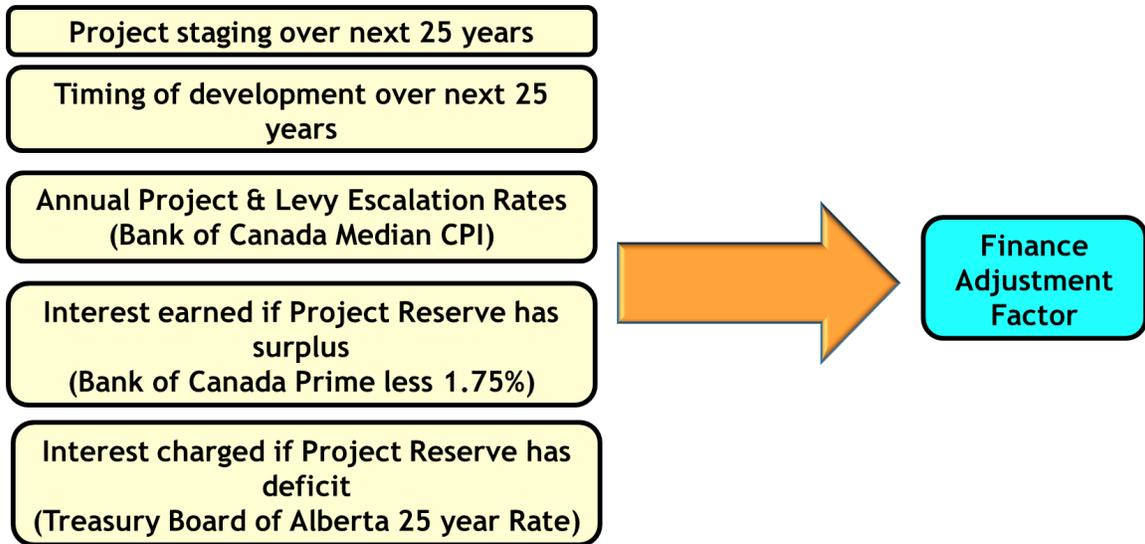
Service Demand Factors

When future development projections for the four types of development are combined with weighting factors or Service Demand Factors (SDF), this allows for a more accurate reflection of the intensity that future development places on the Town’s infrastructure and facilities:

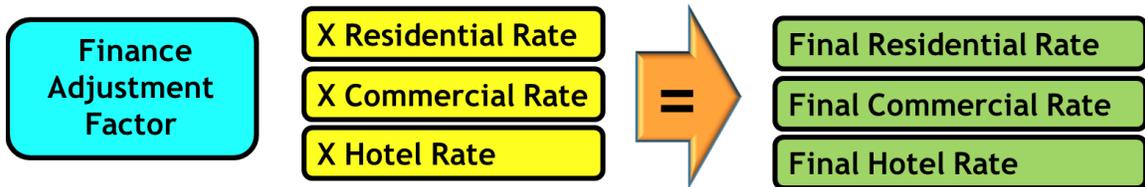


It is important to recognize that developers repay the Town “Unit by Unit” at the speed at which development occurs. This means that very often, the Town needs to borrow funds to finance and construct the projects, prior to being fully repaid as development takes place. The exact timing of these projects, their escalation costs, front ending, debt financing, earned interest as well as the expected pace of development over the 25-year period all work together with posted levy rates to generate a balanced cash flow.

Consequently, a “Finance Adjustment Factor” is required to the SDF adjusted rates to ensure a balanced cash flow at the end of the 25-year period. This demonstrates that the Town has collected neither too much nor too little to cover all foreseeable costs for the projects. This “Finance Adjustment Factor” is based on numerous inputs as identified below.



The final step in rate calculation involves multiplying by this finance adjustment factor to generate the final off-site levy rate:



During annual reporting of off-site levy payments and reserve balances, it is common to use average of interest rates, calculated using the January 1 and December 31 data. However, when issuing a new off-site levy bylaw, the prevailing interest rates at the time of bylaw publication are used.

Off-Site Levy Receipts and Allocations

The details of all off-site levies received by each contributor for each type of facility and infrastructure within each benefitting area, as set by rates outlined in the Town of Canmore Off-Site Levy Bylaw (2020-27) are provided in Table 1 below:

Area	Application Number	Units	Rate	Transport (\$/Unit)	Water (\$/Unit)	Sanitary (\$/Unit)	Storm (\$/Unit)	Fire (\$/Unit)	Total (\$/Unit)
1.3	SB2019-009	58.0	4,616	39,433	94,541	79,414	-	54,341	267,728
4.1	PL20220043	15.7	9,232	21,325	51,128	42,947	-	29,388	144,788
6.2	PL20210492	44.0	6,701	20,044	65,980	168,258	12,939	27,622	294,844
6.2	PL20210275	21.0	6,701	9,567	31,491	80,305	6,175	13,183	140,721
6.3	PL20220175	1.0	10,001	680	2,238	5,707	439	937	10,001
6.4	PL20210492	57.0	7,501	29,067	95,679	243,993	18,763	40,055	427,557
6.4	PL20210275	25.0	7,501	12,748	41,964	107,015	8,229	17,568	187,525
7.1	PL20210332	0.1	33,061	181	594	1,211	2,155	249	4,389
7.2	PL20210332	6.0	11,075	2,733	8,997	18,331	32,623	3,766	66,450
7.4	PL20220068	3.0	12,398	1,530	5,036	10,260	18,260	2,108	37,194
7.4	PL20220099	3.0	12,398	1,530	5,036	10,260	18,260	2,108	37,194
7.4	PL20210423	16.0	12,398	8,159	26,857	54,721	97,388	11,244	198,368
7.4	PL20220001	4.0	12,398	2,040	6,714	13,680	24,347	2,811	49,592
7.4	PL20210183	5.0	12,398	2,550	8,393	17,100	30,434	3,514	61,990
7.4	PL20210370	2.0	12,398	1,020	3,357	6,840	12,173	1,405	24,796
7.4	PL20210411	3.0	12,398	1,530	5,036	10,260	18,260	2,108	37,194
9.2	PL20200416 CREDIT	-23.3	5,717	(10,591)	(44,245)	(56,651)	(6,837)	(14,595)	(132,920)
9.2	PL20200416 CREDIT	-0.3	5,717	(153)	(641)	(821)	(99)	(212)	(1,926)
9.4	PL20200416 CREDIT	-32.3	6,400	(16,446)	(68,705)	(87,969)	(10,616)	(22,664)	(206,400)
9.4	PL20200416 CREDIT	-0.3	6,400	(172)	(718)	(919)	(111)	(237)	(2,156)
9.4	PL20210317	5.0	6,400	2,550	10,652	13,639	1,646	3,514	32,000
9.4	PL20210342	31.0	6,400	15,809	66,042	84,559	10,205	21,785	198,400
10.3	PL20220016	1.0	10,875	680	2,238	7,020	-	937	10,875

Area	Application Number	Units	Rate	Transport (\$/Unit)	Water (\$/Unit)	Sanitary (\$/Unit)	Storm (\$/Unit)	Fire (\$/Unit)	Total (\$/Unit)
10.3	PL20220258	1.0	10,875	680	2,238	7,020	-	937	10,875
10.3	PL20220026	1.0	10,875	680	2,238	7,020	-	937	10,875
10.4	PL20220110	1.0	8,156	510	1,678	5,265	-	703	8,156
11.3	PL20220229	1.0	5,254	680	2,152	1,485	-	937	5,254
11.3	PL20200413	1.0	5,254	680	2,152	1,485	-	937	5,254
11.3	PL20220004	1.0	5,254	680	2,152	1,485	-	937	5,254
11.3	PL20210502	1.0	5,254	680	2,152	1,485	-	937	5,254
11.4	PL20210355	0.9	3,940	471	1,490	1,029	-	649	3,639
Total		252.6		\$ 150,872	\$ 433,915	\$ 855,434	\$ 294,633	\$ 207,910	\$ 1,942,764

Table 1 Total Levies Received & Allocation to Facility / Infrastructure

Each project was grouped into a specific infrastructure / facility (Water, Sanitary, Fire, Storm, Transportation) and was allocated a portion of the collected levies in accordance with the unique benefitting areas that each project serves.

The collected levies were further distributed into dedicated Infrastructure Reserves (for future projects) or into Operating Budgets (for current or complete projects).

Allocation to Reserves for Future Projects:

Infrastructure	Project	Receipt Allocation (\$)	Allocation to Reserve (\$)
Fire	Fire Hall Palliser	45,847	45,847
Fire	Fire Hall Three Sisters	162,063	162,063
Sanitary	56-WWTP-Influent Screens Capacity Upgrade	6,677	6,677
Sanitary	57-WWTP-UV Disinfection Capacity Upgrade	17,832	17,832
Sanitary	58-WWTP-Intermediate Transfer Pumps	2,578	2,578
Sanitary	65-Lift Station #2a Upgrade	(1,337)	(1,337)
Sanitary	66-BVT Wastewater Upgrade	99,007	99,007
Sanitary	67-Railway Avenue Wastewater Upgrade	58,641	58,641
Sanitary	68-7th Avenue Wastewater Upgrade	14,849	14,849
Sanitary	69-BVT Wastewater Upgrade (2nd Avenue / Teepee Town)	10,754	10,754
Storm	37-Teepee Town Stormwater Management Upgrades	253,900	253,900
Transport	42-Railway & Main Intersection Upgrade	27,836	27,836

Infrastructure	Project	Receipt Allocation (\$)	Allocation to Reserve (\$)
Transport	44-BVT Upgrade Williams West Of 17th	35,459	35,459
Transport	45- Railway Avenue 10th To 12th	47,117	47,117
Transport	54-Traffic Signals Main And 8th	5,380	5,380
Transport	55-10th Street Traffic Signals	16,041	16,041
Water	35-Reservoir Capacity Upgrade	77,035	77,035
Water	51-Pumphouse #2 - Treatment Capacity Upgrade	189,186	189,186
Water	60-Pumphouse #2 - Inline Booster Pump Upgrade	8,629	8,629
Water	61-Pumphouse #2 - Distribution Upgrade	49,059	49,059
Total		\$ 1,126,552	\$ 1,126,552

Table 2 Allocation to Reserves for Future Projects

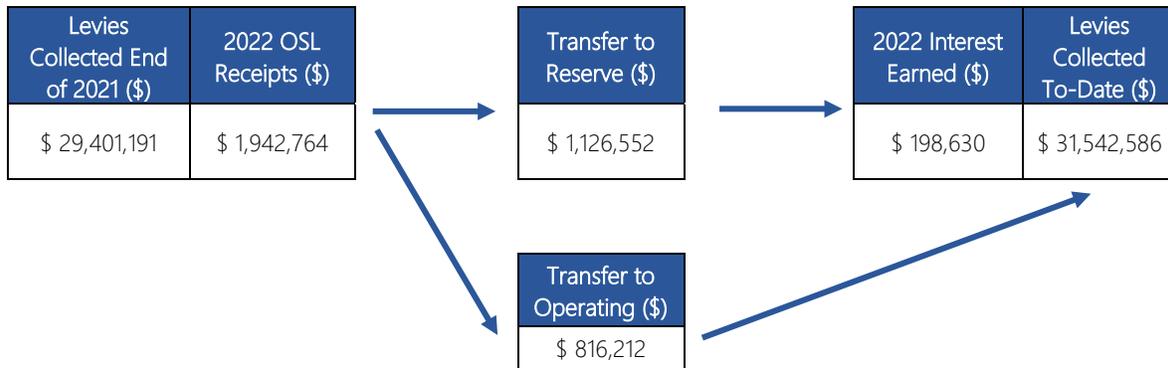
Allocation to Operating Budgets for Current / Complete Projects:

Infrastructure	Project	Receipt Allocation (\$)	Allocation to Operating (\$)
Sanitary	01-Wastewater Treatment Plant (1999)	6,240	6,240
Sanitary	02-Sanitary Upgrade #1 (1999)	7,977	7,977
Sanitary	03-Sanitary Upgrade #2 (1999)	1,475	1,475
Sanitary	04-Sanitary Upgrade #3 (1999)	7,969	7,969
Sanitary	07-Wwtp Ph.1 (1999)	240	240
Sanitary	08-Wwtp Ph.2 (1999)	2,028	2,028
Sanitary	13-Lift Station #1 (1999)	(1,683)	(1,683)
Sanitary	18-Bvt Trunk Sanitary Sewer (2004)	35,834	35,834
Sanitary	19-Wwtp Influent Pump (2003)	782	782
Sanitary	20-Ump - Storm Water (2003)	90	90
Sanitary	22-Catchment Area 2 Sanitary Upgrade (2004)	6,320	6,320
Sanitary	23-Wwtp Exp Process Evaluation (2004)	797	797
Sanitary	25-Bvt Sewer Upgrade (2006)	19,842	19,842
Sanitary	26-New Ls Catchment Area 2 (2006)	78,581	78,581
Sanitary	27-Forcemain from New Ls to WWTP (2005)	44,843	44,843
Sanitary	30-Wwtp Expansion Phase 2 (2007)	109,333	109,333
Sanitary	31-Bvt Relief Force main (2009)	107,462	107,462

Infrastructure	Project	Receipt Allocation (\$)	Allocation to Operating (\$)
Sanitary	47a-Wwtp Solids Handling Upgrade (2013)	4,562	4,562
Sanitary	47b-Wwtp Solids Handling Upgrade (2014)	9,279	9,279
Sanitary	47c-Wwtp Solids Handling Upgrade (2017)	85,290	85,290
Sanitary	48-Wwtp Influent Pump Station Ph1 (2015)	5,097	5,097
Sanitary	49-Lift Station #1 Pump Upgrade (2015)	4,666	4,666
Sanitary	50-Wwtp Influent Pump Station Ph2 (2018)	8,864	8,864
Sanitary	52-Wwtp-Process & Mechanical Upgrade (2018)	5,684	5,684
Sanitary	53-Wwtp-Dewatering System Upgrade (2020)	49,161	49,161
Sanitary	59-Lift Station #2 Upgrade (2020)	45,700	45,700
Storm	33-Stoneworks Creek Drainage Diversion	40,733	40,733
Transportation	40-Traffic Signals Main And 7th	5,322	5,322
Transportation	41-Bvt Upgrade Williams to Montane	13,718	13,718
Water	05-Second Ave. Watermain (1999)	4,940	4,940
Water	06-Rec. Center Watermain (1999)	1,359	1,359
Water	09-Water Reservoir #6 (1999)	7,472	7,472
Water	10-Water Ph#1 (1999)	10,953	10,953
Water	11-Waterline Under Bow River (1999)	1,690	1,690
Water	12-Waterline On BVT (1999)	5,204	5,204
Water	14-Utility Master Plan (1999)	1	1
Water	15-Crosstown Feeder (1999)	3,045	3,045
Water	16-Ph#2 Upgrade (2001)	15,418	15,418
Water	17-Railway Ave Watermain (2002)	724	724
Water	24-7th Ave Watermain (2006)	85	85
Water	28-Harvie Heights Water Supply (2005)	12,535	12,535
Water	39a-South Bow River Loop Ph 1 (90% Water Distribution for Area #1-#10)	9,694	9,694
Water	39b-South Bow River Loop Ph 1 (10% Fire Flow Benefit #9)	(10,068)	(10,068)
Water	46-Pump House #2 - Clear Well Capacity Upgrade	46,954	46,954
Total		\$ 816,212	\$ 816,212

Table 3 Allocation to Operating Budgets for Current / Complete Projects

The following summarizes how the collected levy receipts were distributed, including the total collected amounts to-date:



Calculated interest includes the interest on reserve opening balances, project expenditures as well as collected levy receipts.

- Interest Earned on Opening Reserve Balance 2.7%
- Interest Earned on 2022 Collected Levies 1.35%
- Interest Charged on 2022 Project Expenditure 1.1025 %

Table 4 below identifies the reserve balances retained for each type of facility and infrastructure, after reserve transfers for project funding and allocations to operating budgets.

Infrastructure / Facility	2021 Reserve Balance (\$)	2022 Project Funding (\$)	2022 Interest (\$)	2022 Reserve Allocation (\$)	2022 Reserve Balance (\$)
Water	2,857,613	(345,000)	81,801	323,910	2,918,323
Transportation	2,162,432	-	60,213	131,832	2,354,477
Storm	434,595	(184,235)	15,263	253,900	519,522
Sanitary	1,098,217	-	34,073	209,001	1,341,291
Fire	165,732	-	7,282	207,910	380,923
Total	\$ 6,718,589	\$ (529,235)	\$ 198,630	\$ 1,126,552	\$ 7,514,536

Table 4 Retained Reserve Balances

The 2021 and 2022 Reserve Balances match the Town of Canmore 2022 Audited Financial Statements.

Attachment 5 – Off-Site Levy Bylaw Compliance Review Chart

General	
X	Imposition and payment of a levy [MGA s.648(1.1)(a)]
X	Authorizes an agreement for payment of the levy [MGA s.648(1.1)(b)]
X	Purpose of each levy and how amount of each levy determined [MGA s.649]
X	Restrictions on use of levies (MGA s.648(2) and (2.1)
Purpose of levies	
X	Water, sanitary sewage and storm sewage [MGA s.648(2)(a) through (c)]
X	Roads transportation, facilities and land for [MGA s.648(1)(b) and (2)(c.1) and (c.2) and Reg s.1]
X/*	Community recreation, fire hall, police station and libraries - only if no previous levy for same purpose [MGA s.648(2.1) and (2.2)]
Calculation of off-site levy	
X	Methodology [MGA s.648.2(1) and (2)]
X	Information used [MGA s.648.2(4)
Added	Periodic review [MGA s.648.2(5)]
X	Information made publicly available [MGA s.648.2(6)]
Principles and criteria	
X	General principles (Reg s.3 and 3.1]
X	Additional principles and criteria for determining off-site levy costs [Reg s.5]
X	Water, sanitary sewage and storm sewage [MGA s.648.2 and Reg s.3 and s.5]
**	Transportation infrastructure [MGA s.648.2 and Reg s.3, s.3.1(1), s.5 and s.5.1(1)]
X/*	Community recreation, fire hall, police station and libraries - Additional Principles and Criteria [Reg s.3, s.5 and s.6(1)]

*The Offsite levy model and methodology currently used has provisions for fire, community, recreation, police and library facilities. Offsite levies for fire halls are included in the current bylaw and proposed amendments. Offsite levies for community recreation, police and library facilities are not included in the Bylaw 2020-27 or the proposed amendments and will be implemented by the Town in the future.

**Transportation projects are included in Bylaw 2020-27. Transportation is not addressed in the proposed amendments.



Request for Decision

DATE OF MEETING: February 13, 2024 **Agenda #:** H-1

TO: Council

SUBJECT: Canmore Community Housing Funding Request for Vital Homes Development

SUBMITTED BY: Whitney Smithers, General Manager of Municipal Infrastructure
Therese Rogers, General Manager of Corporate Services

RECOMMENDATION: That Council approve a transfer of \$864,500 to Canmore Community Housing from the Town of Canmore’s Vital Homes Reserve for use as working capital for the 100 Palliser Lane Vital Homes Development.

EXECUTIVE SUMMARY

Canmore Community Housing (CCH) has commenced work to deliver vital homes development at 100 Palliser Lane. They are requesting to use the Town of Canmore’s Vital Homes Reserve as the source of funding for their Prime Consultant contract.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Council’s Vital Homes Policy PD-008 directs that the Vital Homes Reserve may be used for working capital to build or contract the building of Vital Homes projects; and to facilitate any aspect of delivering Vital Homes units within the Town of Canmore.

Council’s Reserves Policy FIN-007 stipulates that all reserve transfers must be approved by Council. Under the Reserves Policy, the purpose of the Vital Homes Reserve is “to fund the construction and operation of Vital Homes, formerly Perpetually Affordable Housing, units and acquisition of land as determined in consultation with CCHC.” It is funded through mill rate assessment on residential and non-residential sectors, and one-time transfers to boost reserve levels per Council resolution or policy. Minimum and target levels have not been set for this reserve.

DISCUSSION

At the December 14, 2023, CCH Board of Directors meeting, the following recommendation was passed:

That the Board recommend to Town Council the approval to use Town of Canmore Vital Homes Reserve fund as working capital for the 100 Palliser Lane Vital Homes development up to \$864,500.

CCH administration recommended that CCH use the Town of Canmore Vital Homes reserve as working capital for the project to fund the prime consultant team, schematic design, design development and contract documents, up to the development permit stage prior to financing. It is anticipated this allocation is a one-time withdrawal from the reserve for the 100 Palliser Lane project.

ANALYSIS OF ALTERNATIVES

No alternative funding options were brought forward by CCH.

FINANCIAL IMPACTS

The current projected balance of the Vital Homes reserve, after accounting for a \$250,000 transfer to offset the increase in the 2024 CCH operating requisition, is approximately \$2.6 million. The funding request of \$864,500 constitutes a draw-down of just over 33% of the balance of the reserve.

In the continued absence of any approved Housing Accelerator Funding, the Vital Homes Reserve is the Town’s only source of funding to advance vital homes projects in the community, whether led by the Town or CCH. In the 2022 budget year, the decision was made by Council to limit the vital homes levy to only fund operating costs for CCH and contributions to increase the reserve balance were eliminated to help lower the property tax increase. Based on this decision of Council, there are no ongoing contributions to the Vital Homes Reserve, increasing the importance of repayment of this request to maintain sustainability of the reserve to support the community’s livability challenges for future projects. As discussed during 2024 budget deliberations, the Town’s long-term approach to this reserve needs to be reviewed as part of the 2025-2026 budget process.

CCH has proposed that the Vital Homes Reserve funds used for working capital be reimbursed through two installments. The first installment will be made at the 90% design stage when financing is secured for the project. This will occur no later than end of Q4 2024. The second and final installment will be made at the substantial completion stage of the project. This will occur no later than end of Q4 2025. CCH is working with the Alberta Housing Partnership Program, the CMHC Co-Investment Program, and the Federation of Canadian Municipalities (FCM) Green Municipal Fund to provide financing and grants for the project.

STAKEHOLDER ENGAGEMENT

N/A.

AUTHORIZATION

Submitted and Approved by:	Whitney Smithers General Manager, Municipal Infrastructure	Date: <u>January 8, 2024</u>
	Therese Rogers General Manager, Corporate Services	Date: <u>January 8, 2024</u>
Approved by:	Palki Biswas Manager of Finance	Date: <u>January 15, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>February 5, 2024</u>



Request for Decision

DATE OF MEETING: February 13, 2023 **Agenda #:** H-2

TO: Council

SUBJECT: Greenhouse Gas (GHG) Reduction Incentive Program Initiatives

SUBMITTED BY: Caitlin Van Gaal, Supervisor of Environment and Sustainability
Amy Fournier, Energy and Climate Action Coordinator

RECOMMENDATION: That Council adopt the approximate allocation of funds with the previously approved \$200,000 Sustainability Reserve Allocation (motion 314-2022):

1. Residential Solar Incentive - \$25,000
2. Commercial Solar Incentive - \$60,000
3. Affordable Services Program Retrofit Pilot - \$74,000
4. Multi-Family Electric Vehicle Readiness Pilot - \$40,000
5. Overall Program Communication and Promotion - \$1,000

EXECUTIVE SUMMARY

In 2024, the Town of Canmore (Town) will be offering the following five community incentive programs, funded through the Sustainability Reserve:

1. Residential Solar Incentive (expansion of existing program, launched in 2014)
2. Commercial Solar Incentive
3. Affordable Services Program Retrofit Pilot
4. Multi-Family Electric Vehicle Readiness Pilot
5. Affordable Services Program E-Bike Discount

The Sustainability Reserve was established in 2021, using a portion of the franchise fees paid to the Town from ATCO and Fortis. The Sustainability Reserve funds 75% of the Energy and Climate Action Coordinator position salary and benefits, as well as the development of the Climate Emergency Action Plan. In the 2023-2024 Budget Planning Process, Council approved a \$200,000 annual operational budget for a Greenhouse Gas (GHG) Incentive Program. Council also approved a one-time \$50,000 operating budget allocation for an E-bike Incentive for the Affordable Services Program in 2024, funded from the Sustainability Reserve. Administration has assigned an approximate dollar amount for each incentive program within the overall GHG Incentive Program. Approximate values were given to allow administration the flexibility to adjust program funding allocations based on community demand.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

2014: Town of Canmore Solar Incentive Program launched (8 incentives provided at \$1250 each)

2018: Council accepted the Climate Action Plan (Resolution 269-2018) for planning purposes. The Plan set GHG reduction targets for both the community and the organization.

2019: Council declared a State of Climate Emergency (207-2019).

2021: the Reserves Policy was amended (FIN-007), establishing a Sustainability Reserve to fund programs and projects to finance and promote energy efficiency, greenhouse gas reduction measures, and climate adaptation, which uses a portion of the franchise fees collected from Fortis and ATCO (3-2021FIN).

2022: Council’s Strategic Plan (2023-2026) includes the following goal “Canmore is a recognized leader in managing human impact on our environment”, with intentions that “Canmore as a community collaborates to reduce our impact on climate change and prepare for climate adaptation” and that the “community is aware of the Town of Canmore’s environmental leadership”.

2022: Council approved a \$200,000 annual operational budget for a GHG Incentive Program as part of the overall Town operating budget (314-2022), and \$50,000 in one-time funding in 2024 for an e-bike incentive program as part of the Town's Affordable Services Program, funded from the Sustainability Reserve (312-2022).

2023: At the May 16 Committee of the Whole, administration presented the Renewable Energy Feasibility Study and Electric Vehicle Infrastructure Review and Best Practices Report, which provided guidance on potential incentive approaches relating to community and commercial solar, low-income energy retrofits and EV charging incentives.

DISCUSSION

Throughout 2023, administration designed a suite of community incentive programs funded from the Sustainability Reserve, which are summarized in the table below. If approved, these programs will be delivered in 2024, and will support the reduction of community GHG emissions in line with the Town’s climate action targets. These incentive programs will also help residents and businesses reduce energy and fuel costs, which has benefits outside of the positive environmental and climate impacts.

Incentive Program	Target Audience	Timing	Program Description
Residential Solar Incentive	Homeowners	Applications open February 14, close April 5	<ul style="list-style-type: none"> ○ 20 incentives of \$1,250 towards the installation of a solar photo voltaic rooftop array. ○ Continuation of the existing Solar Incentive Program but focused only on homeowners. ○ Residents will have seven weeks to apply, and recipients will be selected by lottery. ○ Program is anticipated to run until 2030 and will be re-evaluated at that time. ○ Total budget: \$25,000
Commercial Solar Incentive	Commercial Businesses and Multi Family Buildings	Same as Residential Program	<ul style="list-style-type: none"> ○ This incentive is based on the size of array - \$750/kW to a max of \$20,000. ○ Same intake as the residential program, but with a more detailed application process. ○ Awarded by lottery with funding secured based on proposed size. Includes both new and

			<p>existing construction as well as multi-family for large, shared arrays.</p> <ul style="list-style-type: none"> ○ As this program is new, the current format will be piloted for two years, at which time the approach may change slightly with the overall intent of offering a commercial program until 2030. The continuation of the program will be re-evaluated at that time. ○ Total budget: \$60,000
Affordable Services Program Retrofit Pilot	Affordable Services Program (ASP) Homeowners	Targeted recruitment via Community Social Development and Kambo Energy Group in early 2024, retrofits completed by summer 2024	<ul style="list-style-type: none"> ○ A pilot program administered as part of the Home Upgrades Program currently operating in Edmonton and Calgary through the Alberta Eco-Trust and Kambo Energy Group. ○ Program will fully fund energy retrofits for 4-7 homes (~\$15,000 per home) via Kambo Energy Group, leveraging their Home Upgrades Program (program development and administration costs are covered by the existing program partners). ○ Program goals are primarily to alleviate the cost burden of high energy bills due to inefficient housing, with a secondary goal of GHG reduction. ○ This pilot can provide local data and insight on the potential costs and benefits of programs that directly address energy poverty. ○ Continuation of this program will be dependent on the results of the pilot as well as the Calgary/Edmonton Home Upgrade Program continuing past 2024. ○ Total budget: \$74,000
EV Multi-Family Electric Vehicle Readiness Pilot	<p>Builders/ developers of multi-family and commercial buildings</p> <p>Landlords</p> <p>Strata Councils/ Condo Associations</p>	Request for Expressions of Interest in Spring 2024	<ul style="list-style-type: none"> ○ The Town will select at least one existing multi-family and/or mixed-use building and one building under construction (more if the available budget allows) and work closely with them to install EV charging readiness as an in-situ research project. The 2024 incentive budget will not only help fund the charging installation work, but also help the Town better understand the process, options, barriers, and costs. ○ This approach has the dual objective of informing potential Land Use Bylaw amendments for EV Readiness in new construction, as well as helping to design a longer-term incentive program that adequately accounts for the complexity and cost of installing EV charging and EV readiness in the local context. ○ In 2024, administration will also explore the potential of applying to the Zero Emission Vehicle Infrastructure Program (ZEVIP), ideally through regional partners. This federal

			<p>program could significantly increase the budget in future years beyond the \$40,000 earmarked for an EV program from the Sustainability Reserve.</p> <ul style="list-style-type: none"> ○ Total budget: \$40,000
Affordable Service Program E-Bike Discount	ASP members	<p>Targeted recruitment via Community Social Development. Formal Intake in February with recipients selected by lottery in mid-March. E-bikes to be purchased by the end of May.</p>	<ul style="list-style-type: none"> ○ A 67% point-of-sale discount (via local bike shops) for Tier 1 ASP members to a maximum of \$2,400 and 35% for Tier 2 members to a maximum discount of \$1,300. ○ E-bikes must be purchased from a local bike shop. ○ If all recipients utilize the maximum, there would be 21 recipients for this program in 2024. ○ Program goals are to reduce the number of vehicle trips taken by car to support the decreased costs of vehicle ownership, reduce vehicle congestion and emissions. ○ The E-bike discount is funded for 2024 only. ○ Total budget: \$50,000 (funded outside of \$200,000 GHG Incentive Program)

Incentive Program Background and Rationale

Administration has developed a set of guiding principles for the design of programs funded from the Sustainability Reserve. These include:

1. Helping residents and businesses save money on energy and fuel costs.
2. Ensuring that a portion of the funds is directed to equity-deserving communities.
3. Ensuring that there is a range of programs for the different sectors of the community that contribute to the Sustainability Reserve via franchise fees (e.g., programs targeted to single family residents, multi-family residents and commercial businesses, with a focus on permanent residents).
4. Mitigating the administrative resources required to deliver programs.
5. Achieving a tangible reduction in community greenhouse gas emissions.
6. Piloting progressive and innovative approaches.
7. Leveraging other funding and program opportunities.

In addition to these guiding principles, administration conducted two studies that informed the programs mentioned above. The Residential and Commercial Solar Incentives and Affordable Services Retrofit Program are based on the results and recommendations from the Renewable Energy Feasibility Study. The EV Multi-Family Electric Vehicle Readiness Pilot approach is based on the findings and recommendations in the Electric Vehicle Infrastructure Review and Best Practices Report and engagement with BOWDA. Both studies were presented to the Committee of the Whole in May 2023. A review of the relevant study findings is in Attachment 1.

As mentioned, the decision to move forward with the Multi Family EV Readiness Pilot is, in part, a result of the engagement conducted with BOWDA and its members. Engagement with BOWDA consisted of an online survey and a workshop in September to gather input on the proposed EV readiness requirements to be

included in the Land Use Bylaw. The results of this engagement indicated that the installation and conditions for EV readiness, especially in multi-family buildings, is complex. Although there is general support for the direction of EV readiness, there were varying opinions on the extent that should be required, and how it should be prioritized. As a result of this engagement, administration determined the next best step to encourage EV readiness, would be to work with the development/building/property management community. This would give administration a better understanding of the processes and considerations required to incorporate EV readiness into various building types.

The remaining \$1,000 in the GHG Incentive Program is intended to fund any program communication or promotion that may be required.

ANALYSIS OF ALTERNATIVES

The various programs identified to run under the Sustainable Reserve Incentives were the direct result of a series of research and projects that were conducted in 2022 and 2023 under the Renewable Energy Feasibility Study and the Electric Vehicle Infrastructure Review and Best Practice Report.

The only deviation from the recommendations brought forward in the two reports is in relation to EV charging infrastructure and incentives. Administration explored the opportunity to provide an incentive for the installation of EV chargers in new or existing developments, as recommended in the Electric Vehicle Infrastructure Review and Best Practices Report, but determined additional information was needed before moving forward with the recommended incentive program. With the larger program goal of encouraging widespread EV adoption, an increased understanding of the costs and challenges associated with EV charger installation was deemed more valuable at this stage in the process. The information gathered in 2024 with regards to EV charger installation in Canmore can help inform future policy direction, as well as potential future incentive programs.

FINANCIAL IMPACTS

In the 2023-2024 Budget Planning Process, Council approved a \$200,000 annual operating budget allocation for a GHG Incentive Program, starting in 2024, and a \$50,000 operating budget allocation for an E-Bike Discount for the Affordable Services Program. Both are funded from the Sustainability Reserve, for a total program cost of \$250,000. The approximate budgeted costs for each incentive program are:

1. Residential Solar Incentive - \$25,000
2. Commercial Solar Incentive - \$60,000
3. Affordable Services Program Retrofit Pilot - \$74,000
4. Multi-Family Electric Vehicle Readiness Pilot - \$40,000
5. Affordable Services Program E-Bike Discount - \$50,000
6. Overall Program Communication and Promotion - \$1,000

The budget allocations highlighted above are estimates and may vary slightly depending on actual costs and program demand. Council's approval of the approximate budget allocation allows for administration to use their professional judgement to alter program allocations to meet community demand and ensure effective delivery of the GHG Reduction Incentives. Any adjustments of budget allocation will remain within the Council approved total operational budget of \$200,000.

STAKEHOLDER ENGAGEMENT

Town of Canmore internal stakeholders were engaged and helped provide input into various components of the incentive programs. These include staff from Engineering, Finance, Public Works, Community Social Development, Planning, Economic Development, and Communications. External stakeholders include staff from the Town of Banff, Alberta Eco-Trust, Kambo, Fortis, BOWDA, and all the local bike shops.

ATTACHMENTS

Attachment 1: Review of Findings from the Renewable Energy Feasibility Study and Electric Vehicle Infrastructure Review and Best Practices Report.

AUTHORIZATION

Submitted by:	Caitlin Van Gaal Supervisor of Environment and Sustainability	Date: <u>January 9, 2024</u>
Approved by:	Andreas Comeau Public Works Manager	Date: <u>January 12, 2024</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>January 12, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>February 5, 2024</u>

Attachment 1: Review of Findings from the Renewable Energy Feasibility Study and Electric Vehicle Infrastructure Review and Best Practices Report

The following information was presented to the Committee of the Whole in May 2023 in the briefing reports for the Renewable Energy Feasibility Study and Electric Vehicle Infrastructure Review and Best Practices Report. The GHG Reduction Incentive Programs are based on the following findings from those studies.

Renewable Energy Feasibility Study - Solar Incentive Programming:

- A continuous intake solar incentive program (no cap on the number of available incentives) was modeled. Results indicated that an uncapped, continuous intake approach would yield minimal results at a very high cost.
- To meet projected demand yet stay within the \$200,000 available annual funding through the Sustainability Reserve, the incentive amount would need to remain at \$1,250.
- Offering \$1,250 on an uncapped, continuous intake basis was estimated to require over \$1 million in funding by 2030, not including the staff resources for administration.
- The modelling of the \$1,250 incentive showed the incremental increase in solar uptake to be minimal, compared to the expected number of installations resulting from the \$5,000 Canada Greener Homes Grant.
- The study confirmed that the \$1,250 incentive amount is too small to encourage solar on larger commercial buildings and that best practice in other communities is to offer higher amounts, based on the size of array.
- Based on the results, Administration determined that the following approach would maximize the amount of additional solar in the community and associated GHG reduction for the available budget:
 - Continuing with the existing lottery system for the residential program, increasing the incentives available for 2024, from 10 to 20.
 - Creating a separate commercial and multi-family program, with higher incentive amounts based on the size of array. While homeowners can access the Canada Greener Homes Grant and/or Clean Energy Improvement Program, there are currently no equivalent federal or provincial incentives or financing programs for the commercial and multi-family sectors. Town incentive funding can help fill this gap. Targeting commercial and multi-family rooftops also achieves a greater GHG reduction impact due to the improved economies of scale for larger arrays.

Renewable Energy Feasibility Study - *Low-Income Energy Efficiency Retrofit Programming:*

- Significant up-front costs can be a barrier to rebate programs such as the Canada Greener Homes Program and the Town's Solar Incentive for some homeowners.
- Financing programs, such as the Clean Energy Improvement Program (CEIP), have higher risks for lower-income residents. They increase a household's ongoing expenses and debt, which may make the program less accessible to individuals who may already struggle to make their monthly bills, and the consequences of defaulting on payments are significant.
- Presently, there is no provincial energy efficiency program and the current federal programs do not fully consider the affordability concerns of lower income individuals. This has created a gap where

locally administered programs targeted at low-income and vulnerable populations become more important.

- Spending more than 6% of a household's after-tax income on home energy costs is defined as energy poverty. The data indicate that 11% of all households in Canmore are in energy poverty. The average in urban areas across Canada is 16.7%.
- Programs providing simple energy saving kits (e.g., LED light bulbs, low flow shower heads, etc.), tend to be popular as they are easy to administer to high numbers of households, but they have been shown to have little impact on reducing energy costs and GHGs.
- The most impactful programming for lower income and vulnerable populations are deep energy retrofits (e.g., upgraded windows, new insulation, weather stripping, etc.) at no cost to income-qualified participants. These programs are tailored to maximize the reduction of energy consumption within a dwelling, which can reduce GHG emissions, and improve affordability and livability and provide participants with deep energy retrofits.

Electric Vehicle (EV) Infrastructure Review and Best Practices Report – EV Readiness Requirements and EV Charging Rebates

- The Government of Canada has set sales targets requiring that at least 60 percent of new vehicles sold in Canada will be zero emission (battery electric) by 2030, and 100 percent by 2035.
- To prepare for the rising growth in EV ownership and a widescale community transition to EVs, the appropriate roles and levers for municipal government include:
 - Updating the Land Use Bylaw (LUB) to require EV charging readiness in new construction.
 - Creating a program to provide rebates for installing EV charging infrastructure.
 - Maintaining engagement with utilities to ensure there is adequate distribution network capacity for EV charging growth.
 - Updating the Engineering Design and Construction Guidelines (EDCG) to include direction for the design of EV parking stalls (e.g. signage, space requirements).
- As of May 2022, eighteen municipalities in BC, Toronto in ON, and Laval in QC have modified their Land Use/Zoning bylaws to set requirements for EV charging at the time of construction, with several other municipalities actively considering similar action.
- An “EV Capable” stall requires the infrastructure (conduit, breaker space, distribution panels, etc.) for the future installation of a Level 2 EV charger. “EV Ready” goes a step further and requires that an energized 240-volt outlet be installed. Building this infrastructure at the time of construction future-proofs buildings to allow for the simple installation of a charging station in the future.
- Research-based cost estimates for making a building EV ready at the time of construction vary from \$1,750-\$2,500 for a single-family dwelling and \$1,508-\$5,396 for a multi-family building. These costs represent less than 1% of estimated construction costs in Canmore.
- Multi-family buildings are the most important for specific policy and programs to enable EV infrastructure. The cost to retrofit existing multi-family buildings for Level 2 charging is up to four times higher compared to installing charging infrastructure at the time of construction. Beyond the physical retrofit requirements, achieving resident consensus can be difficult and time-consuming.
- As of the end of 2022, there were eight municipal governments in western Canada offering rebates for the installation of EV chargers, ranging from \$150 for single family homes to \$1,000 - \$2,000 for multi-family.

a



Request for Decision

DATE OF MEETING: February 13, 2024 **Agenda #:** H3

TO: Council

SUBJECT: Further Exploration of Fireworks

SUBMITTED BY: Mayor Sean Krausert & Councillor Wade Graham

RECOMMENDATION: That Council direct Administration to report back to Council on the following matters by June 4, 2024:

- (a) Potential alternatives to having fireworks on Canada Day and New Year’s Eve that do not pose a wildfire risk and have less potential impact on wildlife, pets, and people, including the estimated costs;
- (b) Advice on increasing the fines as set out in Fireworks Ban Bylaw 2023-23 from \$5,000 per occurrence to \$10,000 per occurrence; and
- (c) Options for enhancing awareness and municipal enforcement with respect to illegal fireworks, including the estimated costs.

EXECUTIVE SUMMARY

On June 6, 2023, Council passed the Fireworks Ban Bylaw 2023-23, which banned fireworks completely except for fireworks by the Town of Canmore as part of a community event on Canada Day or New Year’s Eve. The first test of the new bylaw occurred this past New Year’s Eve, which occurred with reports of rogue fireworks and concerns for impact on wildlife. Given the Town’s commitment to human-wildlife co-existence and safety from wildfire, it is prudent to revisit the fireworks issue to ensure that Council objectives are being met.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Fireworks Ban Bylaw 2023-23 approved by Council on June 6, 2023. (see Attachment 2)

DISCUSSION

For reasons elaborated upon in a Request for Decision included in the June 6, 2023, Regular Council Meeting agenda package, especially with respect to risk of wildfire and risk to wildlife, Council enacted the Fireworks Ban Bylaw 2023-23. For ease of reference, this Request for Decision is provided as Attachment 1.

Given that there were no community approved fireworks on Canada Day in 2023, the first test of this bylaw really came with this past New Year’s Eve. Following New Year’s Eve, some members of Council received multiple concerns with respect to the noise of the fireworks being bothersome to their pets and/or potentially adverse to wildlife. Council as a whole received some email concerns in this regard as well, one of which provided the following resources for consideration beyond that which are referenced in Attachment 1.

- The Devastating Effects of Fireworks on Pets and Wildlife - <https://thereader.mitpress.mit.edu/the-devastating-effects-of-fireworks-on-pets-and-wildlife/>
- Fireworks Can Torment Veterans and Survivors of Gun Violence - <https://www.psychologytoday.com/ca/blog/the-many-faces-anxiety-and-trauma/202007/fireworks-can-torment-veterans-and-survivors-gun>
- How Fireworks Can Affect Your Health and the Ecosystem - <https://www.cbc.ca/news/canada/calgary/calgary-fireworks-environment-wildlife-human-health-concerns-1.5218006>

Further, anecdotally, there were multiple instances of unauthorized, i.e. illegal, fireworks taking place at various places in the community. One eyewitness indicated that from the lower Cougar Creek pedestrian bridge, she was able to see simultaneous fireworks happening in the Lady Macdonald neighbourhood, Cougar Creek neighbourhood, and from a neighbourhood in the vicinity of Canmore Collegiate High School.

While there are currently no sanctioned fireworks anticipated for Canada Day 2024, given the current drought and recent years' wildfire records, it is more important than ever to ensure residents and visitors are aware that fireworks are not permitted as it may only take one spark to put the community in grave danger.

“Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It’s causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.”

Minister Rebecca Schulz (Environment & Protected Areas)
excerpt from a recent letter to all Alberta municipalities

“The past fire season has highlighted the potential threat to Alberta communities . . . Based upon some analysis completed by my department, the flammable fuel around some of your communities is of concern.”

Minister Todd Loewen (Forestry & Parks)
Letter to Mayor Krausert, December 8, 2023

Given the above, it is also paramount that a plan for enforcement is in place in order to both deter potential fireworks and to punish illegal rogue fireworks.

It is anticipated that when Administration reports back, if approved, that Council will have options to move forward with all, some, or none of the recommendations brought forward.

ANALYSIS OF ALTERNATIVES

This Request for Decision is all about exploring alternatives to the status quo. Therefore, the alternative is the status quo.

FINANCIAL IMPACTS

At this point, the only financial impact is on staff requirements to seek the information sought by the recommended direction should it be approved by Council.

STAKEHOLDER ENGAGEMENT

Communications and conversations with residents as referenced herein.

ATTACHMENTS

- 1) Request for Decision – Fireworks Ban Bylaw from June 6, 2023, Regular Council Meeting
- 2) Fireworks Ban Bylaw 2023-23

Submitted by: Mayor Sean Krausert Date: January 17, 2024

Submitted by: Councillor Wade Graham Date: January 17, 2024



Request for Decision

DATE OF MEETING: June 6, 2023 **Agenda #: G-4**

TO: Council

SUBJECT: Fireworks Ban Bylaw 2023-23

SUBMITTED BY: Sean Krausert, Mayor

- RECOMMENDATION:**
- (1) That Council give first reading to Fireworks Ban Bylaw 2023-23.
 - (2) That Council give second reading to Fireworks Ban Bylaw 2023-23.
 - (3) That Council give leave to proceed to third reading of Fireworks Ban Bylaw 2023-23.
 - (4) That Council give third reading to Bylaw 2023-23.

EXECUTIVE SUMMARY

Firework displays are appreciated by people around the world, including many residents and visitors in Canmore, and have been part local community celebrations for many years, especially Canada Day and New Year's Eve. However, fireworks are not appropriate in all circumstances and every location. Fireworks cause noise and flashes that can be traumatizing to wildlife as well as being a potential fire hazard. As Council has a strategic goal of being an environmental leader and an obligation to keep the community safe, fireworks should be banned in Canmore at minimum from April 1st through November 30th each year.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The Municipal Government Act, RSA 2000, Chapter M-26, states:

3 The purposes of a municipality are

...

(c) to develop and maintain safe and viable communities,

7 Subject to section 7.1, a council may pass bylaws for municipal purposes respecting the following matters:

(a) the safety, health and welfare of people and the protection of people and property;

...

(i) the enforcement of bylaws made under this or any other enactment, including any or all of the following:

(i) the creation of offences;

(ii) for each offence, imposing a fine not exceeding \$10 000 or imprisonment for not more than one year, or both;

8(1) Subject to section 7.1, without restricting section 7, a council may in a bylaw passed under this Division

- (a) regulate or prohibit;
- (b) deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways;
- (c) provide for a system of licences, permits or approvals, including any or all of the following:
 - ...
 - (iii) prohibiting any development, activity, industry, business or thing until a licence, permit or approval has been granted;

9 The power to pass bylaws under this Division is stated in general terms to

- (a) give broad authority to councils and to respect their right to govern municipalities in whatever way the councils consider appropriate, within the jurisdiction given to them under this or any other enactment, and
- (b) enhance the ability of councils to respond to present and future issues in their municipalities.

Council’s 2023 – 2026 Strategic Plan states:

Environment Goal - Canmore is a recognized leader in managing human impact on our environment.

...

As a community known for its scenery, outdoor activities, and wildlife, the promotion and protection of our natural environment is integrated into every aspect of civic life, guiding our decisions and policy. We recognize that being good stewards of our land and natural resources is a shared responsibility, and we will work tirelessly in our stewardship efforts.

Canmore’s Fire Bylaw, Bylaw 2013-08, states:

4: FIREWORKS

- 4.1. No person shall offer fireworks for sale.
- 4.2. No person shall discharge fireworks unless the person has been issued a permit in accordance with this bylaw.

10: ENFORCEMENT AND PENALTIES

- 10.2. Any person who contravenes any provision of this bylaw for which a penalty is not set out in Schedule A of if this bylaw is liable to a minimum penalty of \$250.00.

Schedule A – Minimum Penalties

Section Offence Minimum Penalty

- 6.3 Fail to comply with fire ban \$2,000.00
- 8.1 Impede, obstruct, or hinder a member performing duties at an incident \$600.00
- 8.2 Damage or destroy apparatus or equipment \$2000.00
- 8.6 Obstruct access or connections to fire alarms and water supplies \$600.00

DISCUSSION

Boom! Flash!

The Bow Valley through the Town of Canmore is a key corridor for wildlife connectivity and a habitat for many species. The sounds and light from fireworks can at the very least frighten wildlife or potentially traumatize them to the point of greatly disturbing their natural patterns, and in certain circumstances could

result in premature death of an animal. For a good description of the potential impact on wildlife from fireworks, please see the attached article from December 2022 entitled “Do Fireworks Harm Animals? We Ask an Expert”.

Pursuant to Town Council’s Strategic Plan, it is a priority for the Town of Canmore to be an environmental leader. To continue a practice such as fireworks, despite being a beloved local tradition by many residents and visitors, is not co-existing with wildlife and is not being an environmental leader. Further, the presence of active and plentiful wildlife in the Bow Valley corridor is valued by residents on a daily basis throughout the year. The presence of wildlife is also a significant draw for visitors and, therefore, integral to a healthy tourism industry, which is a significant driver of our local economy. Enjoying fireworks on a couple of occasions during the year must take a back seat to the potential impact of such on wildlife, with whom we must co-exist, protect, and value every day of the year.

Spark!!

Living in a valley full of trees, especially as we experience changing climate conditions that have created heatwaves, increased and earlier dry conditions, and higher risk of wildfire, means that as a community we must take whatever reasonable precautions are available to us to mitigate these conditions. As Town Council, it is one of our primary obligations to keep the community safe, and such is clearly captured in the Municipal Government Act as a reason for creating bylaws.

Fireworks, as suggested by their name, necessarily include some form of combustion or explosion. Said combustion or explosion then creates sparks and heated materials that create a brilliant display in the sky, but what goes up must come down. There can be no guarantee that the ash and chemical debris will be extinguished by the time it hits the ground, especially if it were to misfire, explode, and never get off of the ground.

As one extremely disastrous example, a California wildfire burned over 7,000 acres because of a firework set off for a gender reveal party (see attached article). Fires from fireworks is not a rare incident. The National Fire Protection Association (USA) reports that “an estimated 19,500 fires started by fireworks were reported to local US fire departments in 2018. These fires caused five civilian deaths, 46 civilian injuries, and \$105 million in direct property damage” (see attached summary of the 2018 report).

The Proposed Bylaw

The conditions are perfect for the Town of Canmore to have a bylaw to ban fireworks for at least the non-winter months of the year. Recently, the Canada Day organization has disbanded, which means that there will be no fireworks on Canada Day; and, therefore, the tradition of fireworks is already disrupted. Further, Alberta is seeing an early and record setting start to the wildfire season due to low snowpacks, little precipitation, and higher than normal seasonal temperatures. Due to the former, and despite the latter, there may be some people that take it upon themselves to use fireworks on Canada Day or another time without a permit as required by the Fire Bylaw. With these conditions, an increased hazard, and the potential risk of “rogue” fireworks, Canmore needs a stronger response to fireworks – a complete ban for at least part of the year and a severe penalty.

Given the adverse impact of fireworks on wildlife at all times of the year, it is arguable that a complete ban on fireworks throughout the year is what is needed. However, with the added risk of fire in non-winter months, the bylaw stipulates the ban would at least be in place from April 1 through November 30 every year. Should Council wish to consider a complete ban throughout the year, please see *Analysis of Alternatives* (below).

The proposed penalty is a fine of \$5,000.00 per occurrence. This is a severe penalty because of the potentially severe consequences. Disruption of wildlife can be lethal to animals as well as contravening our community values and potentially harming our local economy. Even worse, wildfire can endanger the lives of people and wildlife, ruin property and livelihoods, and potentially completely destroy our community. With these potential consequences, the penalty must be of the nature that will deter contravention of the bylaw.

Currently, under the Fire Bylaw, fireworks are allowed upon a permit being issued by the fire chief. The effect of the proposed bylaw, should it be approved by Council, is that the fire chief will not be allowed to issue permits during the period of the fireworks ban stated in the bylaw. At some point, no later than when the Fire Bylaw returns to Council for its periodic review, the Fire Bylaw should be amended to remove the contradiction between it and the proposed bylaw (if passed), which at that point the proposed bylaw can be rescinded due to being redundant. While an alternative way to proceed with banning fireworks would have been to amend the Fire Bylaw, the time and resources needed to make sure such was done without any unintended consequences would not allow this matter to be before Council in time to take effect prior to Canada Day and during this wildfire season.

We're Not Alone

It's interesting to note that the Town of Banff, our neighbour and valued partner in so many municipal initiatives in the Bow Valley, is also looking to ban any form of pyrotechnic displays given that such would not likely be approved by Parks Canada in Banff National Park. Please see the attached article from the Rocky Mountain Outlook entitled "Pyrotechnic Displays Under Review in Banff National Park".

In a recent meeting of Banff Town Council on May 8, 2023, Banff administration provided a report (Agenda Item #7.1 - attached) that states on page 3:

The \$9,000 historically allocated to the Banff Fire Fighters Association for fireworks has not been included in the Community Events annual operating budget since 2020. Should there be a desire from council to host an evening bonfire, BBQ and adult activities, an additional \$6,000 would need to be budgeted to support food and supplies, staffing and contractor costs. It is not recommended that low level pyrotechnics be considered for the event due to human and environmental health effects that could result, especially with it being the end of rutting season for elk. Should this be pursued, a Parks Canada impact assessment process would be required and most likely not approved.

ANALYSIS OF ALTERNATIVES

Council could decide that a complete ban on fireworks throughout the year is a better option than a ban on fireworks only in the non-winter months. If a Council member wished to pursue this option, the following amending motion could be put forward:

That Council amend s. 3 of Bylaw 2023-22 by striking out "between the dates of April 1 and November 1 of each year".

FINANCIAL IMPACTS

There are no significant financial impacts associated with approving this bylaw, i.e., the Town would simply not collect the very small quantity of fireworks permit fees during the time of the ban. The far greater, and incalculable, costs are the potential damages from disruption to wildlife and the risk of wildfire if this bylaw is not approved.

STAKEHOLDER ENGAGEMENT

There has been no formal stakeholder engagement, although requests for considering a ban on fireworks and/or concerns about the potential adverse impact of fireworks have been raised by residents to this and previous Councils as well as administration at various times in the past.

ATTACHMENTS

- 1) Article - “Do fireworks harm animals? We ask an expert”
- 2) Article – “California blaze caused by firework at gender reveal party”
- 3) NFPA’s “Fireworks Fires and Injuries” Report (2018)
- 4) RMO Article – “Pyrotechnic Displays Under Review in Banff National Park”
- 5) Town of Banff – Request for Decision Agenda 7.1 (May 8, 2023 Council Meeting)
- 6) Fireworks Ban Bylaw 2023-23

AUTHORIZATION

Submitted by: Sean Krausert
Mayor

Date: May 29, 2023

RFD submitted June 6, 2023

BYLAW 2023-23

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
BAN FIREWORKS**

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

- 1 This bylaw shall be known as the Fireworks Ban Bylaw.

INTERPRETATION

- 2 In this bylaw:
- a) "Fireworks means and includes any combustible or explosive composition or substance or combination of substances, or except as hereinafter provided, any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation. The term includes blank cartridges and toy cannons in which explosives are used, the type of balloons which require fire underneath to propel them, firecrackers, torpedoes, skyrockets, roman candles, dago bombs, pyrotechnics and any devices containing any explosives or flammable compound or any tablets or other device containing any explosive substance. The term "fireworks" does not include sparklers, toy pistols, toy canes, and toy guns;
 - b) "Peace Officer" means a bylaw enforcement officer appointed by the chief administrative officer to do any act or perform any duties under this bylaw and includes a member of the Royal Canadian Mounted Police and, when authorized, a peace officer under the Peace Officer Act.
 - c) "Person" means any individual, firm, partnership, association, corporation, or other legal entity.

GENERAL PROHIBITION

- 3 No Person shall set off, light, discharge, fire, or otherwise use Fireworks within the town of Canmore. Events approved by the Town of Canmore are exempt from this bylaw for the purposes of delivering low impact fireworks as part of a community event on December 31, January 1, or July 1 each year.

ENFORCEMENT AND PENALTIES

- 4 Any person who contravenes any provision of this bylaw is guilty of an offence and upon conviction shall be liable for a minimum penalty of \$5,000 per occurrence.
- 5 A Peace Officer is hereby authorized and empowered to issue a violation tag to any person, who a peace officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.

Bylaw approved by:

- 6 A violation tag may be issued to such person:
 - a) either personally; or
 - b) by mailing a copy to such person at their last known address.
- 7 The person to whom a violation tag is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified on the violation tag.
- 8 If the penalty specified on a violation tag has not been paid within the prescribed time, then a Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act*, as amended.
- 9 Notwithstanding section 8 of this bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a violation ticket pursuant to the *Provincial Offences Procedure Act*, as amended, to any person who a Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.
- 10 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.

ENACTMENT/TRANSITION

- 11 If any clause in this bylaw contradicts a provision of any other Town of Canmore bylaw, then the clause in this bylaw shall prevail to the extent of the contradiction.
- 12 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 13 This bylaw comes into force on the date it is passed.

FIRST READING: June 6, 2023

SECOND READING: June 6, 2023

THIRD READING: June 6, 2023

Approved on behalf of the Town of Canmore:



 Sean Krausert
 Mayor



 Date



 Cheryl Hyde
 Municipal Clerk



 Date

Bylaw approved by:  