

TOWN OF CANMORE

AGENDA

Regular Meeting of Council

Council Chamber at the Civic Centre, 902 – 7 Avenue

Tuesday, May 6, 2025 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 May 6, 2025 Regular Meeting of Council
- 9:05 – 9:55 **B. PUBLIC HEARINGS**
1. **Silvertip Block 9 Residential Development Bylaw Amendments 2024-39, 2024-40, and 2024-20**
 - (1) Call to order
 - (2) Administration Summary
 - (3) Applicant Summary
 - (4) Public Verbal Submissions
 - (5) Public Written Submissions
 - (6) Council Questions of the Applicant
 - (7) Closing Comments from Administration
 - (8) Council Questions of Administration
 - (9) Adjournment of the Public Hearing
- 9:55 – 10:10 **Meeting Break**
- 10:10 – 12:10 **2. Connect Downtown: Planning a Vibrant Town Centre Bylaws 2025-05 and 2025-13**
 - (1) Call to order
 - (2) Administration Summary
 - (3) Public Verbal Submissions
 - (4) Public Written Submissions
 - (5) Closing Comments from Administration
 - (6) Council Questions of Administration
 - (7) Adjournment of the Public Hearing
- 12:10 – 1:10 **Lunch Break**
- C. DELEGATIONS – none**
- 1:10 – 1:15 **D. APPROVAL OF MINUTES**
1. Minutes of the April 1, 2025 Regular Meeting of Council
- E. BUSINESS ARISING FROM THE MINUTES – none**
- F. UNFINISHED BUSINESS – none**

G. BYLAW APPROVAL

1:15 – 1:45

1. Silvertip Block 9 Residential Development

Recommendation:

- 1) That Council give second reading to Municipal Development Plan Bylaw Amendment 2024-39 – Silvertip Block 9 Residential Development.
- 2) That Council give third reading to Municipal Development Plan Bylaw Amendment 2024-39 – Silvertip Block 9 Residential Development.
- 3) That Council give second reading to Silvertip Area Structure Plan Bylaw Amendment 2024-40 Block 9 Residential Development.
- 4) That Council give third reading to Silvertip Area Structure Plan Bylaw Amendment 2024-40 Block 9 Residential Development.
- 5) That Council give second reading to Revised Land Use Bylaw Amendment 2024-20 – Silvertip Block 9 Residential Development.
- 6) That Council give third reading to Revised Land Use Bylaw Amendment 2024-20 – Silvertip Block 9 Residential Development.

1:45 – 2:15

2. Connect Downtown: Planning a Vibrant Town Centre

Recommendation:

- 1) That Council give second reading to Town Centre Area Redevelopment Plan Bylaw 2025-05.
- 2) That Council give third reading to Town Centre Area Redevelopment Plan Bylaw 2025-05.
- 3) That Council give second reading to Revised Land Use Bylaw Amendment 2025-13 – Changes to Variance Powers.
- 4) That Council give third reading to Revised Land Use Bylaw Amendment 2025-13 – Changes to Variance Powers.

2:15 – 2:30

Meeting Break

2:30 – 3:00

3. Revised Land Use Bylaw Amendment 2025-06 – Moustache Land Direct Control District

Recommendation:

- 1) That Council give first reading to the Revised Land Use Bylaw Amendment 2025-06 - Moustache Lands Direct Control District.
- 2) That Council schedule a public hearing for the Revised Land Use Bylaw Amendment 2025-06 - Moustache Lands Direct Control District on June 3, 2025.

H. NEW BUSINESS

3:00 – 3:15

1. CAP 7408 Climbing Gym Floor Replacement Budget Increase

Recommendation: That Council increase the budget for CAP 7408 – Elevation Place Climbing Gym Floor Replacement Project to \$197,000 with the additional \$32,000 funded from the Asset Rehab – Replacement Reserve.

3:15 – 3:30

2. Employment Compensation Policy HR-011

Recommendation: That Council approve Employee Compensation Policy HR-011 as presented.

3:30 – 3:45

3. Time Away From Work Policy HR-007 Amendment

Recommendation: That Council approve the Time Away From Work Policy HR-007 amended as presented.

3:45 – 3:55

4. Policy Review

Recommendation:

1) That Council approve the following policies as presented:

- EX-003 Sponsorship
- EX-008 Municipal Naming
- EX-009 Employee-Related Legal Proceedings
- FIN-001 Budget Amendments
- FIN-004 Investment
- HR-009 Respectful Workplace
- HR-010 Drug and Alcohol
- PW-001 Snow and Ice Control

2) That Council approve the following policies amended as presented:

- COM-001 Public Participation Policy
- ED-004 In-Street Patio
- FIN-009 Asset Management
- HR-004 General Holidays
- HR-008 Employee-Related Allowances and Reimbursement
- REC-001 Facility Allocation
- REC-004 Recreation Services

I. REPORTS FROM ADMINISTRATION – none

J. NOTICES OF MOTION – none

K. CLOSED SESSION – none

3:55

L. ADJOURNMENT

**TOWN OF CANMORE
MINUTES**

Regular Meeting of Council
Council Chamber at the Civic Centre, 902 – 7 Avenue
Tuesday, April 1, 2025 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

Sean Krausert	Mayor
Wade Graham	Deputy Mayor
Tanya Foubert	Councillor
Jeff Hilstad	Councillor
Jeff Mah	Councillor

COUNCIL MEMBERS ABSENT

Karen Marra	Councillor
Joanna McCallum	Councillor

ADMINISTRATION PRESENT

Scott McKay	Acting Chief Administrative Officer / General Manager of Municipal Services
Whitney Smithers	General Manager of Municipal Infrastructure
Dustin Schinbein	General Manager of Corporate Services
Cheryl Hyde	Manager of the Municipal Clerk's Office
Ben Stiver	Municipal Clerk (recorder)
Riley Welden	Parks Planner
Joshua Cairns	Senior Policy Planner
Jennica Collette	Development Planner
Harry Shnider	Manager of Planning and Development
Ric Irwin	Senior Finance Officer
Geordie Heal	Streets & Roads Supervisor

Mayor Krausert called the April 1, 2025 regular meeting to order at 9:00 a.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

- 1. Land Acknowledgement**
- 2. Agenda for the April 1, 2025 Regular Meeting of Council**

73-2025 Moved by Mayor Krausert that Council approve the agenda for April 1, 2025 regular meeting as presented.

CARRIED UNANIMOUSLY

B. PUBLIC HEARINGS – none

Minutes approved by: _____

C. DELEGATIONS

1. Rotary Club of Canmore – The Trail Project: Stage 2

Greg Birch and Carol Poland shared an overview of the Trail Project, including its origins, status to date, next steps, and future participation opportunities. The following requests were made for Council that will be addressed at the April 22, 2025 Special Meeting:

- 1) That Council confirm the Town of Canmore's willingness to participate in process to develop a Trail Plan for The Trail, Stage 2.
- 2) That Council direct administration to work on the development of a Memorandum of Understanding and return to Council for approval.

D. APPROVAL OF MINUTES

1. Minutes of the March 4, 2025 Regular Meeting of Council

74-2025 Moved by Mayor Krausert that Council approve the minutes of the March 4, 2025 regular meeting as presented.

CARRIED UNANIMOUSLY

2. Minutes of the March 11, 2025 Special Meeting of Council

75-2025 Moved by Mayor Krausert that Council approve the minutes of the March 11, 2025 special meeting as presented.

CARRIED UNANIMOUSLY

E. BUSINESS ARISING FROM THE MINUTES – none

F. UNFINISHED BUSINESS – none

G. BYLAW APPROVAL

1. Connect Downtown: Planning a Vibrant Town Centre

76-2025 Moved by Mayor Krausert that Council give first reading to Town Centre Area Redevelopment Plan Bylaw 2025-05.

CARRIED UNANIMOUSLY

77-2025 Moved by Mayor Krausert that Council give first reading to Revised Land Use Bylaw Amendment 2025-13 – Changes to Variance Powers.

CARRIED UNANIMOUSLY

78-2025 Moved by Mayor Krausert that Council schedule a single public hearing for Bylaws 2025-05 and 2025-13 for May 6, 2025.

CARRIED UNANIMOUSLY

Meeting Break 10:16 a.m. – 10:30 a.m.

2. Silvertip Block 9 Residential Development

79-2025 Moved by Mayor Krausert that Council give first reading to Municipal Development Plan Bylaw Amendment 2024-39 – Silvertip Block 9 Residential Development.

CARRIED UNANIMOUSLY

80-2025 Moved by Mayor Krausert that Council give first reading to Silvertip Area Structure Plan Bylaw Amendment 2024-40 – Block 9 Residential Development.

CARRIED UNANIMOUSLY

Minutes approved by: _____

81-2025 Moved by Mayor Krausert that Council give first reading to Revised Land Use Bylaw Amendment 2024-20 – Silvertip Block 9 Residential Development.
CARRIED UNANIMOUSLY

82-2025 Moved by Mayor Krausert that Council schedule a single public hearing for Bylaws 2024-39, 2024-40, and 2024-20 for May 6, 2025.
CARRIED UNANIMOUSLY

3. 2025 Borrowing Bylaws

83-2025 Moved by Mayor Krausert that Council give second reading to Borrowing Bylaw 2025-10 for Ladder Truck Replacement.
CARRIED UNANIMOUSLY

84-2025 Moved by Mayor Krausert that Council give third reading to Borrowing Bylaw 2025-10 for Ladder Truck Replacement.
CARRIED UNANIMOUSLY

85-2025 Moved by Mayor Krausert that Council give second reading to Borrowing Bylaw 2025-11 for Snow Management Facility.
CARRIED UNANIMOUSLY

86-2025 Moved by Mayor Krausert that Council give third reading to Borrowing Bylaw 2025-11 for Snow Management Facility.
CARRIED UNANIMOUSLY

87-2025 Moved by Mayor Krausert that Council give second reading to Borrowing Bylaw 2025-12 for WTP 1-Chlorine Gas Upgrade.
CARRIED UNANIMOUSLY

88-2025 Moved by Mayor Krausert that Council give third reading to Borrowing Bylaw 2025-12 for WTP 1-Chlorine Gas Upgrade.
CARRIED UNANIMOUSLY

4. Procedural Bylaw Amendment and Council Code of Conduct Bylaw Amendment – Conflict of Interest

89-2025 Moved by Mayor Krausert that Council give first reading to Procedural Bylaw Amendment 2025-16 – Conflict of Interest.

89A-2025 Moved by Councillor Foubert that Council amend motion 89-2025 by adding “amended by striking out sections 74.2, 74.3, and 74.4 and substituting the following:

- 74.2 When a Member discloses a conflict of interest or perceived conflict of interest, any other Member may ask questions about the disclosure and/or provide evidence consistent with section 74.1(a), (b) and (c) that the conflict or perceived conflict does not exist.
- 74.3 When a Member believes another Member has a conflict of interest or perceived conflict of interest that they have not disclosed, that Member may, during debate on the matter in question, provide evidence of the conflict or perceived conflict consistent with section 74.1(a), (b) and (c).

Minutes approved by: _____

- 74.4 Notwithstanding any discussion resulting from sections 74.2 and 74.3, Members must act in accordance with the provisions of the Municipal Government Act.”

CARRIED UNANIMOUSLY

89-2025 The vote followed on motion 89-2025: that Council give first reading to Procedural Bylaw Amendment 2025-16 – Conflict of Interest, amended by striking out sections 74.2, 74.3, and 74.4 and substituting the following:

- 74.2 When a Member discloses a conflict of interest or perceived conflict of interest, any other Member may ask questions about the disclosure and/or provide evidence consistent with section 74.1(a), (b) and (c) that the conflict or perceived conflict does not exist.
- 74.3 When a Member believes another Member has a conflict of interest or perceived conflict of interest that they have not disclosed, that Member may, during debate on the matter in question, provide evidence of the conflict or perceived conflict consistent with section 74.1(a), (b) and (c).
- 74.4 Notwithstanding any discussion resulting from sections 74.2 and 74.3, Members must act in accordance with the provisions of the Municipal Government Act.

CARRIED UNANIMOUSLY

90-2025 Moved by Mayor Krausert that Council give second reading to Procedural Bylaw Amendment 2025-16 – Conflict of Interest.

CARRIED UNANIMOUSLY

91-2025 Moved by Mayor Krausert that Council give leave to go to third reading of Procedural Bylaw Amendment 2025-16 – Conflict of Interest.

CARRIED UNANIMOUSLY

92-2025 Moved by Mayor Krausert that Council give third reading to Procedural Bylaw Amendment 2025-16 – Conflict of Interest.

CARRIED UNANIMOUSLY

93-2025 Moved by Mayor Krausert that Council give first reading to Council Code of Conduct Bylaw Amendment 2025-17 – Conflict of Interest.

93A-2025 Moved by Councilor Hilstad that Council amend motion 93-2023 by adding: “amended by inserting the following section after section 4 and renumbering the subsequent sections accordingly, and in the header following section 21, by striking out “CONFLICTS OF INTEREST” and substituting “GIFTS AND GRATUITIES”.”

CARRIED UNANIMOUSLY

93-2025 The vote followed on motion 93-2025: that Council give first reading to Council Code of Conduct Bylaw Amendment 2025-17 – Conflict of Interest, amended by inserting the following section after section 4 and renumbering the subsequent sections accordingly, and in the header following section 21, by striking out “CONFLICTS OF INTEREST” and substituting “GIFTS AND GRATUITIES”.

CARRIED UNANIMOUSLY

Minutes approved by: _____

94-2025 Moved by Mayor Krausert that Council give second reading to Council Code of Conduct Bylaw Amendment 2025-17 – Conflict of Interest.
CARRIED UNANIMOUSLY

95-2025 Moved by Mayor Krausert that Council give leave to go to third reading of Council Code of Conduct Bylaw Amendment 2025-17– Conflict of Interest.
CARRIED UNANIMOUSLY

96-2025 Moved by Mayor Krausert that Council give third reading to Council Code of Conduct Bylaw Amendment 2025-17 – Conflict of Interest.
CARRIED UNANIMOUSLY

H. NEW BUSINESS

97-2025 Moved by Mayor Krausert that Council amend the agenda to consider item H2 before item H1.
CARRIED UNANIMOUSLY

2. Repeal Three Sisters Resort Core and Stewart Creek Municipal Reserves Policy PD-011

98-2025 Moved by Mayor Krausert that Council repeal Three Sisters Resort Core and Stewart Creek Municipal Reserves Policy PD-011.
CARRIED UNANIMOUSLY

1. Repeal Vehicle Replacement Policy PW-002

99-2025 Moved by Mayor Krausert that Council repeal Vehicle Replacement Policy PW-002.
CARRIED UNANIMOUSLY

I. REPORTS FROM ADMINISTRATION – none

J. NOTICES OF MOTION – none

K. CLOSED SESSION – none

L. ADJOURNMENT

100-2025 Moved by Mayor Krausert that Council adjourn the April 1, 2025 regular meeting at 11:42 a.m.
CARRIED UNANIMOUSLY

Sean Krausert
Mayor

Ben Stiver
Municipal Clerk

Minutes approved by: _____



Request for Decision

DATE OF MEETING: May 6, 2025 **AGENDA #: G 1**

TO: Council

SUBJECT: Silvertip Block 9 Residential Development

SUBMITTED BY: Jennica Collette, Development Planner, Planning and Development

RECOMMENDATION: That Council give second reading to Municipal Development Plan Bylaw Amendment 2024-39 – Silvertip Block 9 Residential Development.

That Council give third reading to Municipal Development Plan Bylaw Amendment 2024-39 – Silvertip Block 9 Residential Development.

That Council give second reading to Silvertip Area Structure Plan Bylaw Amendment 2024-40 Block 9 Residential Development.

That Council give third reading to Silvertip Area Structure Plan Bylaw Amendment 2024-40 Block 9 Residential Development.

That Council give second reading to Revised Land Use Bylaw Amendment 2024-20 – Silvertip Block 9 Residential Development.

That Council give third reading to Revised Land Use Bylaw Amendment 2024-20 – Silvertip Block 9 Residential Development.

EXECUTIVE SUMMARY

Municipal Development Plan Bylaw Amendment 2024-39, Silvertip Area Structure Plan Bylaw Amendment 2024-40, and Revised Land Use Bylaw Amendment 2024-20 received first readings on April 1, 2025 and are the subject of a public hearing on May 6, 2025.

Administration's analysis on this matter was presented at first reading of these bylaws. Please see Attachment 1 for the Request for Decision and related attachments presented at first reading.

ATTACHMENTS

- 1) RFD and attachments from the April 1, 2025 regular council meeting.

AUTHORIZATION

Approved by: Sally Caudill
Chief Administrative Officer

Date April 23, 2025



Request for Decision

DATE OF MEETING: April 1, 2025 **AGENDA #:** G 2

TO: Council

SUBJECT: Silvertip Block 9 Residential Development

SUBMITTED BY: Jennica Collette, Development Planner, Planning and Development

RECOMMENDATION:

That Council give first reading to Municipal Development Plan Bylaw Amendment 2024-39 – Silvertip Block 9 Residential Development.

That Council give first reading to Silvertip Area Structure Plan Bylaw Amendment 2024-40 – Block 9 Residential Development.

That Council give first reading to Revised Land Use Development Bylaw Amendment 2024-20 – Silvertip Block 9 Residential Development.

That Council schedule a single public hearing for Bylaws 2024-39, 2024-40, and 2024-20 for May 6, 2025.

EXECUTIVE SUMMARY

The proposed amendment is intended to change the land use district of a parcel at 300 Mountain Tranquility Gate (the southeast corner of Silvertip Road and Mountain Tranquility Gate) to accommodate a property boundary adjustment and amend provisions within the STR-2 Silvertip Comprehensive Residential District. The proposed amendment will also consolidate the land use designation on the parcel from Silvertip Golf Course DC District [20(Z)93DC & 14(Z)95DC] to STR-2 Silvertip Comprehensive Residential District. It also amends section 3.17.3.5 of the STR-2 land use district to increase the building height for Apartment Buildings, Townhouses, and Stacked Townhouses from 12.0 m (39.3 ft.) with an eaveline height maximum of 9.5 m (31.2 ft.) to 22.32 m (73.2 ft.) with a minimum 5:12 roof slope replacing the eaveline height regulation. The proposed development includes map amendments to the Municipal Development Plan and Silvertip Area Structure Plan to align with the change in land use.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Canmore Municipal Development Plan (Bylaw 2016-03) – passed by Council September 27, 2016
 Silvertip Area Structure Plan – passed by Council October 9, 2007

DISCUSSION

Stone Creek Properties Inc. has applied for amendments to the Land Use Bylaw, Silvertip Area Structure Plan, and Municipal Development Plan. The intent of these amendments is to make specific regulation changes governing the maximum height of apartment buildings, townhouses, and stacked townhouses for the STR-2 Comprehensive Residential District and re-designate the subject property, shown in Figure 1, from the Silvertip Golf Course DC District [20(Z)93DC & 14(Z)95DC] and to the STR-2 Silvertip Comprehensive

Residential District. The amendments also seek to harmonize the land use designation of a parcel of land consolidated into the subject parcel, from the golf course lands. The lands that were consolidated are shown in orange within Figure 1 below.

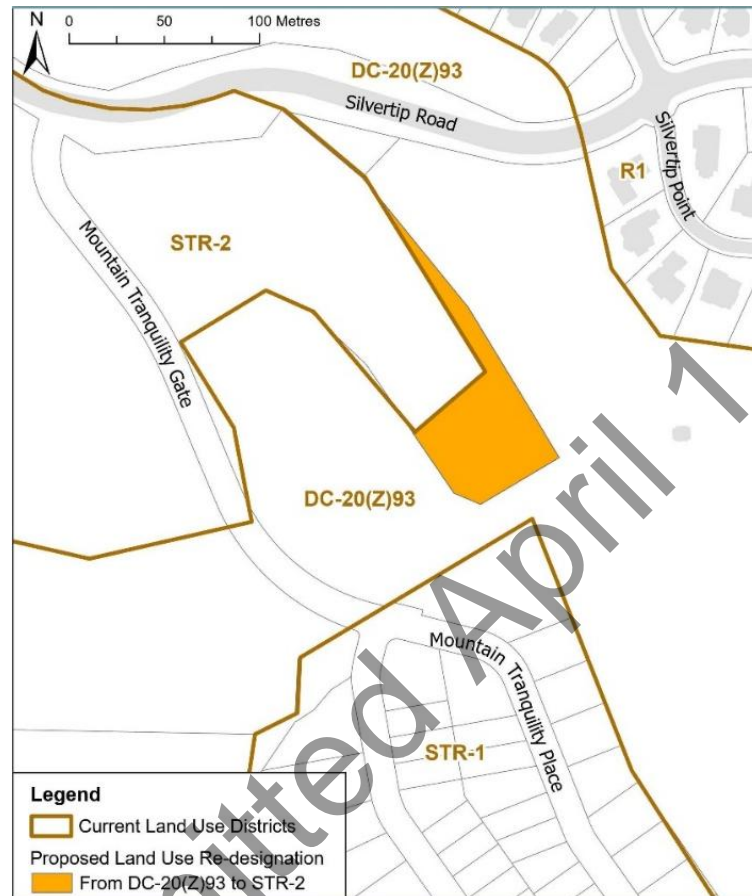


Figure 1: Subject Property showing Map Amendment to Land Use Bylaw

The text amendment to the STR-2 Silvertip Comprehensive Residential District of the Land Use Bylaw includes changes to section 3.17.3.5 to increase the maximum building height for apartment buildings, townhouses and stacked houses from 12.0m to 22.32m with a minimum 5:12 slope, and removing the 9.5 maximum eaveline height requirement. The increase in height would result in a change in building form from 3 storeys with a restrictive eaveline to approximately 5 storeys. The applicant notes that the 5:12 minimum roof slope is consistent with the intended look of residential buildings within the Silvertip Area Structure Plan, and the developer's architectural guidelines.

The applicant's primary justification for the change in height is to allow for a more efficient building design given the relatively steep slopes within Block 9, and to offer more variety in dwelling unit sizes to the Silvertip neighbourhood. The proposed increased height, coupled with underground parking (proposed for the apartment building) would also allow the developer to develop dwelling units within the expected densities of the Area Structure Plan, and retain more vegetation on site.

Presently, the applicant has plans to only develop the lot situated east Mountain Tranquility Gate, next to the golf course. Preliminary drawings for the site initially showed a four-storey apartment building 20.6 m in height, built at the entrance to the site at Mountain Tranquility Gate. The building would consist of 100

dwelling units, with 56 units less than 93 m² in size. The development would also have two levels of underground parking. The drawings also included four stacked townhouse dwellings varying between three and four storeys in height, however the developer has indicated that two storey dwelling units will be developed between the apartment building and the golf course. Site plans and proposed buildings will be conformed at the development permit stage, following Council's decision on these amendments.

Administration acknowledges that the applicant has requested a significant increase in building height. Given the sloping terrain on Block 9, administration is satisfied that the change in height will not impact views from nearby low density residential properties which have been developed at higher grade elevations. The removal of the eaveline height maximum will allow for greater flexibility for the developer to provide a design that has greater flexibility but still meets ASP architectural requirement. Further, Block 9 is a standalone area, and does not directly abut another residential area. The STR-2 district is limited to Block 9 only.

Administration notes that the various existing land use districts express one maximum height for low density dwellings (detached and duplex dwellings) and one for higher density development, where applicable. In this case, one building height is proposed for apartments, townhouses, and stacked townhouses, but it is unlikely that a townhouse or stacked townhouse would approach the proposed maximum height, unless there was a grade characteristic that needed to be accounted for. Administration is therefore in support of the proposed amendment to the land use bylaw.

The map amendment to the Land Use Bylaw (shown in Figure 1) accommodates the consolidation described previously in this report. The formal Land Use Bylaw Amendment (Bylaw 2024-20) is Attachment 3 to this report

The amendment to the Silvertip Area Structure Plan is to Map 7 Land Use and Unit Distribution. As shown in Figure 2, the map change is to remove the subject property from "Established Areas" to "Medium Density Residential". The Silvertip Area Structure Plan indicates the Established Areas includes the golf course, clubhouse, and ancillary facilities. This change adds the subject property to Medium Density Residential, which is the same as the rest of the lot. This portion of the Medium Density Residential area contemplates a minimum of 210 and maximum 285 residential units and will include a mix of duplexes, apartments, and townhomes with some single family. The change in land use does not affect the dwelling unit count as prescribed by the Silvertip Area Structure Plan. Therefore, Administration is in support of the Area Structure Plan amendment, as it mirrors the proposed map amendment to the Land Use Bylaw. The Area Structure Plan Amendment (Bylaw 2025-40) is Attachment 2 to this report.

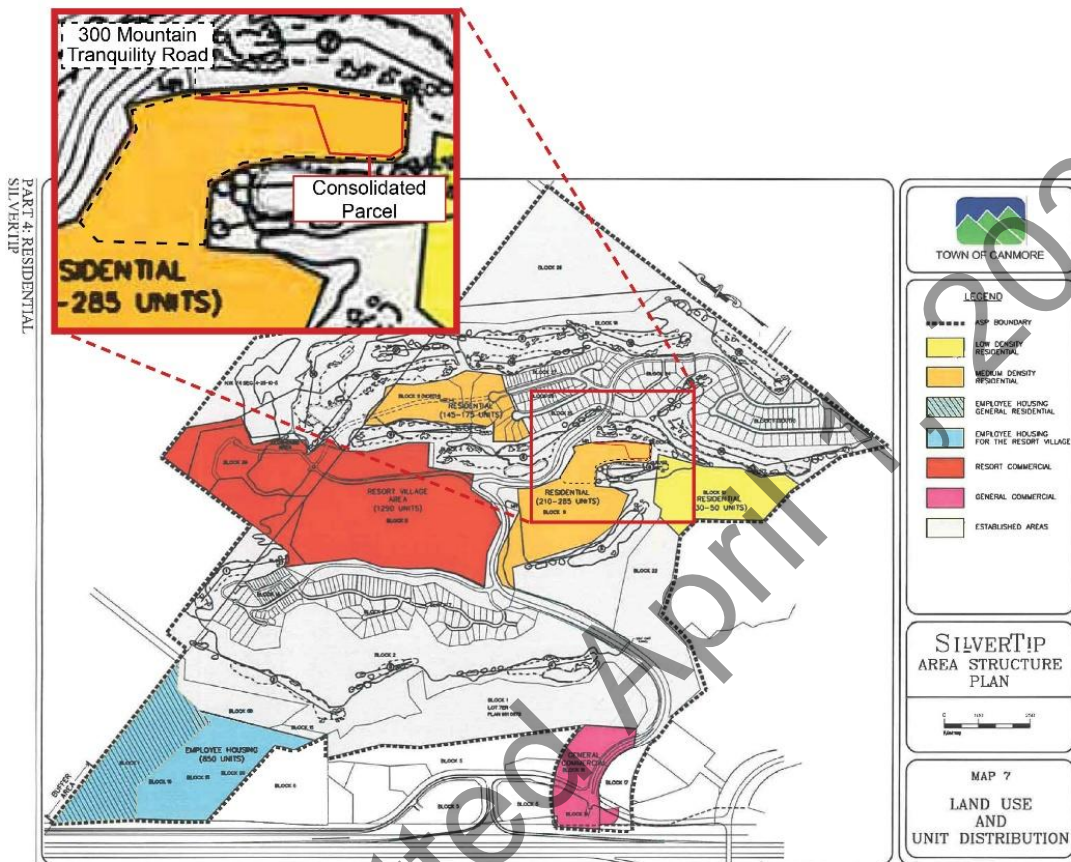


Figure 2: Silvertip Area Structure Plan Map 7 Proposed Change

The amendment to the Municipal Development Plan is to Map 2 Conceptual Land Use, shown in Figure 3, and changes the consolidated portion added to the subject property from “Private Recreation” to “Neighbourhood Residential”. The Private Recreation concept area is intended for commercial recreational and open space uses including golf courses. The Neighbourhood Residential concept area is intended to accommodate existing and future residential development. As the proposed amendment is to mirror the proposed map amendment to the Land Use Bylaw, Administration supports the proposed Municipal Development Plan amendment. The Municipal Development Plan Amendment (Bylaw 2024-39) is Attachment 1 to this report.

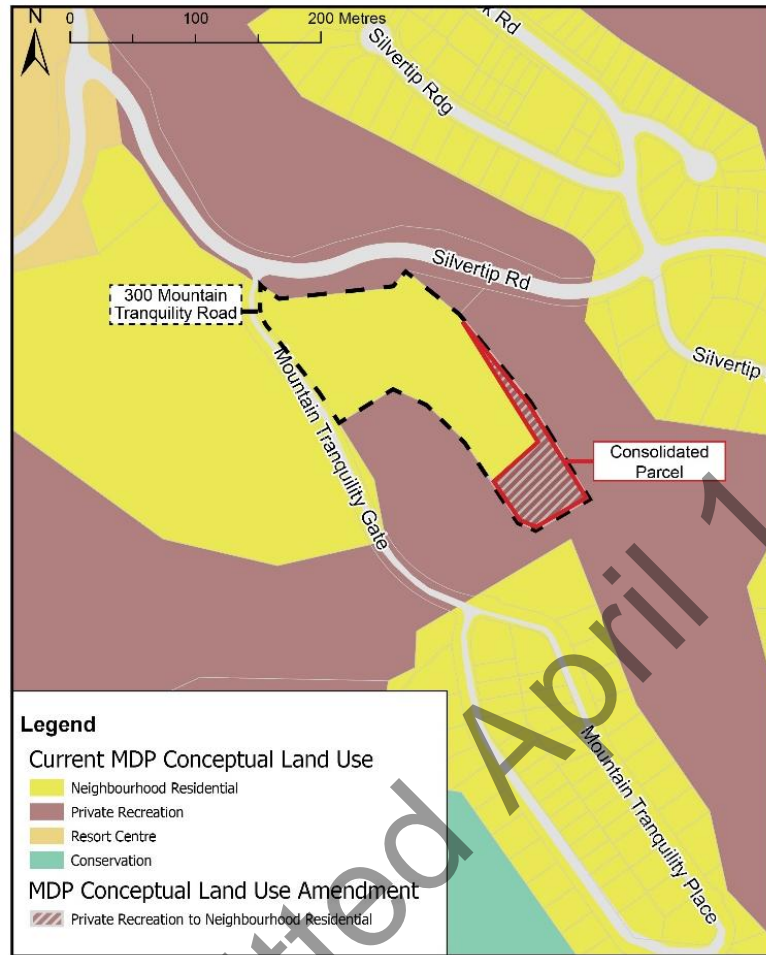


Figure 3: Municipal Development Plan Map 2 Proposed Change

ANALYSIS OF ALTERNATIVES

Council could choose to amend the Land Use Bylaw and limit the increased height maximum one or two of the three higher density uses within the STR-2 district. As an example, the amendment could apply to apartment buildings and stacked townhouses, but not townhouses. Administration notes that most of the existing land use districts do not differentiate between housing type and height, with the exception of the method of calculating height for low density residential. Administration supports the amendment as proposed.

FINANCIAL IMPACTS

There are no associated financial implications.

INTEREST HOLDER ENGAGEMENT

The applicant held a public information session on Wednesday December 18, 2024, at the Silvertip Resort. Approximately 30-35 people attended the event where boards were displayed and a live 3D visual model with proposed building massing to assist in understanding impacts to sightlines. Questions from the attendees focused on parking requirements, sightlines, population estimates, and increased residential development area.

Administration completed a circulation to landowners within 60m of the site and a notice of application was posted on the property. A summary of the feedback includes:

- Residential Density: Some residents expressed concern that the proposed amendments would result in an increase in residential density. Map 7 Land Use and Unit Distribution of the Silvertip Area Structure Plan limits the population density of the area referred to as 'Block 9' as providing a minimum of 210 residential units and a maximum of 285 residential units. This number would not change, but rather the boundaries of 'Block 9' would expand to increase the subject property.
- Sightlines: When referring to the proposed increase in building height, many residents were concerned of the impact future buildings would have on their sightlines, particularly those on Silvertip Pointe. The elevation of the subject property ranges from approximately 1435m to 1445m above sea level, and the properties that are on Silvertip Pointe range from 1460m to 1465m above sea level. This allows for an approximate change in elevation of 20m to 25m. The proposed maximum height increase to 22.32m would therefore have a minimal impact on sightlines for properties on Silvertip Pointe.

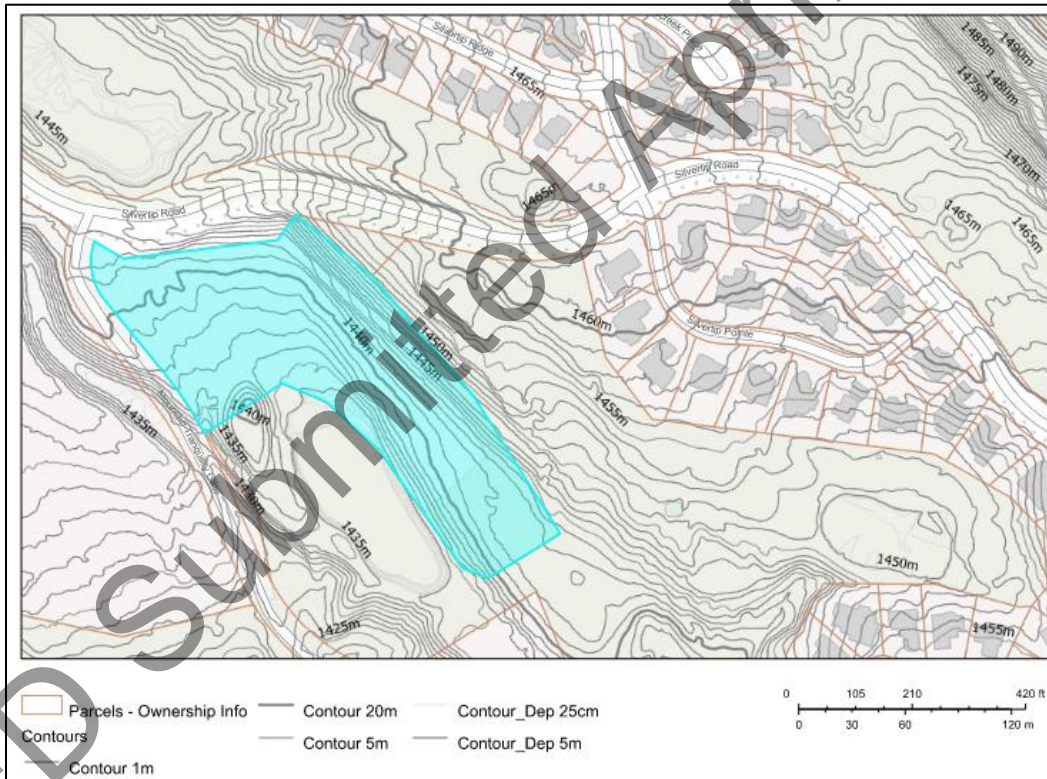


Figure 3: Contour Map of the Subject Property

- Wildlife Corridor: Some residents identified that the golf course serves as a wildlife corridor, particularly in winter. However, the nearest wildlife corridor is the Lower Silvertip Wildlife Corridor, located south of the site by over 150 metres. The area affected by these proposed amendments do not present a conflict with established wildlife corridors.

ATTACHMENTS

- 1) Town of Canmore Municipal Development Plan Amendment 2024-39
- 2) Silvertip Area Structure Plan Amendment 2024-40
- 3) Land Use Bylaw Amendment 2024-20
- 4) Revised Land Use Bylaw Amendment 2024-20 – Redline Excerpt

AUTHORIZATION

Submitted by:	Jennica Collette Development Planner	Date: <u>March 5, 2025</u>
Approved by:	Harry Shnider, RPP, MCIP Manager of Planning and Development	Date <u>March 5, 2025</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>March 14, 2025</u>
Approved by:	Scott McKay Acting Chief Administrative Officer	Date: <u>March 25, 2025</u>



BYLAW 2024-39

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO AMEND TOWN OF CANMORE MUNICIPAL DEVELOPMENT PLAN 2016-03

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 “Municipal Development Plan Bylaw Amendment 2024-39 – Silvertip Block 9 Residential Development.”

INTERPRETATION

- 2 Words defined in Town of Canmore Municipal Development Plan Bylaw 2016-03 shall have the same meaning when used in this bylaw.

PROVISIONS

- 3 Town of Canmore Municipal Development Plan Bylaw 2016-03 is amended by this bylaw.
- 4 Map 2 Conceptual Land Use is amended by increasing the area of Neighbourhood Residential and decreasing the area of Private Recreation as seen in Schedule A.

ENACTMENT/TRANSITION

- 5 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.
- 6 Schedule A forms part of this bylaw.
- 7 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

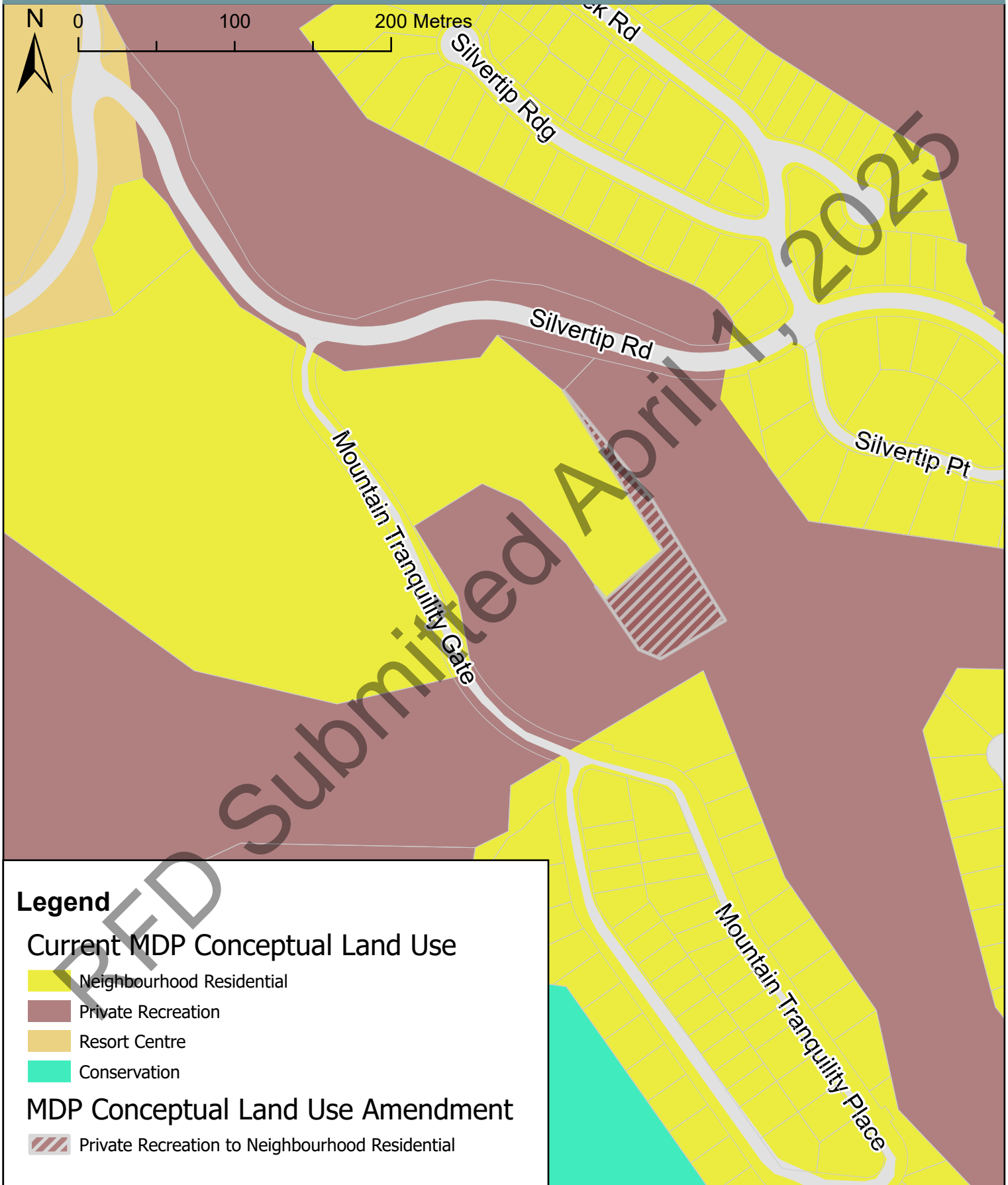
Bylaw approved by: _____

May 6, 2025 Regular Council Meeting 9:00 a.m.

RFD Submitted April 1, 2025

Bylaw approved by: _____

Schedule A: Bylaw 2024-39





BYLAW 2024-40

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO AMEND SILVERTIP AREA STRUCTURE PLAN BYLAW 38-2007

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 “SilverTip Area Structure Plan Bylaw Amendment 2024-40 – Block 9 Residential Development”

INTERPRETATION

- 2 Words defined in SilverTip Area Structure Plan Bylaw 38-2007 shall have the same meaning when used in this bylaw.

PROVISIONS

- 3 SilverTip Area Structure Plan Bylaw 38-2007 is amended by this bylaw.
- 4 Strike out Map 7 “Land Use and Unit Distribution” and substitute Map 7 “Land Use and Unit Distribution” as seen in Schedule A.

ENACTMENT/TRANSITION

- 5 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.
- 6 Schedule A forms part of this bylaw.
- 7 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

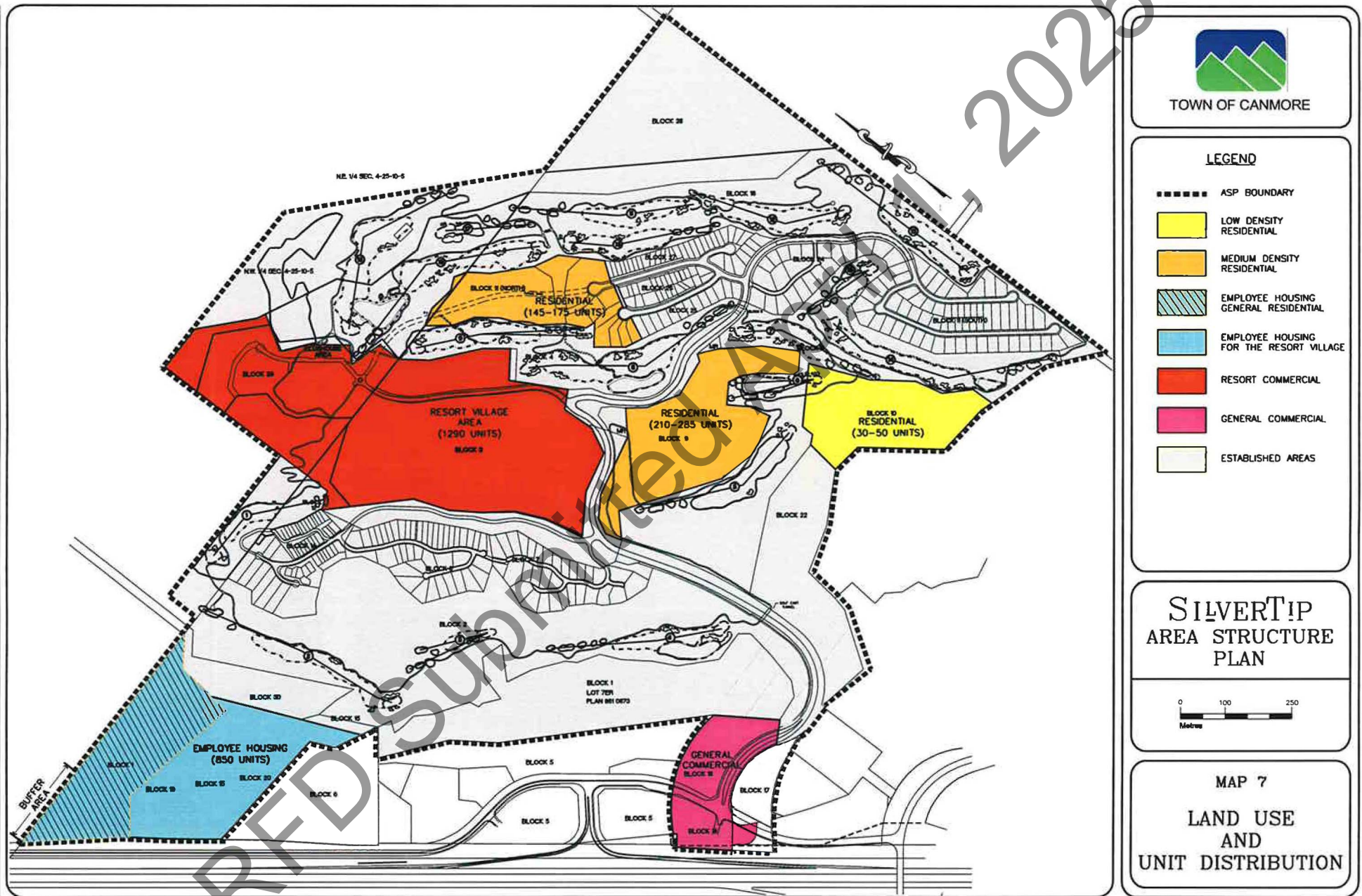
Date

Bylaw approved by: _____

May 6, 2025 Regular Council Meeting 9:00 a.m.

RFD Submitted April 1, 2025

Bylaw approved by: _____





BYLAW 2024-20

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 2024-20 – Silvertip Block 9 Residential Development.”

INTERPRETATION

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

PROVISIONS

- 3 Revised Land Use Bylaw 2018-22 is amended by this bylaw.
- 4 Section 3.17.3.5 is amended by striking out “12.0m not exceeding 9.5m at any eaveline.” and substituting “22.32m, with a minimum 5:12 slope.”
- 5 Section 3.17.3.5 is amended by adding “for basements or underground parking structures” after “and the ground elevation”

ENACTMENT/TRANSITION

- 6 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.
- 7 Schedule A forms part of this bylaw.
- 8 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

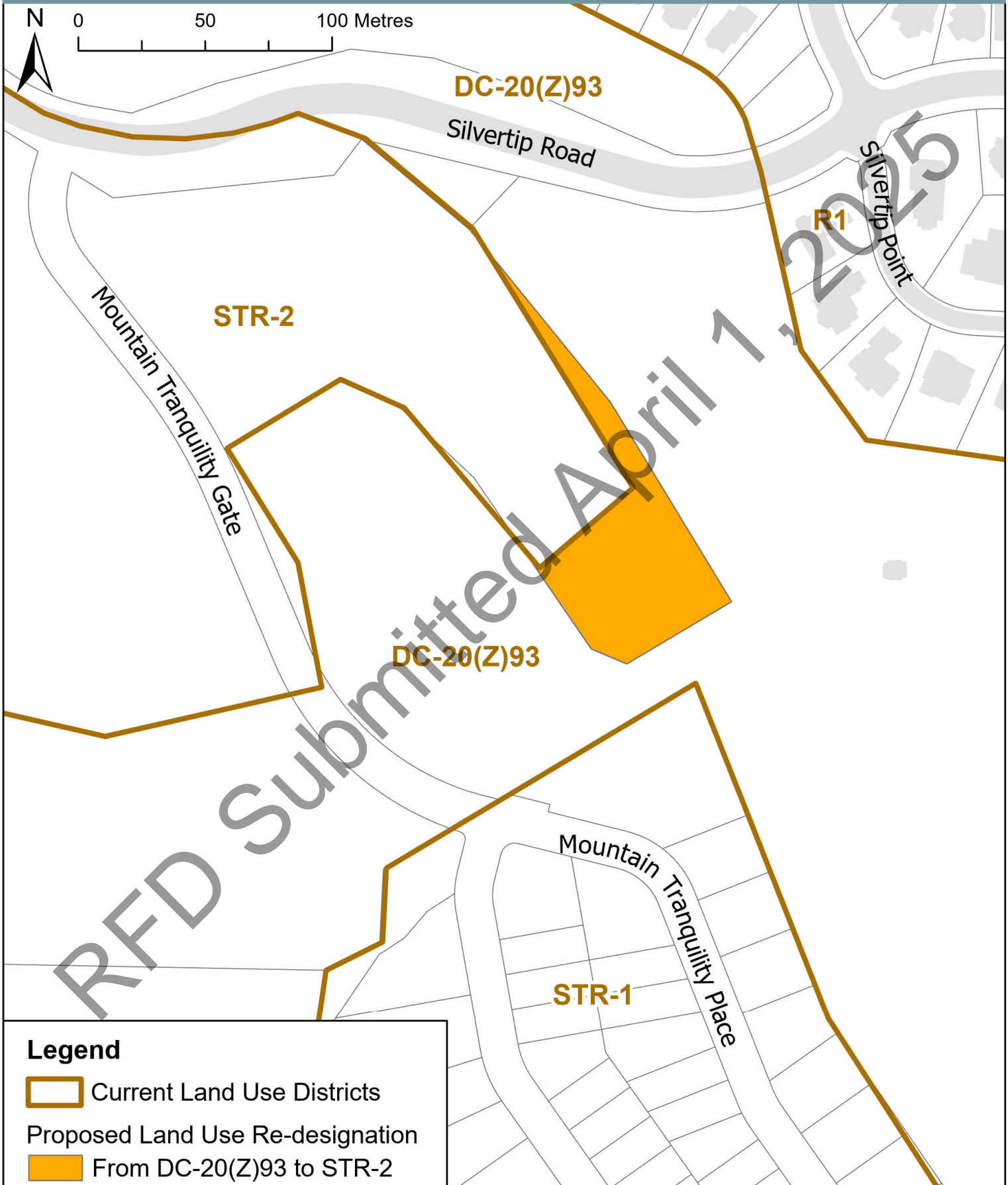
Date

RFD Submitted April 1, 2025

Bylaw approved by: _____

Page 2 of 2

Schedule A: Bylaw 2024-20



3.17 STR-2 SILVERTIP COMPREHENSIVE RESIDENTIAL DISTRICT

Purpose

To provide for comprehensive residential development, including a range of residential densities and a mix of housing types, and other compatible residential neighbourhood uses.

3.17.1 Permitted Uses

Accessory Building
Accessory Dwelling Unit, Attached
Accessory Dwelling Unit, Detached
Apartment Building
Detached Dwelling (with an Accessory Dwelling Unit)
Duplex Dwelling
Entry Level Housing
Entry Level Housing, Multi-Unit Residential
Home Occupation - Class 1
Open Space
Public Utility
Tourist Home
Townhouse
Townhouse, Stacked

3.17.2 Discretionary Uses

Administrative/Sales Office
Common Amenity Housing
Detached Dwelling
Logging Operation
Public Building

3.17.3 Regulations

3.17.3.1 The minimum front yard setback shall be 5.5 m.

3.17.3.2 The minimum side yard setback shall be 3.0 m. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m. [2023-18]

3.17.3.3 The minimum rear yard setback shall be 5.5 m.

3.17.3.4 The maximum building height shall be as indicated on a development grading plan approved as part of a subdivision plan. In the absence of an approved development grading plan, the maximum building height for a Detached Dwelling and a Duplex Dwelling shall be 9.5 m, determined in accordance with Section 2, General Regulations. When the H_{max} formula is used, a building shall be a maximum of two (2) storeys plus a loft. When the envelope model is used, there is no maximum number of storeys.

3.17.3.5 The maximum building height for an Apartment Building, Townhouse, and Townhouse, Stacked development is ~~12.0 m~~ **22.32m, with a minimum 5:12 slope not exceeding 9.5 m at any eave line.** The building height shall be measured from the main floor of the apartment to the roof peak, with a maximum of up to 1.2 m allowed below the main floor and the ground elevation **for basements or underground parking structures.**

03 RESIDENTIAL LAND USE DISTRICTS

- 3.17.3.6 A minimum of 40% of the site area shall be landscaped.
- 3.17.3.7 The maximum site coverage for all Detached Dwelling and Duplex Dwelling developments shall be 40%.
- 3.17.3.8 The maximum site coverage for all Townhouse, Townhouse, Stacked, and Apartment Building developments shall be 45%.
- 3.17.3.9 The minimum driveway length shall be 6.0 m.

3.17.4 Entry Level Housing Units

- 3.17.4.1 A minimum proportion of 25% of all residential Dwelling Units approved and constructed within this district as part of any subdivision application approved by the Town of Canmore, shall be Entry Level Housing units, as defined by the Town of Canmore. Entry Level Housing units shall be included in the total maximum residential unit count described in the Silvertip ASP. However, where Entry Level units are accepted by the Town as PAH units, such units shall be exempted from the maximum residential units allowed for in the Silvertip ASP.
- 3.17.4.2 Within Lot 3, Block 9, Plan 041 1061, the number of Entry Level Housing units to be provided shall be determined at the time of a subdivision application for Lot 3, Block 9, Plan 041 1061, pursuant to Subsection 3.17.4.1 of this Bylaw.
- 3.17.4.3 In addition to those Entry Level Housing units required by Subsection 3.17.4.1 of this Bylaw, the required Entry Level Housing units deferred by approval from the Town of Canmore from Lot 1, Block 10, Plan 041 1061 shall be provided within this land use district within Lot 3, Block 9, Plan 041 1061.
- 3.17.4.4 Entry Level Housing units shall meet the following criteria as a minimum, or such alternate criteria as defined by the Town of Canmore:
 - a. Detached Dwelling with an Accessory Dwelling Unit, Attached [2020-16]
 - i. Unless otherwise specified herein, Entry Level Housing shall meet the requirements of the R1-B or R1-BE land use districts of this Bylaw;
 - ii. The average lot width within the entry level portion of the subdivision shall be no more than 13.0 m;
 - iii. Lots will be offered for sale for a selling period of 45 days to local residents of Canmore to criteria established in consultation with the Town of Canmore at the time of the review or approval of a tentative plan of subdivision by the Town;
 - iv. The sale of lots shall be accompanied by a commitment to build within six (6) months of a lot sale;
 - v. Entry level Detached Dwelling units shall comprise a primary unit of no more than 130 m² of GFA, and an Accessory Dwelling Unit, Attached of no more than 84 m² of GFA. The Accessory Dwelling Unit, Attached shall be constructed at the same time as the Detached Dwelling. [2020-16]
 - b. Entry Level Housing, Multi-Unit Residential
 - i. Multi-Unit Residential Entry Level Housing units approved by the Town of Canmore shall have a GFA of no less than 28 m² and no more than 93 m².

- ii. At the discretion of the Town, the Entry Level Housing units required to be provided as part of the development within Lot 3, Block 9, Plan 041 1061, may be deferred to another parcel or parcels outside of this land use district.
- iii. Any of the Entry Level Housing units required to be constructed within Lot 3, Block 9, Plan 041 1061, that have been deferred from Lot 1, Block 10, Plan 041 1061, may not be deferred pursuant to clause b(ii), above.
- iv. If Entry Level Housing units are deferred by approval of the Town of Canmore, these units should be deferred to the Employee Housing lands outlined in the Silvertip ASP.



Request for Decision

DATE OF MEETING: May 6, 2025 **AGENDA #:** G 2

TO: Council

SUBJECT: Connect Downtown: Planning a Vibrant Town Centre

SUBMITTED BY: Joshua Cairns, Senior Policy Planner

RECOMMENDATION: That Council give second reading to Town Centre Area Redevelopment Plan Bylaw 2025-05.

That Council give third reading to Town Centre Area Redevelopment Plan Bylaw 2025-05.

That Council give second reading to Revised Land Use Bylaw Amendment 2025-13 – Changes to Variance Powers.

That Council give third reading to Revised Land Use Bylaw Amendment 2025-13 – Changes to Variance Powers.

EXECUTIVE SUMMARY

Town Centre Area Redevelopment Plan Bylaw 2025-05 and Revised Land Use Bylaw Amendment 2025-13 received first readings on April 1, 2025 and are the subject of a public hearing on May 6, 2025.

Administration's analysis on this matter was presented at first reading of this bylaw. Please see Attachment 1 for the Request for Decision and related attachments presented at first reading.

ATTACHMENTS

- 1) RFD and attachments from the date council meeting.

AUTHORIZATION

Approved by: Sally Caudill
Chief Administrative Officer

Date April 22, 2025



Request for Decision

DATE OF MEETING: April 1, 2025 **AGENDA #:** G 1

TO: Council

SUBJECT: Connect Downtown: Planning a Vibrant Town Centre

SUBMITTED BY: Joshua Cairns, Senior Policy Planner

RECOMMENDATION: That Council give first reading to Town Centre Area Redevelopment Plan Bylaw 2025-05.

That Council give first reading to Revised Land Use Bylaw Amendment 2025-13 – Changes to Variance Powers.

That Council schedule a single public hearing for Bylaws 2025-05 and 2025-13 for May 6, 2025.

EXECUTIVE SUMMARY

In this report, we present information on the third and final public-facing phase of the *Connect Downtown: Planning a Vibrant Town Centre* (“Connect Downtown”) planning process and introduce the resulting Town Centre Area Redevelopment Plan (ARP) Bylaw 2025-05 and a supporting amendment to the Land Use Bylaw (Bylaw 2025-13) for Council’s consideration. The Town Centre ARP is the result of extensive community and interest holder engagement and will support the continued evolution of downtown in a manner that aligns with Council and community priorities over the next 25 years.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The Town Centre ARP was informed by various approved or accepted plans, policies, and bylaws, including: Municipal Development Plan; Integrated Transportation Plan; Integrated Parking Management Plan; Climate Emergency Action Plan; Council Strategic Plan; Cultural Master Plan; Human-Wildlife Coexistence Implementation and Action Plan; Open Space and Trails Plan; Recreation Master Plan; Utility Master Plan; and Wildfire Mitigation Strategy.

DISCUSSION

Since its founding in 1883 as a rail hub, Canmore has continually reinvented itself—first as a coal mining town, then an Olympic host, and now as a growing community and recreation destination. Today, Canmore faces a pivotal moment as we respond to new challenges, including pressure on a fixed transportation network, increased visitation, a housing crisis, the impacts of climate change, and shifting perceptions and priorities.

In October 2023, “Connect Downtown” was launched—a planning process to create an Area Redevelopment Plan (ARP) for the Town Centre to guide future change in the area in a way that responds to and overcomes these new challenges. Connect Downtown involved three public-facing phases of work

spanning nearly 18 months. Each phase offered a distinct purpose and engagement strategy to ensure the ARP would be shaped by the perspectives of the community and interest holders. In February 2025, the draft Town Centre ARP was released for public review.

Plan Highlights

The ARP is a visionary 25-year plan that charts a pathway to a vibrant downtown. While it guides growth and change, it does so in a way that ensures we continue to recognize the heart of our downtown by aligning with our community values, reflecting and respecting our culture and environment, and honouring our storied past.

The ARP envisions a vibrant community that offers an attractive and functional mix of jobs, shops, homes, amenities, and facilities. Building heights are generally limited to 3 and 4 storeys, supporting compact building forms that complement the existing character and retain a sense of openness and connection to the mountains while allowing the neighbourhood to incrementally evolve over time and be more responsive to local needs. Contemporary alpine or mountain architecture will be encouraged, along with a material palette that encourage designers to use materials and colours that reflect the surrounding natural environment and reinforce a distinct sense of place in Canmore.

Town-owned land will be used to provide affordable housing and create resilient, year-round, community spaces, with a focus on further establishing a prominent pedestrian- and community-oriented “Civic Corridor” along 9th Street anchored by a new central plaza. A year-round, pedestrianized Main Street that can accommodate more people and support a reconfiguration of the surrounding street network will help vehicular flow and enhance the experience for all users. Improvements to parks and open spaces will ensure people have places to gather and celebrate in all four seasons and that more diverse programming and events can be hosted in the heart of the community.

The key policies and directions of the ARP generally align with one or more big ideas—transformative concepts that will shape the future downtown in a way that aligns with the community’s vision and values for the area. A summary of the ARP’s highlights in Table 1 is organized according to the big idea they most closely align with to understand how the policies of the plan will help shape the gradual evolution of the area.

Table 1: Notable Highlights of the ARP

Big Idea	Highlights of the Plan
Embrace Nature and Mountain Views	<ul style="list-style-type: none"> Limits building heights to three storeys along key corridors and public spaces Introduces design guidelines to further preserve and frame mountain views Incorporates functional natural elements and materials into public spaces
Make Main Street a Great Street	<ul style="list-style-type: none"> Proposes a year-round, fully pedestrianized Main Street Identifies land uses and provides design guidelines to support a vibrant commercial area
From the Creek to the Bow	<ul style="list-style-type: none"> Connects the core of downtown to the Bow River with a new multi-use pathway and by permitting commercial uses on west of 8 Avenue on 8 Street Proposes updates to wayfinding and signage to improve connectivity to these areas
Make Downtown Year-Round	<ul style="list-style-type: none"> Prioritizes new housing for permanent residents through controls on visitor accommodation and use of Town land for affordable housing Provides design guidelines and proposes improvements that will support winter use and year-round vibrancy Proposes new plazas and open spaces capable of supporting year-round events Directs the use of Town land in the Civic Corridor for community-oriented uses that can provide a year-round destination and benefit residents
Repurpose Underused Spaces	<ul style="list-style-type: none"> Proposes an intercept parking facility Enables residential uses on the unused public utility lot next to Veterans' Park Identifies an expansion to Riverside Park to address growing community needs
More Accessible and Adaptable Spaces	<ul style="list-style-type: none"> Provides guidance on the design of public spaces and trail network with a focus on accessibility and four-season use Encourages accessible, ground floor units with direct access to the street Supports more accessible units by incentivizing apartment buildings
Housing for a More Diverse Population	<ul style="list-style-type: none"> Allows new housing opportunities in residential areas Supports the creation of affordable housing on Town land and through density bonusing Proposes additional controls to ensure more appropriate or attainable housing (e.g., increased minimum unit densities) Proposes changes to parking regulations to support redevelopment (e.g., changes to cash-in-lieu of parking)
Create a Neighbourhood Heart	<ul style="list-style-type: none"> Proposes a new central plaza in the heart of downtown Creates a more integrated commercial area through consistent, high-quality streetscape improvements Supports redevelopment of Town land in the Civic Corridor for community-oriented uses
A Distinct Character	<ul style="list-style-type: none"> Encourages contemporary alpine architecture and provides a material palette unique to downtown Identifies strategic opportunities for public art and provides guidance on intent Creates focal points at key entrances downtown to create a sense of welcome Retains key historical assets and supports their enhancement or integration Supports an expanded presence of Indigenous culture through placenaming
A Low-impact Community	<ul style="list-style-type: none"> Commits Town and Canmore Community Housing developments to strive for near net zero emissions Proposes incentivizing private development to achieve higher levels of energy efficiency Prioritizes the use of Low Impact Development (i.e., green infrastructure) Directs development to implement FireSmart best practices

Implementation

Although the ARP provides a clear vision of the future and set of policies to inform development in the Town Centre, we expect change to happen gradually over time. The redevelopment of private property depends on the decisions and actions of property owners, while improvements to Town land will be undertaken as feasible with consideration for budgeting, resourcing, and priority. To increase transparency and provide further clarity on how change is expected to occur, we provide an implementation framework in the ARP that defines key activities for the Town, along with estimates of when they should happen.

Should Council adopt the Town Centre ARP, implementation will begin as generally summarized in the implementation framework. Priority implementation actions include:

- preparing zoning amendments and rezoning properties in accordance with the ARP;
- updating the density bonus regulations of the Land Use Bylaw;
- preparing and implementing a strategy to equitably finance growth; and,
- preparing amendments to other policy and regulatory documents as necessary.

Further community and interest holder engagement will occur as appropriate during implementation of the plan.

Land Use Bylaw Amendment

Although implementation of the ARP will include zoning changes and amendments to regulatory documents to bring them into alignment with the ARP, these actions will take time and applicants may, in the interim, continue to submit proposals for redevelopment under existing land use designations.

Administration have prepared an amendment to the Land Use Bylaw (Bylaw 2025-13) to address this transition period. Land Use Bylaw Amendment 2025-13 clarifies the Town's authority to attach conditions to development permits that require a development to be brought into alignment with applicable provisions of statutory plans, including ARPs. As this amendment provides important clarity and helps ensure that development(s) being considered after adoption of the ARP will adhere to the ARP's policies, we are recommending this amendment proceed concurrently with consideration of the Town Centre ARP (Bylaw 2025-05).

ANALYSIS OF ALTERNATIVES

Council could propose amendments to the draft Town Centre ARP or refer the plan back to Administration with clear direction on change(s) for further investigation.

Administration is recommending the draft Town Centre ARP be adopted as presented. The ARP is the result of extensive research, analysis, community and interest holder engagement. The vision and policies of the ARP align with Council-approved plans, policies, and bylaws. Delays to adoption of the ARP will result in delays to other planning projects (either underway or preparing to launch) and may result in significant developments moving forward without being subject to the guidance provided in this plan.

FINANCIAL IMPACTS

There are no immediate financial implications. The ARP includes direction for improvements that the Town should consider and implement over time, which may be funded through a variety of sources including external grants, developer contributions, and capital budget. Any improvement would be subject to appropriate budgeting cycles and procedures and be considered based on opportunity, priority, and available funds. As part of implementation, Administration will develop a strategy to finance growth to ensure future improvements are equitably and adequately funded.

COMMUNITY ENGAGEMENT

The draft Town Centre ARP is the result of one of our largest and most innovative engagement processes ever, where we received over 4,622 responses over three engagement periods.

The approach emphasized reaching underrepresented voices by complementing traditional methods with innovative tactics to inspire a diverse cross-section of the community to participate in the process. Our slate of opportunities included virtual and in-person workshops, digital tools, three online surveys, a three-week drop-in engagement in the Elevation Place atrium, a classroom activity, and our flagship event – *The Warm Up*, presented in partnership with the Canmore Folk Music Festival which ran both 2024 and 2025. We raised awareness about open opportunities to get involved via our engagement platform (mycanmore.ca/connectdowntown), direct email, newsletters, signage, postcards, radio and print ads, and social media.

Engagement took place during three periods:

- **Visioning (November 2023 to March 2024 engagement):** Conducted broad community and interest holder engagement and research to understand the current experience downtown, what people value, and aspirations for what a future downtown could be.
- **Options (July to August 2024 engagement):** Gathered broad input and feedback from the community and interest holders to refine potential policy strategies to advance the vision for downtown and inform the drafting of the plan.
- **Draft Plan (February to March 2025 engagement):** Informed the public and interest holders about the draft plan and assessed level of support for the draft plan. During this period, we shared the draft plan with the community as a “pulse-check” to give Council a sense of overall sentiment for the plan and its key elements. *The full results of the draft plan survey are attached to this report (Attachment 4).*

To ensure transparency, we published a comprehensive What We Heard report after both the “Vision” and “Options” phases of work, detailing engagement tactics and results. These reports were presented to Council and made available on our online engagement hub at mycanmore.ca/connectdowntown.

Input from the community during the Vision and Options phases helped shape the final draft ARP. Some of the notable concerns from the recent Options phase of engagement that are addressed or further clarified in the ARP are summarized in Table 2.

Table 2: Responses to Concerns from Previous Engagement

Concern	Action
Repurposing Eklof Park for residential uses	Removed Eklof Park from the “Residential” land use designation and maintained its status as Municipal Reserve.
Impacts on vehicle movement / congestion	Identified improvements to the street network, including changes to vehicle routing to improve flow (intersection of 6 Ave / Main St). The plan also provides strong policy direction to make it easier to walk, bike, or take transit—to make sure the road network is better able to manage increasing vehicle demand over time.
Reductions in available parking	Added policy for the Town to consider parking demand when redeveloping any Town properties, which allows for the retention or creation of public parking on those sites if necessary at time of development. The plan also proposes an intercept parking facility to reduce downtown congestion and provide a convenient parking option. Further policy direction was added for on-street parking to ensure our approach to parking is responsive to shifting demands over time.
Improvements will draw more visitors to the area	ARP policies prioritize a downtown that works for residents. Town-owned land will be used for community-oriented uses and affordable housing. Open spaces will be adaptable and programmed for the community. While improvements may attract visitors, the primary focus is enhancing livability for residents.
Building heights of 4-5 storeys	The ARP proposes limiting most residential areas to a maximum three storeys in permitted height through zoning. Height limits on Main Street (3 storeys), 10 Street (3 storeys), and Railway Avenue (4 storeys) are also proposed to be generally maintained through zoning. The ARP restricts the application of density bonusing incentives and ensures they cannot result in more than one additional storey beyond what the ARP proposes.
Pedestrianized Main Street	Although concerns were raised by some (e.g., accessibility, cost), a majority of residents and interest holders that we heard from support year-round pedestrianization. Redesign would occur when the underground utilities are at end of life and the street would require replacement. Year-round pedestrianization will allow for improved winter activation and enable changes to the transportation network, like modifying the 6 Ave/Main St intersection to improve vehicle flow.
Cost / funding / impact on taxes	The ARP is a 25-year vision that will guide development, Town investment and decision-making. Change will be incremental. Should Council adopt the ARP, we would begin development of an equitable financing strategy so costs are not disproportionately borne by residents. Potential funding sources include grants, developer contributions, off-site levies, and other tools like local improvement taxes. Improvements will be subject to capital planning and will proceed only when funding is secured and they are a priority.

At a high-level, **61.7%** of respondents to our survey on the draft plan agreed or felt neutrally that the proposed Area Redevelopment Plan for Downtown Canmore meets the needs of the community today and into the future, while **63.1%** agreed or felt neutrally that the proposed Area Redevelopment Plan aligns with our values and aspirations as community. Further, depending on the topic area (e.g., land use, transportation), between **60.8%** and **84.9%** of respondents agreed or felt neutrally that the key policies of the ARP are appropriate for downtown.

Following conversations with the community and interest holders during the recent Draft Plan period of engagement, we made minor edits to the ARP that generally focused on improving clarity as well as supporting policy interpretation and implementation of the plan. Notably, in response to community concern, we removed reference in Section 8.2.2 to future changes to the free resident parking program. Although this reference was originally included for transparency that future changes to on-street parking will be required to

maintain availability of parking—which may include changes to the free resident parking program and other regulations—its inclusion caused concern that the program would be terminated by adoption of the ARP. Although on-street parking will be continuously monitored and regulations will need to be expanded over time to maintain parking availability, changes to regulations will be contemplated when necessary and the appropriate scope of changes would be determined at that time.

ATTACHMENTS

- 1) Town Centre Area Redevelopment Plan Bylaw 2025-05
- 2) Revised Land Use Bylaw Amendment 2025-13 – Changes to Variance Powers
- 3) Revised Land Use Bylaw 2018-22 – Redline Excerpt
- 4) Granicus Survey Results – February/March 2025

AUTHORIZATION

Submitted by:	Joshua Cairns Senior Policy Planner	Date:	<u>March 3, 2025</u>
Approved by:	Harry Shnider, RPP, MCIP Manager, Planning and Development	Date:	<u>March 5, 2025</u>
Approved by:	Whitney Smithers General Manager, Municipal Infrastructure	Date:	<u>March 13, 2025</u>
Approved by:	Scott McKay Acting Chief Administrative Officer	Date:	<u>March 25, 2025</u>



BYLAW 2025-05

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO ADOPT THE TOWN CENTRE AREA REDEVELOPMENT PLAN

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 "Town Centre Area Redevelopment Plan Bylaw 2025-05."

PROVISIONS

- 2 Town Centre Area Redevelopment Plan Bylaw 2025-05 as set out as Schedule A of this bylaw is hereby adopted.

ENACTMENT/TRANSITION

- 3 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.
- 4 Schedule A forms part of this bylaw.
- 5 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: _____

May 6, 2025 Regular Council Meeting 9:00 a.m.



connect downtown

Town Centre Area Redevelopment Plan

DRAFT - February 2025

May 6, 2025 Regular Council Meeting 9:00 a.m.

Page 38 of 333

Publishing Information

Title

Town Centre Area Redevelopment Plan
Bylaw 2025-05

Status

Draft - March 2025

Author

This plan was prepared by the following staff on behalf of the Town of Canmore:

- Josh Cairns, Senior Policy Planner (Lead)
- Nathan Grivell, Senior Development Planner
- Brian Kinzie, Municipal Engineer
- Claire Ellick, Transportation Engineer
- Eleanor Miclette, Manager of Economic Development
- Riley Welden, Parks Planner
- Caitlin Van Gaal, Environment and Sustainability Supervisor
- Caitlin Miller, Manager of Protective Services
- Tara Gilchrist, Family and Community Support Services Supervisor
- Caroline Hedin, Communications Advisor

Acknowledgments

The Town of Canmore would like to thank the contributions of the community, interest holders, and partners that participated in the Connect Downtown process and the development of this plan.

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1. Administration

RFD Submitted April 1, 2025

1. Administration

The Town Centre Area Redevelopment Plan (ARP) provides a framework to guide the continued growth, change, and evolution of Canmore's downtown over the next 25 years. This plan articulates a clear vision for the future of downtown, supported by a land use concept, policies, and implementation framework.

Acknowledging the unique character and function of downtown, this plan aims to strike a balance by allowing new housing and commercial opportunities to support a vibrant and inclusive community while respecting the area's important connection to the mountains and nature.

The *Town Centre ARP* was adopted by the Town of Canmore on [date], 2025 and replaces guidance in the *Town Centre Enhancement Concept Plan* (1998) for lands within the plan area (Figure 2.1).

This chapter provides information relating to the administration of the plan, including direction for its interpretation and the supporting studies that helped inform it.

Authority

We prepared this plan in accordance with the provisions of the *Municipal Government Act* (MGA) and policy requirements established by the Town of Canmore's *Municipal Development Plan* (MDP) *Bylaw 2016-03*.

Timeframe

This plan provides a vision for the future of downtown to the year 2050, reflecting a reasonable time horizon for the plan's relevancy and the key components of the plan within the Town of Canmore's control to be implemented. While we expect the overall vision and direction of this plan to remain relevant for the next 25 years, it's important to consider this plan as a living document—one that should be periodically reviewed and updated as necessary to remain aligned with community priorities and broader economic, social, and environmental changes.

Limitations

ARPs are long-term plans that provide a vision and policy direction for a specified area. Detailed site conditions will be assessed through the appropriate processes, including land use redesignation, development permit, and building permit. The regulatory landscape may continue to evolve during the applicable timeframe of this plan.

Amendments

It may be necessary to amend this plan to respond to changing conditions, circumstances, and priorities. Amendments that fundamentally alter the purpose and intent of this plan must be approved by bylaw in accordance with the *Municipal Government Act*. The development authority will be responsible for amending this plan.

Interpretation

Maps, graphics, images, and other visuals are for supplemental information and should be considered in relation to written policy. Locations of boundaries, symbols, or other identifying markers may be reasonably considered approximate by the development authority unless stated or implied otherwise.

Policy has been articulated to an extent deemed appropriate for an ARP and in relation to the applicable plan area (Figure 2.1). Where necessary, a reasonable interpretation of policy should be made with consideration for the plan's vision, goals, and policies as well as Town of Canmore bylaws, plans, and strategies.

Policy is considered mandatory. Where words such as "should" or "encourage" are used, the policy is still considered mandatory except in circumstances where the development authority deems such a requirement is not applicable, unreasonable, unattainable, irrelevant, or where alternatives are satisfactory.

Where policies or regulations between the ARP or other documents provide direction on the same subject matter, dual compliance is expected. Where dual compliance is impossible, the development authority should take reasonable steps to exercise discretion and resolve the conflict by amending the appropriate document(s).

Requirements may be deferred to other stages in the approvals process as deemed appropriate by the development authority.

Throughout this plan, the 'Town' and the 'Town of Canmore' are used interchangeably to refer to the municipal government of Canmore.

Terms defined in the Appendix are underlined when they appear in policy for convenience.

Supporting Documents

This plan was informed by the *Municipal Development Plan*; various plans, strategies, policies, and bylaws in place at the time of preparing this plan; and other studies and reports with information deemed relevant.

Notable studies and reports prepared in support of this plan include:

- Environmental Impact Statement - Downtown Canmore Area Redevelopment Plan (Management and Solutions in Environmental Science)
- Connect Downtown - Stormwater Management Feasibility Study (ISL Engineering and Land Services Ltd.)
- Connect Downtown ARP Servicing Study (CIMA+)
- Downtown Transit Terminal Assessment and Conceptual Design (Mobycon)
- Canmore Connect Downtown Mobility Assessment - Transportation Impact Assessment (WSP Canada Inc.)
- Connect Downtown Test Fit Studies (Shugarman Architecture and Design Inc.)

2. Context



RFD Submitted April 1, 2025

2. Context

Location

Overview

Downtown is Canmore's vibrant Town Centre, anchored by Main Street and 10 Street—two walkable commercial streets that offer shops and services for residents and a major draw for visitors. Nestled at the valley bottom between the Bow River and Policeman's Creek, downtown offers abundant access to nature, recreation, and community amenities within short walking distance, including Riverside Park, Millenium Park, and Elevation Place.

Plan Area

The plan area refers to the area of focus for Connect Downtown and defines the geographic area where the policies of this plan apply. It includes the commercial areas of Main Street, 10 Street, and Railway Avenue, as well as the adjacent residential areas.

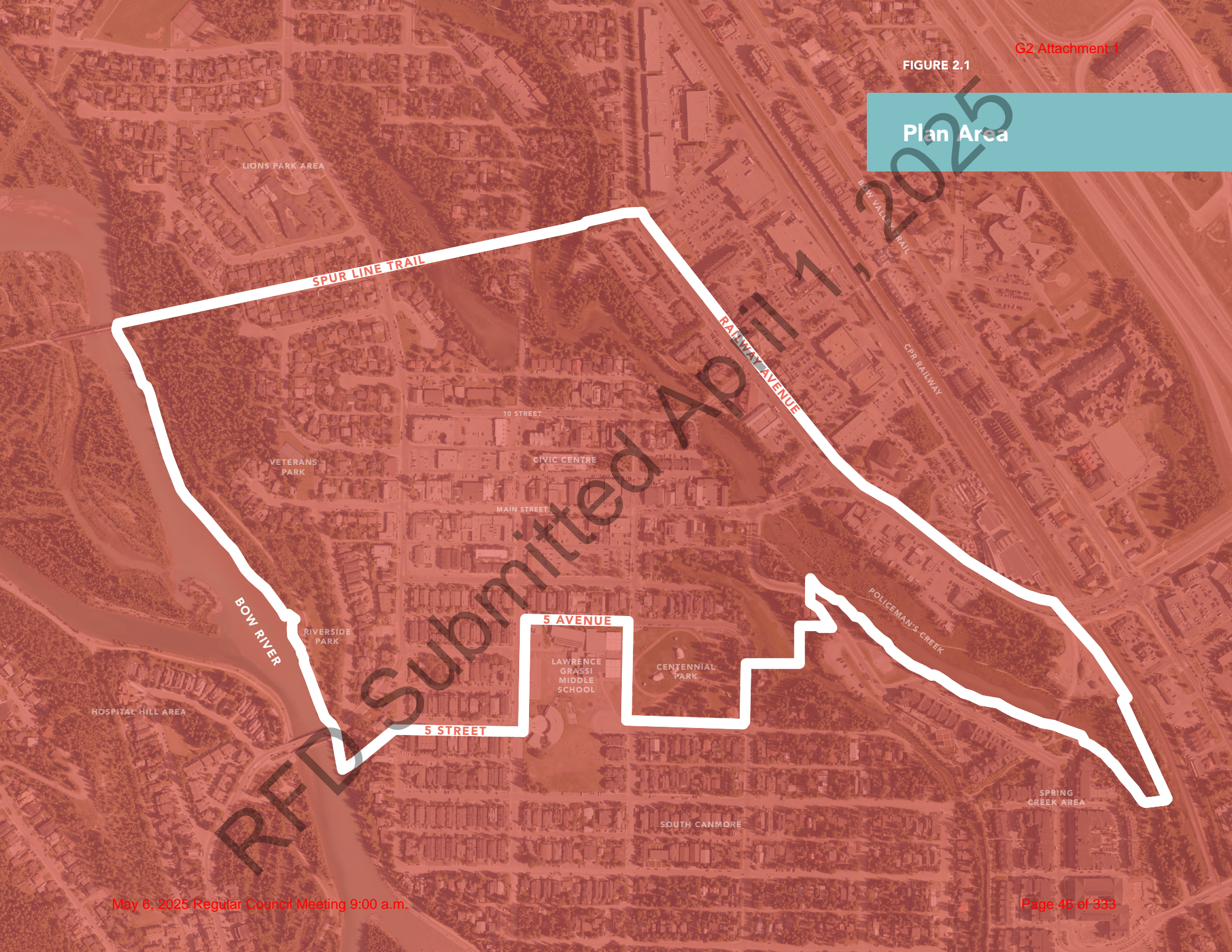
It is bounded by major community or natural assets including the Bow River to the west, the Spur Line Trail to the north, and Centennial Park to the south. The full extent of the plan area is provided on the following page in Figure 2.1.

The Town Centre [...] serves as the commercial core of Canmore with 179,362 sq. ft. of retail-specific floorspace. It boasts a dense and walkable urban form, with a strong concentration of retail, accommodations, food services and many local businesses.

- Canmore Retail Gap Analysis (2023)

FIGURE 2.1

Plan Area



Development of Downtown

Downtown Canmore is located on the traditional lands of Indigenous Peoples. Historically, there is a long-standing connection to the Bow Valley around Canmore for many Indigenous nations, including Stoney Nakoda, Blackfoot, Tsuut'ina, Ktunaxa, Secwépemc, Dene, Mountain Cree, and Métis. The valley bottom, where downtown is located, and the Bow River also form part of these important lands.

The information on the following pages focuses on and summarizes the development of the downtown area since the establishment of Canmore (1884) to provide context for this plan.

The Town of Canmore is located within Treaty 7 region of southern Alberta, the traditional Treaty 7 territory, and oral practices of the Îyârhe Nakoda (Stoney Nakoda) — comprised of the Bearspaw First Nation, Chiniki First Nation, and Goodstoney First Nations — as well as the Tsuut'ina First Nation and the Blackfoot Confederacy comprised of the Siksika, Piikani, Kainai.

The information in this chapter is adapted from "Uncovering Canmore's Heritage", a Historical Context Paper prepared for the Canmore Museum and used with permission in this plan.

We would also like to acknowledge the work of Francisco Alaniz Uribe, Bitá Hatami and Vy Vu (The Urban Lab at the University of Calgary) and their analysis of the historic development pattern of the commercial area of downtown, as summarized in their report "Canmore Downtown Study" prepared for the Downtown Canmore Business Improvement Area.

Early Settlement & Growth

The formal development of Canmore began in the late 1800s when the Canadian Pacific Railway (CPR) was building its transcontinental railway across Canada and through the Bow Valley. The area that would later become Canmore was selected as a railway divisional point—a major hub along the railway to refuel and maintain locomotives and crews.

The first train passed through the area in 1884 and coincided with prospectors seeing the potential of untapped coal seams in the Rocky Mountains—kicking off interest in an industry that would drive much of the social and economic development of Canmore for the following century.

The first commercial area began to emerge by 1886 along the north side of the railway tracks. Main Street (located in the centre what is now downtown) would quickly follow. The Canmore Hotel (Main St & 7 Ave) was constructed in 1890 and is the oldest remaining building of this early settlement period today. Further developments emerged along Main Street in the years that immediately followed.

An influx of residents occurred in the early 1900s due to the growing mining economy and the closure of nearby neighbouring mines, resulting in the outward expansion of development into the areas adjacent to Main Street.

As Canmore's mines and economy continued to grow through the first half of the 20th century, so too did its population. A more complete development pattern would emerge downtown, with most lots along 6, 7 and Main Streets and the north side of 10 Street fully developing between 1926 and 1952. This included the establishment of more prominent storefront shopping environments that featured commercial businesses and shops down Main Street.



PHOTOGRAPHS FROM THE EARLY SETTLEMENT AND GROWTH PERIOD



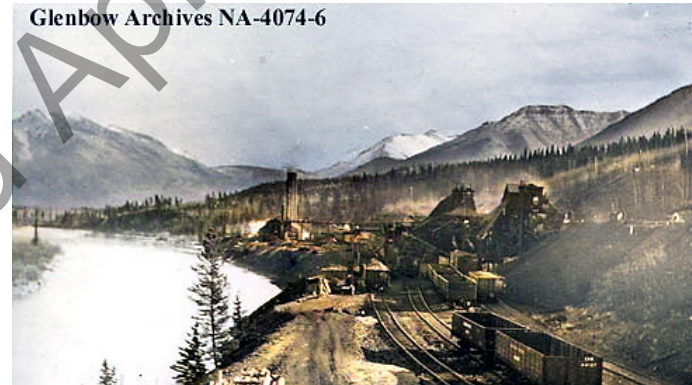
Ralph
Connor
Church
(n.d.)



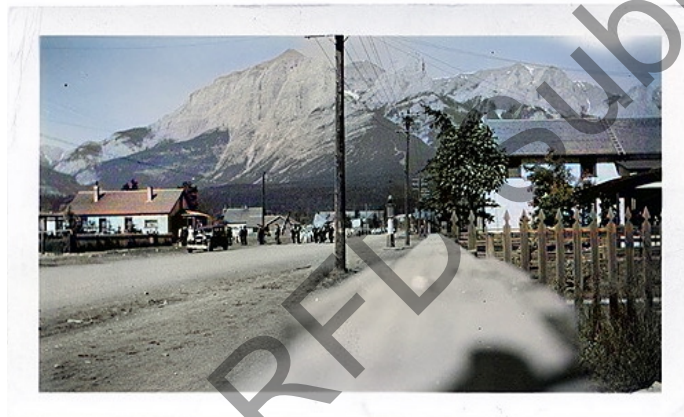
No. 1 Mine
(1913-1920)



Miners
Union Hall
(n.d.)



No. 2 Mine
(1920)



Main Street,
looking
west
(1924)

Images have been colourized. Original images obtained from the Glenbow Library and Archives, Provincial Archives of Alberta, and Canmore Museum.

Rise of Tourism and Redevelopment Downtown

The period of early growth and expansion downtown in the late 19th and early 20th century was contrasted by the subsequent decline of the coal industry in the second half of the 20th century and the closure of the last mine in 1979. However, Canmore's economy had diversified by that point and the rise of tourism promised new sources of revenue and investment in the region.

The 1988 Winter Olympics marked a major turning point for Canmore that would put the town on the world stage for the first time. Hosted by Calgary, the Olympics drove significant visitation to Canmore due to its close proximity, accessibility, and its hosting of the Olympics' nordic events at the newly constructed Nordic Centre facility.

The rising awareness of Canmore as an emerging tourist and recreation destination resulted in significant investment and expansion in the early 1990s, both into the surrounding areas such as Bow Valley Trail as well as through the redevelopment of aging or underdeveloped properties in downtown Canmore.

Several area plans were approved by the Town of Canmore during this period, including the *Hyatt Regency Canmore Master Plan* (1990), *Indian Flats Area Structure Plan* (1994), *Eagle Terrace Area Structure Plan* (1996), and, to guide the urban design of the commercial area downtown, the *Town Centre Enhancement Concept Plan* (1998).



Downtown Today

Today, downtown Canmore is a developed area that has become an important place for residents and visitors alike. Few developable parcels remain vacant, with the exception of a few surface parking lots owned by the Town of Canmore. The development pattern is characterized by its mix of single-family homes, newer duplexes or multiplexes to the south, and older 1- to 3-storey commercial buildings in the commercial core.

A mix of older 3-storey apartment buildings, low density commercial uses, and surface parking line the western side of Railway Avenue, while newer, higher-density developments have occurred on the eastern side of Railway Avenue just outside the plan area.



This orthophoto (2022) shows what downtown looks like today, with its mix of lower density development, commercial areas, and abundant outdoor amenities.

DOWNTOWN TODAY



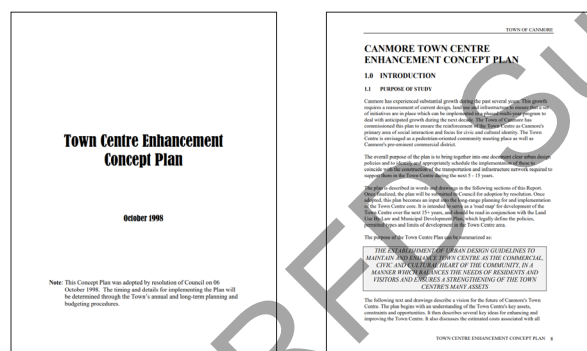
Policy Context

Town Centre Enhancement Concept Plan

The Town of Canmore commissioned the *Canmore Town Centre Enhancement Concept Plan* (TCECP) in 1998 in response to the rapid growth and rising pressure for redevelopment downtown.

The intent of the *TCECP* was to provide general urban design guidelines that would maintain and enhance the Town Centre as the commercial, civic, and cultural heart of the community in a manner which balanced the needs of residents and visitors. Importantly, the *TCECP* was not a statutory plan and its vision and recommendations were only partially realized. Further, the *TCECP* was limited to the commercial areas downtown and east of Railway Avenue.

Although Canmore continued to grow since the *TCECP* was prepared, downtown has managed to retain its function as Canmore's Town Centre. However, rising unaffordability, lack of housing diversity, increasing tourism pressures, and the emergence of other commercial areas highlighted the need to replace the *TCECP* with a statutory plan that was capable of guiding the next period of change downtown. This need was amplified with the emergence of the COVID-19 pandemic as people changed the ways they moved, gathered, and interacted with downtown.



Town Centre Area Redevelopment Plan

In 2023, following Council's approval of budget for the creation of an Area Redevelopment Plan (ARP) for the downtown area, we began scoping "Connect Downtown"—an 18 month planning process that would provide a future vision for downtown to the year 2050 and a framework to guide the area's growth and change.

The project's full name, "Connect Downtown: Planning a Vibrant Town Centre", reflected the intent of the planning process: to reimagine how people can access, gather, and interact with a network of public spaces to support a thriving mixed-use area over the long term.

The following pages provide an overview of the Connect Downtown planning process and public engagement that occurred throughout.

Planning Process

The planning process for Connect Downtown publicly launched in October 2023 and spanned 18 months from launch to first reading by Council.

The process was broken into four distinct periods, each with opportunities for community members and interest holders to participate, share their perspectives, and contribute to the direction of the plan.

2023			2024					2025											
OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Visioning			Options					Draft Plan					Final Plan						
Overview			Overview					Overview					Overview						
Conducted broad community and interest holder engagement and research to understand the current experience downtown, what people value, and aspirations for what a future downtown could be.			Identified a range of potential strategies and draft area concept that would shape how we interact with the downtown over the decades to come and in support of the vision developed in the previous phase.					Drafted the Area Redevelopment Plan based on the Vision document produced in the first phase and the draft strategies that were identified and refined through engagement in the second phase.					Finalized the plan and presented to Council for consideration, three readings, and adoption.						
Developed a Vision document that articulated a community vision for downtown in the year 2050, including a vision statement, six core values, and ten big ideas.			Gathered broad input and feedback from the community and interest holders to refine the strategies and inform the drafting of the plan.					Engaged the community and interest holders to assess level of support and interest for the draft plan and its various components.											

Public Engagement

How We Listened

To ensure transparency, we published a comprehensive What We Heard report after the Visioning and Options phases, detailing tactics and results. These reports were presented to Council and made available on our online engagement hub at mycanmore.ca/connectdowntown.

Through one of our largest and most innovative engagement processes ever, we received over 4,600 responses from the community. Our approach emphasized reaching underrepresented voices by complementing traditional methods with innovative engagement tactics and events to inspire a diverse cross-section of the community to participate in the process.

Engagement Approaches

Flagship Events

Our flagship event was The Warm Up—a community-oriented concert series in downtown businesses in partnership with Canmore Folk Festival. The Warm Up took place during the Visioning and Draft Plan phases, and paired engagement with a vibrant community event to draw new audiences into the process and spark imagination about the future of downtown.

Online Engagement Tools

Our engagement hub served as a centralized platform for information and feedback, featuring surveys, interactive mapping, idea submissions, and Q&A opportunities with the planning team.

Drop In Engagement

For three weeks in summer 2024, we hosted a temporary pop-up at Elevation Place, with staff present on market days to answer questions and gather input. We also attended a Canmore Young Adult Network pasta night to connect with Canmore's younger residents.

Workshops & Exercises

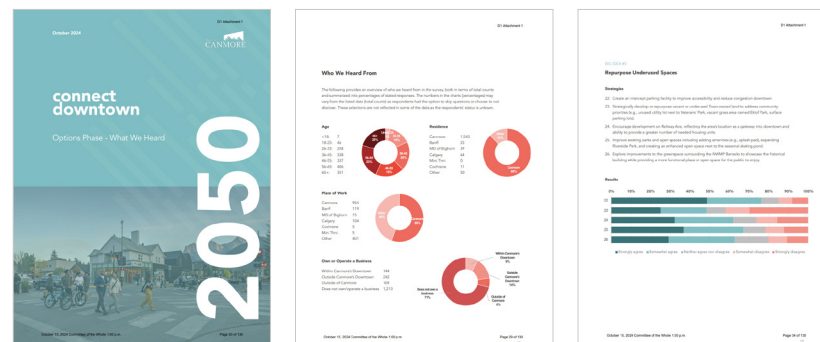
We conducted public and targeted workshops, including in-person sessions with key organizations like the Bow Valley Builders and Developers Association (BOWDA) and the Downtown Canmore Business Improvement Area, as well as virtual workshops with a diverse range of interest holders representing everything from accessibility to the environment.

We also involved middle school students through classroom exercises, fostering fresh perspectives from younger voices who will be the ones engaging with the downtown of the future.

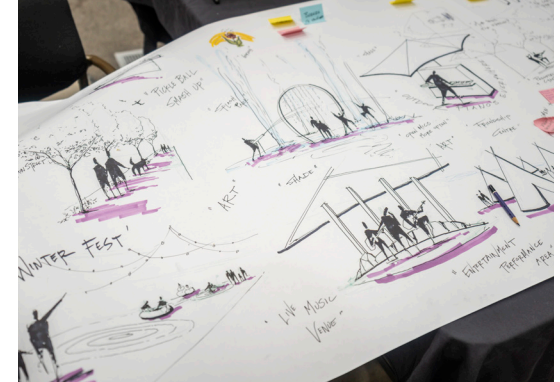
EXCERPT OF VISION DOCUMENT (VISIONING PHASE)



EXCERPT OF WHAT WE HEARD REPORT (OPTIONS PHASE)



"THE WARM UP" FLAGSHIP EVENT



Engagement Timeline



How We Shared

We used a variety of paid and unpaid channels to promote engagement opportunities, including:

Direct mailouts

Website

- Blog posts on canmore.ca
- Front page features on canmore.ca
- Clickable banners to direct visitors to engagement
- Information and engagement on mycanmore.ca

Social media (Facebook, X)

Newsletters

Newspaper advertisements (Rocky Mountain Outlook)

Radio advertisements (Mountain FM)

Large signage installed at key community locations

Pamphlets distributed from downtown businesses

Who We Heard From

We received over 4,600 inputs from a diverse representation of individuals, community organizations, industry associations and businesses—including more than 2,800 responses to our three online surveys.

Community

Across three surveys, over 90% of respondents identified as Canmore residents, with respondents aged 45 and under comprising an average of approximately 40% of the total participants. Canmore business owners and operators accounted for approximately 23% of survey participants.

Interest Groups

We heard from 14 organizations representing a diverse range of sectors, including the environment, affordability, social services, tourism, building and development, and arts and culture. Representation included Downtown Canmore Business Improvement Area, Bow Valley Builders & Developers Association, Rocky Mountain Adaptive, Canmore Community Childcare, Tourism Canmore Kananaskis, Canmore Museum, Banff Canmore Foundation, Community Cruisers, Bow Valley Immigration Partnership, Canmore Young Adult Network, artsPlace (Canadian Mountain Arts Foundation), Bow Valley Climate Action, Homelessness Society of the Bow Valley, and Bow Valley Food Alliance.

Indigenous Communities

We extended invitations to the Stoney Nakoda Nations and the Métis Nation of Alberta Region 4 to provide input throughout the process.

What We Heard

During public engagement, we heard how central our downtown is to our community, and by and large, we saw a cohesive vision for its future emerge across the feedback we received, with some specific areas of disagreement related to specific elements such as building heights, the green space referred to as Eklof Park, and lifting parking minimums.

Community feedback underscored the centrality of downtown as a vibrant, walkable, and sustainable space.

Key themes included:

- A year-round, vibrant downtown
- Walkability and a focus on people
- Maintaining a strong sense of place and mountain-town character
- Opportunities to gather and connect with nature
- Leadership in sustainability
- Diverse retail and service offerings
- Moving people and vehicles efficiently

3. Vision

RFD Submitted April 1, 2025

3. Vision

In the first phase of Connect Downtown, we engaged the community to create a shared vision for the future of downtown.

The vision was first created to provide a clear and inspiring direction for the planning process by articulating a shared perspective on what the future downtown should look and feel like. It provided a set of goalposts that informed the development of the initial concept and strategies for the area, ensuring they aligned with and contributed to the downtown we all want to see.

Now, the vision serves as a guiding framework, providing context for the plan that can help us make some big decisions as we implement the plan and ensure projects contribute to shared long-term goals for downtown.

Components of the Vision

The vision consists of three elements: a vision statement, core values, and big ideas. We describe each of these key pieces on the following pages of this chapter.



Vision Statement

The vision statement is a forward-looking description of the future state of downtown in the year 2050. It describes how downtown should look and feel, focusing on the experience of the place. The vision statement serves as both a map and compass, helping us set our sights on where we are headed so we can take the necessary steps and decisions to get there.

“

In the year 2050, downtown Canmore stands as a leading example of sustainable mountain living, defined by its ability to seamlessly connect people and nature in an urban setting.

It has a unique character—distinguished by a relationship to the natural landscape, an industrial past, and the diverse cultures that shape it.

Its residents move using safe and accessible connections, enjoying views of the mountains along the way.

Visitors are welcomed and come downtown to experience a thriving mixed-use Town Centre in one of Canada’s most beautiful settings.

In the year 2050, downtown is celebrated as Canmore’s vibrant and resilient year-round community hub.

”

Core Values

To create a vision for the future of downtown, we needed to understand what the community values for our future Town Centre.

We identified six core values as part of the same engagement process that lead to the creation of the vision statement and big ideas. The six values are based on community and interest holder engagement, research and analysis, and with consideration for Council-approved bylaws, plans, and strategies.

The direction of this plan and the policies within it align with one or more of these core values.

Values reflect our core principles, priorities, and beliefs—they define what we care about most and helped guide the overall direction of the plan for downtown.

The Six Core Values

Value

In 2050...

01 **Distinct**

Downtown embraces a unique character that reflects its geographic setting and status as Canmore's Town Centre.

02 **Connected**

Downtown is easy to navigate and offers convenient connections to key destinations, amenities, and communities.

03 **Vibrant**

Downtown is lively and active all day, every day, and every season.

Value

In 2050...

04 **Accessible**

Downtown works for people of all ages, incomes, backgrounds, and mobilities.

05 **Inclusive**

Downtown fosters a sense of belonging and is welcoming to a diversity of residents, visitors, and businesses.

06 **Resilient**

Downtown is adaptable and can withstand climate impacts and other changes that emerge over time.

Big Ideas

While the vision statement and core values define the future downtown experience and the values it should reflect, the big ideas represent the transformative concepts that will shape downtown in support of those two elements.

We identified and refined ten big ideas with the community. The overall area concept and policies reflect each of the big ideas to ensure change supports these transformative ideas.

1



Embrace Nature and Mountain Views

Distribute and design buildings and public spaces in ways that embrace nature and mountain views as defining elements.

2



Make Main Street a Great Street

Redesign Main Street as a pedestrian-oriented, year-round public space for gathering and activity.

3



From the Creek to the Bow

Provide efficient connections and linkages that make the Bow River and Policeman's Creek part of downtown.

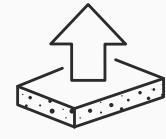
4



Make Downtown Year-Round

Provide spaces and land uses that support street activation and welcome people day and night, rain or shine.

5



Repurpose Underused Spaces

Develop underutilized or vacant land to address gaps and enhance vibrancy.

6



Create Accessible and Adaptable Spaces

Design buildings and public spaces that welcome everyone and can adapt to a changing environment and community.

7



Housing for a More Diverse Population

Provide more housing opportunities in residential areas that can meet the needs of a diverse population.

8



A Distinct Character

Create a special and unique sense of place that distinguishes downtown from other areas and celebrates its connection to nature, the mountains, and its rich history.

9



Create a Neighbourhood Heart

Establish a pedestrian-focused corridor anchored by a central plaza and captivating spaces for the community.

10



A Low-Impact Community

Design downtown in a way that fosters sustainable development and minimizes impacts on the environment.

Achieving the Big Ideas

We prepared the plan's policies and directions to align with the big ideas, ensuring they are achievable actions rather than just hopeful ambitions.

The following table highlights key policies or directions of the plan that contribute to one or more of the big ideas. The table is for information purposes only and is not an exhaustive list of all relevant policy. For each highlight, we have provided the corresponding section of the plan where you can find more information.

Big Idea	Highlights of the Plan
1 Embrace Nature and Mountain Views	<ul style="list-style-type: none"> Limits building heights to three storeys along key corridors and adjacent to public spaces (Figures 4.1, 4.2) New design guidelines that will help further preserve and frame mountain views (Sections 4.1.4, 4.2.5) Incorporates functional natural elements and materials into the design of parks and open spaces (Section 7.1.1)
2 Make Main Street a Great Street	<ul style="list-style-type: none"> Envisions Main Street as a year-round, fully pedestrianized public space that features quality streetscape materials, public art, and winter-friendly design (Figure 8.1, Section 8.1.2) Identifies appropriate land uses and provides new design guidelines that will support a vibrant Commercial Core (Sections 4.1.4, 4.2)
3 From the Creek to the Bow	<ul style="list-style-type: none"> Extends the mixed-use area one block west to connect downtown to an expanded Riverside Park and the Bow River (Figures 4.1, 4.7) Identifies a new pathway adjacent to Veterans' Park that connects the heart of downtown to the Bow River (Figure 8.1) New wayfinding and signage program to improve connectivity to these spaces (Section 4.2.6)
4 Make Downtown Year-Round	<ul style="list-style-type: none"> Prioritizes new housing for permanent residents through controls on visitor accommodation in certain areas and using Town land for affordable housing (Sections 4.1.1, 4.1.3) New design guidelines support winter use, including continuous weather protection in commercial areas (Sections 4.1.4, 4.2) Emphasizes the role of lighting to increase safety in the evenings and to foster a sense of warmth and welcome in public spaces (Section 4.2.6) Proposes new plazas and public spaces that will provide infrastructure capable of supporting year-round programming and events (Section 7.2) Identifies the use of Town land in the Civic Corridor for community-oriented uses that can provide a year-round destination or benefit to residents (Section 4.1.4) Requires street-activating commercial uses on the ground floor throughout mixed-use areas and encourages second-floor commercial to further enliven the public realm (Section 4.1.4)

Big Idea	Highlights of the Plan
5 Repurpose Underused Spaces	<ul style="list-style-type: none"> Proposes the creation of an intercept parking facility to improve accessibility and support redeveloping surface parking lots for other uses, such as affordable housing (Section 8.2.1) Enables residential uses on the unused public utility lot next to Veterans' Park (Figure 4.1, Section 7.1.3) Identifies an expansion to Riverside Park to the Town parcel to the north to address growing community needs (Section 7.1.2)
6 More Accessible and Adaptable Spaces	<ul style="list-style-type: none"> Focuses on improving the accessibility of the overall trail network through pedestrian-scale lighting, paving high-volume routes, and providing accessible grades and ramps (Section 8.3.1) Provides guidance on the design of public spaces with focus on winter-friendly design and adaptability (Section 7.2) Encourages accessible, ground floor units with direct access to the street (Section 4.1.4) Allows for more accessible units by incentivizing apartment buildings through density bonusing (Section 4.1.2)
7 Housing for a More Diverse Population	<ul style="list-style-type: none"> Allows new housing opportunities in residential areas (Figure 4.1, Section 4.1.4) Supports the creation of affordable housing on Town land and through density bonusing (Sections 4.1.2, 4.1.3) Proposes additional controls to ensure more appropriate or attainable housing choices, including minimum unit densities (Section 4.1.4) Proposes changes to the regulatory approach to parking requirements, including changes to the <i>Parking Cash-in-Lieu Policy</i> to support redevelopment downtown (Section 8.2.1)
8 Create a Neighbourhood Heart	<ul style="list-style-type: none"> Proposes a new central plaza in the centre of the Commercial Core to accommodate large events and programming (Section 7.2.2) Creates a more integrated commercial core by requiring a consistent, high-quality streetscape treatment throughout the Commercial Core and Civic Corridor areas (Section 4.2.6)
9 A Distinct Character	<ul style="list-style-type: none"> Encourages contemporary chalet architecture and provides a material and colour palette unique to downtown (Sections 4.2.2, 4.2.3) Identifies strategic opportunities for public art and provides additional direction to inform their design or function downtown (Section 5.1.2) Creates gateways or focal points at key entrances downtown to create a sense of welcome and place (Section 4.2.4) Retains key historical assets or features and supports opportunities for their enhancement (Section 5.1.1) Supports an expanded presence of Indigenous cultures downtown through placenaming and public art initiatives (Section 5.1.2)
10 A Low-impact Community	<ul style="list-style-type: none"> Commits the Town and Canmore Community Housing to strive for near net zero emissions in new developments (Section 6.2.1) Proposes incentivizing private development to achieve levels of energy efficiency that exceed the building code through density bonusing (Sections 4.1.2, 6.2.1) Prioritizes the use of Low Impact Development tools (green infrastructure) as a means to capture and treat stormwater runoff (Section 9.1.1) Directs all development to implement FireSmart best practices (Section 6.2.2) Implements the recommendations of the Environmental Impact Statement that was completed for this plan (Sections 6.1, 6.2)

What It Could Look Like

This illustration shows what the future downtown area could look like if evolves in a way that aligns with the draft plan.

Change will take place gradually over several decades. Redevelopment of private property will be the result of decisions of private property owners.

The improvements included in this plan would be paid for using different funding sources, such as developer contributions, grants, the Town's budget, or other tools as needed.



KEY HIGHLIGHTS

Here are some of the key highlights of the vision for downtown. We identified some of them on the illustration to show you what we mean.

- | | | |
|---|--|---|
| <p>1 New large, central plaza for gathering and events of varying sizes</p> <p>2 Redesigned Main Street for pedestrians and to support year-round vibrancy</p> <p>3 New park along Policeman's Creek with amenities for different users</p> <p>4 New connections that better link downtown to the Bow River</p> | <p>5 Transportation improvements to support vehicle movement</p> <p>6 Distinct streetscape treatments to visually connect the commercial areas of Main Street and 10 Street</p> <p>7 More diverse housing choices compatible with residential areas</p> <p>8 Use of Town land for affordable housing and community-oriented uses</p> | <p>9 New commercial opportunities to connect Main Street to Riverside Park</p> <p>10 New and improved multi-use pathways and trails to make it easier to get around</p> <p>11 Improvements to existing parks and open spaces</p> <p>12 An expansion of Riverside Park</p> |
|---|--|---|

4.

Land Use and Urban Design

RFD Submitted April 1, 2025

4. Land Use and Urban Design

Downtown functions as the heart and soul of our community, offering an abundance of amenities and services for residents while functioning as a major destination for visitors. Downtown is, however, at a critical juncture where its land use and urban design must adapt to meet the evolving needs of the community while preserving what makes the area special.

Downtown is characterized by a mix of lower density residential and commercial development, framed against the dramatic rise of the Rockies and anchored by Main Street. Increasing population growth, rising housing costs, visitation, and intensifying competition from other commercial nodes have highlighted the need for a more strategic approach to urban development to ensure downtown evolves in a way that is more equitable, inclusive, and in the broader public interest—ensuring the Town Centre remains the focal point of the Canmore community.

Decisions around land use and urban design are key factors for achieving this future vision. Gentle densification and the development of underused spaces will help provide adequate housing choices, commercial space, and amenities that respond to the growing needs of current—and future—

residents. Thoughtful urban design will help ensure downtown remains a place where people want to live, work, and visit. The design of public spaces, streetscapes, and buildings will balance aesthetic appeal and functionality, promoting walkability, connectivity, community interaction, and connection to the natural landscape.

This chapter provides a series of aligned policies for land use and urban design that will guide decisions around growth, investment, and development moving forward.

You can read more about our broader vision for these topics, including other applicable policies or guidelines, in the **Municipal Development Plan (MDP)** and **Land Use Bylaw (LUB)**.

Objectives

- Improve the integration of Main Street and 10 Street
- Foster a distinct character that differentiates downtown
- Effectively utilize land and make efficient use of infrastructure
- Increase housing choice to support a diverse, year-round population
- Provide opportunity for affordable housing throughout the area
- Retain mountain views from key public spaces and corridors
- Support economic investment and the viability of commercial space
- Adapt to a changing climate and improve the resilience of downtown

4.1 Land Use

Intent: Provide a balanced mix of land uses that allow for greater housing choice for residents, accommodate growing demand for services and amenities, maintain the area's connection to the mountains, and support greater year-round vibrancy in the Commercial Core.

Policy

The policies in this section provide area-specific guidance relating to land use and development. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

4.1.1 General Policy

1. Land uses and building heights should be consistent with the Land Use Concept (Figure 4.1) and the policies provided in this chapter.
2. Uses that provide a community or public benefit (e.g., childcare, arts or cultural facilities, staff accommodation, seniors or affordable housing, or transportation terminals) should be permitted broadly throughout the plan area. Relaxations or variances may be considered when necessary to support the provision of these benefits and, where appropriate, the benefits will be secured through a legal mechanism or agreement.
3. Visitor accommodation uses should be limited to the Commercial Core and Gateway character areas in accordance with the policies in Section 4.1.4.
4. The use of Direct Control (DC) districts should be discouraged outside of the Civic Corridor (Section 4.1.4) except where the development

authority determines that their use is necessary.

5. Development proposals that exceed the height limits contemplated in this plan should generally not be supported except:
 - where specified otherwise within this plan; or,
 - where the height limits of this plan would unreasonably impact a particular development due to circumstances or site-specific constraints that may not have been reasonably foreseen or contemplated in the preparation of this plan.





4.1.2 Density Bonusing

6. Additional height or density shall be enabled through density bonusing regulations in the *Land Use Bylaw (LUB)*.
7. The density bonusing regulations in the *LUB* should allow additional height and/or density in exchange for one or more of the following:
 - energy efficient buildings that significantly exceed the Alberta Building Code;
 - non-market affordable housing; or,
 - cash-in-lieu for affordable housing.
8. Density bonusing within the area covered by this plan shall be limited to the areas shown in Figure 4.2 to preserve mountain views from key corridors and public spaces.
9. Development(s) participating in density bonusing within the plan area should be limited to one storey of additional height, regardless of the amount of bonus density or height a development is eligible to receive.
10. The density bonusing regulations in the *LUB* should be updated to generally align with the policies of Section 4.1.2.

FIGURE 4.1

Land Use Concept

LEGEND

-  MIXED USE (UP TO 4 STOREYS)
-  MIXED USE (UP TO 3 STOREYS)
-  RESIDENTIAL (UP TO 3 STOREYS)
-  PARK, OPEN SPACE, NATURAL AREA, OR MUNICIPAL RESERVE

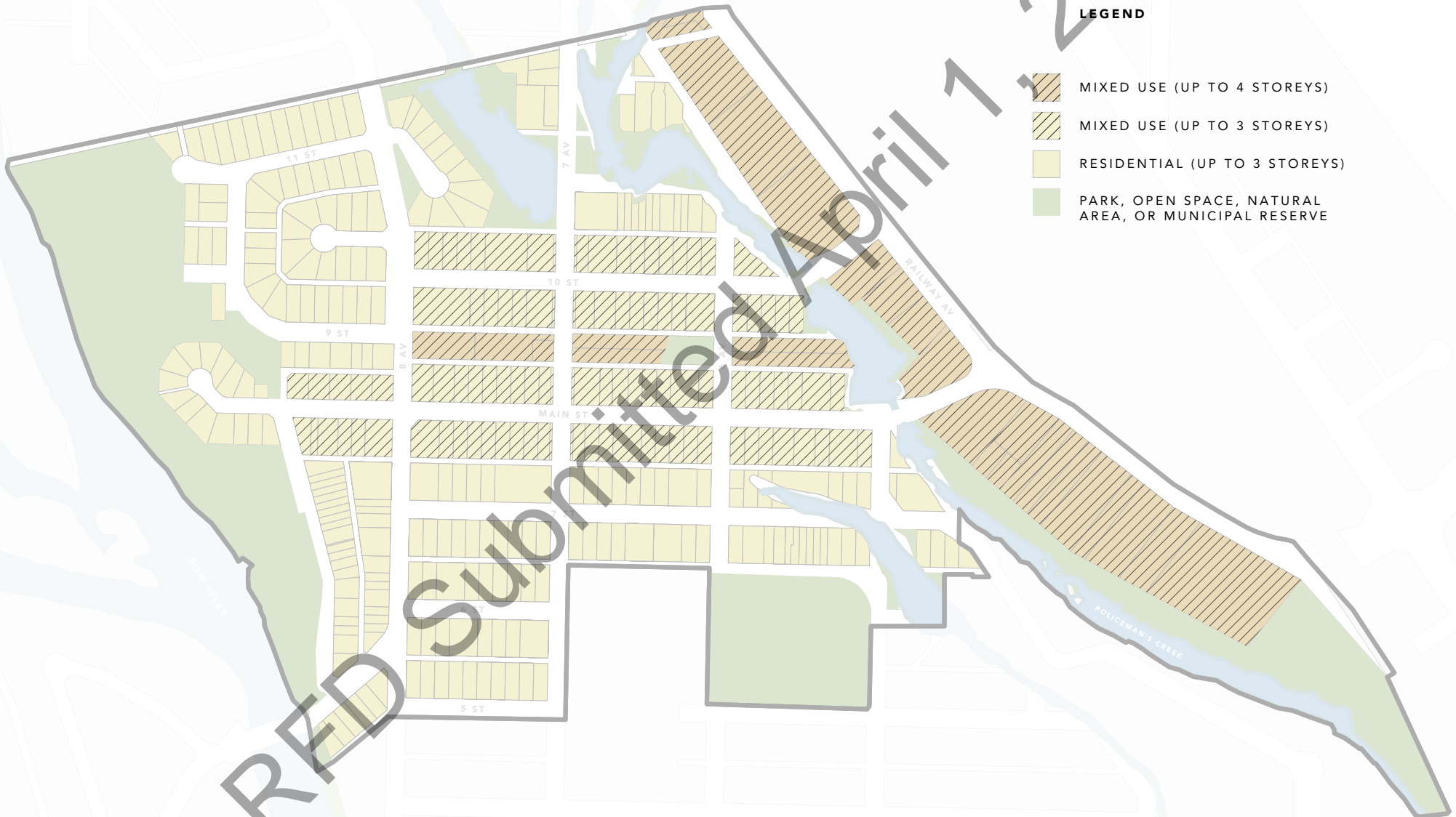
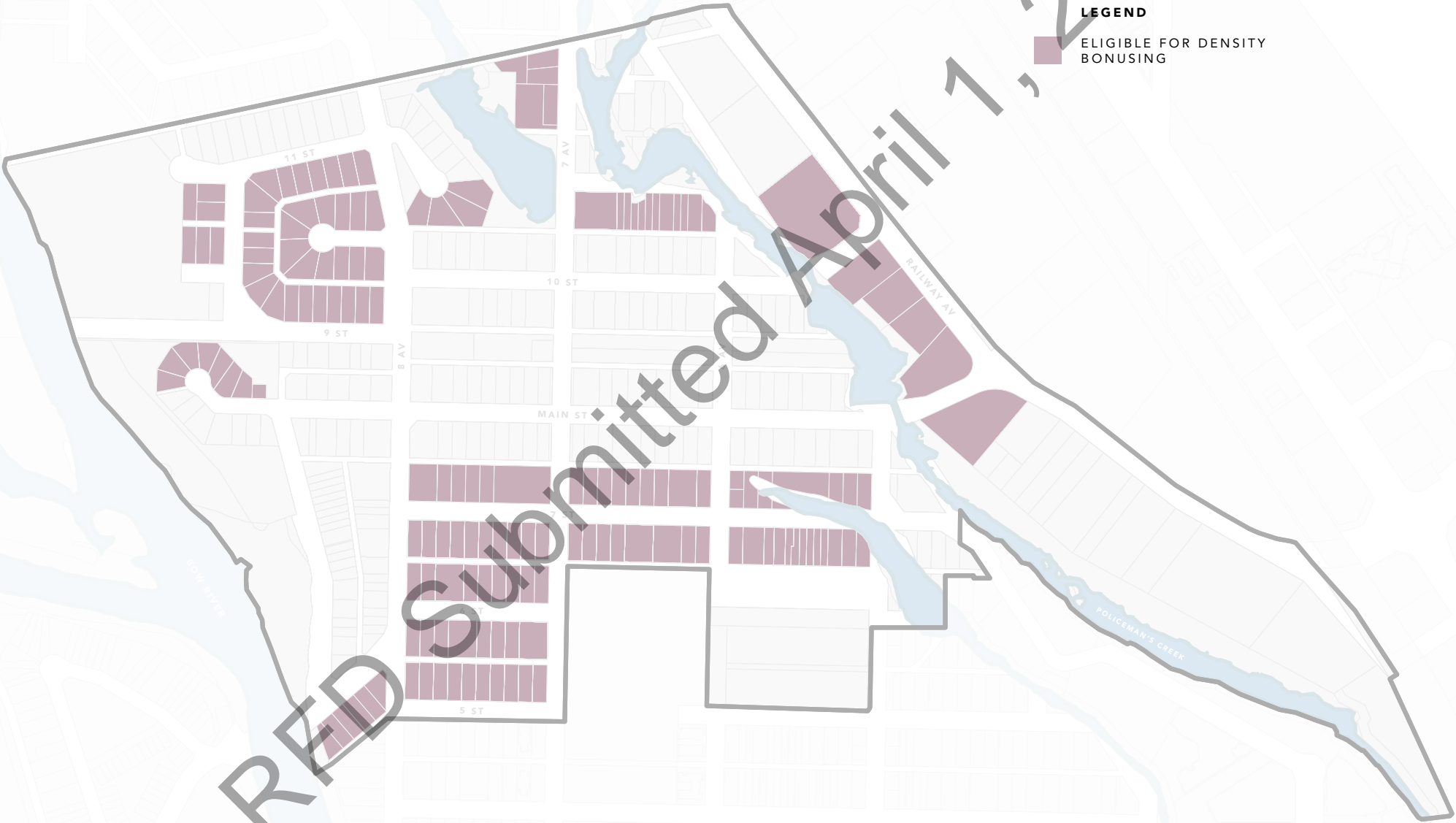


FIGURE 4.2

Density Bonusing

LEGEND

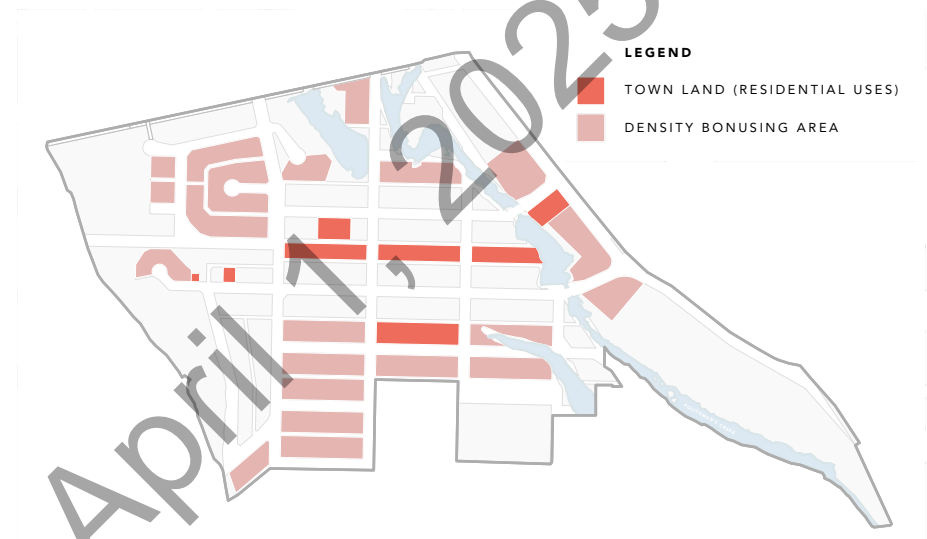
ELIGIBLE FOR DENSITY
BONUSING



4.1.3 Housing

1. A mix of unit types and sizes should be provided throughout the plan area and within larger developments to support a diverse population and provide options for families.
2. All development(s) proposing market residential units should include a mix of two- and three-bedroom units.
3. Regulatory tools, such as minimum unit densities, should be implemented in zoning to encourage smaller units, more attainable housing choices, and greater utilization of the land.
4. Affordable housing will be encouraged through density bonusing (Figure 4.2) and development of Town land (identified for convenience in Figure 4.3).
5. The Town should consider the viability of providing affordable housing as part of any development on Town land in accordance with the Land Use Concept (Figure 4.1) and policies from the corresponding character area (Section 4.1.4). Relaxations or variances may be considered when necessary to facilitate the provision of affordable housing as part of development on Town land.
6. Relaxations or variances may be considered when affordable housing is proposed outside of the areas identified in Figure 4.3 and the potential adverse impacts of any relaxation or variance is mitigated to the satisfaction of the development authority.
7. Purpose-built market rental housing should be incentivized through Town-wide policy, if applicable. No further incentives for market rental housing are contemplated in this plan.
8. Affordable housing may be considered on vacant or underutilized lands not contemplated for development in the Land Use Concept (Figure 4.1).

FIGURE 4.3 - AFFORDABLE HOUSING FOCUS AREAS



4.1.4 Character Areas

The land use concept has been divided into five character areas, each with a distinct purpose and intended built form character (Figure 4.4). Policy direction specific to each character area is provided on the following pages.

FIGURE 4.4

Character Areas

LEGEND

- A** GATEWAY
- B** CIVIC CORRIDOR
- C** COMMERCIAL CORE
- D** TRANSITION
- E** RESIDENTIAL

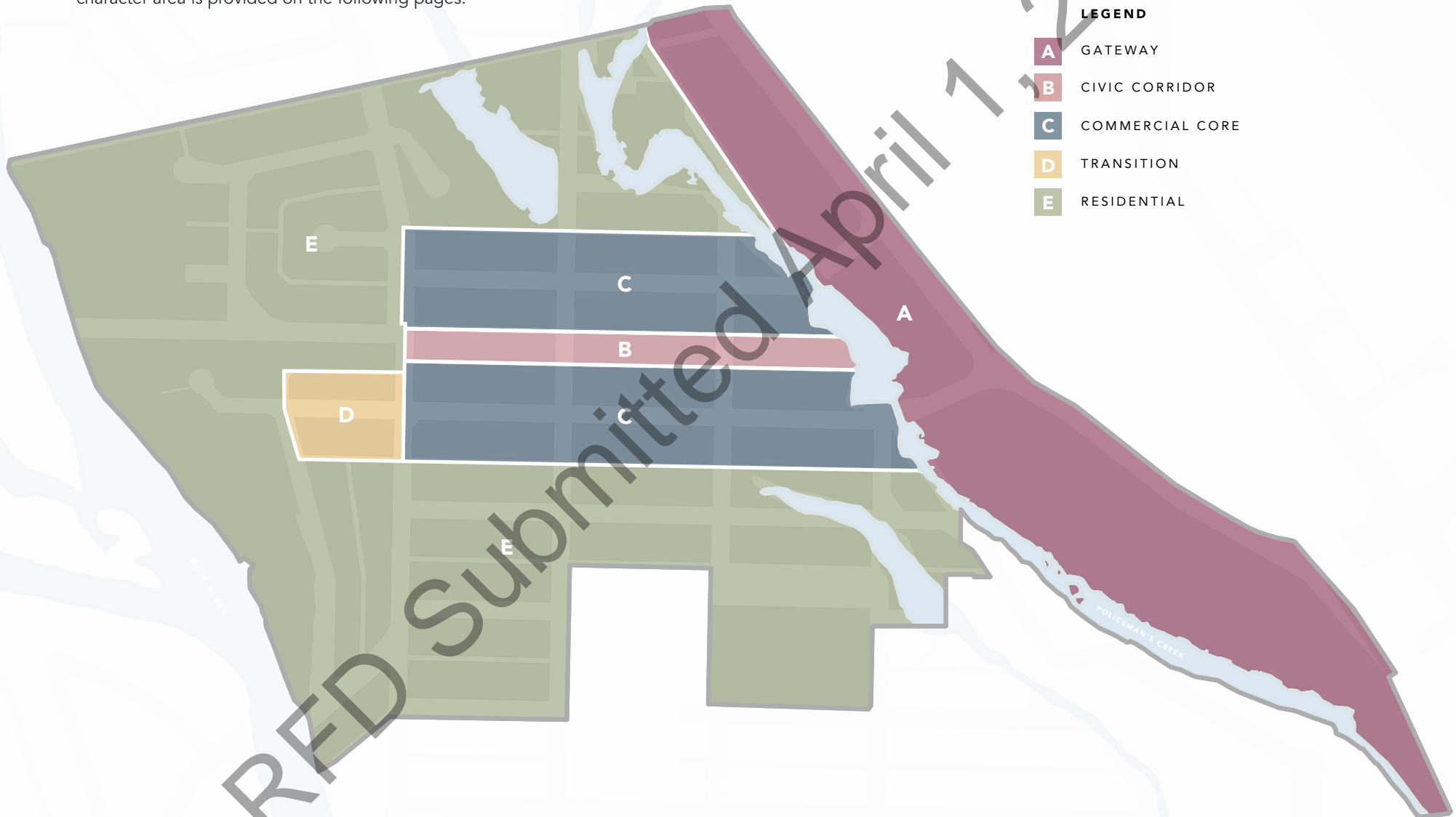
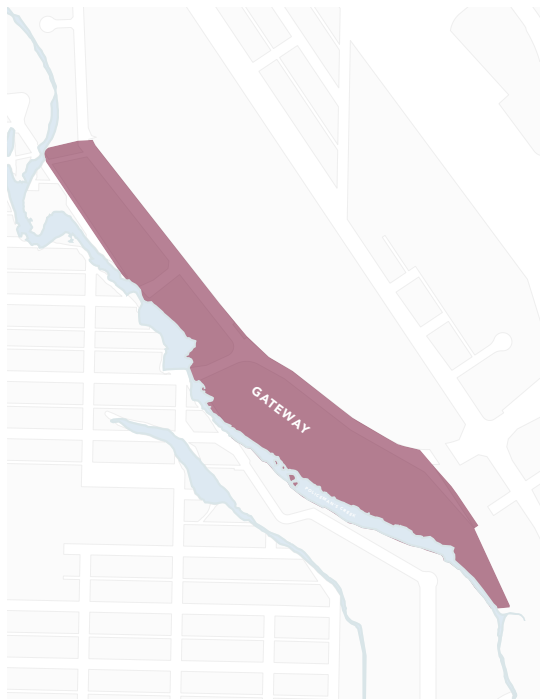


FIGURE 4.4 - GATEWAY AREA



Artist interpretation of what buildings in this area could look like.

Gateway

The intent of this area is to allow for higher density, mixed-use developments that provide significant commercial space, residential units, and reflect the area's prominence as a gateway to downtown.

Uses

1. Residential and a variety of commercial, institutional, arts, cultural, or convention uses should be permitted.
2. Entertainment (excluding adult entertainment) uses compatible with residential should be permitted.
3. Residential uses should be strongly encouraged on the upper floors.
4. Visitor accommodation should be a discretionary use and considered when:
 - the proposal is for a hotel use that features a staffed lobby or prominent entryway on the ground floor;
 - other commercial uses, such as retail, café, or restaurant, are provided on the ground floor and activate the majority of the street;
 - a public benefit deemed desirable by the development authority, such as a day care facility, plaza, open space, public pathway, or public art is provided that is not otherwise required;
 - an exceptional standard of design is achieved; and,
 - the development aligns with the vision and policies of this plan.
5. Other uses may be considered by the development authority if they align with the vision of this plan and intent of the Gateway area.

Building Design

6. Properties within the Gateway character area and with consideration for the Land Use Concept (Figure 4.1) should be zoned Gateway District (GD) or similar.
7. Ground floors should be universally accessible, at grade or minimally raised above finished grade, and designed to activate Railway Avenue using strategies

such as significant glazing, commercial units, entryways, and public or patio seating.

8. Corner lots should treat Railway Avenue, 8 Street, and 10 Street as equally important front facades with a continuous commercial frontage on both adjoining streets.
9. The rear of sites fronting Policeman's Creek and the current or future active transportation network should be animated with commercial uses, patio space, or other active uses.
10. Public access should be provided from the street(s) to the rear of the site to connect to the existing or future active transportation network.
11. Buildings with long frontages should incorporate a high degree of articulation, ground-floor visual permeability, and/or recessed setbacks to break up expanses of wall planes on Railway Avenue.
12. Upper storeys should be designed to reduce apparent massing and minimize shadowing on the public realm on Railway Avenue, 8 Street, and 10 Street. Terraced step backs are encouraged for portions of buildings facing Policeman's Creek.
13. Vehicle access should be in accordance with Section 8.2.1. For sites with property frontages less than 20 metres and where a parking structure is accessed directly from Railway Avenue, the parking structure(s)

should be set back at least 5.5 metres from the nearest edge of sidewalk.

14. One expanded side yard setback of at least 7.5 metres should be provided on properties with frontages 20 metres or greater on Railway Avenue to improve pocket views of the mountains and solar exposure on the sidewalk. Private driveways or lanes may be located within this setback. Corner properties with dual street frontages may be exempt from this requirement.
15. For development(s) receiving additional height or density through density bonusing, design measures should be implemented to reduce the apparent massing of the building and impacts on the public realm. Building heights should not exceed 16.0 metres and five storeys.
16. Existing mature trees with trunks located within or near required setbacks should be retained with consideration of FireSmart principles. Relaxations to front or rear yard setbacks should be considered to support tree retention.

FIGURE 4.5 - CIVIC CORRIDOR



Artist interpretation of what this area could look like (looking northwest from the intersection of 9 St W and 7 Ave).

Civic Corridor

The intent of this area is to use Town land to create a prominent pedestrian-oriented corridor in the heart of downtown, anchored by a new central plaza at the intersection of 7 Avenue and 9 Street / 9 Street W. A range of community-oriented uses should be provided to support year-round activity and attractions, facilities, amenities, or services for residents.

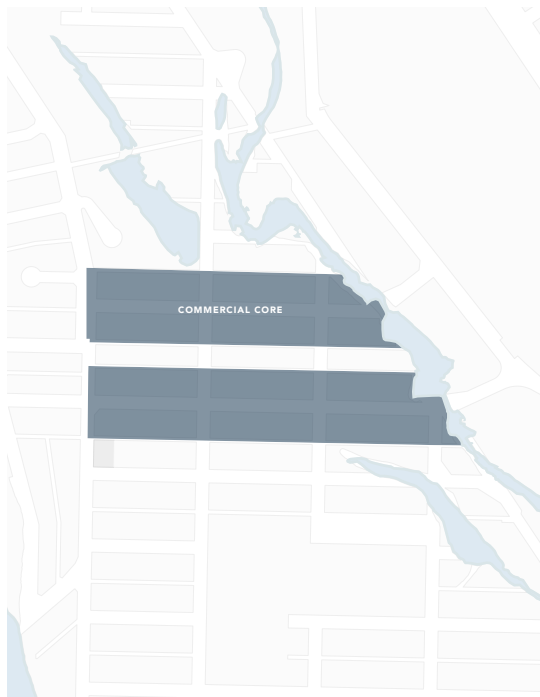
Uses

1. Uses that provide civic, arts, cultural, recreational or other community-oriented functions or spaces should be permitted and encouraged.
2. Uses that support year-round demand and interest should be encouraged, such as an indoor market hall, event space, or recreation facility.
3. Affordable housing should be integrated on the upper floors where feasible and with consideration for other Town priorities or needs.
4. Appropriate zoning should be determined for each development on a site-by-site basis and should align with the vision and policies of this plan.
5. Multiple uses or facilities should be integrated within and/or between storeys.
6. Demand for and potential to incorporate other public benefits or amenities within the development, such as daycare facilities, should be considered.
7. A transportation terminal and public washroom is anticipated on the block west of 7 Avenue and should be integrated into the design of any future development.
8. Buildings should be designed for multiple frontages and strive to activate all fronting streets and lanes.
9. North-south pedestrian connectivity should be supported within sites through publicly accessible entryways or mid-block connections (Section 8.3.1).

Building Design

10. Buildings should activate the proposed central plaza (Section 7.2) with entryways, patio space, and ground floor uses that encourage high levels of pedestrian activity and use of the outdoor space.
11. Buildings should step back the upper floors, provide visual breaks (e.g., glazing, articulation, breezeways), or use other design strategies to support views from and solar exposure on the activated lanes to the extent possible.
12. Continuous weather protection (e.g., awnings) should be provided along the 9 Street and 9 Street W frontages to support pedestrian movement and year-round usage.
13. Buildings should be designed and shaped to mitigate prevailing winter winds, particularly in the central plaza.
14. A significant outdoor public or semi-private open space should be provided adjacent to Policeman's Creek.
15. Consideration should be given to the incorporation of shared waste facilities within development(s) to serve the Civic Corridor and Commercial Core.
16. Soft, dark-sky lighting should be used to gently illuminate the activated lanes and encourage evening usage.

FIGURE 4.6 - COMMERCIAL CORE



Artist interpretation of what buildings in this area could look like (looking southeast from 10 Street).

Commercial Core

The intent of this area is to allow for compact commercial or mixed-use developments that unify Main and 10 Streets, activate the streetscape, protect mountain views, foster activity, and support all-day, year-round vibrancy downtown.

Uses

1. Residential and a diverse range of commercial uses should be permitted in either commercial or mixed-use buildings.
2. Commercial uses that activate the street and encourage high foot traffic volumes, such as retail, restaurant, or entertainment (excluding adult entertainment) uses, shall be provided on the ground floor.
3. Visitor accommodation should be a discretionary use and only considered when:
 - other commercial uses, such as retail, café, or restaurant, are provided on the ground floor and activate the majority of the street;
 - an exceptional standard of design is achieved; and,
 - the development aligns with the vision and policies of this plan.
4. Accommodations, other than lobbies, or uses that do not contribute to vibrancy or activate the street (e.g., medical clinics) shall be limited to the second and third storeys.
5. Certain uses—such as office, liquor store, cannabis store, or financial institution—should be discretionary uses to limit their presence on the ground floor and minimize adverse impacts on the streetscape.

Building Design

6. Properties within the Commercial Core should be zoned Town Centre (TC) District.
7. To preserve solar exposure, views of the mountains, and maintain a sense of openness, development(s) shall not exceed 11.0 metre building heights and should reduce massing of the third storey through stepbacks or other design measures.
8. Development(s) with residential uses should

support the creation of more attainable and diverse residential units. A minimum density of 68 units/hectare should be provided in support of this objective.

9. The minimum density permitted in the Town Centre (TC) District should be reduced from the current requirement of 1.25 FAR to allow for single-storey commercial development(s).
10. Commercial units should feature human-scale design and contribute to the distinct character of downtown. Measures should include reduced commercial unit frontages (e.g., less than 15 metres in width) and floor areas (e.g., less than 350 square metres per unit).
11. Development(s) on an activated lane (Figure 8.1) shall provide dual frontages that achieve a similar standard of design. The rear of the site fronting an activated lane shall be animated with building entrances, commercial uses, strong pedestrian features, and a pedestrian-scale design.
12. Buildings should exemplify an exceptional standard of design, acknowledging the significance of the area and its role as an economic driver and destination for residents and visitors.
13. Continuous weather protection or awnings should span the entire width of building frontages and, at minimum, the depth of the front yard setback. Such structures may

encroach in the street right-of-way, at the discretion of the development authority, to ensure adequate sheltering of pedestrian infrastructure.

14. Patio space for commercial uses, such as restaurants, should be encouraged on the upper storeys to further enliven the street and on activated lanes (Figure 8.1).
15. Ground floors should not be raised above finished grade to support accessibility, permeability, and an attractive and functional interface with the street.
16. Small encroachments into the maximum building height for safety and egress elements—such as railings, guardrails, and access structures—should be permitted to encourage rooftop patios or terraces.
17. Development(s) on 10 Street should reinforce the street's distinct character through:
 - variation in building design to create visual interest; and,
 - facade articulation to allow space for patios, landscaping, and tree retention.

Variation in setbacks and facade articulation should be accommodated by providing a front yard setback of 3.0 to 4.0 metres for approximately 20-40% of a building's frontage on 10 Street. The rear yard setback may be reduced to 1.0 metre for the same percent of frontage to offset loss of buildable area.

18. Tree retention is a priority for 10 Street. Mature trees located within required setbacks should be retained with consideration of FireSmart principles. Relaxations to front or rear yard setbacks beyond those specified in this section should be considered to support tree retention.



Above: Artist interpretation of what the rear of buildings along activated lanes could look like with and without off-street parking (looking northeast from 9 St).

FIGURE 4.7 - TRANSITION AREA



Artist interpretation of what buildings in this area could look like (looking southwest from 8 Street).

Transition

The intent of this area is to allow for contextually appropriate mixed-use developments that provide a sensitive transition from the Commercial Core to the Residential character area and support a visible, intuitive connection to Riverside Park and the Bow River.

Uses

1. Residential and small-scale, pedestrian-oriented commercial uses (e.g., cafés, boutique retail, barbers, etc.) should be permitted within mixed-use developments.
2. Commercial unit(s) shall be provided on the ground floor.
3. Alternative uses that offer community-oriented benefits, amenities, or functions should be considered for the Scout Hall site (914 Main Street).
4. Development(s) should provide minimum setbacks of:
 - 1.5 metres for side yards or 3.0 metres for side yards on the street side of corner sites;
 - 5.5 metres for rear yards; and,
 - 6.0 metres for front yards.
5. To achieve the intent of this area and its function as a transition from the Commercial Core to Residential character area, development(s) should:
 - achieve a minimum density of 76 units per hectare;
 - provide commercial uses on the ground floor that occupy between 40% and 80% of the street frontage; and,
 - provide landscaping along at least 50% of the front facade and at least 25% of the site area.
6. Development(s) should provide minimum setbacks of:

Building Design

4. Development(s) should generally be compatible with the Residential Medium Density (R4) District.
5. To achieve the intent of this area and its function as a transition from the Commercial Core to Residential character area, development(s) should:
 - achieve a minimum density of 76 units

Reduced front yard setbacks or encroachments should be permitted for commercial uses to a minimum setback of 3.0 metres to create an attractive interface with the street.

7. Patios and terraces associated with commercial uses should be permitted to fully encroach into front yard setbacks.
8. Ground floors should be accessible and create a functional interface with the street.
9. Development(s) should create an attractive interface with the lane that mitigates impacts on adjacent residential areas.
10. Mature trees located within required setbacks should be preserved where possible and with consideration of FireSmart principles. To support tree retention, variances to front or rear yard setbacks may be considered.

RFD Submitted April 1, 2025

FIGURE 4.8 - RESIDENTIAL AREA



Artist interpretation of what buildings in this area could look like.

Residential

The intent of this area is to provide a variety of residential buildings, greater housing choices for residents, and to encourage the development of affordable housing.

Uses

1. Residential uses should be permitted.
 2. Small-scale, neighbourhood-oriented commercial uses should be allowed as discretionary uses on the ground floor.
 3. Sites with existing non-residential uses (834 7 Street and 901 8 Avenue) may retain their existing zoning (TC). However, rezoning these properties in alignment with the Residential character area should be encouraged.
- enclosing parkades with garage doors;
 - orienting units to maximize privacy with consideration for full build out of the Residential character area;
 - limiting ground floor residential units to be at a maximum of 1.0 metre above the finished grade; and,
 - avoiding the use of false eaveslines.

Building Design

4. Properties within the Residential character area should be zoned Residential Medium Density (R4) District, which may be amended to align with the vision of this plan.
5. Buildings shall be designed to contribute to a residential neighbourhood character, which should include measures such as:
 - providing ground floor residential units with outdoor space and direct access to the street;
6. Development(s) should support the creation of more attainable and diverse residential units. A minimum density of 68 units/ hectare should be provided in support of this objective.
7. Reduced rear yard setbacks and landscaping requirements from current R4 requirements should be supported to allow for more design flexibility and residential units while retaining space for a laneway driveway and garage. Rear yard setbacks should be a minimum 5.5 metres and at least 30% of the site area should be landscaped.

8. More varied or dynamic roof designs should be encouraged through an alternative height calculation, where height is defined from the top of the parapet or the midpoint of a sloped roof.
9. Development(s) receiving bonus height or density and proposing a fourth storey (Section 4.1.2) should:
 - limit building heights, provide setbacks to the upper storeys, and employ other design measures to reduce building massing and minimize shadowing to the satisfaction of the development authority;
 - maintain a sense of openness to the mountains from the street to the extent possible, consistent with the intent of Section 4.1.2; and,
 - provide a minimum rear yard setback of 3.5 metres.
10. An expanded setback shall be provided on the southeast corner of 1 Riverview Place and on the northwest corner of 917 Main Street to facilitate a strong visual connection from the Transition Area to the future northern extent of Riverside Park.
11. Consideration should be given to allowing additional height or density on 1 Riverview Place where land along the eastern property line is proposed to be dedicated to the Town to facilitate a strong connection to Riverside Park.
12. Mature trees located within required setbacks should be preserved where possible. To support tree retention, relaxations to front or rear yard setback requirements may be considered.

TABLE 4.1 - ZONING RECOMMENDATIONS FOR EACH CHARACTER AREA¹

AREA	ZONING	STOREYS ²	DENSITY ³	SAMPLE USES ⁴
Gateway	GD - Gateway Commercial District (with amendments)	Up to 4 storeys (zoning)	0.50 - 2.00 FAR	<i>Athletic and Recreational Facilities</i> <i>Convention Facility</i> <i>Cultural Establishment</i> <i>Day Care</i> <i>Eating and Drinking Establishment</i> <i>Entertainment Establishment</i> <i>Financial Institution</i> <i>Liquor or Cannabis Retail Store</i> <i>Medical Clinic</i> <i>Office</i> <i>Residential Dwelling Units (above ground floor)</i> <i>Visitor Accommodation</i>
Civic Corridor	Site-specific (appropriate zone to be determined for each development)	Up to 4 storeys	Appropriate density to be determined for each development	<i>Arts and Craft Studios</i> <i>Athletic and Recreational Facilities</i> <i>Cultural Establishment</i> <i>Day Care</i> <i>Eating and Drinking Establishment</i> <i>Perpetually Affordable Housing</i> <i>Public and Quasi-Public Buildings</i> <i>Seniors Housing / Supportive Living Facilities</i> <i>Transportation Terminal</i>
Commercial Core	TC - Town Centre District (with amendments)	Up to 3 storeys	0.75 - 2.00 FAR	<i>Arts and Crafts Studio</i> <i>Cultural Establishment</i> <i>Eating and Drinking Establishment</i> <i>Entertainment Establishment</i> <i>Perpetually Affordable Housing</i> <i>Residential Dwelling Units (above ground floor)</i> <i>Retail Sales (small scale)</i> <i>Visitor Accommodation (above ground floor)</i>
Transition	New District based off of R4 (with amendments)	Up to 3 storeys	Min. 76 units/ha.	<i>Eating and Drinking Establishments</i> <i>Day Care</i> <i>Perpetually Affordable Housing</i> <i>Residential Dwelling Units</i> <i>Retail Sales (small)</i>
Residential	R4 - Residential Medium Density District (with amendments)	Up to 3 storeys (zoning)	Min. 68 units/ha.	<i>Bed and Breakfast</i> <i>Day Care</i> <i>Home Occupation (Class 1 and 2)</i> <i>Perpetually Affordable Housing</i> <i>Residential Dwelling Units</i>

1. The table summarizes zoning recommendations for each area to support plan implementation. Items within the table may be subject to change.

2. Maximum storeys should align with the Land Use Concept (Figure 4.1) and Density Bonusing (Figure 4.2).

3. Density ranges are suggestions for the proposed zoning and do not reflect density bonusing.

4. Sample uses reflect some of the appropriate uses envisioned for the area and are provided to assist with implementation and zoning. The list of uses should not be considered exhaustive or as outright indications of support. Permitted and discretionary uses shall be determined with consideration for the vision and policies of this plan and specified in the corresponding land use district.



4.2 Urban Design

Intent: Ensure development and improvements downtown are complementary and contribute towards a distinct identity for the area—reflective of downtown’s status as the Town Centre and the stunning mountain setting it is situated within.

Policy

The policies in this section provide area-specific guidance relating to urban design. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

4.2.1 General Policy

1. Development shall adhere to the area-specific policy directions of the applicable character area as provided in Section 4.1.4.
2. Except where specified otherwise in this plan, developments shall adhere to the Town-wide architectural guidelines. Where guidance in this plan and the Town-wide architectural guidelines conflict, or where dual compliance is not possible, the guidance within this plan should take precedence.
3. Development shall adhere to a higher standard of design and finishings that are reflective of the significance of downtown as Canmore’s Town Centre.



4.2.2 Architectural Style

1. Contemporary alpine architecture, as generally shown in the images on this page, should be used to distinguish downtown from other areas and support more energy efficient buildings. This architectural style combines some of the basic elements of traditional mountain architecture with more modern aesthetics, clean lines, reduced ornamentation, and a focus on quality material selection and natural elements to provide definition and contrast.
2. Boomtown architecture that resembles mining or railway buildings at the turn of the 20th century should be discouraged. References to Canmore's mining history should be achieved primarily through retention of historic resources, public realm elements, and selective use of particular materials (e.g., weathered or dark, powder-coated steel).
3. Materials and finishes of buildings, infrastructure, and public spaces should take inspiration from the proposed palette for downtown (Section 4.2.3).

4.2.3 Palette

A range of unifying elements are intended to be expressed in both buildings and public spaces that reflect the area's mountain setting, natural environment, and industrial past. A neutral, earthy palette should dominate the built environment, as generally shown and described in this section.

Rock

Use of materials that reflect the general lithology of the area (e.g., slate, dolomite, limestone) or the coal mining history of Canmore (e.g., charcoal). Natural stone in medium or dark grey hues or finishing colours that reflect the reference materials should be prevalent. Simulated stone is discouraged.

Wood

Use of natural or engineered materials that reflect the forested surroundings and predominant tree species of the area, which consist primarily of lighter toned woods (e.g., pine, spruce). Materials reflective of medium or darker toned woods may also be used.

Coal

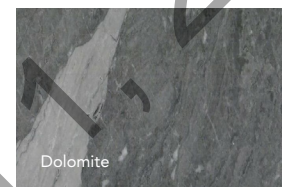
Use of dark, powder-coated steel as a subtle nod to the industrial, coal-mining history of Canmore or weathered (corten) steel to highlight the intersect of past and present, industry and nature. These materials may be used sparingly on buildings as an accent feature, preserving greater use for public spaces and infrastructure.

This palette is intended to challenge designers to find expression through diverse materiality and technologies—taking inspiration from the reference materials provided—while still unifying the character of the area. Natural or locally sourced materials should be incorporated into the detailing of buildings to preserve the area's authentic character. Additional muted earth tones not shown here may be used as subtle accents.

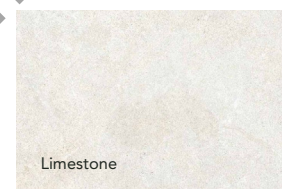
Reference Material



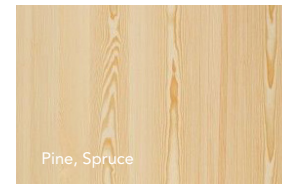
Slate, Charcoal



Dolomite



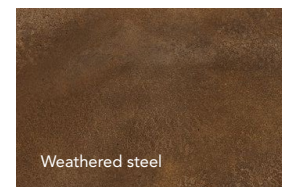
Limestone



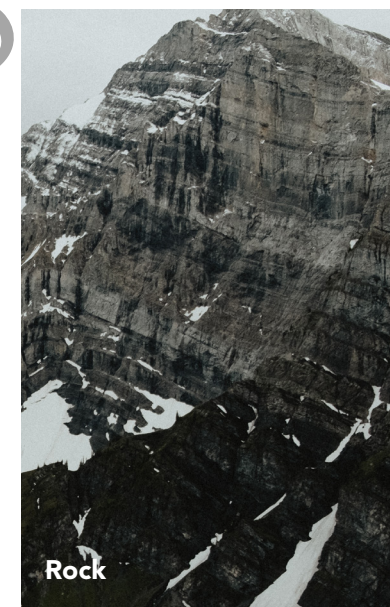
Pine, Spruce



Powder-coated steel



Weathered steel



Rock

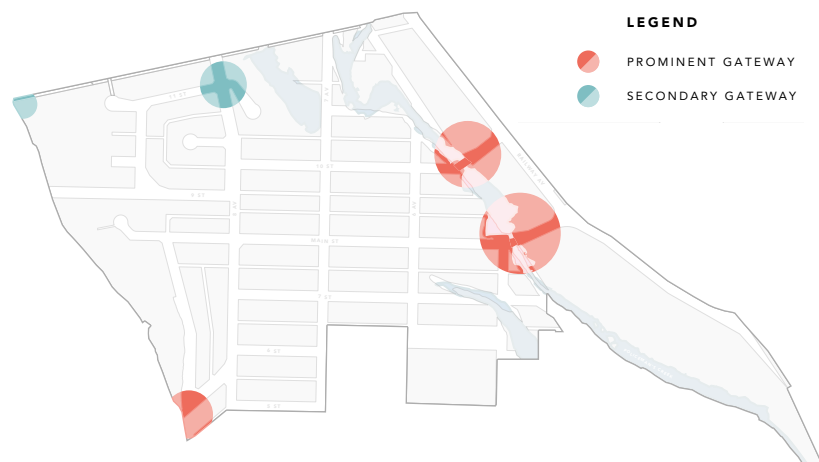


Wood



Coal

FIGURE 4.10 - GATEWAY LOCATIONS



4.2.4 Gateways

Downtown is embedded within the larger urban fabric of Canmore and has multiple entry points. Gateways serve as important access points for pedestrians, bikes, and vehicles, and can establish a sense of welcome, a sequence of focal points, and a distinct identity to an area of significance.

1. A series of prominent gateways that feature visual enhancements in the public and private realm should be established at key points of arrival in the areas generally shown in Figure 4.10.
2. Enhancements in the public realm should respond to the area's intended function and context:
 - **Prominent gateways** should feature more intensive enhancements, such as custom lighting, architectural features, landscaping, road narrowing, landscaped central medians, public spaces, landscape features, or public art.
 - **Secondary gateways** should feature smaller-scale enhancements, such as public art, signage, or landscaping elements.
3. Buildings should respond to their unique setting in gateway areas (Figure 4.10) and activate the street through various strategies, including a higher standard of design, expanded setbacks, public/private patio space, and/or hosting public art.
4. Development(s) on Railway Avenue with additional frontage on 8 Street or 10 Street should provide a minimum 6.0 metres setback on the ground floor along both street frontages to create a sense of openness, visual connection to the Commercial Core, space for seating and patios, and an expanded public realm.

4.2.5 Views

Views of the mountains, particularly towards the south and southwest, are and will continue to define the downtown experience. This plan prioritizes preserving a strong visual connection to the mountains—along with fostering a general feeling of openness from a pedestrian perspective—rather than preserving only select views or vantage points.

1. In accordance with the Land Use Concept (Figure 4.1) and Density Bonusing (Figure 4.2), buildings should generally be limited to 3 storeys along key corridors and adjacent to public spaces to maintain a sense of openness and connection to the mountains.
2. Development(s) on select corner lots, as identified in Figure 4.11, shall further reduce building massing and preserve mountain views by:
 - providing a minimum 2.0 metres terraced stepback on the second floor along the frontages identified in Figure 4.11; and,
 - providing a view study at time of rezoning and/or development permit and demonstrating how the design of the entire development maintains a sense of openness and mitigates impacts on views to the mountains. Additional design controls may be required, such as reducing heights or storeys, changing roof slope or orientation, increasing setbacks or stepbacks.
3. Despite 4.2.5(2), alternative solutions may be considered where the development authority is satisfied that the proposed design would achieve a similar or superior outcome with respect to the intent of Section 4.2.5.
4. Pocket views from Railway Avenue shall be created through expanded sideyard setbacks, consistent with Section 4.1.4.

FIGURE 4.11 - ADDITIONAL REQUIREMENTS TO PRESERVE VIEWS

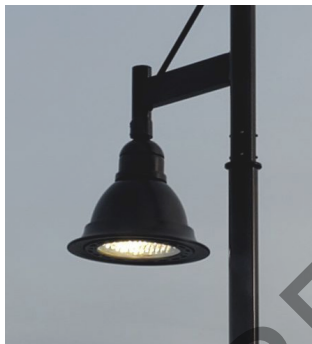


5. Public spaces should be designed to maintain or frame mountain views. The selection, design, or placement of infrastructure, amenities, and landscaping features should minimize impacts on views where possible.

4.2.6 Urban Elements

Lighting

1. The lighting strategy for downtown should utilize site-specific, unique lighting as highlight elements within the standard lighting framework specified in the *Engineering Design and Construction Guidelines*.
2. Site-specific lighting should be used to create an intriguing, gentle, multi-level layering of light in the following areas:
 - in enhanced open spaces to convey the public nature of the space, support evening use, enhance safety, reflect the significance of the Town Centre;
 - along activated laneways to encourage pedestrian use of the lanes and improve safety;
 - at gateways to create a feeling of welcome and special sense of place; and,
 - at key destinations or points of interest to convey a sense of significance.
3. Key sections of pathways and trails should incorporate soft, ground-oriented, directional lighting to promote extended hours of use and safety while minimizing impacts on wildlife.
4. The following street lights should be used as the standard for specified areas downtown:
 - **Main vehicle thoroughfares:** Galleon LED luminaire.
 - **Mixed-use streets:** Domus light to create an intimate environment and distinct character that differs from other commercial areas.
 - **Pedestrianized sections of the Commercial Core:** A unique pedestrian-oriented light or the mixed-use street standard.
5. All light poles and supporting arms should be black in colour. Tenon arms should feature right angles and defined edges. Scrolls or similar decorative elements should be avoided.
6. Along lanes or private driveways, lights may need to be mounted on lane light poles or attached to buildings as a condition of development.
7. New poles and light standards shall be required, where appropriate, as part of frontage improvements at the time of redevelopment.
8. Lighting should be dark-sky compliant and pedestrian-oriented wherever conditions allow.



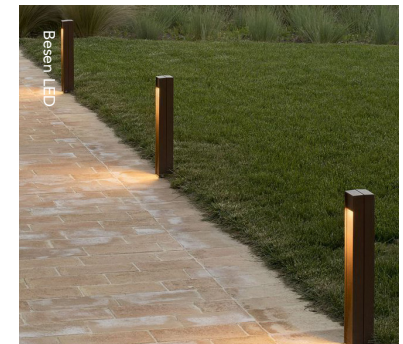
Domus light standard



Sample layering of site-specific lighting



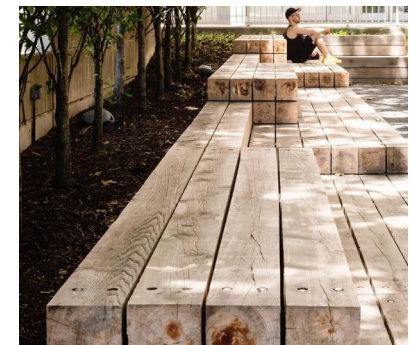
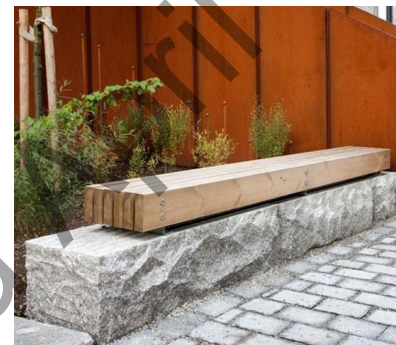
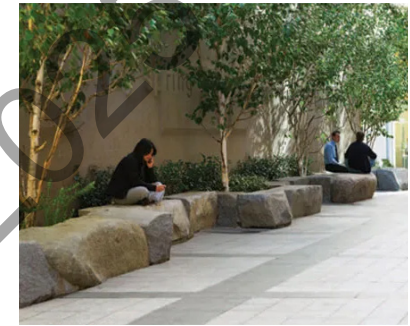
Site-specific, dark sky lighting along a pedestrian crossing



Sample of soft, dark sky pathway lighting

Seating

9. Permanent seating in both the private and public realm should align with the vision of this plan and reinforce the distinct identity of downtown.
10. Custom seating is encouraged in parks, enhanced open spaces, and other public spaces where placemaking is a priority.
11. Custom seating should:
 - be durable with consideration for maintenance, winter use, and snow accumulation and removal;
 - be designed as a key element of the public realm and as a placemaking feature; and,
 - be integrated into the overall design and intent of the public space.
12. Custom seating should depend on the site-specific context and intended function of the area:
 - In commercial areas, seating should feature flat top boulders or cast-in-place concrete with wood elements that relate to standalone benches.
 - In less urban settings, such as parks or natural plazas, seating should incorporate natural materials with lower maintenance needs, such as unstained wood and boulders. Cast-in-place concrete may also be used to provide more defined edges or functional seating where desired (e.g., amphitheatres).
13. Where standalone benches are used, the benches should feature contemporary design with straight lines and natural materials that offer reduced environmental impact and low maintenance requirements (e.g., alaskan yellow cedar).
14. Standalone benches should feature backrests in parks and along trails (e.g., CPL Series B bench in lifetime cedar finish). Benches without backrests may be used in constrained areas or urban settings where flexible seating options and maintaining sightlines are desired (e.g., CPL Series D bench in lifetime cedar finish).





Above: Examples of surface treatments that could be appropriate for the Commercial Core and Civic Corridor featuring subtle variations in tone, size, texture, or placement.

Streetscape Materials

15. Higher quality finishings and materials should be used throughout the plan area, reflective of downtown's role as the Town Centre and a hub of economic and social activity. Material choice should generally align with, reflect, or complement the palette for downtown (Section 4.2.3).
16. Wherever possible, natural materials with reduced environmental impact and relation to Canmore's unique geographic setting should be used.
17. Except as specified otherwise in this plan, existing standards for surface materials as specified in the *Engineering Design and Construction Guidelines* should be used for multi-use pathways and other dedicated pedestrian and cycling facilities.
18. A distinct surface treatment (e.g., paving stones, concrete with decorative banding or saw cuts, stamped concrete) should be used for sidewalks and public spaces within the Commercial Core and Civic Corridor to provide an enhanced public realm and to unify Main Street and 10 Street with a coherent identity.

The treatment should:

- feature subtle tonal, sizing, texture, and/or pattern variation to provide an organic, natural character;
 - have reasonably smooth surfaces to support accessibility and maintenance; and,
 - extend to building faces and mid-block connections.
19. Demarcations should be used to separate different types of spaces or buffer areas (e.g., exposed aggregate strips, coloured bands, or alternative paving stones).
 20. Property lines should be consistent in treatment and not marked by a material change.
 21. Black bollards should be used to create protective or architectural perimeters where necessary. Cast-in-place concrete or large boulders may be strategically used in place of or to complement bollards.

Wayfinding & Signage

22. Wayfinding and signage should be key elements of downtown's public realm, contributing to the area's identity, navigability, and overall user experience.
23. Hanging or blade signs shall be provided for each ground floor commercial unit in the Commercial Core, Civic Corridor, and Transition area to create a pedestrian-oriented streetscape and support the distinct character of the area.
 - 23.1. Hanging and blade signs should share a cohesive design language by:
 - using materials and colours that align with the palette for downtown (Section 4.2.3);
 - prioritizing simplicity and legibility, such as through the use of negative space; and,
 - avoiding excessive decorative elements and avoiding script or cursive fonts.
 - 23.2. Applicants shall demonstrate the locations for hanging and blade signage at the development permit stage to ensure they can be accommodated and complement the development.
24. All other building signage should adhere to the signage regulations of the *Land Use Bylaw*.
25. The Town's standard navigational street-oriented signage should be used to communicate destinations and points of interest both within and beyond the plan area.

Below: Examples of hanging/blade signs along commercial unit frontages.

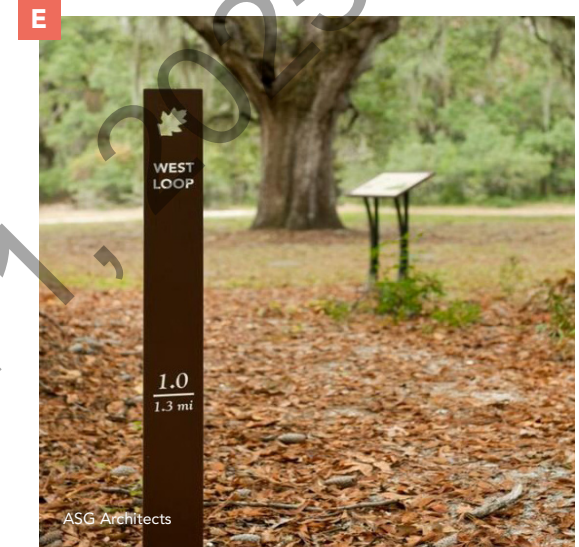


26. The Town's trail signage program should be updated to improve user experience and align with the palette for downtown (Section 4.2.3).
27. A hierarchy of wayfinding signage should be developed and installed to convey varying levels of information tailored to the user based on their location in the overall trail network.

The hierarchy should incorporate at least three levels of signage, including:

- **Network signage:** provides information on the broader trail network and highlights key points of interest and trail loops on a map. Educational or interpretive information may also be incorporated that relates to the area. Network signage should be installed at key decision points and major network intersections.
- **Directional signage:** provides simplified information to help orient the user and direct them towards points of interest. Directional signage should be installed where trails intersect or meet other transportation infrastructure.
- **Trail markers:** provides a consistent marker to reaffirm a user's location in the network without requiring stopping. Trail markers should be visually discrete and distributed along trail segments.

Samples of a hierarchy of trail wayfinding signage, including network signage (A,B), directional signage (C,D), and trail markers (E,F).



Landscaping

28. Except as provided otherwise in this plan, landscaping should align with the *Engineering Design and Construction Guidelines* and *Land Use Bylaw*.
29. Landscaping should reflect the surrounding natural landscape and incorporate multiple species to balance wildfire risk with objectives of preserving mountain views, introducing seasonal colour, supporting summer shading/winter daylighting, and ensuring year-round greenery. Further policy on landscaping is provided in Chapter 6 (Environment, Climate Change, and Resilience).
30. For constrained sites, the selection of plant species should prioritize creating an attractive public realm and reducing wildfire risk.

Bike Racks

31. Staple or Inverted-U bike racks in a black finish should be used throughout the plan area.
32. Public bike racks should be provided at parks, plazas, other points of interest, and throughout the Commercial Core and Gateway area to facilitate access to the commercial areas. Further direction is provided in Chapter 8 (Transportation and Mobility).

Washrooms

33. Public washrooms should be provided at convenient and visible locations in the plan area where significant pedestrian volumes are anticipated.
34. Priority areas for public washrooms include regional parks and the replacement of the existing washroom facility at 7 Avenue and 9 Street, the latter which should be integrated into the future redevelopment of the site.

Public Art

35. Public art should be used to enrich the private and public realm and contribute to the identity of downtown. Policy direction for public art is provided in Chapter 5 (Arts, Culture, and Heritage).
36. Development in the Commercial Core shall provide construction hoarding that functions as public art and features storytelling or interpretive elements related to downtown or surrounding area(s). Applicants shall consult the development authority on the proposed design of the hoarding.



Above: Examples of construction hoarding with public art or placemaking functions.

5.

Arts, Culture, and Heritage

5. Arts, Culture, and Heritage

Canmore lies in the heart of the Bow River Valley within Treaty 7 Territory, known in Stoney Nakoda as “Chuwapchîpchîyan Kudebi” (“shooting at the willows”). It is located within the traditional territories of the Îyârhe Nakoda (Stoney Nakoda), Tsuut’ina First Nation, the Blackfoot Confederacy (Siksika, Piikani, Kainai), and Rocky View Métis District 4.

Established in 1883 as a major railway point, Canmore’s early settler economy was fueled by locally mined coal. Over a century later, after hosting the 1988 Winter Olympics, Canmore gained global recognition and evolved from a small coal-mining town into a thriving community.

Now home to over 16,000 permanent residents, Canmore is a vibrant hub of adventurers, creators, and innovators, with a strong local economy, diverse amenities, and world-class recreational opportunities that continue to draw people for a day or for a lifetime.

The downtown area—with its mix of both recent development and structural reminders of our community’s history—provides a unique opportunity to elevate and celebrate arts, culture, and heritage as defining elements of the Town Centre.

This chapter outlines policies for ensuring that arts, culture, and heritage remain foundational components of downtown. It emphasizes the importance of providing arts and cultural spaces, preserving or integrating historical resources, and incorporating Indigenous perspectives. By doing so, Canmore can ensure that the future downtown respects the past while supporting new ways of creativity and inclusion.

You can read more about our broader vision for these topics, including other applicable policies or guidelines, in the **Cultural Master Plan** and **Canmore Public Art Policy**.




Objectives

- Allow for land uses that will support Canmore’s arts and culture scene
- Identify key opportunity areas for public art to support placemaking
- Celebrate Canmore’s culture while embracing its modern identity
- Conserve or enhance historic resources
- Support vibrancy and the creation of a sense of place

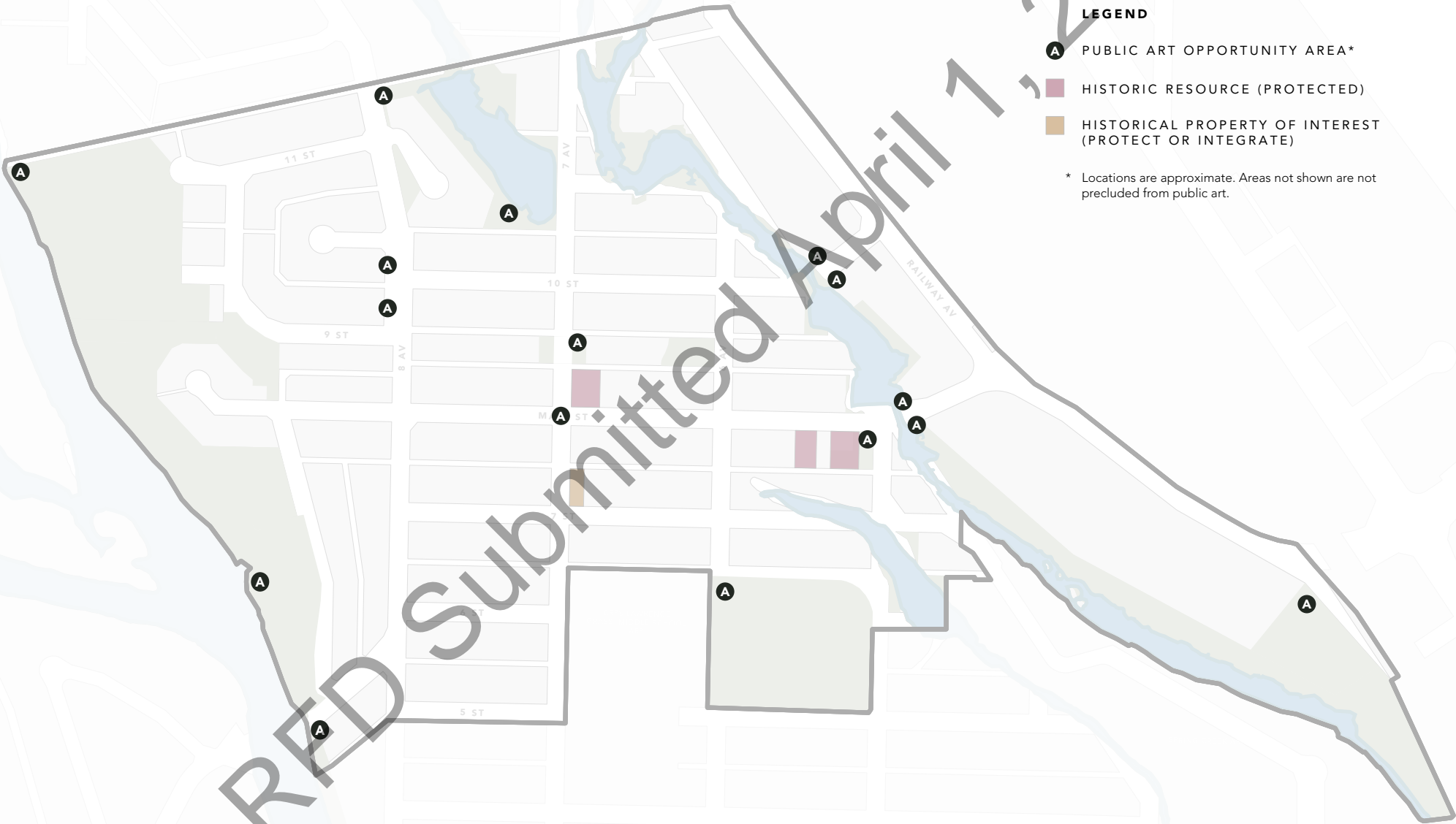
FIGURE 5.1

Future Arts, Culture, and Heritage Assets

LEGEND

-  PUBLIC ART OPPORTUNITY AREA*
-  HISTORIC RESOURCE (PROTECTED)
-  HISTORICAL PROPERTY OF INTEREST (PROTECT OR INTEGRATE)

* Locations are approximate. Areas not shown are not precluded from public art.



5.1 Arts, Culture, and Heritage

Intent: Support the continued evolution of downtown in a manner that celebrates its past, present, and future through intentional placemaking and support for arts and culture facilities.

Policy

The policies in this section provide area-specific guidance relating to arts, culture, and heritage. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

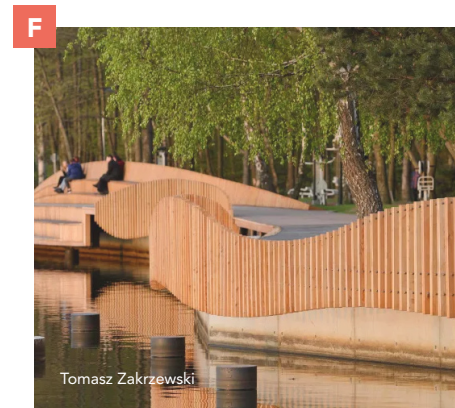
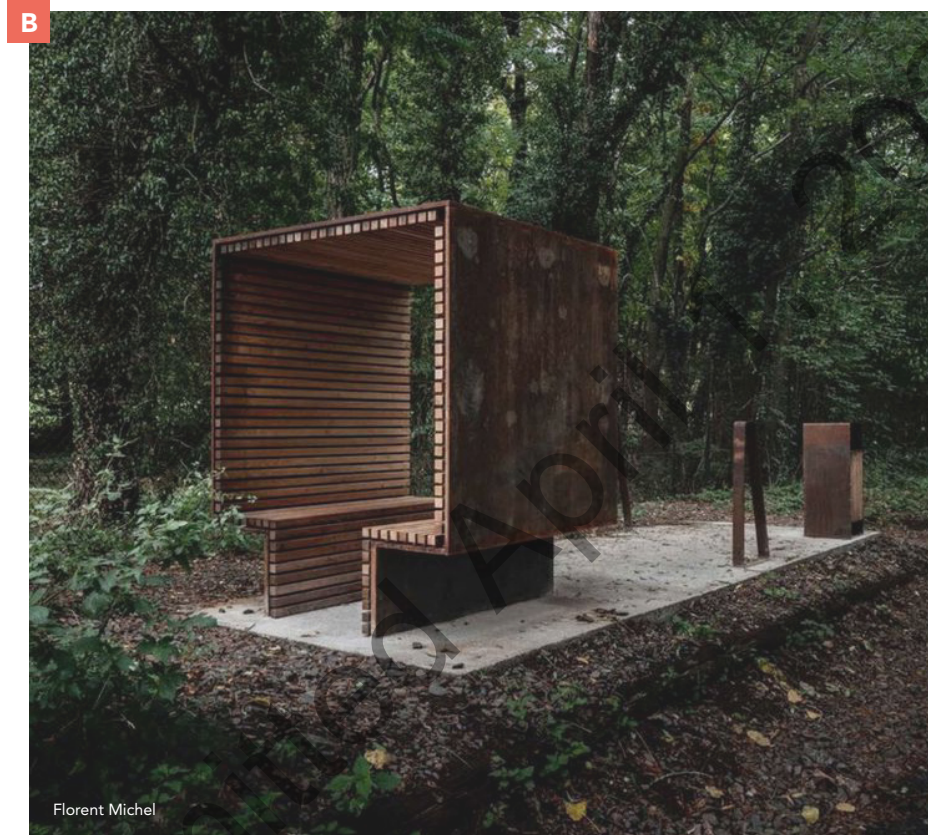
5.1.1 Land Use and Development

1. The conservation and preservation of historic resources and historic properties of interest are regulated through the Heritage Resources Overlay in the *Land Use Bylaw*. The overlay should generally align with the properties shown in Figure 5.1.
2. The Town should retain the Miner's Union Hall (738 7 Street) or integrate the structure into future development.
3. The Town should engage the Province and explore potential improvements to the greenspace on and adjacent to the historic N.W.M.P. Barracks site, consistent with Section 7.2.
4. Despite Section 4.1, consideration may be given to alternative building heights, uses, densities, or setbacks for development(s) with historic resources or features of interest.
5. Arts and culture uses, including live/work studios, should be encouraged and broadly permitted in land use districts downtown.

6. Relaxations or variances to maximum building heights, densities, or uses may be considered where a development proposes arts or culture space(s) that would be owned and operated by the Town or a non-profit organization and where the development authority is satisfied the arts or culture space(s) would benefit the public.
7. The potential for expanding arts and culture facilities downtown should be considered as part of the future redevelopment of Town-owned land(s) in conjunction with other community needs and priorities, such as affordable housing or recreation space.
8. The installation of mural(s) on the exposed portions of firewalls are encouraged and should be considered as part of any variance request when the applicant has secured an agreement from the adjacent property owner to allow access for future maintenance.

5.1.2 Public Art and Placemaking

9. Except where specified otherwise in this plan, the location and provision of public art downtown should generally be guided by Town policies and plans related to public art, including the *Public Art Policy*.
10. Figure 5.1 identifies opportunity areas where public art should be considered or retained based on land ownership, the intended function of public spaces, or future improvements as contemplated in this plan. The opportunity areas are intended to supplement locational criteria in the *Public Art Policy* and do not preclude areas not shown from featuring public art.
11. Public art downtown should be designed to:
 - be multi-purpose;
 - be engaging and interactive;
 - contribute to a high quality public realm; and,
 - serve a storytelling purpose for the area.



A B C

Samples of public art (A), as well as custom furnishings (B) and sidewalk tiles (C) that provide a secondary function as art, with opportunities for interaction, use, or education.

D

Public art that can also function as a place of gathering and play.

E

Entry or gateway signage that provides multiple functions, welcoming residents and visitors, creating a sense of place, and acting as a significant public art installation in a prominent location.

F

Sample of how the design of public spaces, including simple material choices and patterns, can contribute to the public realm and public art inventory.

Examples of what public art could look like downtown are provided on page 61.

12. The design of infrastructure and public spaces should contribute to a sense of place and provide a secondary function as public art. This could include custom lighting or engravings integrated into furniture or public spaces, or the strategic design and placement of certain materials or landscaping elements.
13. The presence or acknowledgment of Indigenous culture should be expanded by:
 - supporting Indigenous art in prominent locations or incorporated into development(s) on Town land; and,
 - incorporating Indigenous language, symbols, or designs in the names or signage of public spaces, buildings, and other facilities.
14. Wherever possible, public space elements should be added to support public enjoyment, use, and interaction with historic resources (e.g., educational signage, directional lighting, public seating, or open space enhancements).
15. Third-party signage, particularly those with promotional or advertising purposes, should not be permitted within street rights-of-way or interfere with public art, open spaces, or infrastructure.
16. Parks and open spaces should be designed to support community events and cultural activities, as outlined in Chapter 7 (Parks, Open Spaces, and Recreation).



Seating playing a subtle public art or placemaking function.



The Miners' Union Hall building in downtown Canmore, established in 1913.

6.

Environment, Climate Change, and Resilience

RFD Submitted April 1, 2025

6. Environment, Climate Change, and Resilience

Nestled between the Bow River, Policeman's Creek, and surrounded by Provincial parks and wildlife habitat, the evolution of downtown will need to reflect—and respect—its unique setting as an urban area in an extraordinary environmental setting.

Balancing the need for housing, jobs, transportation, and amenities with the need to maintain the health of the environment and ecosystems requires careful planning and conscious effort from all actors involved in shaping the area. The importance of these efforts is amplified due to the increasing effects being witnessed from climate change, characterized by the increasing severity of storms, precipitation patterns, extreme heat, and wildfire risk.

Through the *Climate Emergency Action Plan*, we have committed to increasing our community's resilience to a changing climate and reducing greenhouse gas emissions to net-zero by 2050.

This chapter provides policies for downtown that will ensure the area evolves in a way that strives to balance the demands of a growing population with the need for increasingly sustainable, resilient, and contextual design—while making progress towards our net-zero commitments.

You can read more about our broader vision for these topics, including other applicable policies or guidelines, in the **Climate Emergency Action Plan, Wildfire Mitigation Strategy, Canmore Human-Wildlife Coexistence Implementation and Action Plan, and Municipal Development Plan.**

Objectives

- Demonstrate leadership in sustainable community design and human-wildlife coexistence
- Design for resilience and the ability to adapt to future conditions
- Protect environmentally sensitive areas
- Reduce the impacts of wildfire, flooding, and extreme weather events
- Reduce air pollution and greenhouse gas emissions
- Create buildings and public spaces that respond to the area's natural setting

6.1 Environment & Wildlife

Intent: Mitigate environmental and ecological impacts commonly associated with growth by implementing a series of policies that will work together to protect natural areas, water resources, and wildlife habitats—while supporting human-wildlife coexistence and addressing and responding to climate change.

Policy

The policies in this section provide area-specific guidance relating to environment and wildlife. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

6.1.1 General Policy

1. Human-wildlife coexistence and reducing human-wildlife conflicts remain priorities downtown. Actions should be taken in support of these objectives in a manner consistent with the *Canmore Human-Wildlife Coexistence Implementation and Action Plan*.

6.1.2 Water Resources

1. Natural waterbodies, watercourses, and riparian areas should remain in a generally natural state. Disturbances to these areas from human activity should be minimized to the extent possible with respect to the vision and policies of this plan and applicable Provincial or Federal regulations.

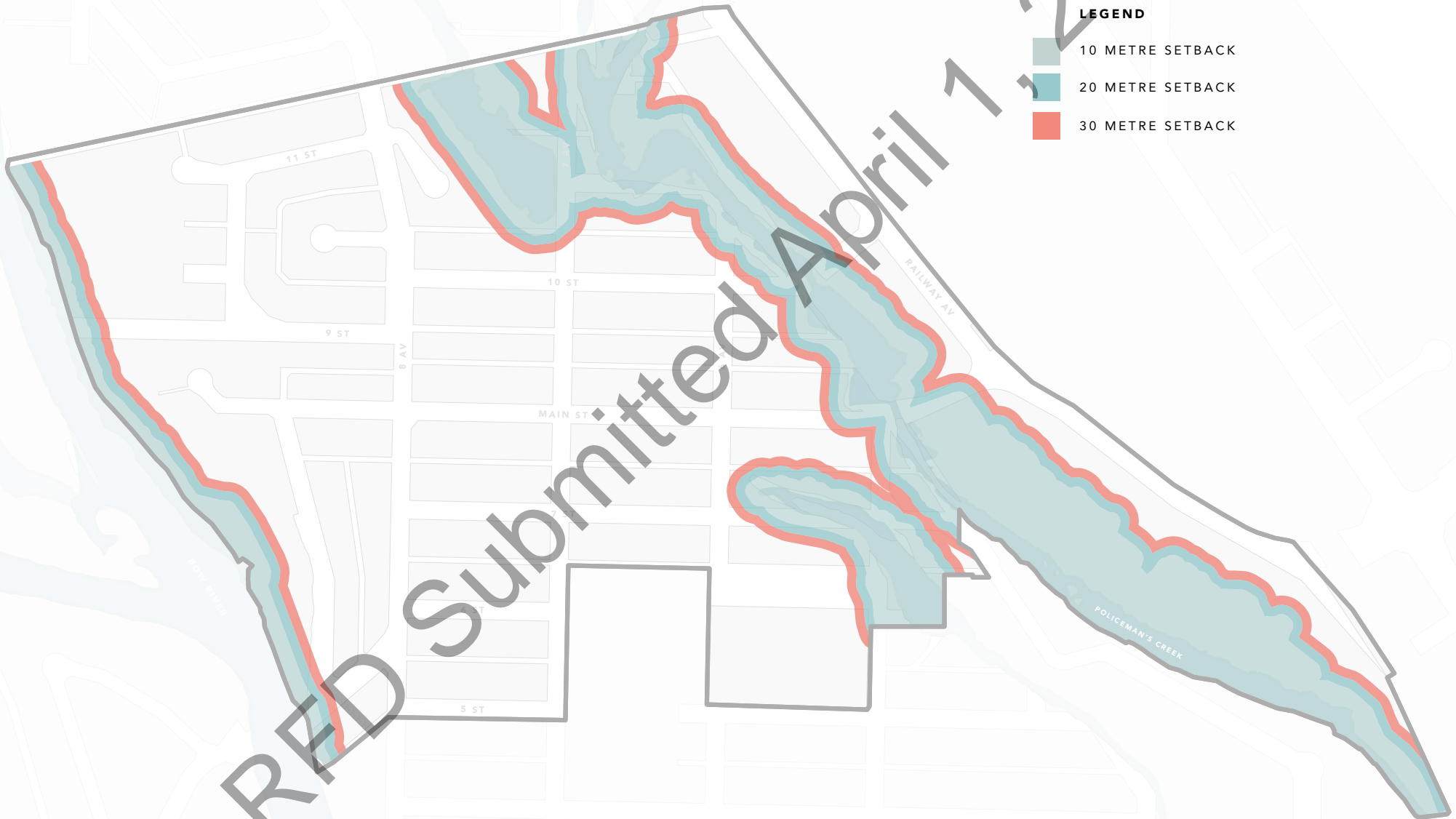
2. In accordance with the recommendations of the *Environmental Impact Statement - Downtown Canmore Area Redevelopment Plan*, buildings and structures (as specified in the *Land Use Bylaw*) within the plan area shall be set back from Spring Creek, Policeman's Creek, Bow River, and all other naturally occurring watercourses and waterbodies.
 - 2.1. The minimum setback shall be 30 metres or, where an easement is provided or land is dedicated to the Town for the area within the setback to ensure its long-term preservation, 20 metres measured from the top of bank.
 - 2.2. Setbacks below 20 metres should be considered when an easement is provided and the development authority deems the site to be unreasonably constrained by the setback and an Environmental Impact Statement, prepared in accordance with the applicable Town policies and with regard to the Provincial "Stepping Back from the Water" guidelines, assesses and supports the reduced setback.
 - 2.3. Setbacks should remain in a natural state or returned to a natural state to the extent possible and with consideration for enhancement or protection measures that may be necessary to protect from erosion.
 - 2.4. The placement and design of necessary public infrastructure within setbacks, such as trails or public roadways, should assess and mitigate impacts on the water resource. Private parking structures should generally not be permitted within setbacks.
 - 2.5. Setbacks from the presumed top of bank are provided in Figure 6.1. Applicants may be required to submit a land survey to establish the legal top of bank from which setbacks may be measured.

FIGURE 6.1

Setbacks from Presumed Top of Bank

LEGEND

- 10 METRE SETBACK
- 20 METRE SETBACK
- 30 METRE SETBACK



3. Low Impact Development (LID) infrastructure or other design measures should be implemented between constructed surfaces—including buildings, roads, paved pathways, and other hardscaped surfaces—and waterbodies or watercourses to capture and treat stormwater runoff and reduce discharge into aquatic ecosystems. More policy guidance for LID is provided in Section 9.1.1.

6.1.3 Wildlife, Habitat, and Ecology

4. Grazing habitat should be limited. This may include the installation of wildlife exclusion fences around parks and open spaces.
5. Natural materials, such as wood and stone, should be used in exterior furnishings (e.g., benches) and landscaping (e.g., paving stones) in place of human-made materials.
6. Development(s) with commercial uses shall provide dedicated waste rooms within the building envelope to limit wildlife access.
7. Development(s) should incorporate measures that reduce avian window strikes, such as:
 - adjusting glass to create visual barriers;
 - using fritted or ultra-violet patterned glass;
 - reducing the window-to-wall ratio;
 - avoiding glass corners; and/or,
 - minimizing the extent and luminance of exterior lighting.
8. Educational signage and spatial buffers should be provided where trails and pathways intersect ecologically sensitive areas, with particular consideration for areas along the Bow River and Policeman's Creek.
9. Potential impacts on wildlife habitats as well as native upland and wetland vegetation should be mitigated to the extent possible through strategies that may include:
 - limiting the zone of disturbance from construction activities;
 - limiting the widths and lengths of new pathways and trails; and/or,
 - limiting the extent of vegetation removal to facilitate new or improved public amenities or infrastructure.
10. Development(s) on properties that are adjacent to or abut natural areas, waterbodies, watercourses, or ecologically sensitive areas should:
 - incorporate light screening techniques to limit light from penetrating these areas;
 - use informal, naturalistic planting along the interface with the ecological area; and,
 - implement mitigative measures identified in any environmental assessment.
11. Surveys should be completed for the forested area adjacent to Riverside Park and the fen along Policeman's Creek, in accordance with the *Environmental Impact Statement - Downtown Canmore Area Redevelopment Plan*, to inform the design of adjacent parks and open spaces.



Downtown Canmore is near several important natural areas, including a large habitat patch (shown above) that extends throughout the Bow Valley.

6.2 Climate and Resilience

Intent: Support the creation of a more sustainable, resilient, and adaptive downtown where new buildings and infrastructure are designed to withstand external stressors, reduce environmental impacts, and contribute to the long-term health and safety of the community.

Policy

The policies in this section provide area-specific guidance relating to sustainability and resilience. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

6.2.1 Building and Site Design

1. Energy efficient buildings that exceed *Alberta Building Code* requirements should be incentivized through tools such as density bonusing, consistent with Section 4.1.2.
2. Development(s) should select building materials with lower levels of embodied carbon wherever possible.
3. In alignment with the recommendations of the *Climate Emergency Action Plan*, municipal and non-market affordable housing buildings should:
 - achieve near net zero emissions or a similar high green building standard, with consideration for the short- and long-term affordability of any residential units; and,
 - be constructed to be solar ready with building and roof orientations suitable for rooftop and siding solar options where feasible.

4. Buildings shall be designed to support widespread electric vehicle (EV) adoption, including the pre-wiring of parking spaces for EV charging in accordance with Section 8.2.1.
5. Applicants should incorporate climate resilience into planning and design of development(s), considering future climate projections and local environmental conditions. This may include:
 - minimizing urban heat island through shade trees and softscaping;
 - designing buildings and landscapes to minimize risks related to fire, flooding, wind, and extreme temperatures;
 - orienting and designing buildings for passive solar heating in winter and passive cooling in summer to reduce energy demand and dependency on mechanical HVAC systems; and,
 - using air source heat pumps, geocooling, or district heating/cooling.
6. Misting stations and/or interactive, seasonal water features should be considered in the design of plazas and other public spaces to support summer use and resiliency to extreme heat.



6.2.2 FireSmart and Wildfire Risk

1. Development(s) should implement best practices for FireSmart design.
2. All landscaping in the public or private realm should use plant species and materials with greater resilience to wildfire. Cedar, spruce, juniper, pine, and tall grasses should generally be avoided.
3. Deciduous trees are encouraged due to their relatively lower wildfire risk, contribution to seasonal colour, and ability to allow for solar exposure in the winter and shade in the summer.
4. Coniferous trees may be selectively used in low densities to complement deciduous plantings and provide year-round greenery downtown where adequate crown spacing (3 metres or greater) can be provided and fire risk is managed.
5. Rock or stone mulch shall be used in place of bark mulch or other woody debris to reduce fire risk and align with the palette for downtown (Section 4.2.3).
6. Spatial buffers should be maintained between natural landscaping and all critical infrastructure to allow for defensible tactics in the event of a wildfire.
7. The expansion of Riverside Park provides an opportunity to reduce wildfire risk in the area through selective tree thinning and removal. The benefit of tree thinning and removal for FireSmart purposes should be balanced with environmental considerations, including those outlined in the *Environmental Impact Statement - Downtown Canmore Area Redevelopment Plan*, aspirations to incorporate natural materials into downtown, and the provision of landscaped buffers between adjacent residential areas.
8. Publicly accessible fire pits should generally be located in areas with access to fire hydrants and where adequate distances can be maintained from highly combustible materials.

6.2.3 Emergency Management and Response

1. The design of transportation infrastructure should consider safe and effective evacuation and/or emergency response, including traffic flows, bus routing, emergency vehicle access, removable or retractable bollards, wayfinding, and any other measures that may be necessary to support emergency management.
2. The Town should examine the viability of incorporating a resilient community space into a comprehensive development on one or more of the Town parcels in the Civic Corridor to provide a suitable space for people to gather in the event of an evacuation or need to shelter in place.

7.

Parks, Open Spaces, and Recreation

RFD Submitted April 1, 2025

7. Parks, Open Spaces, and Recreation

Our parks and open spaces are integral to Canmore's identity and essential to the health and well-being of the community. These spaces not only provide areas for recreation, relaxation, and connection to nature, they also foster Canmore's social and cultural fabric by providing places to gather, connect, and celebrate community events.

Downtown is the heart of the community and provides unparalleled access to parks, open spaces and natural areas. As downtown continues to grow, the thoughtful design of parks, open spaces, and the preservation of natural areas will become increasingly important in improving quality of life and ensuring the health and well-being of the community and environment.

This chapter focuses on the provision and design of parks, open spaces, and the protection of natural landscapes in Canmore's downtown. The direction promotes a balanced approach of preserving natural areas, while meeting the long-term recreational needs of the community. Our goal is to create vibrant, functional parks and public spaces that are adaptable to future growth and environmental changes. With this in mind, emphasis is placed

on ensuring spaces are accessible and well connected, incorporate natural materials, designed for year-round use and function, include public art and cultural elements, and are resilient to climate change.

The improvements identified in this chapter are aspirational, intended to demonstrate what is possible for parks, open spaces, and recreation downtown in a way that would align with the vision for this area. Improvements shall be subject to capital planning and budgeting processes and considerations.

You can read more about our broader vision for parks, open spaces, and recreation, including other applicable policies or guidelines, in the **Open Space and Trails Plan, Recreation Master Plan, and Municipal Development Plan.**

Objectives

- Accommodate increasing demand for parks, open spaces, and recreation amenities
- Improve accessibility to and within downtown
- Connect downtown to the Bow River
- Allow for expanded use in all four seasons and inclement weather
- Support expanded programming and events
- Balance the provision of these spaces with environmental and ecological considerations

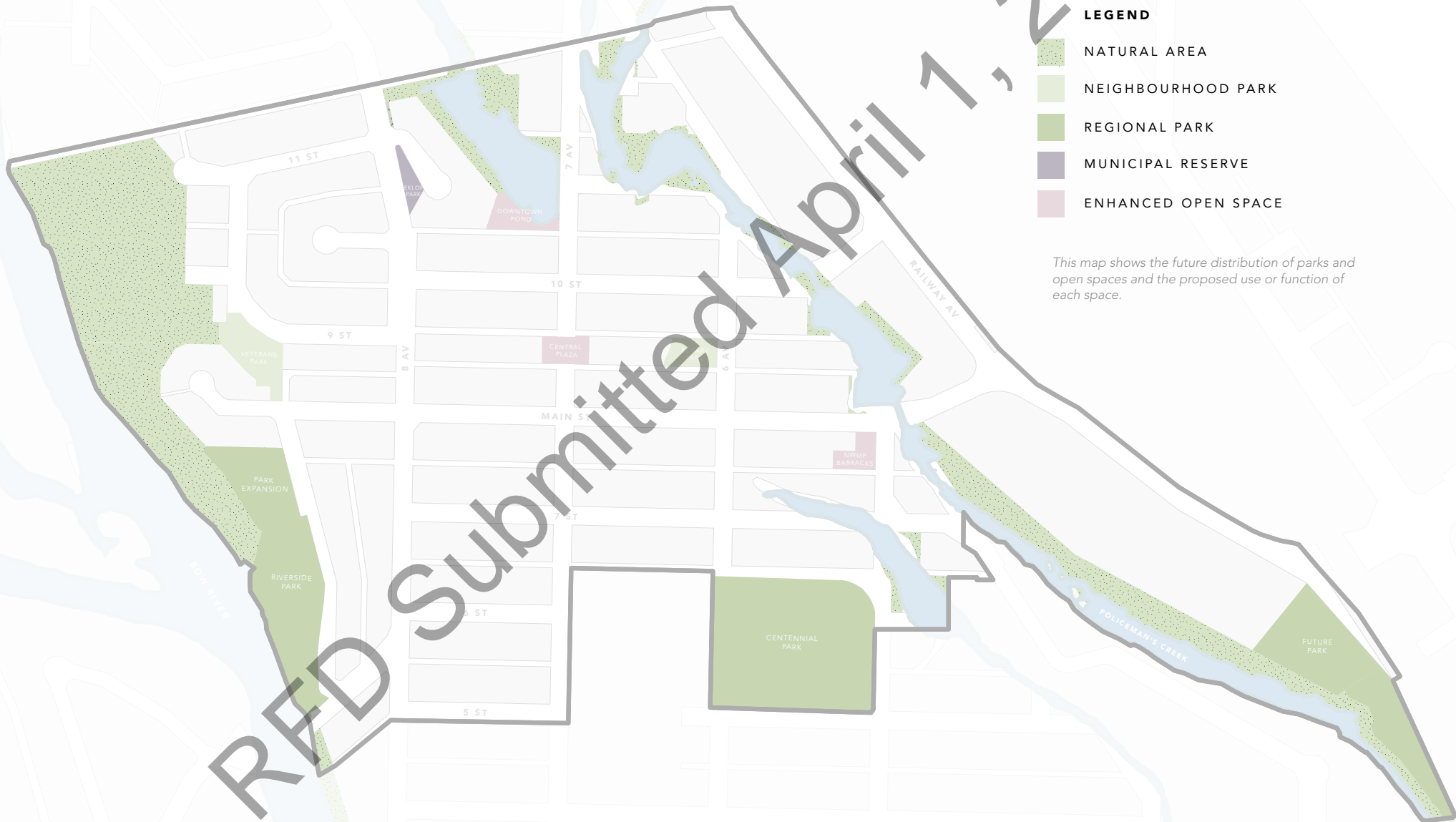
FIGURE 7.1

Future Parks and Open Spaces Network

LEGEND

-  NATURAL AREA
-  NEIGHBOURHOOD PARK
-  REGIONAL PARK
-  MUNICIPAL RESERVE
-  ENHANCED OPEN SPACE

This map shows the future distribution of parks and open spaces and the proposed use or function of each space.



7.1 Parks & Recreation

Intent: Enhance the parks and recreation facilities to accommodate higher levels of usage and a broader diversity of users and programming—while strengthening the facilities' connection to downtown and the surrounding natural landscape.

Policy

The policies in this section provide area-specific guidance relating to parks, recreation, natural areas, and municipal reserve lands. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

7.1.1 General Policy

1. Undevelopable and/or environmentally sensitive lands should be acquired and/or designated for conservation or environmental reserve where feasible and appropriate.
2. Parks and recreation facilities should be created or expanded where a community benefit can be provided or service gaps can be reduced.
3. Park spaces in the downtown area should:
 - incorporate windbreaks (e.g., through landscaping) and weather protection features (e.g., canopies, shade structures) to facilitate year-round use and respond to a changing climate;
 - use dark sky, site-specific lighting features to animate the space, improve safety, and encourage evening and winter use;
 - integrate functional natural elements and materials reflective of Canmore's environment, such as rock boulders or logs that can be used for rest or play;

- provide amenities that may be adaptable and address community interests and needs in all four seasons;
- contain features appropriate to their classification as a regional or neighbourhood park;
- provide infrastructure and hookups, where feasible, to support programming, activation, or commercial operations; and,
- avoid the use of plastic or artificial furnishings where practical.

4. Except where specified otherwise in this plan, the provision of recreation infrastructure and services should generally be guided by the *Recreation Master Plan*.



Above: Example of how natural materials reflective of local environments can be incorporated into parks and recreation spaces.



Above: Centennial Park has become an important recreational space that also hosts major community events, such as the Highland Games and the Canmore Folk Festival.

7.1.2 Regional Parks

“Regional parks provide recreation opportunities for several neighbourhoods. They allow for a variety of different activities in one location, and the hosting of community events, structured sport activities, as well as unstructured play, relaxing, and socializing. They may be primarily for structured recreation, or be largely natural areas. Features should include washrooms, tables/benches, waste bins, dog bags, and may include recreational facilities, playgrounds, and off-street parking. Regional parks which are used for hosting events should have access to power and potable water.”

— Open Space and Trails Plan (2021)

Centennial Park

1. Centennial Park should provide active recreational and community event opportunities for residents and visitors. Future improvements should consider:
 - expanding the playground area and equipment to provide greater variety and opportunities for children to play;
 - relocating the fitness equipment outside of the park;
 - retaining and improving the concert stage and washrooms to facilitate large community events such as Canmore Folk Festival and the Highland Games;
 - retaining and improving the sports field for active recreational/ sports use and larger events; and/or,
 - managing existing vegetation and planting new deciduous trees in strategic locations to ensure adequate shade is provided.
2. Limited short-term parking should be provided in the vicinity.

Riverside Park

3. Riverside Park should provide year-round passive, non-intensive recreational amenities for both residents and visitors. Features and amenities may include:
 - open areas for passive use;
 - natural plazas that emphasize softscaping, natural materials (e.g., boulders, logs) and opportunities for people to sit, gather, picnic, or connect with nature and scenery;
 - space for small-scale commercial uses or structures (e.g., cafés, food trucks) to animate the space and provide opportunity for local business;
 - small ice skating area with skating trails, fire pits, and crokicurl sheets in the winter;
 - seasonal facilities, such as skate or sports equipment rentals;
 - small natural or constructed amphitheatre or stage for performance opportunities;
 - public art installations;
 - opportunities for learning (e.g., indigenous culture, natural history); and/or,
 - drinking water and public washroom facilities.
4. Riverside Park should be expanded to include the Town parcel to the north to accommodate future growth and improve integration with the Commercial Core, as generally shown in Figure 7.1. The design should be informed, in part, by the completion of an assessment as outlined in the *Environmental Impact Statement - Downtown Canmore Area Redevelopment Plan*.
5. Existing trees should only be removed to the extent necessary to facilitate the desired park design and to reasonably manage wildfire risk. A landscaped buffer should be provided along the northern boundary in areas adjacent to residential uses as identified in the Land Use Concept.
6. Non-vehicular modes of transportation, such as walking and cycling,

should be prioritized for future park access. A sidewalk should be provided along 8 Street and River Road to improve access to the park.

7. Seasonal or year-round food truck opportunities should be considered on River Road.
8. Limited short-term parking should be provided in the vicinity.

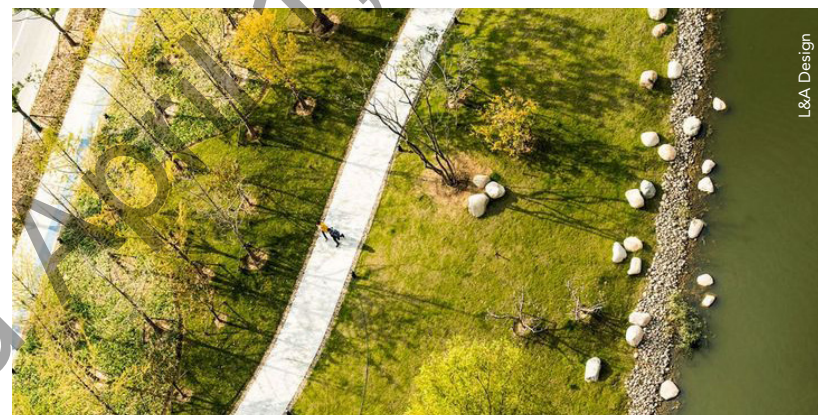


FIGURE 7.2 - AREAS OF FUTURE REGIONAL PARK



Above: Example of park space that provides multiple amenities for different users, passive spaces, and retains mature trees.

Future Regional Park

The Town owns two parcels (Figure 7.2) in the southeastern extent of the plan area. The following guidance provides direction for the future of these two sites.

9. A new regional park should be created in the area generally shown as Areas A and B in Figure 7.2. The park should be concentrated in Area A and make effective use of the available space. Amenities suitable for a variety of users should be provided, which could include:
 - a large multi-age playground;
 - pump track or skate park;
 - small-scale recreational uses;
 - passive green space; and/or,
 - sheltered picnic areas.
10. Children play structures, green space, and picnic areas should be located toward the south of the site, screened from Railway Avenue and sited to take advantage of Policeman's Creek and mountain views.
11. A new dog run or dog park should be considered for Area B.
12. Existing multi-use pathways or trails should be retained and incorporated into the park's design.
13. The park should be designed to minimize impacts to the riparian area.
14. Healthy, mature trees should be retained to the extent possible while facilitating the provision of adequate park space and infrastructure.
15. The park should feature a prominent public art installation and incorporate Indigenous place naming.

7.1.3 Neighbourhood Parks

"Neighbourhood parks serve the immediate neighbourhood, ideally within a 5 minute walk (400-500 m). They provide a small, safe, attractive space for those living in close proximity. Common features include a playground, a turf rink, benches/tables, waste bins, and dog bags. They may have extra facilities where convenient. It must be considered that tot lot playgrounds may limit the range of users and only meet neighbourhood needs in a limited way."

— Open Space and Trails Plan (2021)



Friendship Park

1. Friendship Park should continue to function as a passive recreation area that provides space for rest, respite, and connection to nature in the heart of downtown. Future improvements should consider:
 - preserving the existing trees and replacing when necessary with a mix of deciduous and coniferous trees (with consideration for Section 6.2.2) that provide shade in the park area;
 - retaining the boardwalk and adding picnic tables, other forms of seating, and permanent string lighting within the park;
 - retaining and expanding interpretive elements with updated design that aligns with Section 4.2 for consistency; and,
 - adding new public art installations.

Veterans Park

2. Veterans Park should provide active recreation services for the downtown area. Future improvements should consider:
 - retaining the existing community court;
 - accommodating the fitness equipment currently located in Centennial Park;
 - constructing a new multi-use pathway linking River Road, 9 Street, and the Bow River;
 - adding deciduous trees to provide seasonal shade within the park while retaining views; and/or,
 - allocating an unused portion of the park to support redevelopment of the adjacent public utility lot for affordable housing (Figure 4.3).

7.1.4 Natural Areas

"Natural areas maintain the aesthetics of community by retaining natural features, mature and diverse landscapes. They protect environment quality by erosion control, watershed and groundwater protection, and noise abatement. They contribute to physical, emotional, and spiritual well-being of residents and visitors by providing areas of respite from the built environment. No other man-made components are necessary, although amenities such as washrooms, trail signs, interpretive signs, benches, trash bins, dog bags are possible."

— Open Space and Trails Plan (2021)

1. Unless specified otherwise in this plan, all natural areas, including land identified as Conservation in the *Municipal Development Plan* and/or designated Conservation of Wildlands District or Environmental District in the *Land Use Bylaw*, should generally remain in a natural state.

New trails or improvements to existing trails may be permitted within natural areas in accordance with Figure 8.1. Trails should be designed to minimize impact on the natural area to the greatest extent possible.

2. Construction in or adjacent to natural areas should use mitigative measures to minimize disturbance or impact to the natural areas.



7.1.5 Municipal Reserves

There are several parcels in the plan area designated as Municipal Reserve (MR). This section provides policy direction for MR land that is not designated, or proposed to be designated, for uses specified in the *Open Space and Trails Plan*.

MR land refers to land collected and designated as MR through subdivision in accordance with the *Municipal Government Act*. MR land is generally intended to provide parkland, parks and trails, or space for schools or recreational facilities. MR lands may also be disposed of for other purposes in accordance with the *Municipal Development Plan*.

Eklof Park

Eklof Park is a Community Reserve parcel located at the corner of Mount Rundle Place and Fairholme Drive that is currently zoned for residential uses. The site is unidentified in the *Open Space and Trails Plan* and has been functioning as informal green space.

1. The Community Reserve designation shall be subject to regulations and guidance for Municipal Reserve, consistent with applicable legislation and guidelines for interpretation.
2. The parcel's size, shape, and location between roadways limits the recreational uses and types of facilities that can be accommodated. Although this parcel may continue to function as informal green space, the Town should consider changes that may reduce maintenance expenditures and upkeep requirements.
3. Other uses for this site may be considered by the Town in a manner that is consistent with the vision of this plan and the *Municipal Development Plan's* directions regarding MR land.

Future Municipal Reserves

4. As the plan area consists of previously subdivided and developed lands, the potential to acquire further MR land through subdivision is limited. Should subdivision occur within the plan area, the dedication of land as MR or collection of cash-in-lieu shall be determined in accordance with the *Municipal Development Plan*.

7.2 Enhanced Open Spaces

Intent: Expand the parks and open spaces network through the creation of social focal points that provide more defined urban spaces for gathering and activation. Enhanced open spaces includes both urban plazas (predominantly hardscaped and designed to accommodate programming and events) and natural plazas (incorporate more softscaping and support passive gathering and smaller-scale programming).

Policy

The policies in this section provide area-specific guidance relating to the open space network downtown. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

7.2.1 General Policy

1. A network of enhanced open spaces should be established as generally shown in Figure 7.1.
2. Enhanced open spaces should be designed to:
 - create a sense of place that is reflective of Canmore's history, character, values, and/or physical environment;
 - prioritize the use of natural materials reflective of the surrounding landscape;
 - be universally accessible;
 - be easily accessed by sidewalks, trails, or other active transportation infrastructure;

- be animated and include elements that promote vibrancy and facilitate four-season use, with special consideration for winter and evening use; and,
- align with the broader vision for downtown as provided in this plan.

3. Privately owned open spaces that allow for public access and use on private property—such as plazas, expanded streetscapes, green spaces, and pedestrian connections—should be strongly encouraged as part of new development. Relaxations or variances should be considered to facilitate their provision.



Above: Example of a privately owned open space that is situated on private property but open to the public and contributes to the public realm.



Above: Existing Civic Centre plaza, which would form one part of the larger central plaza (Section 7.2.2).

FIGURE 7.3 - CONCEPTUAL ALLOCATION OF SPACE FOR THE CENTRAL PLAZA

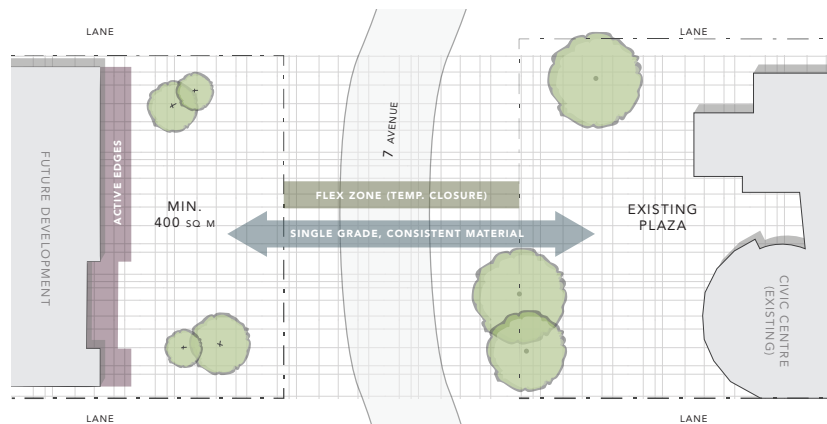


FIGURE 7.4 - ARTISTIC INTERPRETATION OF THE CENTRAL PLAZA AND CIVIC CORRIDOR (LOOKING SW)



7.2.2 Plazas

Central Plaza

1. A large, centrally located plaza should be provided in the heart of downtown in the area generally shown in Figures 7.1 and 7.3. The intent of the plaza is to provide a major gathering and celebration space with the capability of hosting small- and large-scale events.
2. The plaza should exceed 1,250 sq. metres in total area, consisting of:
 - the space dedicated to the existing plaza on 902 7 Avenue;
 - street right-of-way between 902 and 907 7 Avenue; and,
 - 400 to 600 sq. metres on 907 7 Avenue.
3. The plaza should:
 - use high-quality streetscape treatments (Section 4.2.6) for the full plaza extent including the street right-of-way;
 - maintain a consistent grade to support accessibility, adaptability, and the ability to temporarily close the street right-of-way to accommodate events and expand the functional plaza space; and,
 - provide public space elements, such as integrated seating; landscaping and LID tools to provide greenery, shading, and stormwater management; public art; bike parking; site-specific lighting; flexible programming space; and infrastructure to accommodate a range of activities, such as hosting events (e.g., opening/closing and awards ceremonies, civic and cultural celebrations, concerts, theatre, markets, etc.)
4. Adjacent building frontages should provide weather protection and active edges to animate the space (e.g., commercial unit entrances, patio space, seating, lighting).



Midtown Centre Plaza by SCAPE Studio, SHoP Architects, WDG Architects, and Tri-Lox

This 1,400 sq. m (15,000 sq. ft.) plaza—although in a more urban context than downtown Canmore—demonstrates design features that would be appropriate for the envisioned central plaza. Hardscaped areas occupy the majority of the space, capable of accommodating large volumes of pedestrians and offering capacity for events and programming. Paving stones and gentle, integrated lighting features are used to provide texture and warmth to the space.

Softscaping is strategically used to complement the space, with landscaped areas that create depth and intrigue, frame movement corridors, and define the space without compromising its function or capacity.

Mixed-use buildings line the edges to activate the space and provide a draw for people.

Downtown Pond

5. The existing open space and waterbody (Figure 7.5) is envisioned to become an enhanced open space that:
 - features a natural public plaza that is better integrated with the waterbody and provides sheltered areas that act as a public gathering space for passive recreational purposes (rest, repose, and gathering);
 - utilizes expanded terraced features to provide seating options, slope management, and an attractive interface and space for interaction with the pond; and,
 - incorporates fire pits, gentle lighting, or other amenities to enhance year-round usability of the space.
6. Improvements should be made to the bank to reduce erosion and define the open space.
7. The natural ice surface should continue to operate as a seasonal skating rink to support vibrancy and year-round activity downtown. Improvements that may support seasonal reliability of the ice surface should be considered.
8. The open space should be officially named to support public awareness, usage, and allow for proper signage.
9. Access to the area should be improved with clear wayfinding, trail upgrades, and transportation improvements as outlined in this plan.

FIGURE 7.5 - GENERAL AREA OF DOWNTOWN POND & OPEN SPACE



Example of terraced features that can provide seating and respond to changing water levels.



N.W.M.P. Barracks (601-609 Main Street)

These properties are owned by the Town and feature the North West Mounted Police (N.W.M.P.) Barracks (609 Main Street), constructed in 1893, along with public green space (601-609 Main Street). 609 Main Street features heritage resources that are provincially designated. The Town engaged the Province in the preparation of this plan to explore the potential for future open space improvements to the area.

Figure 7.6 highlights the current state of the site and its broader context as a gateway into downtown that could feature extensive improvements. More direction on gateways is provided in Chapter 4 - Land Use and Urban Design.

10. Given the gateway location and function of the site, improvements should be made to enhance use and accessibility while providing prominence to the Barracks.
11. Improvements should include the conversion of the existing green space into an urban or natural plaza, designed to:
 - function as a gateway into downtown and place of welcoming;
 - reduce physical and visual barriers in the public/private interface;
 - support public access and increased use of the space;
 - complement and highlight the Barracks, preserve the character-defining elements, and ensure new features are visually and physically compatible, subordinate to, and distinguishable from the site and Barracks structure; and,
 - incorporate public art or interpretive features that highlights the history of the area or celebrates Indigenous connection to land and place.
12. Improvements to 609 Main Street shall be undertaken in consultation with the Province and adhere to the *Standards and Guidelines for the Conservation of Historic Places in Canada* and align with the site's heritage value.
13. Development of 601 Main Street may be considered in accordance Section 4.1 and where the development mitigates impacts on the designated heritage resources.

8.

Transportation and Mobility

RFD Submitted April 1, 2025

8. Transportation and Mobility

As a key destination for both residents and visitors, downtown serves as an important link that connects people with Canmore and both sides of the Bow Valley. It plays a vital role in providing access to recreational opportunities, essential services, businesses, public amenities, and residential neighbourhoods.

Downtown's location in the valley bottom poses unique challenges for accommodating higher levels of vehicle usage. People trying to access areas of west Canmore and beyond—including Quarry Lake, Grassi Lakes, and the recreational opportunities off Highway 742—have traditionally driven through downtown and used Bridge Road to get there, adding significant volumes to a roadway network with constrained rights-of-way and limited capacity. As more people call Canmore home or come to visit, we will need to accommodate more trips through walking, cycling, and transit to maximize the capacity of downtown's limited mobility corridors.

This chapter outlines a series of comprehensive strategies in alignment with the *Integrated Transportation Plan (ITP)* that will ensure people can continue to efficiently access, move through, and navigate downtown. The strategies are aimed at transforming downtown Canmore into a more accessible,

inclusive, and people-friendly environment that can overcome its current constraints. It envisions a pedestrianized Main Street that can accommodate more people and support a reconfiguration of the surrounding street network in accordance with the *ITP*—improving vehicular flow and enhancing the experience for all users. It proposes a shift away from dispersed parking and towards a centralized intercept facility, offering more convenient access and reducing congestion on downtown streets. Critical improvements to walking and cycling infrastructure are also identified, encouraging more trips by modes that will maximize the number of trips that can be accommodated within a constrained roadway network.

You can read more about our broader vision for transportation, including other applicable policies or guidelines, in the **Integrated Transportation Plan (ITP)**, **Integrated Parking Management Plan (IPMP)**, and **Engineering Design and Construction Guidelines (EDCG)**.

Objectives

- Integrate transportation and land use planning
- Improve the accessibility of downtown for all user groups
- Support the mode shift targets identified in the *ITP*
- Maintain vehicular movement through downtown
- Support a vibrant public realm
- Right-size parking
- Support climate change adaptation and resiliency

Travel Mode Targets

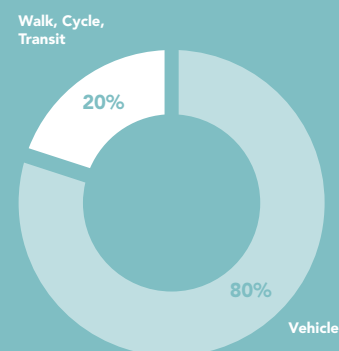
Fundamental changes in travel patterns and demands are needed to accommodate a significant portion of trips by walking, cycling and transit in downtown Canmore. This mode shift will also provide the added benefit of enhanced liveability, sustainability, resilience, and vibrancy of the area.

In 2018, we adopted an updated *Integrated Transportation Plan* (ITP), which looked at how best to accommodate projected levels of growth and visitation within constrained rights-of-way throughout town on a 2030 horizon. The *ITP* identified the need for roadway designs that better reflect their intended functions and to facilitate mode shift away from the private automobile—by creating a connected network of high quality walking and cycling infrastructure and transit service.

We undertook an updated study as part of the creation of this plan, looking at a 2050 horizon, which incorporated the proposed changes to the network—such as the pedestrianization of Main Street and the densification envisioned for the area.

The results of this study reaffirmed the directions in the Integrated Transportation Plan (ITP) and the need for significant mode shift in order for the transportation network to function.

2017 Mode Share (Observed)



2030 Mode Share (2018 ITP)

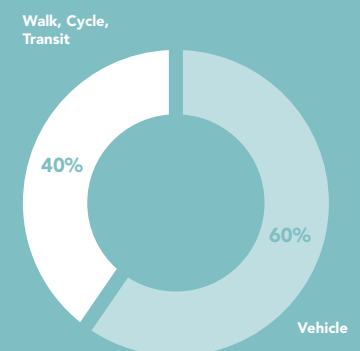


FIGURE 8.1

Active Transportation Network

LEGEND

- ACTIVITY STREET (PEDESTRIANIZED)
- PHYSICALLY SEPARATED CYCLING FACILITY
- SHARED ON-STREET CYCLING FACILITY
- ACTIVATED LANE
- MEWS LANE
- MID-BLOCK CONNECTION
- MULTI-USE PATH (PAVED)
- MULTI-USE PATH (GRAVEL)
- BOARDWALK
- T EXPANDED TRANSIT TERMINAL

Locations may be considered approximate and subject to change.

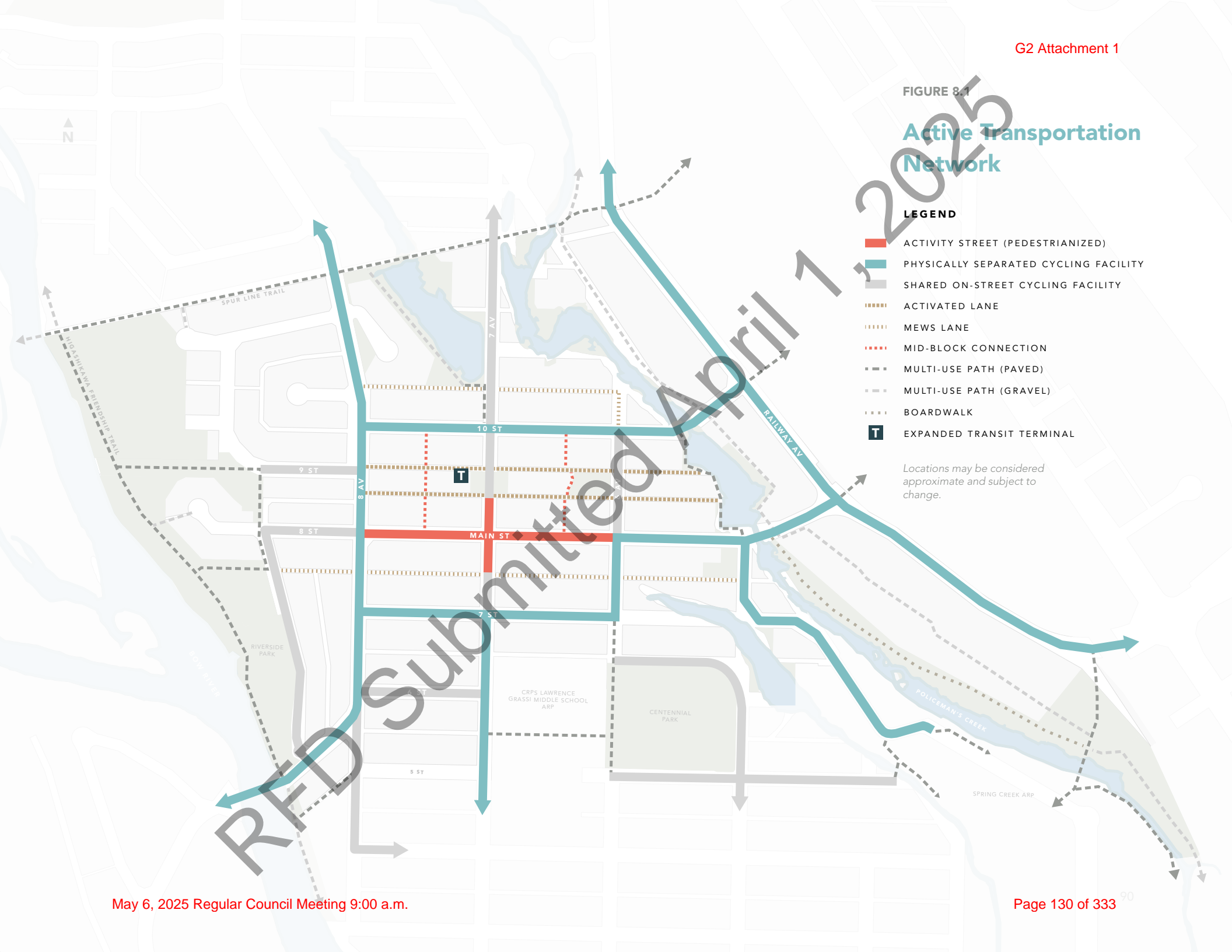


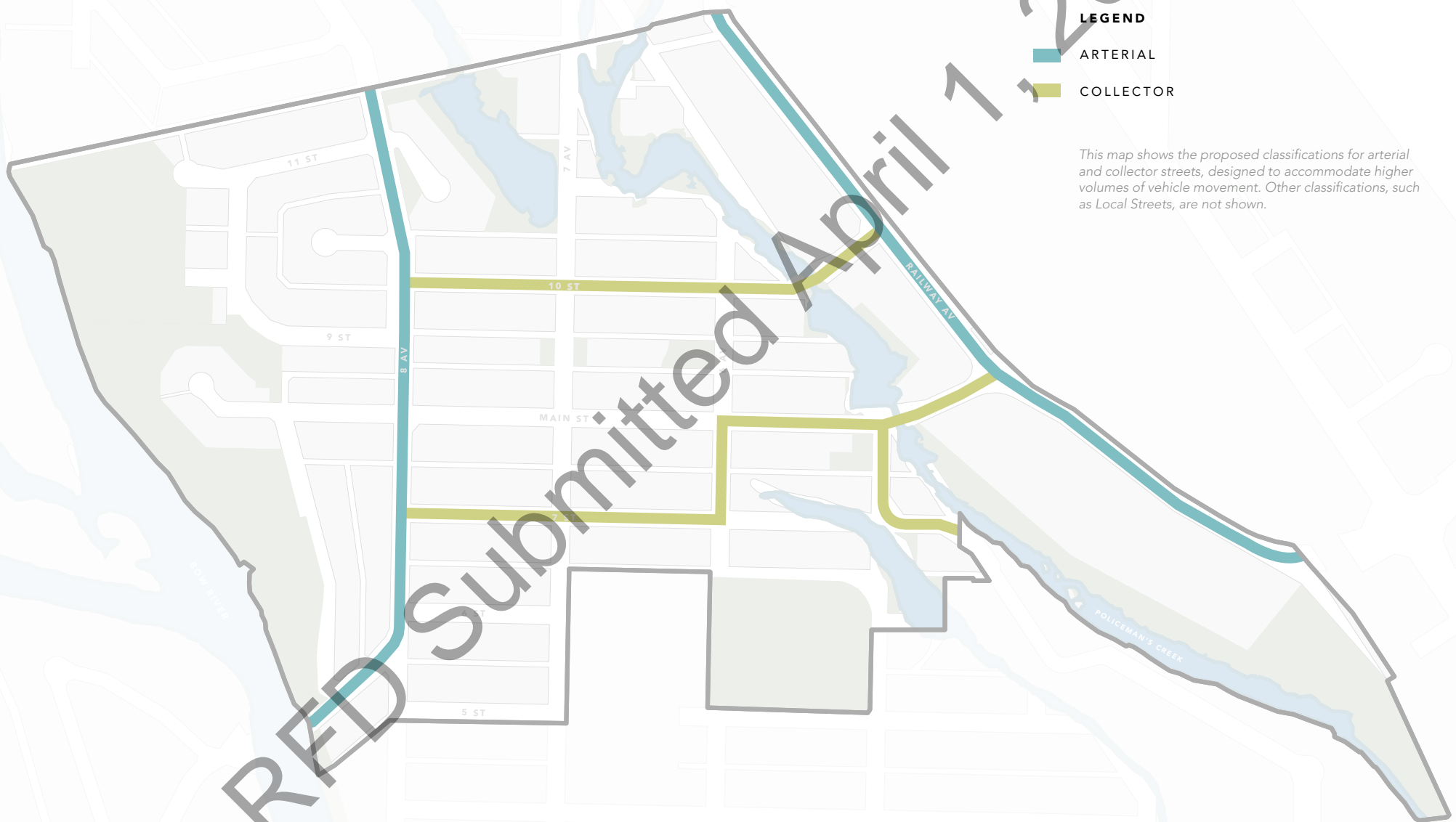
FIGURE 8.2

Major Street Network

LEGEND

- ARTERIAL
- COLLECTOR

This map shows the proposed classifications for arterial and collector streets, designed to accommodate higher volumes of vehicle movement. Other classifications, such as Local Streets, are not shown.



8.1 Streets

Intent: Provide an improved street network that can accommodate the diverse needs of its users, support accessibility, achieve mode shift targets, and maintain vehicular movement through the valley bottom.

Policy

The policies in this section provide area-specific guidance relating to streets and related transportation infrastructure. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

8.1.1 General Policy

1. The future transportation network should generally align with Figures 8.1 and 8.2.
2. Except where specified otherwise in this plan, street planning and design should be undertaken in a manner that is consistent with the *Integrated Transportation Plan*.

8.1.2 Street Design

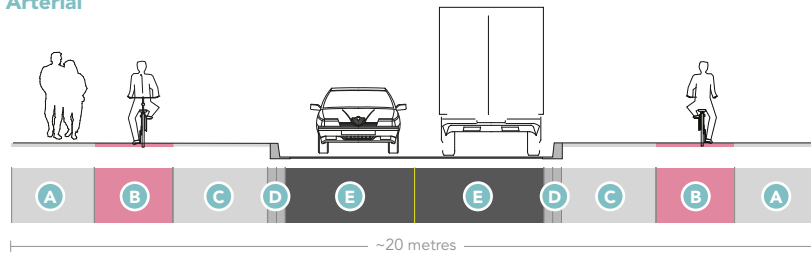
1. Streets and sidewalks should be designed to support the goal of universal accessibility through measures outlined in the *Engineering Design and Construction Guidelines*.

2. Street trees should be prioritized in the design of streets downtown. Where the right-of-way is constrained, changes to typical street cross-sections and the acquisition of pocket easements should be considered to facilitate the provision of trees and landscaping.
3. Traffic calming measures, such as curb extensions and raised crosswalks, should be integrated in local streets and residential areas where appropriate to promote lower vehicle speeds and improve safety for all street users.
4. Where appropriate, streets should be designed as flexible, shared spaces that can be adapted for different uses, including public events and temporary closures.
5. Road closure(s) may be considered where there is unused or excess rights-of-way and where the Town deems the land would be better suited for alternative purposes.
6. Accommodating further growth within the plan area requires improvements to the transportation network and achieving significant mode shift. Development(s) may be required to reconstruct their frontage(s) at time of development to align with the desired future street cross-section(s) or provide an equivalent cash contribution at the discretion of the development authority.

Conceptual street cross-sections for typical conditions within the plan area are provided for each street classification in Figure 8.3. Actual designs may vary.

FIGURE 8.3 - CONCEPTUAL CROSS-SECTIONS FOR TYPICAL CONDITIONS

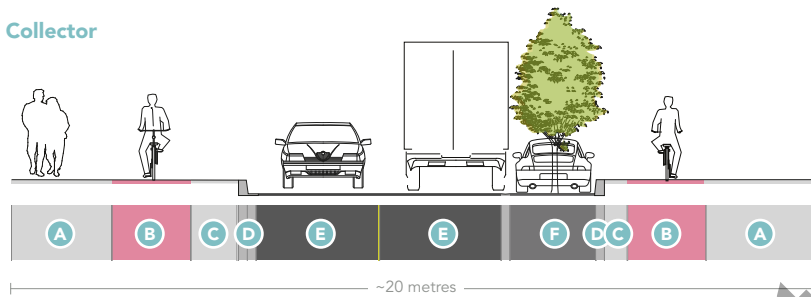
Arterial



LEGEND

- | | |
|-----------------------------------|----------------------|
| (A) Sidewalk | (D) Curb |
| (B) Cycle path | (E) Travel lane |
| (C) Landscaping / furnishing zone | (F) Parking, in bays |

Collector



Local

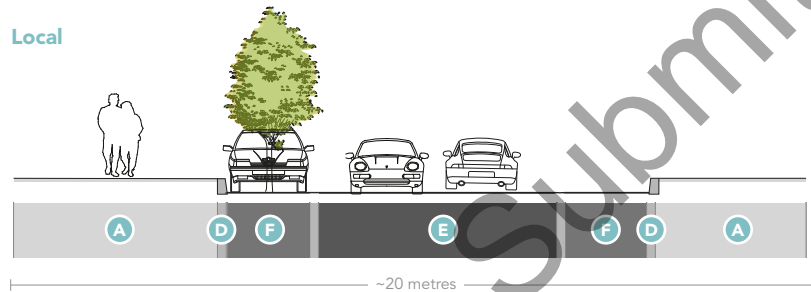
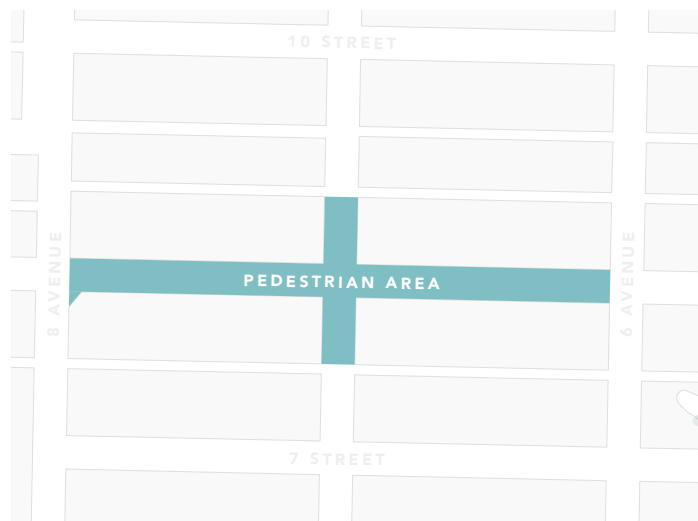


FIGURE 8.4 - PROPOSED EXTENT OF PEDESTRIAN AREA



Main Street during seasonal (summer) pedestrianization.

Main Street

With the underground facilities on Main Street reaching their theoretical end of life in the 2030s and requiring replacement, there is a rare opportunity to redesign the street into a unique public space that can support year-round vibrancy, economic activity, and distinguish itself from other commercial areas.

7. Main Street shall be redesigned and constructed as a permanent, fully pedestrianized public space closed to vehicles year-round. The design should:
 - provide a winding pedestrian movement corridor to reflect the area's natural setting, allow for intimate gathering and patio space, and create a distinct character with a village-like feel;
 - incorporate plantings that provide a mix of year-round greenery and seasonal colour with varied placement to create intrigue and a natural character;
 - prioritize the creation of a vibrant and functional public space by considering reduced widths for emergency access in consultation with emergency services;
 - maintain a continuous grade to support permeability and accessibility;
 - prioritize and allocate space for patios, programming, and landscaping within the right-of-way;
 - incorporate infrastructure to support year-round use and programming, including electrical hookups;
 - support winter use with consideration for solar exposure and wind breaks; and,
 - use high quality streetscape materials consistent with Section 4.2.6.
8. The seasonal pedestrianization of Main Street should continue until the redesign is completed.

FIGURE 8.5 - ARTISTIC INTERPRETATION OF A PEDESTRIANIZED MAIN STREET



This illustration demonstrates what Main Street could look like in the future with abundant patio space, landscaping, and space for people and gathering.



Example of an activated lane.



Example of what material differentiation could look like in a mews lane.

8.1.3 Lanes

1. Lanes should be considered critical components of the public realm and designed as multi-purpose public spaces that maintain necessary access and service functions while supporting increased pedestrian activity, safety, and a broader range of uses.
2. Landscaping, soft lighting, and attractive material treatments should be used on private property to create an attractive public/private realm interface along the lane. Blank walls should be avoided.
3. Loading/unloading for non-residential uses should be limited to lanes, private driveways, or, where necessary, the lesser street classification. Additional requirements, such as time restrictions, may be required to mitigate impacts on the transportation network and/or public realm.
4. Two types of enhanced lanes, activated and mews lanes, shall be established in the locations shown in Figure 8.1 and designed to a higher standard than conventional lanes.

Activated Lanes

5. Activated lanes are located where commercial uses front the lane and high levels of activation and vibrancy are desired (Figure 8.1). Activated lanes should include:
 - a continuous, barrier-free walking space of at least 1.8 metres featuring paving stones or other material treatments to delineate the space;
 - soft, dark-sky, pedestrian-scale lighting;
 - a high standard of design and activation from adjacent development(s), including dual commercial frontages for properties in the Commercial Core (Section 4.1.4).
6. Developments adjacent to activated lanes should consolidate parking facilities and their access, consistent with Section 8.2 to minimize interruption of the lane.

Mews Lanes

7. Mews lanes are located along desire lines where accommodating pedestrian movement is necessary (Figure 8.1). Mews lanes should include:
 - material differentiation along lane edges to establish walking space for pedestrians; and,
 - soft, dark-sky, pedestrian-scale lighting installed on adjacent development(s) to gently illuminate the lane.

8.2 Parking

Intent: Create a balanced approach to parking that employs more effective demand management strategies, reduces public subsidy of parking, and supports the land use and transportation objectives of this plan.

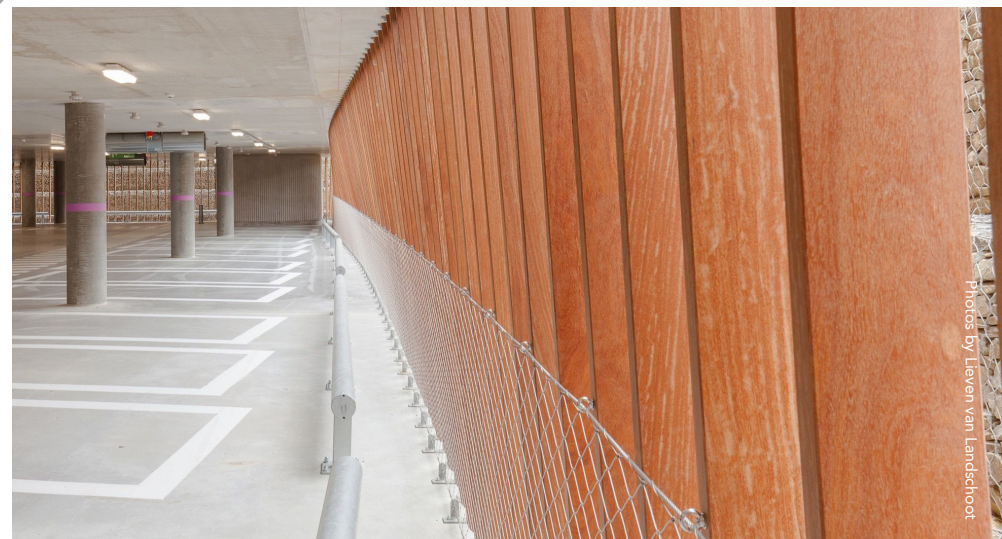
Policy

The policies in this section provide area-specific guidance relating to parking. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

8.2.1 Off-street parking

1. An intercept parking facility should be provided to reduce vehicle congestion, enhance the pedestrian experience, and promote walking, cycling, and transit within the downtown core. The facility should:
 - be located for downtown visitation (e.g., 700-800 Railway Ave);
 - provide parking spaces to address long-term parking demand;
 - prioritize accessibility with convenient pedestrian and transit access to downtown and nearby points of interest;
 - incorporate exterior dark-sky lighting;
 - incorporate design features, landscaping, and other screening that visually soften its appearance and complement the natural and architectural aesthetic of downtown; and,
 - facilitate the redevelopment of the existing surface parking lots downtown for higher and better uses.

Consideration should be given to the potential for shared parking arrangements with development(s) downtown.



Above: Examples of how a parking facility, such as an multi-level intercept parkade, can incorporate materials, landscaping, or other screenings to enhance its appearance.

2. The need to incorporate public parking facilities into future developments on Town land should be considered by the Town at the time of development.
3. Active transportation options and transit connections should be integrated with public parking facilities within and/or near downtown.
4. Off-street parking regulations, including parking minimums, should be regularly reviewed and updated support redevelopment and ensure parking supply can be responsive to changing market conditions and demand over time.
5. The existing *Parking Cash-in-lieu Policy* should be updated to encourage broader uptake, support redevelopment, ensure function of the transportation network, and to adequately fund parking facilities.

Updates should consider:

- reducing the per stall cash-in-lieu fee;
 - further reducing or waiving the cash-in-lieu fee for development(s) that provide a desired mid-block connection (Section 8.3.1) or non-market affordable housing;
 - expanding the policy's applicability to the entire plan area; and,
 - requiring development(s) in the Commercial Core with frontage on an activated lane to participate in the cash-in-lieu program.
6. To avoid spillover and demand for on-street parking and residential parking permits, applicants should consider projected parking demand in their calculation and provision of off-street parking as part of any development(s).
 7. 100% of parking spaces for residential, visitor accommodation, and hostel uses and 20% of parking spaces for all other uses shall be pre-wired for electric vehicle chargers.
 8. Parking should be accessed from lanes or private driveways. Where a

lane or private driveway does not exist, access should be provided from the lesser street classification or the creation of a new lane or private driveway at the discretion of the development authority.

9. The provision of and access to off-street parking along activated lanes (Section 8.1.3) shall not compromise or come at the expense of the design or function of the private/public realm, the intent of activated lanes, or the provision of attractive, animated, and functional commercial units and frontages on the activated lane in the Commercial Core.

The development authority may require cash-in-lieu of parking to achieve the intent of activated lanes, dual frontages, and to support the construction of off-street parking facilities.

10. Shared parking agreements between businesses, institutions, and developments should be used to maximize the use of existing parking facilities, particularly during off-peak hours.
11. To maintain the function of Railway Avenue and minimize points of conflict between users, parking access along Railway Avenue shall be managed as follows:
 - development(s) with frontages of 20 metres or greater on Railway Avenue shall provide parking access from the side of the building via private driveways;
 - development(s) with frontages less than 20 metres on Railway Avenue should provide parking access from the side of the building via private driveways;
 - where private driveways are constructed, agreements should be registered to ensure future development(s) on adjacent properties can use the private driveway for their parking access;
 - where an adjacent property has provided a private driveway and agreement for access, developments shall provide access to their parking via the existing private driveway; and,

- land assemblies are encouraged to facilitate consolidated access.

Alternative solutions may be considered at the discretion of the development authority.

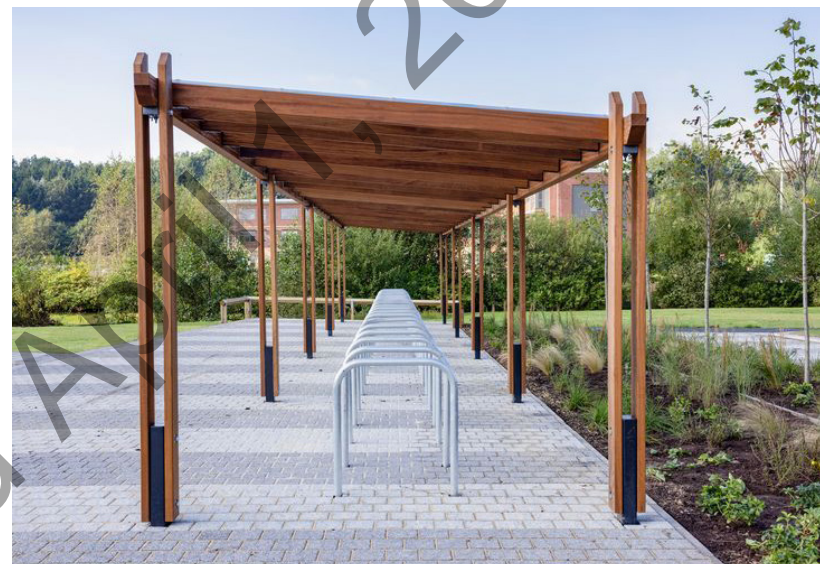
12. Development(s) in the Gateway, Commercial Core, or Civic Corridor character area (Section 4.1.4) should locate parking within building envelopes and incorporate garage doors, landscaping, or other design interventions to visually screen parking and create an attractive interface with the adjacent spaces.
13. Below-grade parking should not encroach in required building setbacks to ensure adequate space and soil volume for trees and stormwater management. Relaxations may be considered if the applicant can demonstrate that encroachment is necessary and would not adversely impact the ability to manage stormwater on-site or maintain the health of existing or future street trees.
14. Structured parking should not raise the finished grade of a development along the street frontage(s) or activated lane to the extent it adversely impacts the creation of an attractive private/public interface or conflicts with the vision or intent of this plan.
15. Private parking stalls should be unbundled from residential units, ensuring that parking is offered separately from the purchase or rental of housing units.

8.2.2 On-street parking

1. Parking supply and demand should be regularly monitored by the Town. Regulations should be adjusted as necessary to achieve a target peak occupancy of 80-90% and ensure continued alignment with the *Integrated Parking Management Plan*.
2. On-street parking regulations should be continuously expanded or increased over time to promote efficient use of parking, maintain function of the transportation network, and manage demand that may result from population growth and visitation. Measures should include:
 - expanding the application or pricing of paid parking;
 - transitioning to a zone-based permitting system;
 - expanding permitting areas;
 - pricing parking permits at rates that increase over time up to, and potentially exceed, cost recovery; and,
 - reducing the number of parking permits to one per residential unit.
3. Long-term parking spaces in high-demand areas should be limited to encourage turnover and availability of stalls for short-term visitors and access to commercial uses.
4. Accessible parking spaces that meet accessibility standards should be prioritized in locations that provide convenient access to points of interest, the Civic Corridor, and the Commercial Core.
5. On-street parking spaces equipped with electric vehicle (EV) chargers should be increased to support the growing adoption of electric vehicles and reduce carbon emissions.

8.2.3 Bicycle parking

1. Bicycle parking should be prioritized as a foundational design consideration for all development(s) to ensure it is accessible, easy to use, and offers convenient access to the street with minimal doorways or other physical barriers as identified in the *Engineering Design and Construction Guidelines*.
2. Development(s) should exceed the minimum requirements of the *Land Use Bylaw* for long-term bicycle parking stalls to support mode shift targets and reduce demand for private vehicle use.
3. Convenient, secure, short-term bicycle parking should be provided close to main entrances of residential and commercial uses as per the requirements of the *Engineering Design and Construction Guidelines*.
4. A publicly accessible secure bicycle facility should be created to serve the Commercial Core and provide access to transit.
5. Adequate bicycle parking should be provided at or within close proximity to parks, open spaces, and at strategic locations along pathways (e.g., near points of interests such as the Engine Bridge).



8.3 Mobility

Intent: Provide a safe, accessible, and connected network of walking, cycling, and transit infrastructure that makes it convenient for people of all ages and mobilities to access and move downtown—and, in doing so, reducing pressure on the road network to ensure those that need to drive are able to.

Policy

The policies in this section provide area-specific guidance relating to mobility. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

8.3.1 Active Transportation

Street Network and Design

1. The future active transportation network should generally align with Figure 8.1.
2. Active transportation infrastructure should feature accessible grades and barrier-free movement wherever possible.
3. Streets should be designed to provide a high quality of experience for walking and cycling in support of the mode shift targets required to maintain function of the street network.

Design features should include:

- high-quality design and materials to create an interesting streetscape that encourages people to engage with and move through the space;

- adequate infrastructure to support the safety and comfort of people walking and cycling (e.g., signage, weather protection, benches, tree canopy, washrooms);
 - dark-sky, pedestrian-scale lighting where appropriate; and,
 - adequate space within the boulevard to support public uses and infrastructure where adequate rights-of-way exists.
4. A series of designated walking and cycling loops should be created to encourage active transportation and physical activity. These loops should be regularly reviewed and updated as infrastructure improvements are made and should be designed to:
 - connect points of interest;
 - be universally accessible;
 - be distinctly named;
 - be identifiable via wayfinding, signage, or other markings; and,
 - be easy to navigate and appealing to use.

Multi-use Pathways and Trails

5. Recommendations from the *Open Space and Trails Plan* for downtown were considered in the preparation of this plan and remain appropriate for implementation. Implementation priorities include:
 - paving the Spur Line Trail and Higashikawa Friendship Trail, as generally shown in Figure 8.1;
 - upgrading the trail on the west side of the Downtown Pond and the unofficial trail on the east side of Riverside Park to gravel standard;
 - installing pedestrian-level lighting on main commuter pathways in the downtown area; and,
 - facilitating stronger downtown cycling network connections.
6. The Commercial Core and Civic Corridor should be connected to the



Bow River and the Higashikawa Friendship Trail through a new east-west multi-use pathway along the existing unused right-of-way.

7. Access points to the Bow River from the Higashikawa Friendship Trail between Riverside Park and the Engine Bridge should be consolidated into a single access point to balance access and restoration of the natural area.
8. Signage or placard(s) should be installed along the Higashikawa Friendship Trail to provide information on the name and the Town's relationship with its sister city, Higashikawa.
9. Unauthorized trails should be decommissioned to reduce wildlife impacts and support restoration of previously undisturbed or natural areas.
10. The existing multi-use pathway along the eastern edge of Policeman's Creek should be extended to the southeast to support mode shift and connect to the future regional park. The pathway should be gravel or, with consideration for policy 6.1.2(2.4), paved. The pathway should be located within the setbacks specified in Section 6.1.2.
11. Safety and accessibility improvements should be made to the trail network including the provision of accessible grades, ramps, and gentle pedestrian-scale lighting where appropriate.
12. Small-scale placemaking along pathways and trails should be implemented over time with seating, art, lighting, or other features to create more intimate spaces for people to enjoy and connect with the area.
13. The Spur Line Trail should be managed as a key recreational feature and attraction downtown by adding various placemaking element(s) and improvements, such as:
 - plantings to increase tree canopy and provide shade;
 - pedestrian-level lighting;
 - a public art walkway or the installation of educational placards; and/or,
 - maintenance of portions of the trail for ice skating in the winter and connecting from the Downtown Pond.
14. Multi-use pathways and trails should provide a hierarchy of wayfinding signage consistent with Section 4.2.6.



Mid-block Connections

15. Publicly accessible mid-block connections will form part of the active transportation network downtown, promoting permeability, accessibility, and supporting mode shift targets and the function of the transportation network. Mid-block connections should be provided in the locations generally shown on Figure 8.1. The exact location of the mid-block connections may vary depending on lot assemblies and timing of development.
16. Mid-block connections should:
 - provide public access between lanes and/or streets at all times;
 - exceed 3.0 metres in width;
 - be located outside, within a breezeway, or through interior pedestrian malls;
 - be designed to ensure safety, accessibility, and aesthetic appeal;
 - provide lighting that promote extended hours of use; and,
 - have activated edges with patios, entrances, or other features.

Mid-block connections, such as those shown above, can provide functional linkages between key streets or public spaces and support accessibility by reducing travel distances between places.

17. Mid-block connections should be provided through development. Consolidation of lots should be strongly encouraged to facilitate the provision of mid-block connections.
18. Relaxations or incentives, including variances to height, density, setbacks, and/or waiving of parking cash-in-lieu fees should be considered for development(s) providing a mid-block connection.

8.3.2 Transit

1. Transit services should be expanded over time to meet increasing demand. Routing should be periodically reviewed and adjusted to improve overall service of the network.
2. Streets should be designed to accommodate and support increased transit ridership. This may include the allocation of space within the right-of-way for transit infrastructure, integration of bike lanes with transit stops, expanded sidewalks to promote connectivity and access to transit, transit-priority signals, accessibility improvements, or restricted sections of streets or lanes.
3. An expanded transit terminal should be incorporated into a future comprehensive development on Town land in or near the Civic Corridor or Commercial Core. Potential locations include 907 7 Avenue-950 8 Avenue (recommended) or 702-738 7 Street.
 - 3.1. The transit terminal should seamlessly integrate into the design of the comprehensive development and public washrooms, enhance the public realm, and align with the broader vision for downtown.
 - 3.2. The transit terminal should be sited and designed to minimize interference or disruption of public spaces or community-oriented uses or facilities.
4. Transit facilities should be designed for year-round usability and comfort, with particular consideration for weather and wind protection.
5. Transit stops should be located in areas that contribute to the overall accessibility of downtown, including the Commercial Core, Civic Corridor, and key destinations such as Riverside Park and Centennial Park.
6. Transit should be considered or integrated into the design of the future intercept parking facility to support efficient connections and the accessibility of downtown.



Photo by Opta About

9.

Servicing

RFD Submitted April 1, 2025

9. Servicing

The continued redevelopment of downtown presents an opportunity to modernize aging deep utility infrastructure while addressing the challenges of increased demand and environmental sustainability. As the number of residents increases, so too will the strain on water, sanitary, and stormwater systems—necessitating strategic upgrades to support future growth.

Our *Utility Master Plan* identifies much of the water and sanitary infrastructure, originally installed in the 1960s, as nearing the end of its service life. These systems require systematic replacement and upsizing to reliably meet the needs of downtown's future population.

Stormwater management presents additional challenges due to the area's flat valley-bottom topography, shallow water table, and proximity to the Bow River. As a result of these challenges, there are few piped stormwater systems in the valley bottom. Instead, our *Engineering Design and Construction Guidelines* mandate a "treat, then infiltrate" approach, utilizing natural vegetative systems to filter runoff before infiltrating it directly into

the ground. Modernization of the existing stormwater system is necessary to enhance water quality, accommodate increased imperviousness caused by redevelopment, and mitigate more intense rainfall caused by climate change.

This section outlines strategies to modernize and adapt downtown's deep utility infrastructure. It aims to ensure the reliability and capacity of water and sanitary systems while integrating innovative stormwater solutions that align with environmental stewardship and climate resilience.

You can read more about our broader vision for these topics, including other applicable policies or guidelines, in the **Utilities Master Plan, Master Drainage Plan, and Engineering Design and Construction Guidelines.**

Objectives

- Accommodate future redevelopment
- Extend the lifecycle and capacity of utility infrastructure
- Mitigate flood risks through strategic stormwater management
- Protect water quality with advanced treatment methods
- Ensure resilience to the impacts of climate change

9.1 Stormwater

Intent: Improve stormwater management practices to provide an appropriate level of flood protection, protect watercourses and groundwater from contamination, respect sensitive environmental areas, enhance resilience, and provide co-benefits for the community.

Policy

The policies in this section provide area-specific guidance relating to stormwater management. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

9.1.1 Stormwater Management

1. Development(s) shall manage stormwater on site by capturing, retaining, and infiltrating runoff up to and including the 1:5 year storm event at minimum.
2. Development(s) on parcels identified in Figure 9.1 that are adjacent to the 1:100 year stormwater trap lows shall comply with the minimum building opening elevations specified in Figure 9.1.
3. Any modifications to existing grades shall accommodate existing overland flow routes, as shown in Figure 9.2.
4. Low Impact Development (LID) infrastructure should:
 - be installed adjacent to asphalt pathways which abut natural watercourses to improve water quality, reduce runoff temperatures, and reduce environmental and ecological impacts;

- be utilized within street cross sections wherever feasible at the locations conceptually identified in Figure 4.3 and Section 4.5 of the *Stormwater Management Feasibility Study*; and,
- be implemented where overland spill locations discharge directly into natural watercourses, as illustrated in Figure 4.2 of the *Stormwater Management Feasibility Study*.

5. Naturalized methods of LID infrastructure with surface expression, such as natural wetlands and bioswales, should be prioritized where feasible to provide co-benefits and contribute to the desire to integrate nature into the public realm.
6. Overland spill locations that discharge across private lands should be rerouted onto public land, if possible; otherwise, they should be formalized via overland drainage rights-of-way.



Example of LID infrastructure installed within street cross sections to manage stormwater runoff.

FIGURE 9.1

Stormwater Trap Lows

LEGEND

- # 1:100 YEAR TRAP LOW ELEVATION
(INCLUDING 300MM FREEBOARD)
- PARCELS ADJACENT TO 1:100
YEAR TRAP LOW (WITHIN 5 M)

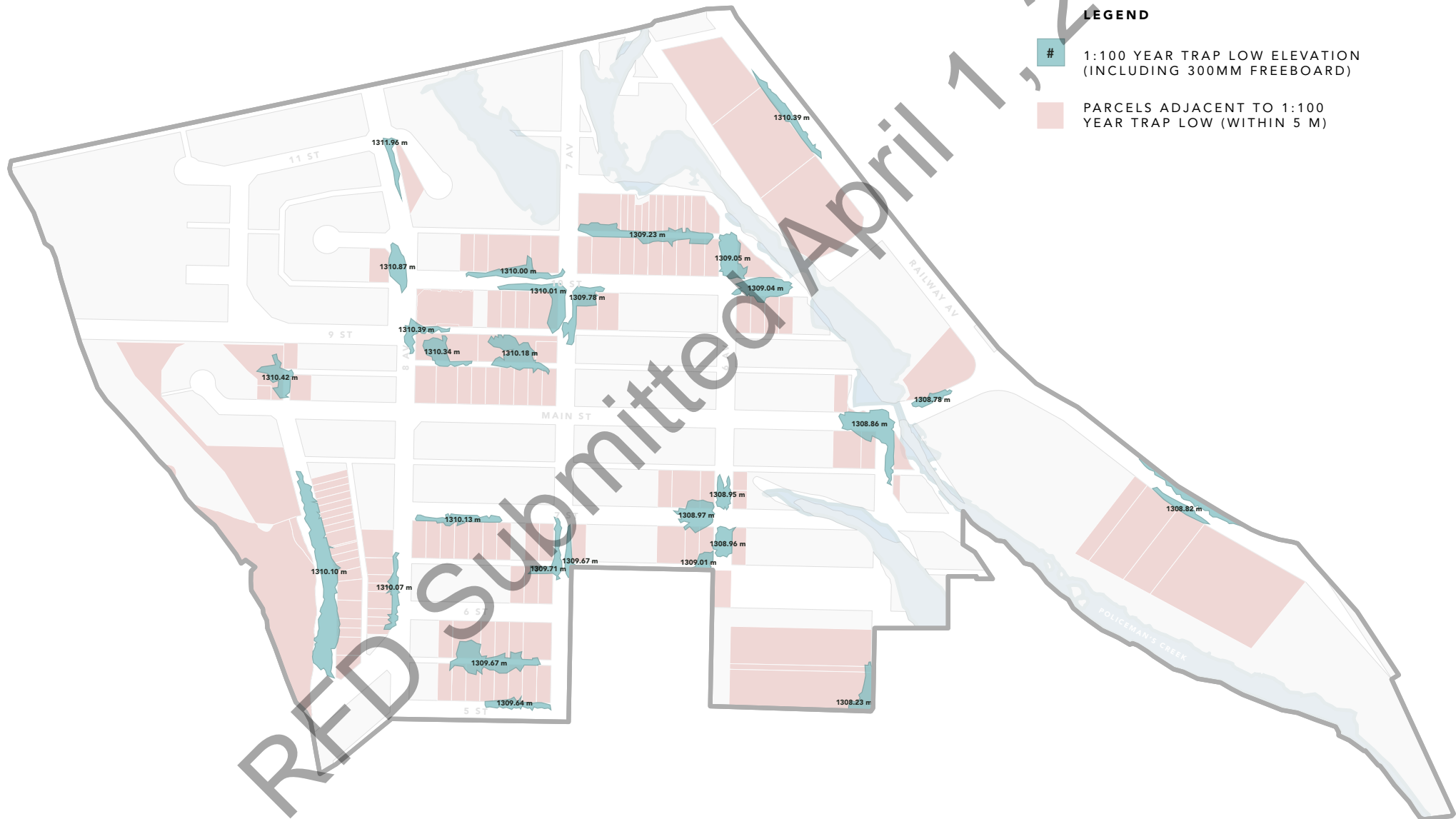


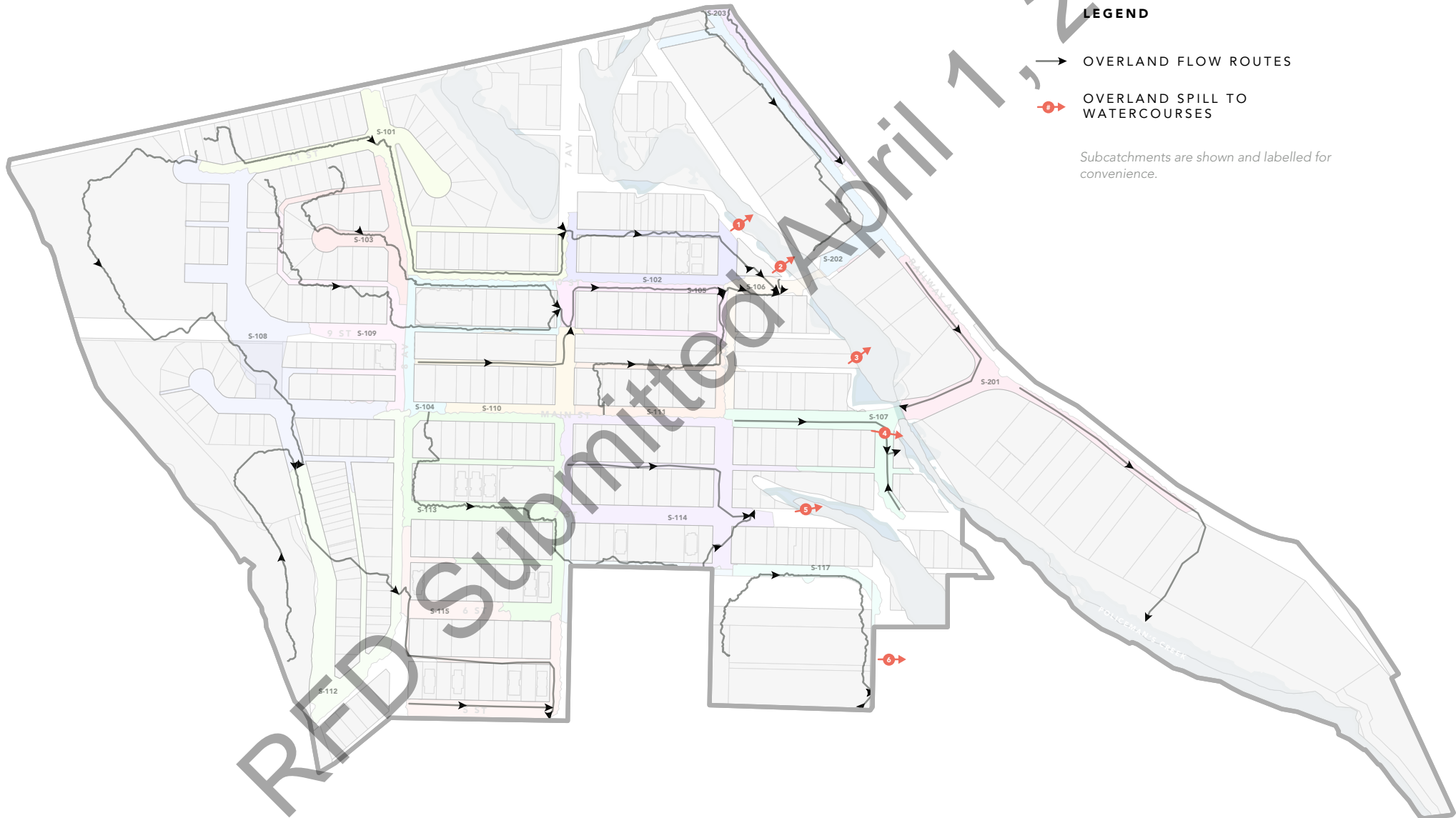
FIGURE 9.2

Overland Flow Routes

LEGEND

- OVERLAND FLOW ROUTES
- ➔ OVERLAND SPILL TO WATERCOURSES

Subcatchments are shown and labelled for convenience.



9.2 Utilities

Intent: Maintain or improve water and sanitary systems in alignment with the Utility Master Plan while accommodating continued growth and change downtown.

Policy

The policies in this section provide area-specific guidance relating to utilities. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

9.2.1 General Policy

1. Utility rights-of-way, easements, and public utility lots should be provided to accommodate municipal utilities where appropriate.
2. Development(s) within the plan area shall be serviced with municipal water, sanitary sewer, and stormwater utilities.
3. Development(s) on lots with existing water and sanitary services will require replacement of services to the public mains at the expense of applicants, in accordance with the *Engineering Design and Construction Guidelines*.

9.2.2 Water

1. Watermains in the plan area will require lifecycle replacement. At time of replacement, the capacity of certain mains will be increased to provide fire flow requirements appropriate for the planned density and land use.

2. Additional hydrants will be required to provide an appropriate level of fire protection in alignment with the proposed density and land use. New hydrants shall be installed as a condition of development or by the Town during lifecycle replacement projects.

9.2.3 Sanitary

1. Sanitary mains in the plan area will require lifecycle replacement. At time of replacement the capacity of certain mains will be increased to accommodate the planned density and land uses.
2. For development(s) connecting to the Railway Avenue sanitary sewer, applicants shall provide independent hydraulic analysis to assess the potential surcharge elevation at their service tie-in location and demonstrate through design a minimization of risk to property. Service design should, at minimum, have a tie in elevation higher than the hydraulic grade line and service connections should be installed with backflow preventers.

9.2.4 Shallow Utilities

1. Consideration shall be given to burying aerial power and telecommunications lines in laneways with commercial activity.

10. Implementation

RFD Submitted April 1, 2025

10. Implementation

This plan provides a forward-looking vision for downtown and a framework to guide growth, change, and investment over the next 25 years to the year 2050. But change won't happen overnight.

The Town of Canmore is just one of many actors involved in the evolution of downtown. Property owners, developers, builders, businesses, partners, interest groups, residents, and other levels of government all have a significant role to play to realize the vision of this plan.

As a majority of the land within the plan area is private property, development will occur at a rate and in a pattern that is influenced by the decisions of individual property owners.

Public realm improvements will occur gradually over time through a combination of Town-led capital projects (e.g., street renewals and the replacement of aging infrastructure), ongoing programs (e.g., public art), and developer-funded improvements required as a condition of rezoning or development. The timing of these improvements will depend on a variety of things, including availability of grants, the budget priorities of the Town, and the decisions of property owners and the resulting timing and scale of redevelopment.

Ensuring the vision is realized therefore requires careful consideration of the changes that need to happen in the both the near term and distant future. This chapter provides an implementation framework that will guide what happens next to put this plan into action.

Just a few of the many tools the Town relies on to implement Area Redevelopment Plans includes the **Municipal Development Plan, Land Use Bylaw, Engineering Design and Construction Guidelines**, and the **Budget**.

Objectives

- Provide transparency towards the community
- Establish clear actions and priorities
- Create a framework for coordination and implementation
- Identify estimated resource needs and funding sources
- Establish monitoring processes

10.1 Implementation Table

The Implementation Table is a guide to help the Town prioritize time and resources towards realizing the vision of this plan and to provide increased transparency to the community and interest groups around what actions need to happen and when they may occur. The table focuses on specific actions that the Town can take independently, but also includes those that may be taken alongside other organizations as well as actions that may be requested from others.

The actions in the table should not be considered an exhaustive list, as implementation of the plan may also entail other projects or initiatives that are dependent on external factors beyond the Town's control (e.g., private development) or are already underway, set to occur under another program, or are not initiated solely in response to this plan (e.g., public art installations, street renewals, replacement of underground utilities).

The information provided in this section is for information purposes only and shall not be interpreted as policy or commitments.

Understanding the Actions

This section outlines the symbols and terminology used in the Implementation Table to define each action.

Role

Defines the Town's responsibility in achieving the results of the stated action.

- **Act:** the Town has the tools and authority to complete the action.
- **Partner:** the Town has to work collaboratively with other organizations to complete the action.
- **Ask:** the Town does not have the tools or authority to complete the action, but may request or advocate for the action from others.

Lead

States the party or Town department(s) likely to be responsible for the action. For actions where the Town's role is identified as "Ask", the Lead is the representative that will be responsible for initiating the ask.

Timing

Identifies the anticipated timing for which the action will be initiated or work will commence.

- **Ongoing:** Action is already underway or is implemented gradually over time in a continual manner (e.g., street renewals).
- **Immediate:** Work will begin following Council adoption of this plan.
- **Short term:** Action will commence in the relatively near term (e.g., within 5 years).
- **Medium term:** Action will commence in a time frame that is longer than the short term (e.g., within 10 years)
- **Long term:** Action will commence in a time frame that extends beyond the medium term (e.g., greater than 10 years).

Cost

Estimates the approximate magnitude of cost to implement the action (estimated in 2024 Canadian Dollars). The action may be funded from a variety of sources depending on the action and may include contributions from other parties including grants, off-site levies, or other contributions.

- **0:** No expected cost to the Town
- **\$:** Under \$100,000
- **\$\$:** \$100,000 – \$1,000,000
- **\$\$\$:** More than \$1,000,000

These cost estimates are for information purposes only, are subject to change, and do not include staff resources within the existing administration. Cost estimates reflect the total anticipated cost and do not estimate the added cost that is resulting from a direction in this plan (e.g., certain infrastructure improvements may have occurred otherwise regardless of this plan).

Implementation of the plan may involve projects or initiatives that are dependent on external factors beyond the Town's control (e.g., private development) or are already underway, set to occur under another program, or are not initiated solely in response to this plan (e.g., public art installations, street renewals, replacement of underground utilities).

IMPLEMENTATION TABLE

ID	TASK	ROLE	LEAD	TIMING	COST
1	Decommission unauthorized trails within the plan area.	Act	Parks	Ongoing	\$
2	Implement parking management strategies (e.g., pricing adjustments, program expansions, updates to residential parking programs)	Act	Engineering, Planning	Ongoing	\$
3	Engage the Downtown Canmore Business Improvement Area (BIA) to explore opportunities to further enhance activation of the private and public realm in the Commercial Core.	Partner	Economic Development	Ongoing	0
4	Conduct analysis and prepare amendments to Section 12, Density Bonus Regulations, of the Land Use Bylaw.	Act	Planning	Immediate	\$
5	Prepare zoning amendments and initiate rezoning process in accordance with the land uses and policies in this plan.	Act	Planning	Immediate	0
6	Prepare and implement a strategy to finance growth to ensure successful and equitable implementation of the plan, which may include one or more of off-site levies, local improvement taxes, or other funding mechanisms.	Act	Engineering, Finance, Planning	Immediate	\$
7	Prepare amendments to other policy and regulatory documents as necessary, including the Land Use By-law (LUB) and Engineering and Design Construction Guidelines (EDCG), to be consistent with the vision and policies in this plan.	Act	Planning, Engineering, Parks	Immediate	0
8	Revise the 1:100 year design groundwater elevations based on updated groundwater modelling.	Act	Engineering	Immediate	\$
9	Review requirements for underground parkades with respect to protection from groundwater flooding.	Act	Engineering, Planning	Immediate	\$
10	Initiate process to develop a "Winter Strategy" that will inform the design and provision of year-round spaces and programming suitable to Canmore's climate.	Act	Economic Development, Parks, Streets and Roads	Short term	\$

IMPLEMENTATION TABLE (continued)

ID	TASK	ROLE	LEAD	TIMING	COST
11	Update the design of trail wayfinding signage and begin gradual implementation.	Act	Planning, Parks, Engineering	Short term	\$
12	Advocate for modernization of the Alberta Edition of the Building Code to allow for single-staircase, medium-density buildings to support viability of apartment buildings and small lot development.	Ask	Council	Short term	0
13	Engage Indigenous communities on placenaming major parks and public spaces downtown	Partner	Economic Development, Parks	Short term	0
14	Detailed planning and design for the future transit terminal	Act, Partner	Engineering, Planning, Facilities, Partner Organizations	Short term	\$
15	Review implementation of the plan, including pace of development, and determine if major amendments are necessary.	Act	Planning	Short term	0
16	Design and construct new Regional Park adjacent to Policeman's Creek	Act	Parks, Partner Organizations	Short term	\$\$
17	Design and construct an intercept parking facility	Act	Engineering	Medium term	\$\$\$
18	Install wildlife exclusion fencing around key parks and open spaces	Act	Parks, Sustainability	Medium term	\$\$
19	Redesign and reconstruction of Main Street when critical infrastructure requires replacement.	Act	Engineering	Medium term	\$\$\$
20	Improvements to Riverside Park (new infrastructure, four season recreation programming, small-scale commercial use opportunities etc.)	Act	Parks, Recreation, Economic Development	Medium term	\$\$
21	Improvements to Veterans Park	Act	Parks	Medium term	\$\$
22	Design and construct the central plaza	Act	Parks, Engineering, Economic Development	Medium term	\$\$\$
23	Improvements to Centennial Park	Act	Parks, Recreation, Economic Development, Facilities	Long term	\$\$

IMPLEMENTATION TABLE (continued)

ID	TASK	ROLE	LEAD	TIMING	COST
24	Expand Riverside Park to the adjacent Town parcel to the north	Act	Parks	Long term	\$\$\$
25	Open space improvements on the N.W.M.P. Barracks site	Act	Parks, Engineering, Facilities, Partner Organizations	Long term	\$\$\$
26	Improvements to Downtown Pond open space	Act	Parks	Long term	\$\$\$
27	Design and construct new multi-use pathway linking 9 Street to the Bow River	Act	Parks, Engineering	Long term	\$\$\$

A.

Appendix

RFD Submitted April 1, 2025

A.1 Definitions

For convenience, terms defined in this section are underlined when they appear in policy in this plan.

The definitions below are provided for terms referenced within this plan that may not be defined in other statutory documents or in cases where the interpretation of the term in this plan warrants further explanation.

Terms

<u>Affordable housing</u>	As the context implies, affordable housing refers to either non-market or perpetually affordable housing as defined in the <i>Municipal Development Plan</i> .
<u>Applicant(s)</u>	A person, organization, entity, or their hired consultants seeking approval from the Town of Canmore for a development, subdivision, or other land use application, including but not limited to property owners, developers, or their representatives.
<u>Development authority</u>	As defined in the <i>Land Use Bylaw</i> .
<u>Exceptional standard of design</u>	Fully meets or exceeds the intent of the design requirements of this plan, the <i>Land Use Bylaw</i> , and any other design guidelines that may apply.
<u>Low Impact Development (LID)</u>	A set of design and management practices that aim to minimize the environmental impact of land development and improve the overall sustainability of the built environment. <u>LID</u> tools are designed to mimic the natural hydrologic functions of the site and promote the use of green infrastructure to manage stormwater runoff.
<u>Near net zero</u>	A building with low energy usage such that it approaches the annual energy consumption of Net Zero Energy buildings and, with additional measures, could produce nearly as much renewable energy as it uses on an annual basis. A <u>near net zero</u> building should meet or exceed Tier 4 (60% reduction in energy consumption) of the National Energy Code of Canada for buildings (2020) and be designed to be solar ready.
<u>Private realm</u>	The part of a community that is on privately owned land or where public access is not permitted.
<u>Public benefit</u>	A tangible or intangible improvement that the development authority determines will provide a significant contribution to the well-being of the community. Examples include day care facilities, public parks, affordable housing, transit facilities, community centres, public recreation facilities, or other community spaces.
<u>Public realm</u>	The part of a community that is publicly accessible, including including streets, plazas, parks and open spaces.

RFD Submitted April 1, 2025





BYLAW 2025-13

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 2025-13 – Changes to Variance Powers.”

INTERPRETATION

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

PROVISIONS

- 3 Revised Land Use Bylaw 2018-22 is amended by this bylaw.
- 4 Section 1.11.0.1 is amended by inserting “and any statutory plans” after “Where a Development Permit application does not demonstrate that the proposed development conforms to all the applicable requirements of this Bylaw”.

ENACTMENT/TRANSITION

- 5 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.
- 6 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

01 ADMINISTRATION

- 1.10.5.5 The Development Officer shall not issue a Development Permit for a development that involves a land use that:
- Is designated "NA" in Table 1 of Subsection 7.5.7, or;
 - Is neither listed in Table 1 of Subsection 7.5.7 nor authorized under Subsection 1.10.5.3 or 1.10.5.4.
- 1.10.5.6 If a Development Permit application is made for a development that involves a land use that, in the opinion of the Development Officer, may attract birds or generate large amounts of smoke or dust or both, the Development Officer shall require the applicant to submit a report prepared by a qualified professional regarding the potential impacts of the proposed development on the operation of the heliport.

1.10.6 Development Permits for Historic Resources

- 1.10.6.1 Upon receipt of a Development Permit for a Historic Resource on the Inventory, if necessary the Development Authority will request an extension to the time period allowed for the review of a Development Permit contained in the Act. An additional review period of 45 days will be requested of the applicant, to allow for the conservation measures contained below to be evaluated to determine which may be appropriate to the application. During this period the Development Authority will work with the resource owner to encourage the preservation of the Historic Resource and its character defining elements.
- 1.10.6.2 The review period may be waived or reduced by the Development Authority in case of an emergency situation requiring immediate demolition for reasons of public safety, or where a professional structural engineer engaged by the resource owner or the applicant, confirms that the structure or historic resource cannot be reasonably maintained in its existing state.

1.11 CONDITIONS ATTACHED TO A DEVELOPMENT PERMIT

- 1.11.0.1 Where a Development Permit application does not demonstrate that the proposed development conforms to all the applicable requirements of this Bylaw and any statutory plans, the Development Authority may, as a condition of issuing the Development Permit, require that the applicant amend specific elements of the plans to conform with the applicable requirements.
- 1.11.0.2 The Development Authority may, as a condition of issuing a Development Permit for a Permitted or Discretionary Use, require the applicant to enter into an agreement with the Town to do any of the following:
- The construction or payment for the construction of a road required to give access to the development;
 - The construction or payment for the construction of a pedestrian walkway system to serve the development, and/or pedestrian walkways to connect the pedestrian walkway system serving the development with a pedestrian walkway system that serves or is proposed to serve an adjacent development;
 - The installation or payment for the installation of public utilities, other than telecommunications systems or works, that are necessary to serve the development;

Project Report

01 February 2025 - 02 March 2025

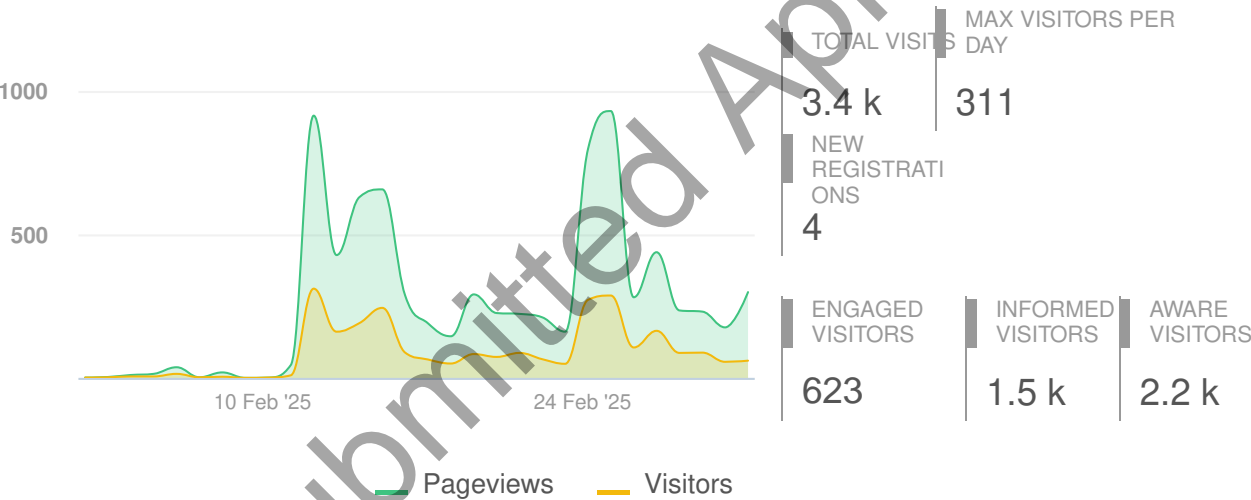
MyCanmore

Connect Downtown: Planning a Vibrant Town Centre



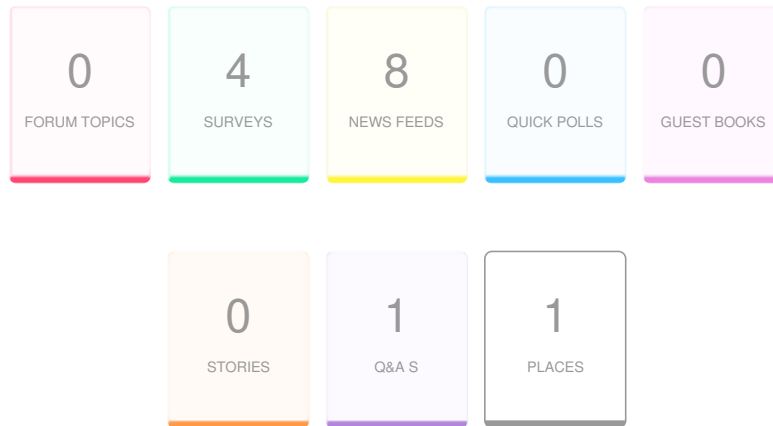
Visitors Summary

Highlights



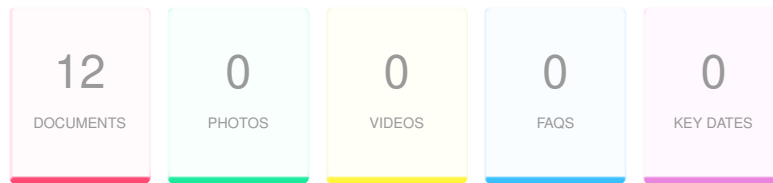
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Aware Actions Performed		Participants	Engaged Actions Performed				
Visited a Project or Tool Page		2,221					
Informed Participants		1,524					
Informed Actions Performed		Participants					
Viewed a video							
0Viewed a photo		0					
Downloaded a document		1,061					
Visited the Key Dates page							
0Visited an FAQ list Page							
0Visited Instagram Page		0					
Visited Multiple Project Pages		743					
Contributed to a tool (engaged)		623					
			Registered	Unverified	Anonymous		
Contributed on Forums			0	0	0		
Participated in Surveys			6	0	622		
Contributed to Newsfeeds			0	0	0		
Participated in Quick Polls			0	0	0		
Posted on Guestbooks			0	0	0		
Contributed to Stories			0	0	0		
Asked Questions			0	1	0		
Placed Pins on Places			0	0	0		
Contributed to Ideas			0	0	0		

ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Newsfeed	Tell us what you think about the draft ARP for Downtown C...	Published	27	0	0	0
Newsfeed	Save the Date for: The Warm Up - Catch Fresh Tracks Downt...	Published	7	0	0	0
Newsfeed	What We Heard Report - Options Phase	Published	4	0	0	0
Newsfeed	Vision Document and What We Heard Report Released	Published	3	0	0	0
Newsfeed	What's Your Big Idea for Downtown Canmore?	Published	1	0	0	0
Newsfeed	A Wrap on the Warm Up!	Published	0	0	0	0
Newsfeed	Close of Visioning Phase	Published	0	0	0	0
Newsfeed	Close of Options Phase	Published	0	0	0	0
Qanda	Ask a Question	Published	20	0	1	0
Place	Map Your Downtown	Archived	9	0	0	0
Survey Tool	Draft Plan Survey	Archived	1031	6	0	622
Survey Tool	Options Survey	Archived	6	0	0	0
Survey Tool	Visioning Survey	Archived	0	0	0	0
Survey Tool	test	Draft	0	0	0	0
Ideas	Your Big Ideas	Archived	5	0	0	0

INFORMATION WIDGET SUMMARY



Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Document	Connect Downtown - Draft ARP	883	1355
Document	Connect Downtown - Options Phase What We Heard Report	87	102
Document	Connect Downtown - Draft ARP Information Boards - What It Could Loo...	78	87
Document	Connect Downtown - Draft ARP Information Boards - Land Use, Charact...	72	74
Document	Connect Downtown - Draft ARP Information Boards - Urban Design.pdf	52	54
Document	Connect Downtown - Vision Document	50	64
Document	Connect Downtown - Draft ARP Information Boards - Parks, Open Space...	46	49
Document	Connect Downtown - Draft ARP Information Boards - Transportation.pdf	45	48
Document	Connect Downtown - Draft ARP Information Boards - Environment, Clim...	25	26
Document	Connect Downtown - Draft ARP Information Boards - Arts, Culture, He...	22	23
Document	Connect Downtown - Options - Information Boards	14	25
Document	deleted document from	3	3
Document	Connect Downtown - Visioning - Information Boards	1	3

QANDA

Ask a Question

Visitors 20	Contributors 1	CONTRIBUTIONS 1
-------------	----------------	-----------------

No Responses

RFD Submitted April 1, 2025

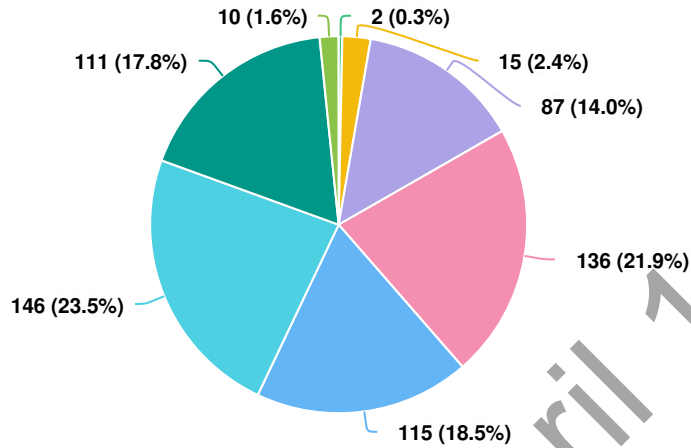
ENGAGEMENT TOOL: SURVEY TOOL

Draft Plan Survey

Visitors **1031**

CONTRIBUTIONS **622**

How old are you?



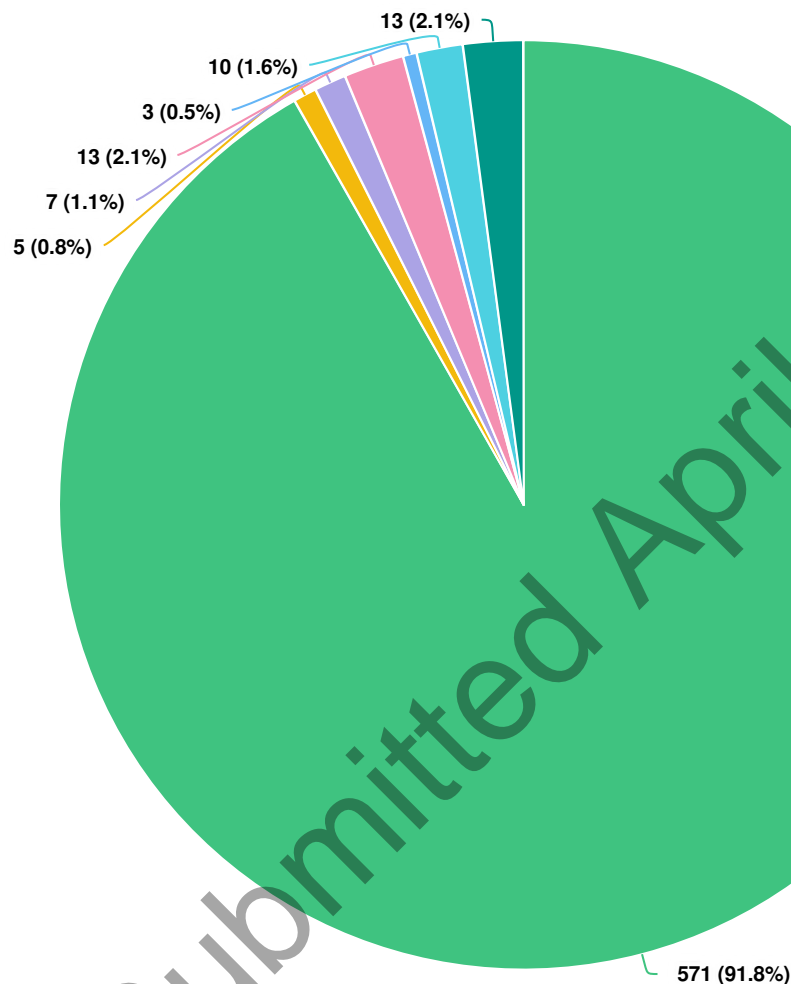
Question options

● Under 18
 ● 18-25
 ● 26-35
 ● 36-45
 ● 46-55
 ● 56-65
 ● 65+
 ● Prefer not to say

Mandatory Question (622 response(s))

Question type: Dropdown Question

Where do you call home?



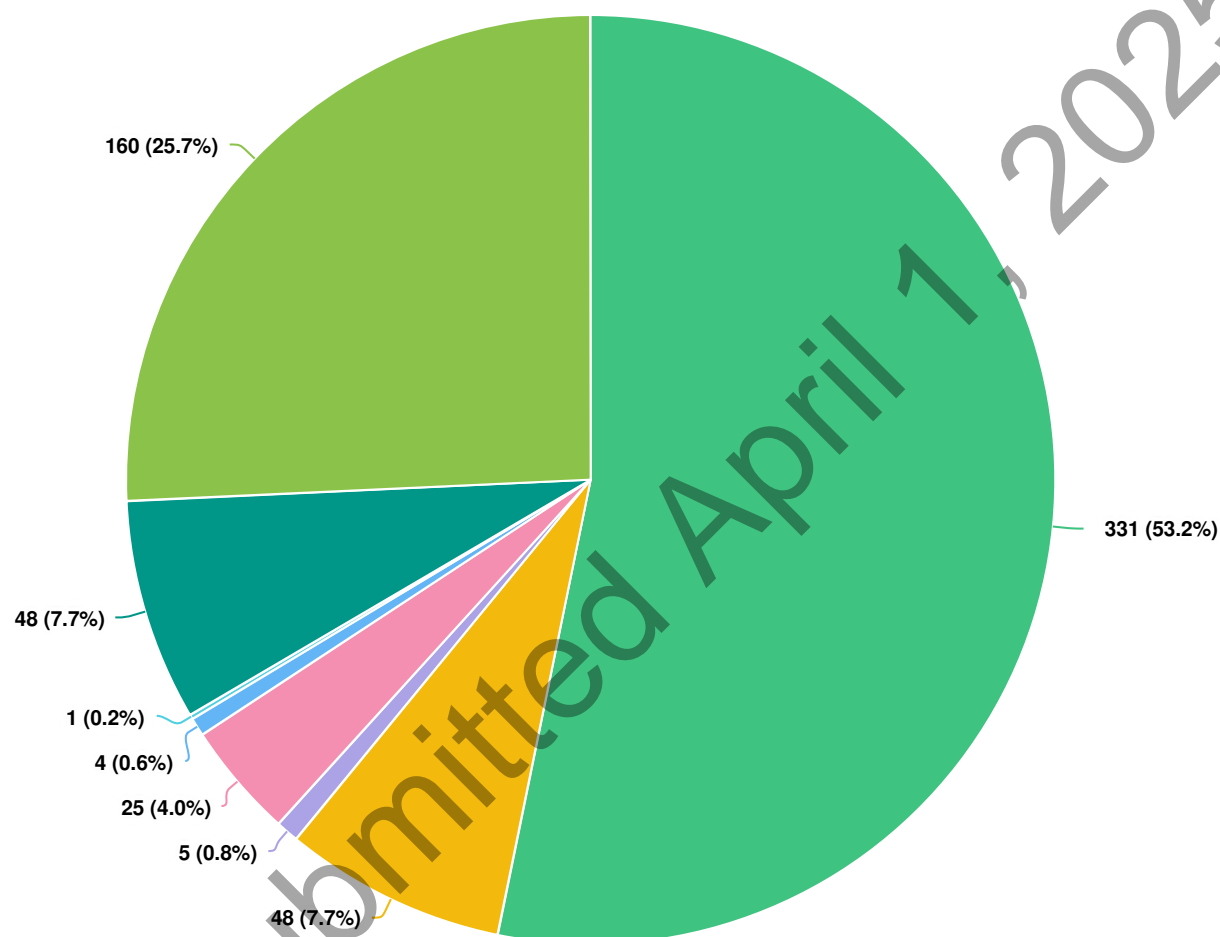
Question options

- Canmore Banff MD of Bighorn Calgary Cochrane Prefer not to say
- Other (please specify)

Mandatory Question (622 response(s))

Question type: Dropdown Question

Where do you work?



Question options

● Canmore
 ● Banff
 ● MD of Bighorn
 ● Calgary
 ● Mîni Thnî
 ● Cochrane
 ● Prefer not to say
 ● Other (please specify)

Mandatory Question (622 response(s))

Question type: Dropdown Question

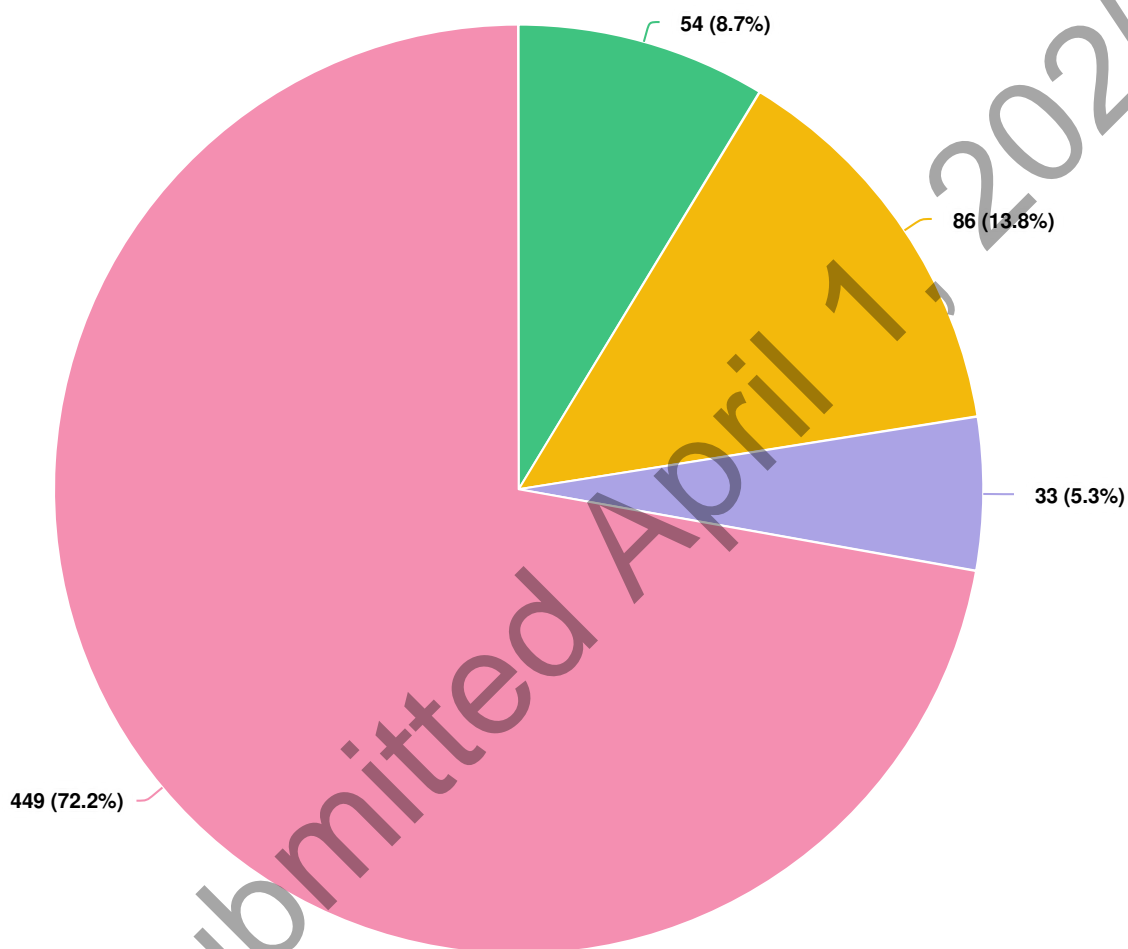
What is your relationship to Downtown Canmore? See the map for the area we are talking about. Select all that apply.



Mandatory Question (622 response(s))

Question type: Checkbox Question

Do you own or operate a business?



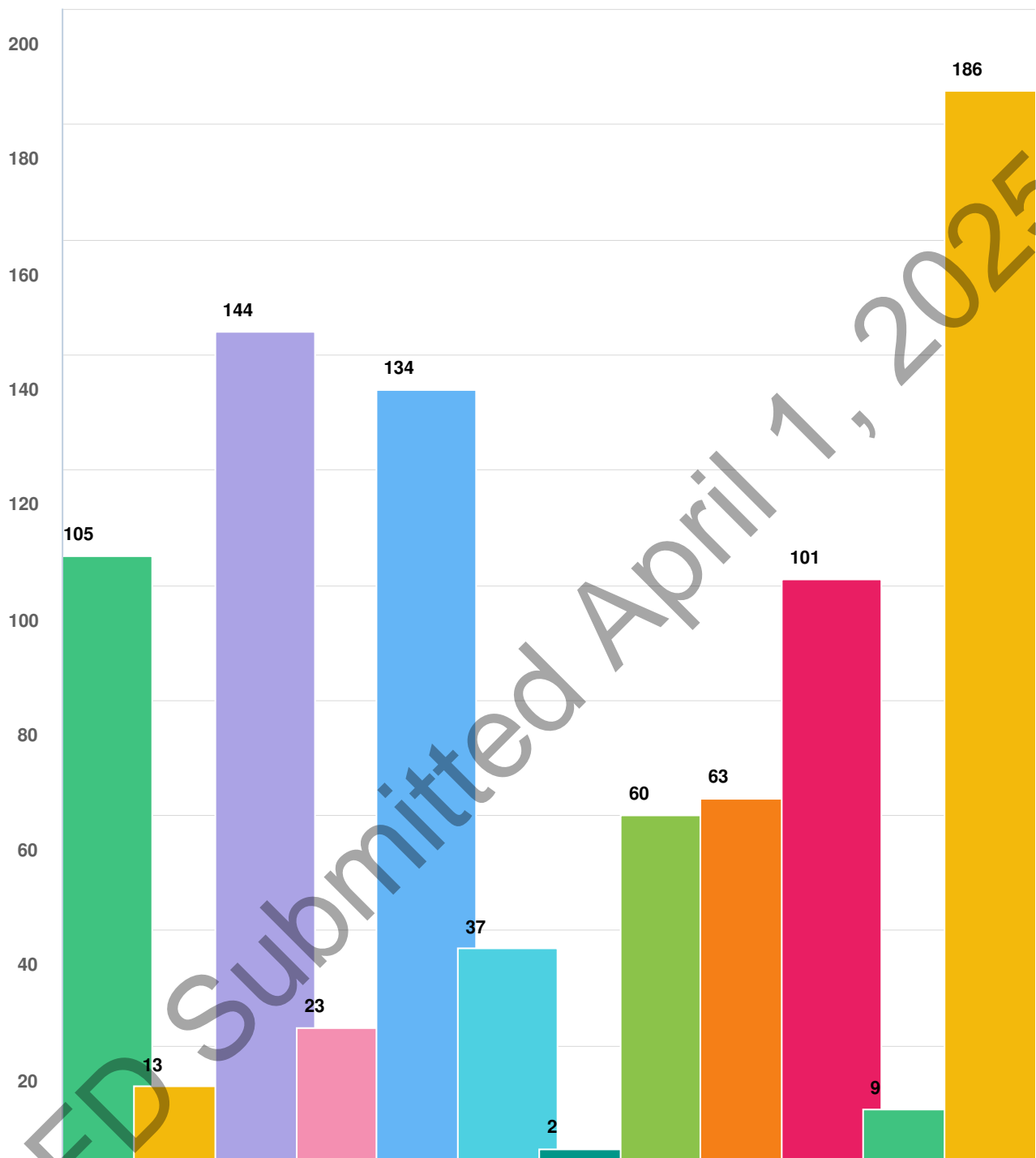
Question options

- Yes, within Canmore's downtown
- Yes, within Canmore, but outside the downtown
- Yes, but outside Canmore
- No, I do not

Mandatory Question (622 response(s))

Question type: Dropdown Question

How did you hear about this survey? Select all that apply



Question options

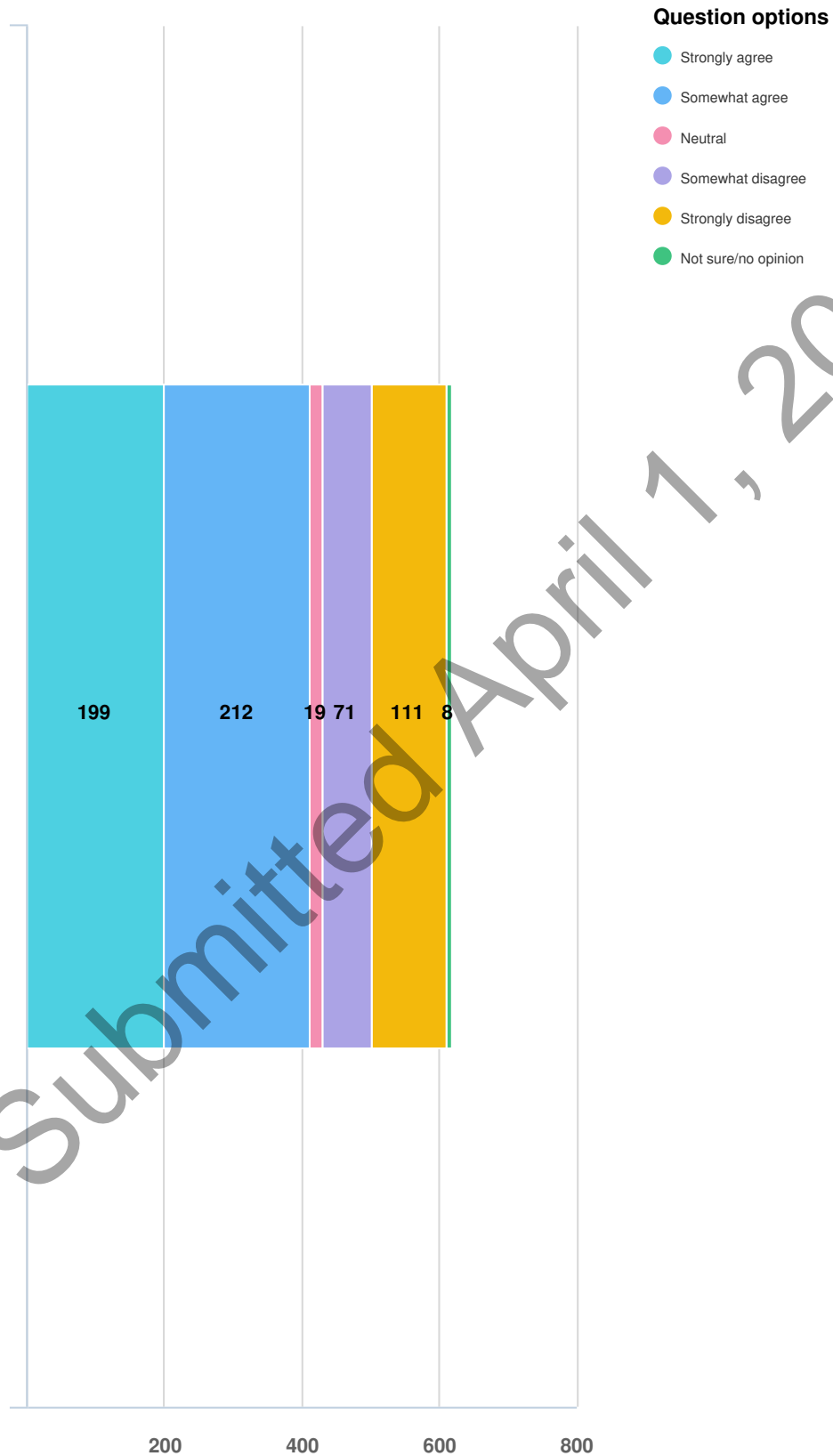
MyCanmore Signage The Rocky Mountain Outlook Mountain FM Word of mouth Postcard
 Web search Town of Canmore website Newsletter Email The Warm Up Social media

Optional question (621 response(s), 1 skipped)

Question type: Checkbox Question

What do you think about this statement?

What do you think about this statement?
In general, the actions outlined above are appropriate to address land use in Downtown Canmore.



Optional question (620 response(s), 2 skipped)

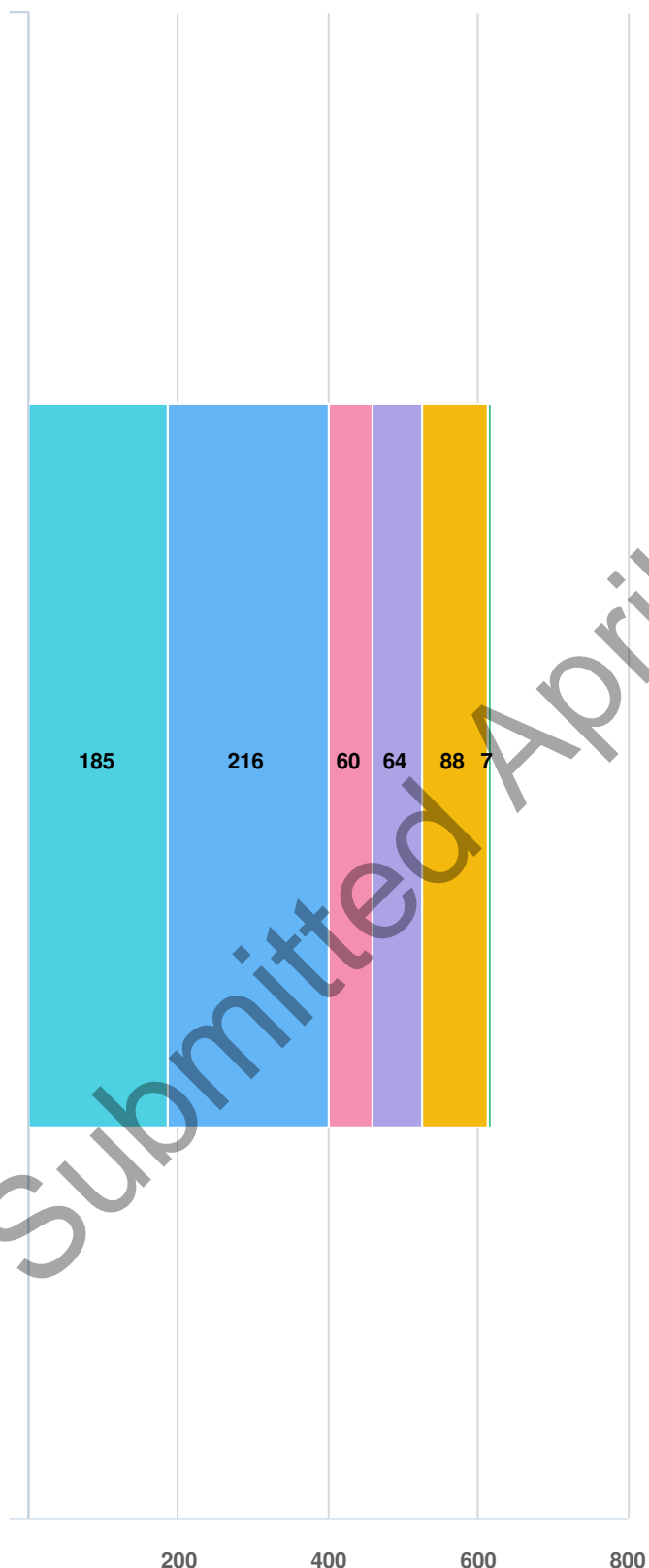
Question type: Likert Question

What do you think about this statement?

What do you think about this statement?
In general, the actions outlined above are appropriate to address urban design in Downtown Canmore.

Question options

- Strongly agree
- Somewhat agree
- Neutral
- Somewhat disagree
- Strongly disagree
- Not sure/no opinion



Optional question (620 response(s), 2 skipped)

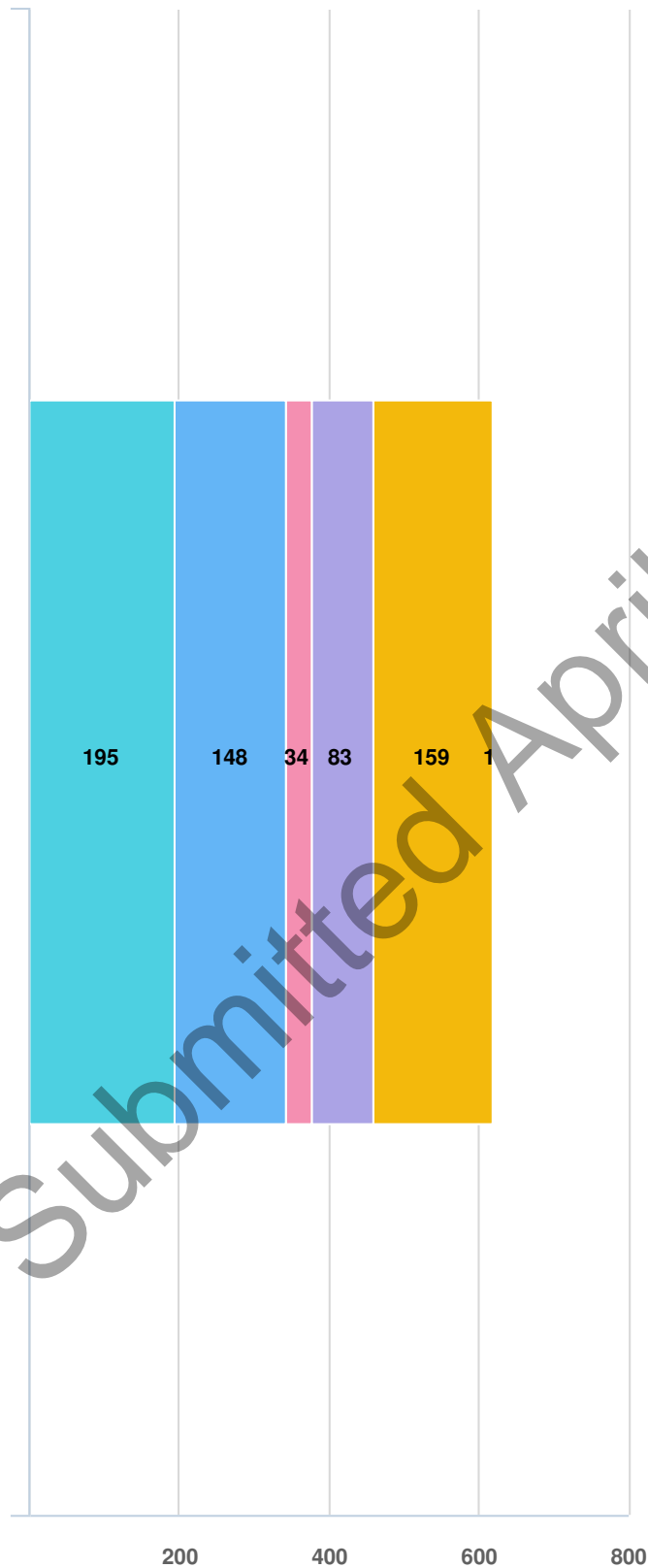
Question type: Likert Question

What do you think about this statement?

What do you think about this statement?
In general, the actions outlined above are appropriate to address transportation and mobility in Downtown Canmore.

Question options

- Strongly agree
- Somewhat agree
- Neutral
- Somewhat disagree
- Strongly disagree
- Not sure/no opinion



Optional question (620 response(s), 2 skipped)

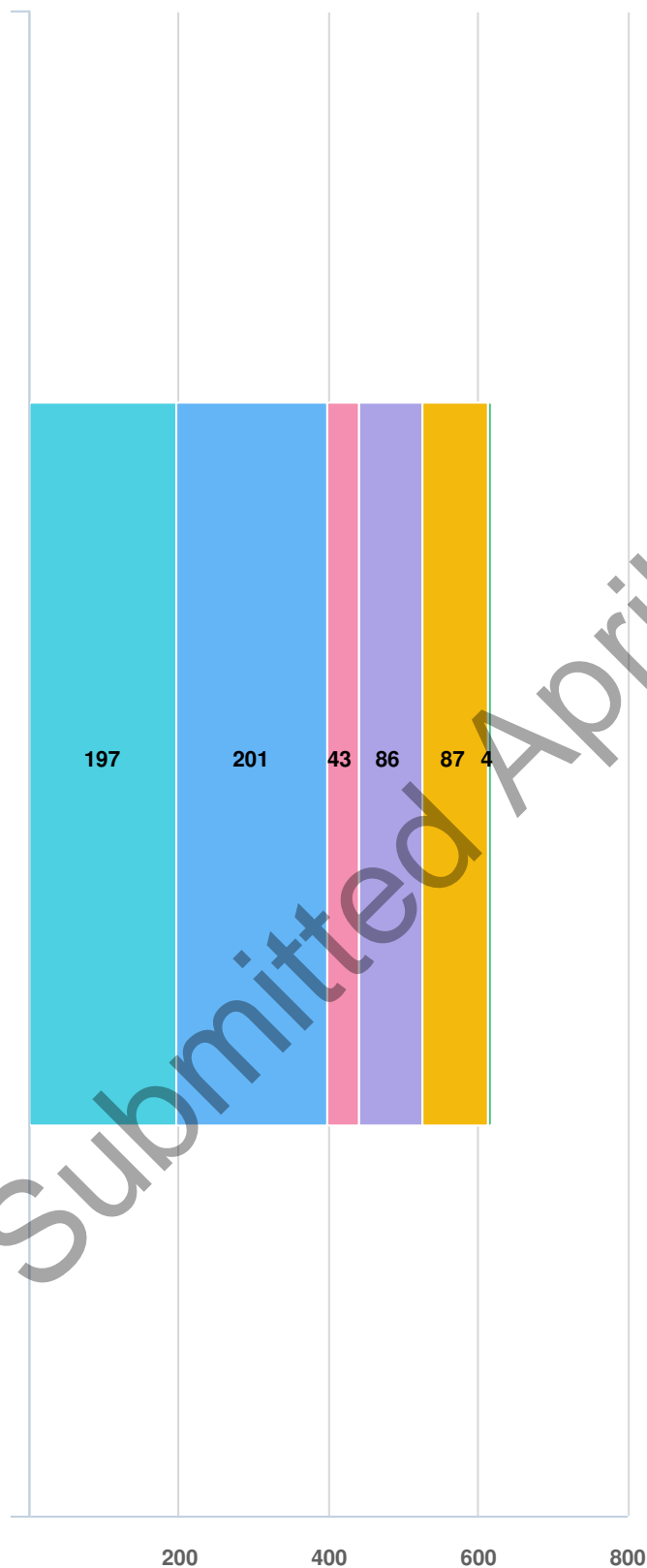
Question type: Likert Question

What do you think about this statement?

What do you think about this statement?
In general, the actions outlined above are appropriate to address parks, open spaces, and recreation in Downtown Canmore.

Question options

- Strongly agree
- Somewhat agree
- Neutral
- Somewhat disagree
- Strongly disagree
- Not sure/no opinion



Optional question (618 response(s), 4 skipped)

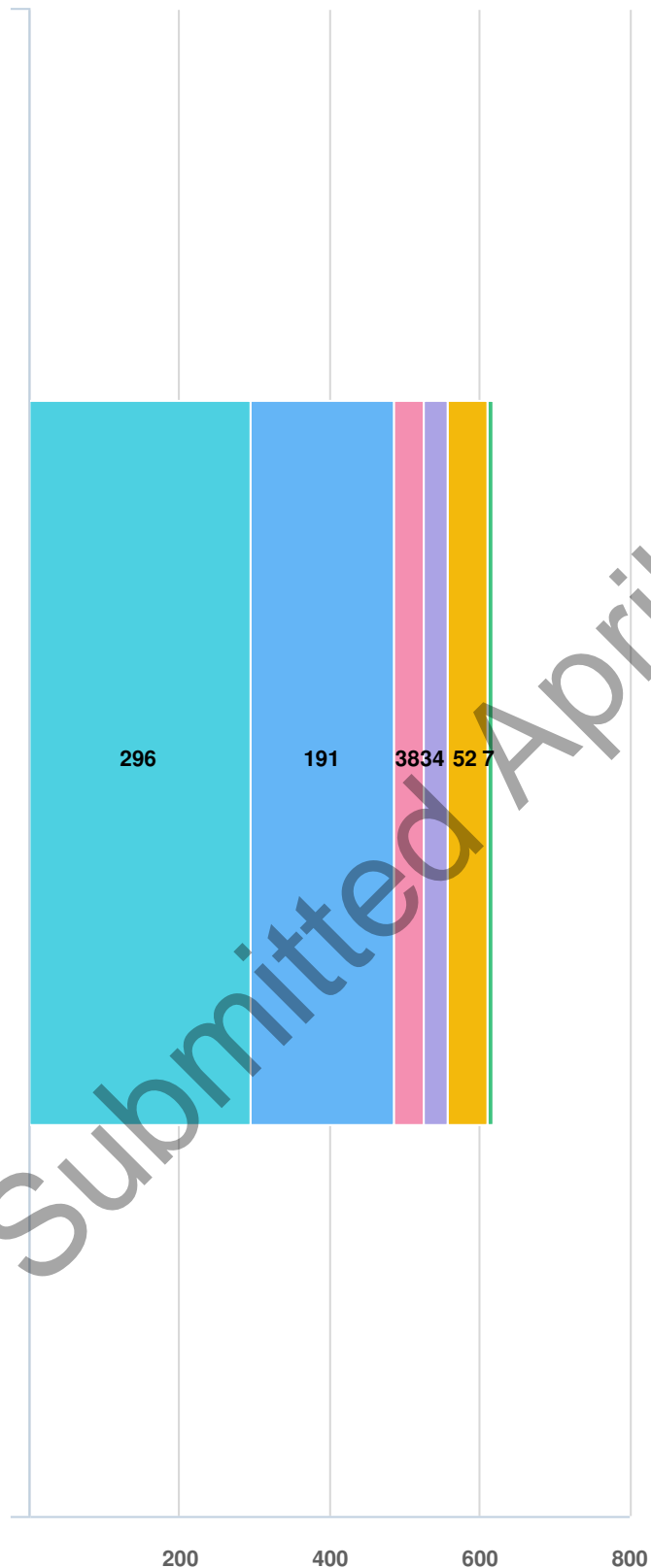
Question type: Likert Question

What do you think about this statement?

What do you think about this statement?
In general, the actions outlined above are appropriate to address environment, climate change, and resilience in Downtown Canmore.

Question options

- Strongly agree
- Somewhat agree
- Neutral
- Somewhat disagree
- Strongly disagree
- Not sure/no opinion



Optional question (618 response(s), 4 skipped)

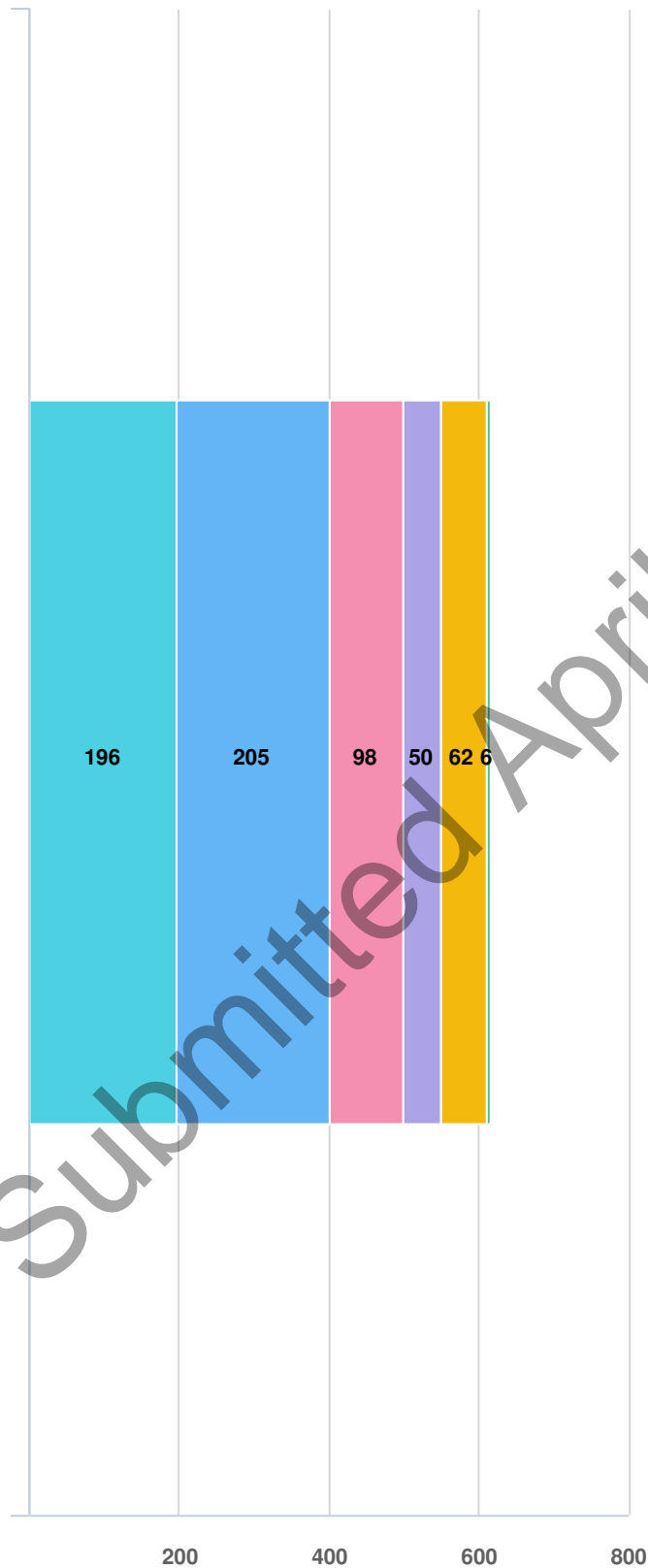
Question type: Likert Question

What do you think about this statement?

What do you think about this statement?
In general, the actions outlined above are appropriate to address arts, culture, and heritage in Downtown Canmore.

Question options

- Strongly agree
- Somewhat agree
- Neutral
- Somewhat disagree
- Strongly disagree
- Not sure/no opinion



Optional question (617 response(s), 5 skipped)

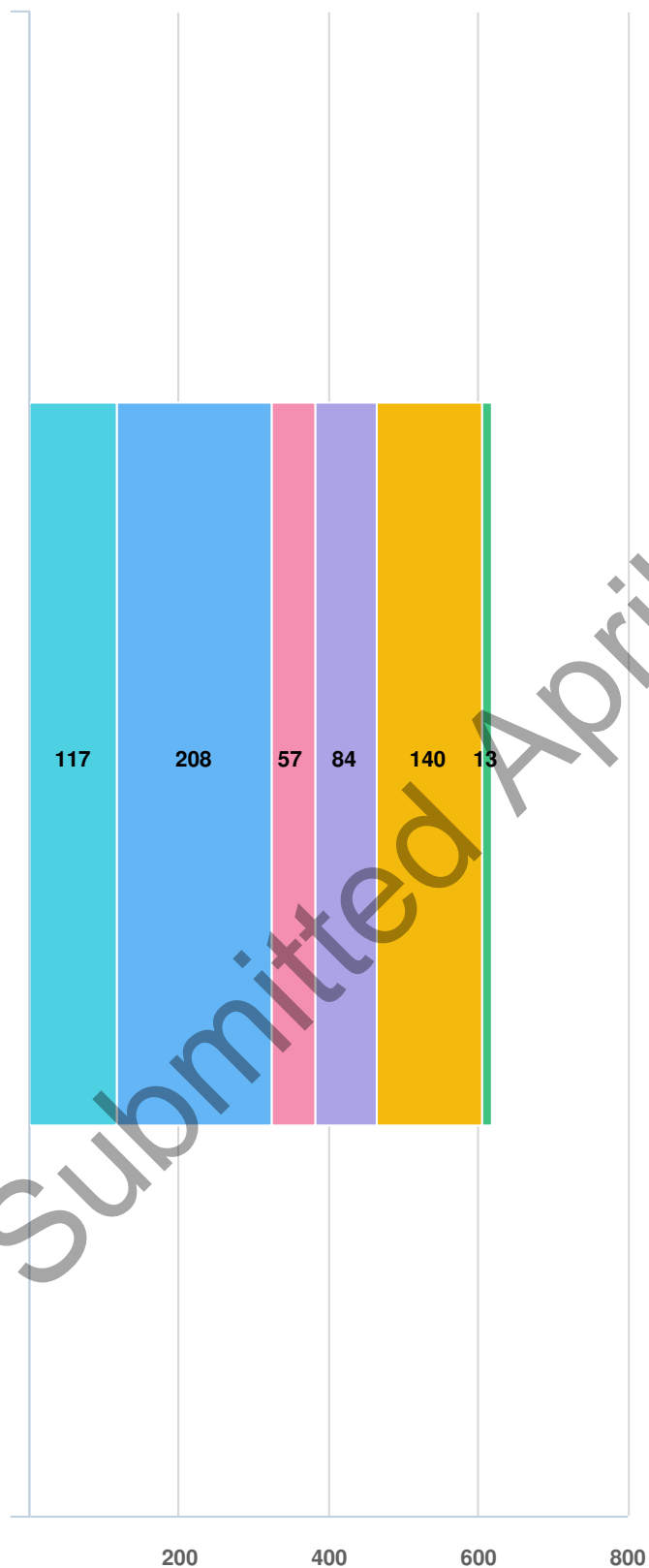
Question type: Likert Question

What do you think about this statement?

What do you think about this statement?
In general, the proposed Area Redevelopment Plan for Downtown Canmore meets the needs of the community today and into the future

Question options

- Strongly agree
- Somewhat agree
- Neutral
- Somewhat disagree
- Strongly disagree
- Not sure/no opinion



Optional question (619 response(s), 3 skipped)

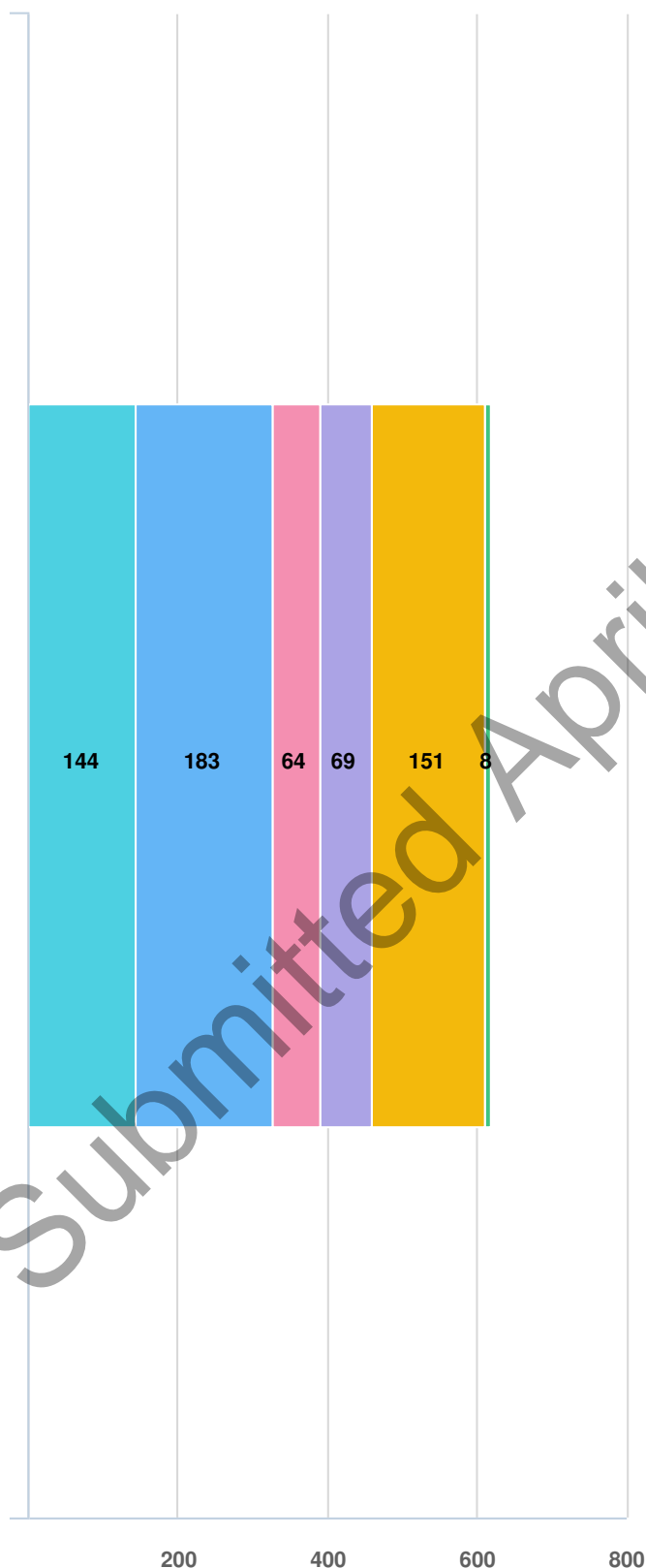
Question type: Likert Question

What do you think about this statement?

What do you think about this statement?
In general, the proposed Area Redevelopment Plan aligns with our values and aspirations as a community (e.g. housing affordability, respecting our environment, making it easier to get around town, retaining Canmore's community character, and reflecting our heritage)

Question options

- Strongly agree
- Somewhat agree
- Neutral
- Somewhat disagree
- Strongly disagree
- Not sure/no opinion



Optional question (619 response(s), 3 skipped)

Question type: Likert Question



Request for Decision

DATE OF MEETING: May 6, 2025 **AGENDA #:** G 3

TO: Council

SUBJECT: Revised Land Use Bylaw Amendment 2025-06 - Moustache Lands Direct Control District

SUBMITTED BY: Liz Pollock, Development Planner
Harry Shnider, Manager, Planning and Development

RECOMMENDATION: That Council give first reading to the Revised Land Use Bylaw Amendment 2025-06 - Moustache Lands Direct Control District.

That Council schedule a public hearing for the Revised Land Use Bylaw Amendment 2025-06 - Moustache Lands Direct Control District on June 3, 2025.

EXECUTIVE SUMMARY

The proposed amendment to the Revised Land Use Bylaw supports the Town's strategic objectives around housing affordability and economic vitality by creating a new Direct Control District for Site 7 (commonly known as the Moustache Lands) within the Palliser Trail Area Structure Plan. The proposed amendment will enable a mixed-use development that includes between 250 and 350 residential units, commercial opportunities, and public spaces.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Palliser Trail Area Structure Plan – passed by Council November 7th, 2023.

DISCUSSION

Groundcubed, on behalf of the Town of Canmore, has applied to redesignate 1651 Palliser Trail (referred to as the 'Moustache Lands') to accommodate a mixed-use non-market housing and locally serving commercial development. The resulting Bylaw 2025-06 proposes an amendment to the Land Use Bylaw to redesignate 1651 Palliser Trail from Future Development (FD) to a Direct Control (DC) land use district (refer to Figure 1). The proposed DC District includes provisions to facilitate the development of:

- Up to six buildings up to six storeys in height
- 100% non-market, affordable residential units
- Bike parking infrastructure with linkages to adjacent cycling trail infrastructure
- Removal of minimum automobile parking requirements for the development
- Landscaped buffer to the highway
- Social gathering and open space

- Playground
- Creation of a public plaza with a mix of commercial amenities

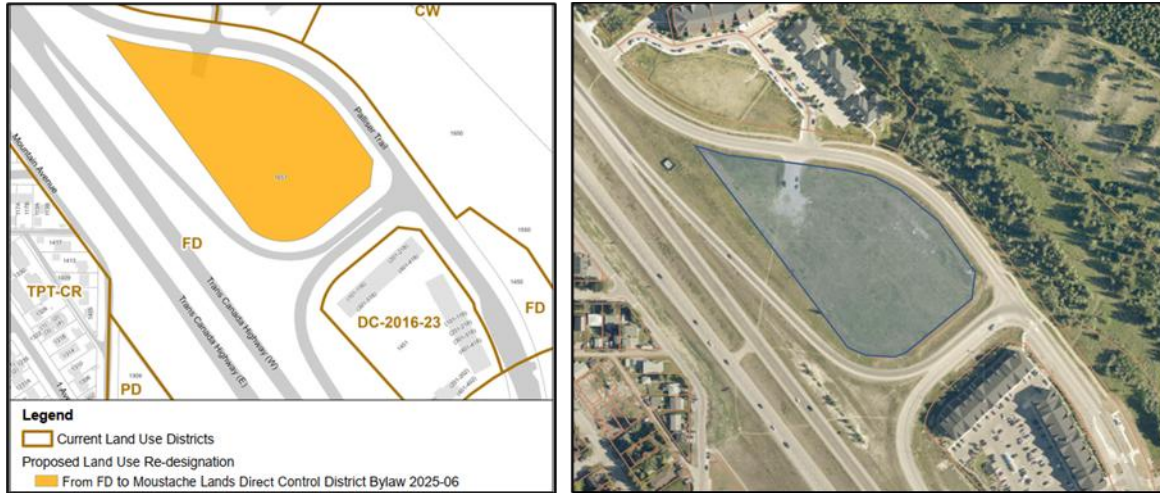


Figure 1: Proposed Land Use Redesignation and Aerial View of Site

Background

The Moustache Lands were transferred to the Town of Canmore in 2023 through a Provincial Land Transfer. The transfer came with two stipulations: that the site be developed for affordable housing, and that construction begin before spring of 2026.

The site has a unique shape and a number of constraints, including proximity to the Trans-Canada Highway and adjacent highway ramps, which would make applying an existing Land Use District to the subject lands difficult. The applicant proposes to use a purpose-built design approach to support the delivery of affordable rental housing, and a public central plaza, as required by the Palliser Trail ASP. The applicant also proposes to incorporate local-serving commercial uses into the site design.

The proposed DC District is guided by and supports the objectives of the Palliser Trail ASP, approved in September 2023. The Land Use Bylaw amendment conforms to the ASP with the following attributes:

- Designates the site (Site 7) for mixed-use development with residential above ground-floor commercial, up to six storeys
- Identifies the site specifically for affordable housing
- Envisions a central plaza, internal road, open space, and enhanced public realm
- Removes minimum parking requirements to promote housing affordability and active transportation
- Informs the land use, form, and public space considerations embedded in the proposed DC regulations

The proposed land use amendment reflects the policy intent of the ASP, which envisions a vibrant, inclusive community node with public plazas, open space, and a pedestrian-oriented environment. It also allows for no minimum automobile parking requirements to support affordability and sustainable transportation goals.

Development on this site will be guided by principles of affordability, energy efficiency (near net-zero buildings), and community livability. As a result, Administration supports the proposed redesignation.

ANALYSIS OF ALTERNATIVES

N/A

FINANCIAL IMPACTS

There are no direct financial implications to the Town at this time.

INTEREST HOLDER ENGAGEMENT

Town Administration and the applicant have conducted engagement exercises related to the project. An Advisory Committee was formed in 2025 to discuss technical aspects of the project. The Committee has met three times to date, with the following agencies forming its membership: Town of Canmore, YWCA Banff, Canmore Community Housing, Bow Valley Regional Housing, Îyârhe Nakoda, Rocky Mountain Adaptive, and local interested businesses.

Meetings have also been held with interested businesses, social enterprises, and non-profits to explore opportunities for commercial tenancy and partnership.

The applicant held a Public Information Session on April 15, 2025 from 6:00 to 7:00 p.m.

Administration has also completed a circulation to landowners within 100 m of the site and will allow one month for comment. A summary of comments will be presented at the amendment's Public Hearing.

ATTACHMENTS

- 1) Revised Land Use Bylaw Amendment 2025-06 - Moustache Lands Direct Control District

AUTHORIZATION

Submitted by:	Liz Pollock Development Planner	Date:	<u>April 16, 2025</u>
Approved by:	Harry Shnider Manager of Planning and Development	Date:	<u>April 16, 2025</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date:	<u>April 17, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>April 23, 2025</u>



BYLAW 2025-06

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 2025-06 – Moustache Lands Direct Control District”.

INTERPRETATION

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

PROVISIONS

- 3 Revised Land Use Bylaw 2018-22 is amended by this bylaw.
- 4 Following Section 14.43, insert Section 14.44 Moustache Lands Direct Control District as described in Schedule A of this bylaw.

ENACTMENT/TRANSITION

- 5 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.
- 6 Schedule A forms part of this bylaw.
- 7 This bylaw comes into force on the date it is passed.

FIRST READING:

PUBLIC HEARING:

SECOND READING:

THIRD READING:

Bylaw approved by: _____

Page 1 of 2

Approved on behalf of the Town of Canmore:

Sean Krausert

Mayor

Date

Cheryl Hyde

Manager, Municipal Clerk’s Office

Date

Schedule A

14.44 Moustache Lands Direct Control District

14.44.1 Purpose

To develop affordable housing and commercial activities for both mixed-used and residential buildings up to six storeys on Site 7 as described in the Palliser Trail Area Structure Plan.

14.44.2 Compliance with Bylaw 2018-22

Except as specifically modified by this Direct Control Bylaw, the provisions of the Land Use Bylaw 2018-22 including but not limited to section 2 - General Regulations, and Section 11, Community Architectural & Urban Design Standards, shall apply. Variances to these regulations may be granted where deemed appropriate by the Development Authority.

14.44.3 Permitted Uses

Accessory Building
 Apartment Building
 Multi-Family Residential Development with a Rental Tenure Requirement
 Convenience Store
 Day Care Facilities
 Eating Establishments
 Employee Housing
 Home Occupations – Class 1
 Live/Work Studios
 Offices
 Open Space
 Parks and Playgrounds
 Personal Service Business
 Public Utilities
 Retail Stores
 Small Scale Retail

14.44.4 Discretionary Uses

Administrative Office
 Common Amenity Housing
 Home Occupations – Class 2
 Liquor Stores (maximum 150 m²)
 Parking Structure

14.44.5 Regulations

- 14.44.5.1 The minimum lot area shall be 2,300 m².
- 14.44.5.2 The maximum floor area ratio shall be 1.5.
- 14.44.5.3 The minimum landscaped area shall be 25%.
- 14.44.5.4 The minimum front yard setback shall be 3.0 m on Palliser Trail.
- 14.44.5.5 The minimum side yard setback shall be 9.0 m on the Trans Canada Ramp.
- 14.44.5.6 The minimum rear yard setback shall be 9.0 m on the Trans Canada Highway.
- 14.44.5.7 The maximum building height shall be 26 m.

14.44.6 Variances

- 14.44.6.1 Where the Development Authority is satisfied that the architectural integrity of a building could be enhanced, a variance may be granted to allow 10% of the building to exceed the maximum building height and maximum eave line height by up to 10%.
- 14.44.6.2 Where the Development Authority is satisfied that the sustainability of the development could be enhanced through a relaxation of Section 11, Community Architectural & Urban Design Standards without compromising the architectural integrity of the building, a variance may be granted to Section 11.

14.44.7 Parking Requirements

- 14.44.7.1 Multi-Family Residential Development with a Rental Tenure Requirement development shall be exempt from providing a minimum number of automobile parking stalls per unit. Automobile parking stalls, including visitor parking stalls shall be provided at the discretion of the Development Authority.
- 14.44.7.2 Multi-Family Residential Development with a Rental Tenure Bicycle Parking requirements:
 - a. Minimum number of long-term Bicycle Parking stalls: 1.5 stalls per dwelling unit.
 - b. Minimum number of short-term Bicycle Parking stalls: 2.0 stalls per 100 m² of GFA of non-residential uses

14.44.8 Design Requirements

- 14.44.8.1 A building energy modelling report that achieves the policy framework of section 4.3 of the Palliser Trail Area Structure Plan shall be submitted to the Development Authority at the time of building permit application.

- 14.44.8.2 Signage: signage shall not be oriented to or be legible from the Trans-Canada Highway.
- 14.44.8.3 Landscaping: in addition to the requirements of section 11.4.3, a minimum 9.0 m wide strip of land adjacent to the Trans-Canada Highway and off-ramp shall be landscaped.
- 14.44.8.4 Site Design: A pedestrian-oriented site design shall be established to allow for, or encourage, pedestrian and cycling movement throughout the development. These pedestrian connections must link to the Town of Canmore's existing and future trail networks surrounding the development.
- 14.44.8.5 25% of on-grade parking stalls shall be roughed-in for level 2 EV charging which requires that wall and floor penetrations, or conduit, be completed as required to accommodate future level 2 EV charging.

14.44.9 Definitions

- 14.44.9.1 Multi-Family Residential Development with a Rental Tenure Requirement means a building or group of buildings on a parcel of land that are designed and managed as rental affordable housing. Such buildings may have a built form of apartment buildings, townhomes, or stacked townhouses.

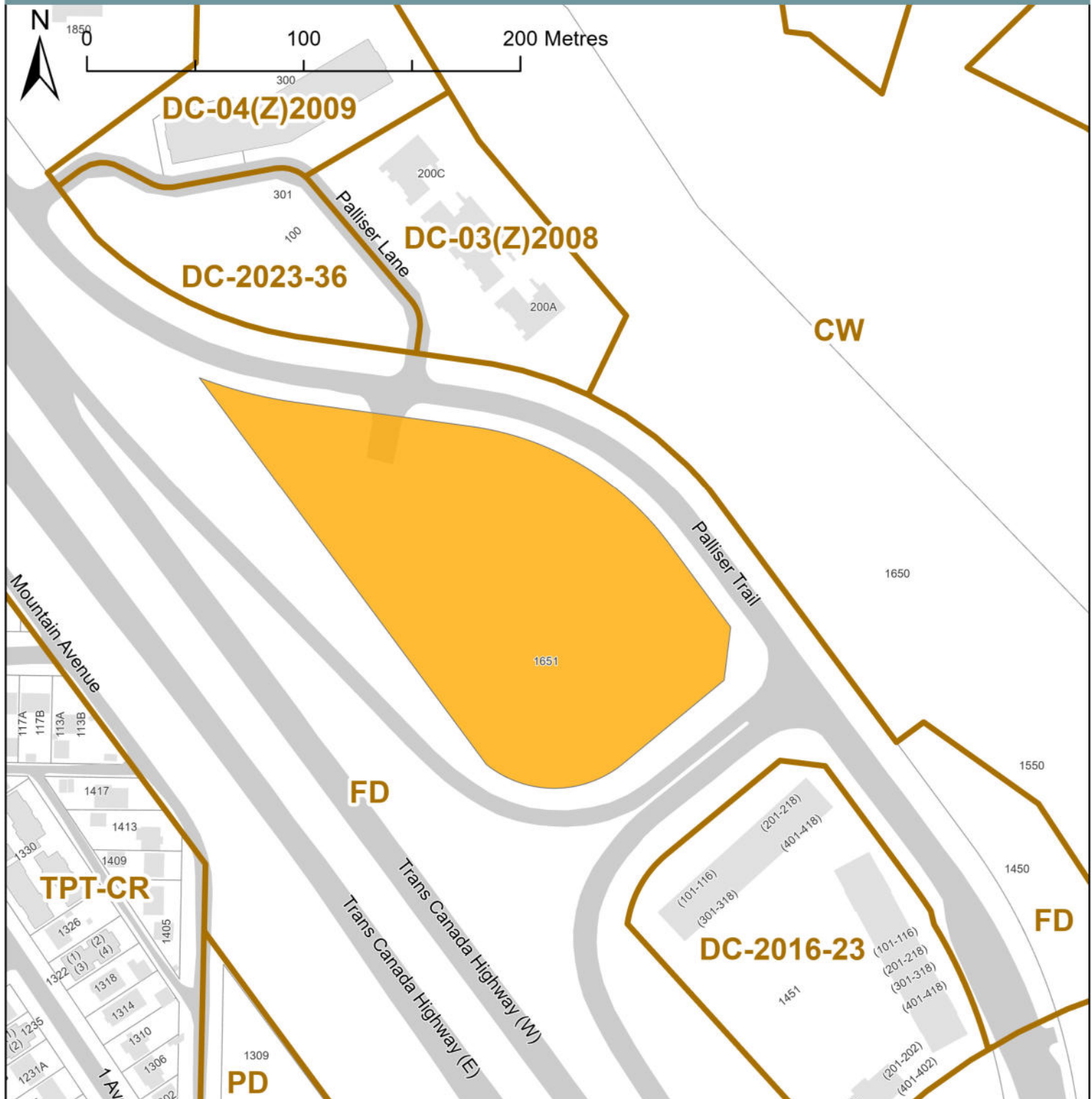
14.44.10 Development Authority

- 14.44.10.1 The Development Authority shall be the Development Officer.
- 14.44.10.2 The provisions of sections 1.13, 1.14, and 1.19 shall apply to this Direct Control District.

14.44.11 Schedules

- 14.43.11.1 Schedule "A" shows the location of this Direct Control District, and forms part of this Bylaw.

Schedule A: Bylaw 2025-06



Legend



Current Land Use Districts

Proposed Land Use Re-designation



From FD to Moustache Lands Direct Control District Bylaw 2025-06



Request for Decision

DATE OF MEETING: May 6, 2025 **AGENDA #:** H 1

TO: Council

SUBJECT: CAP 7408 Climbing Gym Floor Replacement Budget Increase

SUBMITTED BY: Jesse Renwick, Climbing Gym Supervisor

RECOMMENDATION: That Council increase the budget for CAP 7408 - Elevation Place Climbing Gym Floor Replacement Project to \$197,000 with the additional \$32,000 funded from the Asset Rehab – Replacement Reserve.

EXECUTIVE SUMMARY

The climbing gym floor at Elevation Place has come to end of life and a capital project to replace the floor was included in the approved 2025 capital budget. The procurement process has resulted in a single vendor proposal that is overbudget. Administration conducted post tender discussions with the potential vendor to discuss options to decrease cost while still meeting all technical, safety, and maintenance requirements. The unique requirements of the climbing gym and the need for the flooring to be removable so that aerial lift access to the space can be maintained limits the potential flooring solutions.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Council approved the 2025 Capital Budget as presented which included CAP 7408 (\$165,000) – Motion 35-2025 approved on February 11, 2025.

DISCUSSION

CAP 7408 Climbing Gym Floor Replacement was implemented to life cycle the padded flooring in the climbing gym at Elevation Place. The flooring surface is critical to risk management by absorbing fall impacts while climbing. The current flooring was installed in 2013 and is unique in that it is comprised of both permanent and modular flooring. The purpose of the modular sections is to provide aerial lift access for maintenance purposes. This modular design is atypical for a climbing gym but is necessary due to the compact nature of our facility. Two flooring replacement projects have been completed since the facility opened in 2013 to replace components of the flooring.

Administration issued a Request for Proposal (RFP) seeking solutions to solve the durability and safety issues related to the modular sections when replacing the flooring, while maintaining the ability to remove sections of the flooring to allow for aerial lift access. The RFP process allowed for evaluation beyond price. The RFP was publicly posted on Alberta Purchasing Connection (APC), MERX, and the Town of Canmore website. Additionally, eleven known climbing gym flooring suppliers were contacted directly via email and sent information about the RFP posting. Despite this outreach, only one proposal was received. The sole submission, from a qualified and reputable vendor, exceeded the approved project budget.

Several factors contributed to the limited responses and over budget bid:

- Climbing gym flooring is a highly specialized market with few suppliers across North America.
- The gym's modular design, which includes removable sections for lift access, further narrows potential vendors.
- The provided solution to enhance the durability and safety of the modular sections increased material costs compared to a simple boulder flooring replacement.
- The original project budget of \$165,000 was based on research conducted in May 2024.

The single RFP bid came in at \$210,000 which is \$45,000 over budget. The increased cost reflects the vendor's proposal to address the issues caused by the connection points of the modular sections. These enhancements are designed to improve the flooring's durability and lifespan, reducing future repair costs and minimizing service disruptions. Following the tender, administration met with the sole vendor to review their proposal and find ways reduce project costs. An alternate layout was proposed by the vendor after this meeting that reduced the bid price to \$197,000 which is a reduction of \$13,000 as compared to the original bid price. The alternative proposal still meets the required scope of the project which included providing increase durability and safety while allowing aerial lift access.

After careful consideration, administration agrees that the alternative layout submitted by the single vendor meets the project's requirements. Moreover, the alternative bid still addresses the current flooring's durability issues, safety concerns, and allows aerial lift access. Therefore, we recommend proceeding with this bid and are requesting an additional \$32,000 of funding for the capital project.

ANALYSIS OF ALTERNATIVES

None.

FINANCIAL IMPACTS

\$32,000 in additional funding from the Asset Rehab – Replacement Reserve. The projected ending balance of the Asset Rehab – Replacement Reserve for 2025 is \$5.2 million. It is expected that the revised design will increase the lifespan of the new floor, reducing the frequency of replacement. The project will reduce or eliminate ongoing repair costs in the short term and prevent revenue loss because of unplanned closures.

INTEREST HOLDER ENGAGEMENT

Administration met with the potential vendor to discuss their proposal and explore ways to lower the price while still meeting the projects requirements. Recreation and Facilities staff met to review the revised proposal which included the Climbing Gym Supervisor, Recreation Manager, Facilities Project Manager, Facilities Supervisor – Elevation Place, and Facilities Supervisor – Other Buildings.

ATTACHMENTS

- 1) Capital Detail Sheet for CAP 7408 Capital Gym Floor Replacement - Redline

AUTHORIZATION

Submitted by:	Jesse Renwick Climbing Gym Supervisor	Date:	<u>April 14, 2025</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date:	<u>April 16, 2025</u>
Approved by:	Margaret Szamosfalvi Manager of Recreation	Date:	<u>April 14, 2025</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date:	<u>April 17, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>April 24, 2025</u>

Budget Year:	2025	Budget:	\$165,000 \$197,000
Department:	Climbing Gym	Project Type:	Asset Replacement
Questica Reference:	REC-23-02	Priority:	A

Project Description:

Access to climbing services is a vital component of the membership and sales model for the Recreation department. The goal of this project is to lifecycle the climbing gym floor to maintain our climbing gym as a safe and vibrant community resource.

END

Budget Funding:

	2025	2026	2027	2028	2029	2030	Total
Asset Rehab - Replacement	\$165,000 \$197,000	0	0	0	0	0	\$165,000 \$197,000
Total	\$165,000 \$197,000	0	0	0	0	0	\$165,000 \$197,000

Operating Budget Impact:

The floor replacement project will require an amenity closure during the installation period. Lost revenue is anticipated to be somewhat offset by reduced operating costs during the install period.

END

Project Rationale:

The climbing gym floor plays a critical role in risk management by absorbing the impacts of falls and by mitigating tripping hazards. The current flooring in the climbing gym is at its expected lifespan and has started to deteriorate in the past year. This deterioration has resulted in the accumulation of small and large holes. The Climbing team has implemented interim safety measures, including the acquisition of floor covers to address minor and major holes. These actions have temporarily mitigated any safety concerns related to the climbing floor but are not long-term fixes. The replacement of the climbing floor in 2025 is a fiscally prudent strategy to minimize long-term expenses associated with ongoing repairs and operational interruptions.

END

Options Considered:

None - floor repairs have been mitigated for a year. Flooring is at end of life.

END



Request for Decision

DATE OF MEETING: May 6, 2025 **AGENDA #:** H 2

TO: Council

SUBJECT: Employee Compensation Policy HR-011

SUBMITTED BY: Johanna Sauvé, Manager of Human Resources

RECOMMENDATION: That Council approve Employee Compensation Policy HR-011 as presented.

EXECUTIVE SUMMARY

Investing in fair, transparent, and equitable compensation is essential for attracting and retaining talent, boosting employee engagement and productivity, and fostering a positive workplace culture that drives commitment to, and realization of, Council's organizational goals and objectives. By prioritizing employee well-being and fair compensation, the Town of Canmore can create a more sustainable and successful organization.

Due to the significant number of changes, administration is not recommending an amendment to the current policy, but instead a full replacement. If approved, Employee Compensation Policy HR-011 will repeal and replace the current Employee Pay Policy HR-006.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The new policy aligns with the Council's 2023-2026 Strategic Plan, particularly supporting the Livability Goal, which aims to provide community employment opportunities that ensure residents have a dignified and reasonable standard of living. Additionally, the policy reinforces the Relationships Goal by helping the community recognize the importance of a strong and healthy public service. It also supports the Foundational Pillar of Human Resources, which values people and culture as our greatest assets and commits to fostering inclusivity and connection.

DISCUSSION

Policy HR-011 includes several key updates from Policy HR-006:

1. **Market Comparators:** The comparators have been updated from "other municipalities that are similar in geographic size, population, provision of services, and rural/urban characteristics" to "Alberta municipalities with populations ranging from 25,000 to 50,000 residents." This change provides a more precise, stable, and consistent data metric for reliable year-over-year benchmarking.
2. **Expanded Policy Purpose:** The policy now includes additional goals:
 - Ensuring fair rates of pay within our comparator market.

- Attracting, developing, and retaining a diverse and inclusive workforce with the competencies required to achieve organizational goals and objectives.
 - Providing a total compensation package that is externally competitive, ensures internal equity, and is financially feasible.
 - Enabling full-time employees to maintain a dignified and reasonable standard of living within the local community (including Canmore, Banff, Exshaw, Harvie Heights, Lac Des Arc, and Dead Man's Flats).
3. Cadence of Salary and Wage Reviews: Full market salary and wage reviews will now be conducted at least once every four years. This allows for more frequent reviews while ensuring they occur at least once per Council term.
 4. Pay Determination: Pay will be determined based on the job pay range and the employee's consistent performance and alignment with both technical and behavioral competencies.
 5. Internal Equity: Achieved through job classification processes that group jobs based on relative levels of responsibility, skill, working conditions, impact, and effort. Job classifications may also be amended to address gender, racial, or other discriminatory biases within the marketplace.
 6. Administrative Responsibilities: Additional responsibilities for administration include maintaining and publishing the Town's pay grids and compensation procedures and providing education on these topics.

Policy HR-011 retains the following key components of HR-006:

1. Target Market: The target market remains at the 55th percentile, positioning our base pay slightly above the median of our market comparators. This strategy enhances our competitiveness and may help retain employees who might otherwise relocate to communities like Cochrane or Calgary due to housing availability. Administration evaluated the option of increasing the target to the 75th percentile to address local affordability challenges. However, we do not recommend this approach. We advise maintaining the principle of a "fair rate of pay for a job" separate from compensation adjustments aimed at mitigating the high cost of living for residents in our community.
2. Annual Cost of Living Adjustments (COLA): COLA will be applied to both the pay grid and eligible incumbent employees.

ANALYSIS OF ALTERNATIVES

Council has the discretion to approve or amend specific policy updates while rejecting others.

FINANCIAL IMPACTS

More concrete financial impacts on employee compensation will be determined upon completion of a full market salary and wage review in 2025, using data from the updated market comparators. Preliminary information suggests that the impact of this policy change is likely sustainable following the application of market and performance pay adjustments in 2025, along with the currently approved market adjustments budgeted for 2026. Additional budgets may be requested at a later date or in a future budget process to implement affordability and livability programs.

It is important to consider the alternative cost impact of not approving these policy amendments, which is more challenging to quantify. Maintaining the status quo could result in increased turnover, a rise in unplanned absences due to employee burnout, lost productivity, reduced quality of services, loss of institutional knowledge, erosion of morale, decreased engagement, difficulties in hiring new employees, and higher training and onboarding costs, among other issues.

INTEREST HOLDER ENGAGEMENT

Fair and transparent pay emerged as the top concern among employees in our recent Employee Engagement Survey, conducted from August 26th to September 13th, 2024. Feedback indicated that many employees feel their pay is not equitable compared to other municipalities of similar size and lacks clarity on how their pay rates are determined. The proposed policy amendments aim to establish a clear and transparent system for determining fair employee pay rates, ensuring consistency and enhancing employee understanding.

ATTACHMENTS

- 1) Employee Compensation Policy HR-011
- 2) Employee Pay Policy HR-006 – Redline

AUTHORIZATION

Submitted by:	Johanna Sauvé Manager of Human Resources	Date:	<u>April 14, 2025</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date:	<u>April 16, 2025</u>
Approved by:	Dustin Schinbein General Manager of Corporate Services	Date:	<u>April 17, 2025</u>
Approved by:	Whitney Smithers Acting Chief Administrative Officer	Date:	<u>April 30, 2025</u>



Employee Compensation Policy

Policy Number: HR-006

Date in Effect: May 6, 2025

POLICY STATEMENT

1 It is the policy of the Town of Canmore to Pay its Employees based on the following principles:

- a) Our market comparators are Alberta municipalities with populations ranging from 25,000 to 50,000 residents, as well as the Town of Banff.
- b) Our Job Rate target is the 55th percentile of our market comparators.

2 This policy applies to all Employees of the Town except:

- a) Those governed by a collective agreement.
- b) The Chief Administrative Officer (CAO).

PURPOSE

3 The purpose of this policy is to:

- a) Ensure transparency and accountability to Town Employees and members of the public when establishing rates of Pay for Town of Canmore jobs and the job incumbents.
- b) Ensure that Job Rates are fair and reasonable within the established market comparators.
- c) Ensure that the Town's Total Compensation package provides external competitiveness, internal Pay equity, and financial feasibility.
- d) Ensure that the Town's Total Compensation package attracts, supports, develops, and retains a diverse and inclusive workforce with the competencies required for our business, who are aligned and engaged with our organizations' purpose and values, and who have strong workplace performance delivering on organizational goals and services.
- e) Ensure that the Town's Total Compensation package enables Fulltime Employees to have a dignified and reasonable standard of living. This may include livability programs to enable Employees to reside in Canmore and our Nearest Communities, and to mitigate the high cost of living in our community.

Policy approved by: _____

DEFINITIONS

4 In this policy:

- a) “Canmore and Nearest Communities” means Canmore, Banff, Harvie Heights, Dead Man’s Flats, Exshaw, and Lac des Arcs.
- b) “Cost of Living Adjustment” means an increase in wages designed to offset the impact of inflation.
- c) “Direct Compensation” means the monetary payments an Employee receives in exchange for their work, excluding non-monetary benefits like health insurance or vacation time, and usually includes things like salary, wages, and overtime.
- d) “Employee” means any Town Employee, supervisor or manager.
- e) “Fulltime Employee” means any Employee whose employment contract commits to regularly scheduled hours of at least 1.0 FTE for that position.
- f) “Full Time Equivalent (FTE)” means the ratio of an Employee’s regularly scheduled hours compared to that of a regular work week for that position.
- g) “Fully Competent” means holding the necessary knowledge, skills, and experience to consistently perform the work of the job effectively, to established organizational standards, safely, and without limitations or deficiencies.
- h) “Indirect Compensation” means the non-monetary benefits and rewards offered to Employees in addition to their base Pay. These benefits can include health insurance, retirement plans, paid time off, flexible work arrangements, education and training, and other non-cash rewards.
- i) “Job Classification” means that jobs are grouped within Pay Grades that reflect a relative level of responsibility, skill, working conditions, impact, and effort.
- j) “Job Rate” means the rate for a Fully Competent Employee in a job, as established through Market Salary and Wage Reviews and in alignment with internal Job Classification processes.
- k) “Market Salary and Wage Review” means reviewing similar positions and associated Pay with our market comparators.
- l) “Pay” means an Employee's annual salary or hourly pay rate.
- m) “Pay Grade” means a grouping of jobs classified together in a Pay Range.
- n) “Pay Grid” means the summary of Pay Grades and the list of current jobs that fall within each.
- o) “Pay Range” is the range of Pay for a job or a group of jobs.

Policy approved by: _____

- p) "Red-Circled" means an Employee's Pay is above the top of the approved Pay Range.
- q) "Total Compensation" means the total and combined monetary and non-monetary rewards an Employee receives from their employer in exchange for their work

MARKET AND SALARY REVIEWS

- 5 A full Market Salary and Wage Review will occur at a minimum of every four years to determine the Job Rate for jobs at the Town. The Pay Grid will be reviewed in conjunction with Market Salary and Wage Reviews and may be adjusted in accordance with the results of the review. The timing and scope of such adjustments will vary based on available funding and approval by the CAO.

COST OF LIVING ADJUSTMENT (COLA)

- 6 If approved in the municipal budget, COLA is applied to the Pay Grid and to eligible Employees' Pay, effective at the start of the first pay period for that budget year.
- 7 An Employee whose Pay has been Red-Circled shall receive the COLA as a lump sum payment until such a time as the Employee's salary or wage falls within the Pay Range for their position.

PAY DETERMINATION

- 8 An Employee's Pay will be assigned within a Pay Range, based upon consistent and demonstrated performance within defined competency areas that advance the organization's goals, vision, strategy and culture. Competency areas will include technical job skills, as well as the behavioural skills required for an inclusive and respectful workplace, discernment, open & honest conversations, collaboration, appreciation, and development.

JOB CLASSIFICATION

- 9 At times market demand for specific skills may necessarily drive compensation rates outside of a position's internal equity classification within the Pay Grid. As such, non-municipal specific professionals and front-line positions may be compared to private and public sector jobs within the local community as appropriate, and where reliable data is available, and this may result in either upwards or downwards Job Classification.
- 10 Where it can be established that gender, racial, or other discriminatory biases exist within the marketplace that have impacted the market rate for a position, the Town may adjust the Job Classification to align with other positions of similar responsibility and/or qualifications.
- 11 When budget allows, variable Pay in the form of a lump-sum payment may be awarded to reflect temporary and dramatic changes in the job market.

Policy approved by: _____

LOCAL AFFORDABILITY/LIVABILITY

- 12 It is important to distinguish and separate a fair Job Rate from other forms of compensation meant to address local affordability challenges. When needed, the Town may develop and provide Direct and Indirect Compensation programs aimed at addressing aspects of the higher cost of living in Canmore for those whose primary residence is within Canmore and our Nearest Communities. These programs will be reassessed on a regular ongoing basis and must be approved within the Town's municipal budget

RESPONSIBILITIES

- 13 It is the responsibility of the Manager of Human Resources, or designate, to:
- a) Conduct Market Salary and Wage Reviews as required and recommend changes based on the results.
 - b) Maintain and publish the Town's Pay Grids.
 - c) Maintain and publish transparent procedures to support the implementation of this policy in a clear, fair, and consistent manner.
 - d) Provide and publish tools and education for leaders and staff.
 - e) Ensure that the Town's compensation system remains legislatively compliant.
 - f) Recommend appropriate budget amounts to support this policy and its associated procedures.
 - g) Hire and Pay Employees in alignment with this policy and any associated procedures.
- 14 It is the responsibility of the CAO, or designate, to:
- a) Review and consider for approval the recommendations arising from Market Salary and Wage Reviews.
- 15 It is the responsibility of General Managers, Managers, and Supervisors to:
- a) Understand this policy and associated procedures and be able to answer questions about Pay Determination for their direct reports.
 - b) Ensure their direct reports receive an orientation to the Town's compensation system.

POLICY REVIEW

- 16 This policy will be reviewed at least once in every term of Council.

RELATED DOCUMENTS

2025-2030 Budget and Business Plan

Policy approved by: _____

ATTACHMENTS

None.

REPEALS POLICY: Employee Pay Policy HR-006

AUTHORIZATION:


Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	1990-04-24	207-90	Salary/Wage Administration
Amended	1992-06-23	296-92	Added section on "Third Fridays Off"
Repealed	2005-11-15	518-2005	
Approved	2005-11-15	518-2005	Salary, Wage and Human Resource Administration
Repealed	2011-08-23	318-2011	
Approved	2011-08-23	318-2011	Salary and Wage Administration
Repealed	2014-10-21	266-2014	
Approved	2014-10-21	266-2014	Salary and Wage Administration
Repealed	2017-06-27	208-2017	
Approved	2017-06-27	209-2017	Employee Pay HR-006
Amended	2021-07-06	176-2021	Advancement through Pay Range deleted and moved to administrative procedure.
Repealed	2025-05-06	XXX-2025	
Approved	2025-05-06	XXX-2025	Employee Compensation HR-011

Policy approved by: _____

	Council Policy
Policy Title:	Employee Pay Compensation
Policy Number:	HR-006
Date in Effect:	June 27, 2017 <u>May 6, 2025</u>
Current as of:	July 6, 2021 <u>May 6, 2025</u>

POLICY STATEMENT

1 ~~Repealed 176-2021~~

2 It is the policy of the Town to pay its employees based on ~~the following principles:~~

a) Our market comparators are Alberta municipalities with populations ranging from 25,000 to 50,000 residents, as well as the Town of Banff

~~a) Our Job Rate target is~~ the 55th percentile of ~~market value for the jobs they perform~~our market comparators-

176-2021

3 ~~Repealed 176-2021~~

3.1 This policy applies to all employees of the Town except;

a) Those governed by a collective agreement

b) The Chief Administrative Officer

PURPOSE

4 The purpose of this policy is to:

a) ~~-Ensure transparency and accountability with regard to our approach to establishing pay for employees, while remaining externally competitive, maintaining internal equity, and ensuring financial feasibility and sustainability to Town Employees and members of the public when establishing rates of Pay for Town of Canmore jobs and job incumbents.~~

b) Ensure that Job Rates are fair and reasonable within the established market comparators

c) Ensure that the Town's Total Compensation package provides external competitiveness, internal pay equity, and financial feasibility.

Policy approved by: _____

d) Ensure that the Town's total compensation package attracts, supports, develops, and retains a diverse and inclusive workforce with the competencies required for our business, who are aligned and engaged with our organizations' purpose and values, and who have strong workplace performance delivering on organizational goals and services.

a)e) Ensure that the Town's total compensation package enables Fulltime Employees to have a dignified and reasonable standard of living. This may include livability programs to enable Employees to reside in Canmore and our Nearest Communities, and to mitigate the high cost of living in our community.

176-2021

2—This policy applies to all employees of the Town except ~~Repealed XXX-2025~~:

3—Those governed by a collective agreement;

45—Where an employment contract specifically outlines a contrary guideline.

176-2021

DEFINITIONS

4) In this policy:

a) "Canmore and Nearest Communities" means Canmore, Banff, Harvie Heights, Dead Man's Flats, Exshaw, and Lac des Arcs.

b) "Cost of Living Adjustment" means an increase in wages designed to offset the impact of inflation.

c) ~~5.3~~—"Direct Compensation" means the monetary payments an employee receives in exchange for their work, excluding non-monetary benefits like health insurance or vacation time, and usually includes things like salary, wages, and overtime.

d) "Employee" means any employee, supervisor, or manager.

e) "Fulltime Employee" means any employee whose employment contract commits to regularly scheduled hours of at least 1.0 FTE for that position.

f) "Full Time Equivalent (FTE)" means the ratio of an employee's regularly scheduled hours compared to that of a regular work week for that position.

g) "Fully Competent" means holding the necessary knowledge, skills, and experience to consistently perform the work of the job effectively, to established organizational standards, safely, and without limitations or deficiencies.

h) "Indirect Compensation" means the non-monetary benefits and rewards offered to Employees in addition to their base Pay. These benefits can include health insurance, retirement plans, paid time off, flexible work arrangements, education and training, and other non-cash rewards

Policy approved by: _____

i) “Job Classification” means that jobs are grouped within Pay Grades that reflect a relative level of responsibility, skill, working conditions, impact, and effort.

e)j) “Job Rate” means the rate for a Fully Competent Employee in a job, as established through Market Salary and Wage reviews and in alignment with internal Job Classification processes.

~~f)k) Repealed XXX-2025~~ “Externally comparable” means positions and pay are competitive with similar positions outside of the organization.

176-2021

~~g) Repealed 176-2021~~

~~l) _____~~

~~h)m) Repealed XXX-2025~~

“Internally comparable” means positions are grouped within pay grades that reflect a level of responsibility, experience and education inside of the organization.

176-2021

~~i)n) Repealed 176-2021~~

~~j)o) “Market Salary and Wage Review” means comparing reviewing similar positions and associated Ppay with other municipalities that are similar in geographic size, population, provision of services, and rural/urban characteristics and, for some positions, may include local private employers where similarities existour market comparators.~~

~~k) “Market Yvalue” means comparative pay for a job based on the completion of a market review of what external and/or internal competitors are paying.~~

~~l) _____~~

~~h)p) “Pay” means an employee’s annual salary or hourly pay rate.of pay;~~

~~m)q) _____ “Pay Grade” means a grouping of jobs in similar value to the organization, based on market researchclassified together in a Pay Range.~~

~~n)r) “Pay Grid” means the summary of Ppay Grades and the list of current jobs that fall within each;~~

~~o)s) Repealed 176-2021~~

~~p)t) Repealed 176-2021~~

~~q)u) Repealed 176-2021~~

~~v) Repealed 176-2021~~

w) “Pay Rrange” is the range of Pay for a job or a group of jobs

x) “Red-Circled” means an Employee’s Pay is above the top of the approved Pay Range.

Policy approved by: _____

~~4y)~~ "Total Compensation" means the total and combined monetary and non-monetary rewards an Employee receives from their employer in exchange for their work

PAY DETERMINATION~~MARKET AND SALARY REVIEWS~~

~~4211 Repealed XXX-2025~~ An employee's pay is aligned with the pay grade range for their position.

~~4312~~ A full Market Salary and Wage Review will occur at a minimum of every four years to determine the Job Rate 55th percentile of market value for positions jobs of the Town. The Pay Grid will be reviewed in conjunction with Market Salary and Wage Reviews with this and may be adjusted in accordance with the results of the review. The timing and scope of such adjustments will vary based on available funding and approval by CAO.

176-2021

COST OF LIVING ADJUSTMENT (COLA)

~~4413~~ If approved in the municipal budget, COLA is applied to the Pay Grid and to eligible Employees' Pay, effective at the start of the first pay period for that budget year;

~~4514~~ An Employee whose Pay has been Red-Circled shall receive the COLA as a lump sum payment until such a time as the Employee's salary or wage falls within the Pay Range for their position.

ADVANCEMENT THROUGH THE PAY RANGE

~~4615 Repealed 176-2021~~

~~4716 Repealed 176-2021~~

~~4817 Repealed 176-2021~~

~~4918 Repealed 176-2021~~

~~2019 Repealed 176-2021~~

PAY DETERMINATION

27.1 An Employee's Pay will be assigned within a Pay Range, based upon consistent and demonstrated performance within defined competency areas that advance the organization's goals, vision, strategy and culture. Competency areas will include technical job skills, as well as the behavioural skills required for an inclusive and respectful workplace, discernment, open & honest conversations, collaboration, appreciation, and development

JOB CLASSIFICATION

27.2 At times market demand for specific skills may necessarily drive compensation rates outside of a position's internal equity classification within the Pay Grid. As such, non-municipal specific professionals and front-line positions may be compared to private and public sector jobs within the local community as appropriate, and where reliable data is available, and this may result in either upwards or downwards Job Classification.

Policy approved by: _____

27.3 Where it can be established that gender, racial, or other discriminatory biases exist within the marketplace that have impacted the market rate for a position, the Town may adjust the Job Classification to align with other positions of similar responsibility and/or qualifications.

27.4 When budget allows, variable Pay in the form of a lump-sum payment may be awarded to reflect temporary and dramatic changes in the job market

LOCAL AFFORDABILITY/LIVABILITY

27.5 It is important to distinguish and separate a fair Job Rate from other forms of compensation meant to address local affordability challenges. When needed, the Town may develop and provide Direct and Indirect Compensation programs aimed at addressing aspects of the higher cost of living in Canmore for those whose primary residence is within Canmore and our Nearest Communities. These programs will be reassessed on a regular ongoing basis and must be approved within the Town's municipal budget.

RESPONSIBILITIES

~~24.20~~ It is the responsibility of the Manager of Human Resources, or designate, to:

- a) Conduct ~~m~~Market ~~s~~Salary and ~~w~~Wage ~~r~~Reviews as required and make recommendations to the CAO based on results.

176-2021

b) ~~Repealed 176-2021~~

~~cb.1) Maintain and publish the Town's Pay Grids~~

~~db.2) Maintain and publish transparent procedures to support the implementation of this policy in a clear, fair, and consistent manner~~

~~eb.3) Provide and publish tools and education for leaders and staff~~

~~fb.4) Ensure that the Town's compensation system remains legislatively compliant~~

~~gb.5) Recommend appropriate budget amounts to support this policy and its associated procedures~~

~~hb.6) Hire and pay employees in alignment with this policy and any associated procedures~~

30 It is the responsibility of the CAO to:

- a) Review and consider for approval the recommendations arising from Market Salary and Wage Reviews. Approve recommendation based on market salary and wage reviews that are within the approved budget

Policy approved by: _____

b) Repealed 176-2021

31 Repealed 176-2021

32 It is the responsibility of General Managers, Managers, and Supervisors to:

b) Understand this policy and associated procedures, and be able to answer questions about Pay Determination for their direct reports

c) Ensure their direct reports receive an orientation to the Town's compensation system.

POLICY REVIEW

~~34~~33 This policy will be reviewed at least once in every term of Council ~~by Council on or before July 30, 2025~~

RELATED DOCUMENTS

~~3234~~2025-2030 Budget and Business Plan ~~Guidelines~~

REPEALS POLICY: ~~Salary and Wage Administration 266-2014~~ Employee Pay Policy HR-006

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Municipal Clerk

REVISION HISTORY

Action	Date	Council Motion	Notes
<u>Approved</u>	<u>1990-04-24</u>	<u>207-90</u>	<u>Salary/Wage Administration</u>
<u>Amended</u>	<u>1992-06-23</u>	<u>296-92</u>	<u>Added section on "Third Fridays Off"</u>
<u>Repealed</u>	<u>2005-11-15</u>	<u>518-2005</u>	
<u>Approved</u>	<u>2005-11-15</u>	<u>518-2005</u>	<u>Salary, Wage and Human Resource Administration</u>
<u>Repealed</u>	<u>2011-08-23</u>	<u>318-2011</u>	
<u>Approved</u>	<u>2011-08-23</u>	<u>318-2011</u>	<u>Salary and Wage Administration</u>
<u>Repealed</u>	<u>2014-10-21</u>	<u>266-2014</u>	
<u>Approved</u>	<u>2014-10-21</u>	<u>266-2014</u>	<u>Salary and Wage Administration</u>
<u>Repealed</u>	<u>2017-06-27</u>	<u>208-2017</u>	
Approved	2017-06-27	209-2017	
Amended	2021-07-06	176-2021	Advancement through Pay Range deleted and moved to administrative procedure
Repealed	2025-05-06	XXX-2025	
<u>Approved</u>	<u>2025-05-06</u>	<u>XXX-2025</u>	<u>Employee Compensation HR-011</u>

Policy approved by: _____



Request for Decision

DATE OF MEETING: May 6, 2025 **AGENDA #:** H 3

TO: Council

SUBJECT: Time Away From Work Policy HR-007 Amendment

SUBMITTED BY: Johanna Sauvé, Manager of Human Resources

RECOMMENDATION: That Council approve Time Away From Work Policy HR-007 amended as presented

EXECUTIVE SUMMARY

The Employee Time Away From Work Policy is crucial for fostering employee well-being and ensuring a healthy work-life balance, both of which are essential for overall engagement and productivity. A well-structured policy not only demonstrates the employer's commitment to its workforce but also provides clarity and consistency regarding the types of leave available—whether paid or unpaid—and ensures equitable application of limitations across the organization. This policy offers opportunities to promote greater inclusivity of diverse family structures and to recognize mental health as a vital component of overall health.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The amended policy supports the achievement of Council's 2023-2026 Strategic Plan, particularly the Relationships Goal, which emphasizes the importance of a strong and healthy public service. Additionally, it aligns with the Foundational Pillar of Human Resources, recognizing people and culture as our greatest assets and committing to fostering inclusion and connection.

DISCUSSION

The proposed amendments to the Employee Time Away From Work Policy introduce two key changes along with some housekeeping edits.

Firstly, the policy now allows the Chief Administrative Officer (CAO) to approve exceptions to the definition of "immediate family member" to accommodate unique circumstances. This change provides flexibility in recognizing non-traditional family structures and promotes inclusivity, ensuring that all employees feel supported regardless of their family dynamics.

Secondly, the definition of "Sick Day" has been updated to specify that paid time off can be used to care for one's own physical and mental well-being and also removes the restriction that a Sick Day may only be used for out-of-town medical appointments. This amendment acknowledges that mental health is as vital as physical health and allows individuals to prioritize their well-being without fear of judgment or repercussions.

These changes, along with the housekeeping edits, reflect a commitment to fostering a supportive and inclusive work environment that values the diverse needs of its employees.

ANALYSIS OF ALTERNATIVES

N/A

FINANCIAL IMPACTS

There are no anticipated financial impacts to implementing the proposed policy amendments.

INTEREST HOLDER ENGAGEMENT

The proposed policy amendments are informed by industry best practice, legislation, and feedback from both employees and management. Additionally, they address insights from the recent Employee Engagement Survey, which highlighted wellness as a key priority.

ATTACHMENTS

- 1) Proposed Time Away From Work Policy HR-007 - Clean
- 2) Proposed Time Away From Work Policy HR-007 - Redline

AUTHORIZATION

Submitted by:	Johanna Sauvé Manager of Human Resources	Date:	<u>April 14, 2025</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date:	<u>April 16, 2025</u>
Approved by:	Dustin Schinbein General Manager of Corporate Services	Date:	<u>April 17, 2025</u>
Approved by:	Whitney Smithers Acting Chief Administrative Officer	Date:	<u>April 30, 2025</u>



Time Away From Work Policy

Policy Number: HR-007

Date in Effect: May 6, 2025

POLICY STATEMENT

- 1 The Town of Canmore provides time away from work for a variety of reasons. The Town appreciates the work of all Employees and wants Employees to understand their eligibility for time away from work for personal, family, and other outside needs and obligations. 176-2021
- 2 At the same time, it is necessary to place reasonable limits on time away from work, and to ensure that all Employees are treated fairly, and consistently in dealing with time away from work. 176-2021

PURPOSE

- 3 The purpose of this policy is to establish the types of time away from work to which Town Employees are eligible. It does not refer to days of rest that are a normal part of an Employee's weekly work schedule.
- 3.1 This policy applies to all Town Employees, except:
 - a) Those governed by a collective agreement;
 - b) Where an employment contract specifically outlines a contrary guideline. 176-2021
- 4 Should any part of this policy not meet at least the minimums required under current legislation, the legislation will prevail.

DEFINITIONS

- 5 In this policy:
 - a) "Employee" means any Employee, supervisor, or manager. 176-2021
 - a.1) "Exempt Employee" means managers, supervisors, and other professionals deemed exempt from hours of work and overtime rules under the Alberta *Employment Standards Code* and Regulation. XXX-2025
 - b) "Extraordinary Circumstances" means unexpected events that occur outside of the control of the Town that cause disruption to the Town's ability to deliver services or interrupt a group of Employees' ability to report to work. 184-2020
 - c) "Full Time Equivalent (FTE)" means the ratio of an Employee's regularly scheduled hours compared to that of the Regular Work Week for that position.

Policy approved by: _____

- d) “Immediate Family Member” means spouse, parent, child, sibling, parent-in-law, sibling-in-law, child-in-law, grandparent, and grandchild. Exceptions for unique circumstances may be approved at the discretion of the CAO.

XXX-2025

- e) “Permanent Part Time Employee” means any Employee hired on a permanent basis whose employment contract commits to regularly scheduled hours of at least 0.6 FTE for that position.

- f) “Regular Work Week” means the normal weekly work hours, where a week is Sunday to Saturday. For the purposes of this policy, the Town recognizes three Regular Work Weeks:

35.0 hours	Administrative Employees - typically office workers, supervisors, managers
37.5 hours	RCMP Municipal Employees
40.0 hours	Operational Employees - typically front-line workers

XXX-2025

- g) “Sick Day” means paid time off to care for one’s own physical and mental wellbeing for non-work-related reasons, to attend medical appointments, or for short term care of an Immediate Family Member who is ill. It does not include paid time off for work-related illness or injury, which must immediately be reported to the Employee’s supervisor and to the Alberta Workers’ Compensation Board (WCB), who will assess and, if eligible, pay for any missed work.

XXX-2025

- h) *Repealed 176-2021*

VACATION

- 6 Permanent Full-Time Employees and Permanent Part-Time Employees will be provided vacation time off with pay as follows:

- a) Vacation Eligibility Grid

	Vacation Amount (Weeks) Per Calendar Year	
	Regular Plan	Exempt Employee Plan
On your start date	3 weeks	4 weeks
On your 5 th anniversary	4 weeks	5 weeks
On your 10 th anniversary	5 weeks	6 weeks
On your 15 th anniversary	6 weeks	7 weeks

XXX-2025

- 7 *Repealed 176-2021*

- 8 *Repealed 176-2021*

- 9 With the HR Manager or designate's approval, a candidate for hire whose years of experience is both substantial and directly related to the position sought, may negotiate a starting annual vacation amount greater than that outlined under section 6.

176-2021

- 10 *Repealed 176-2021*

Policy approved by: _____

- 11 Notwithstanding section 15, at no time will any Employee be eligible for an annual vacation amount greater than the maximums outlined in section 6.

176-2021

- 12 *Repealed 176-2021*

SICK DAYS

- 13 Permanent Full-Time, Permanent Part-Time, temporary Full-Time, and temporary part-time employees are eligible for up to 12 paid Sick Days per calendar year.

176-2021

- 14 Sick Days are only available in the year in which they are allocated, and do not carry over to subsequent calendar years.

176-2021

SHORT-TERM MEDICAL LEAVE

- 15 All Town Employees are eligible for job-protected short-term medical leave in compliance with *Alberta Employment Standards Code* and Regulation.

176-2021; XXX-2025

JOB-PROTECTED LEAVES

- 16 All Employees are eligible for job-protected leaves equivalent to those specified in the *Alberta Employment Standards Code and Regulation* and in compliance with *Alberta Human Rights Act* unless otherwise specified below.

176-2021; XXX-2025

OTHER LEAVES

- 17 *Repealed 176-2021*

- 18 *Repealed 176-2021*

- 19 In addition to all provincially regulated leaves, permanent Full-Time employees are eligible for the following:

a) Bereavement Leave

- i) Paid time off work equivalent to up to one Regular Work Week for the purpose of grieving the loss of an Immediate Family Member.

XXX-2025

- ii) In the event that an Employee requires more time off to grieve, annual vacation or an unpaid leave may be granted at the discretion of the Employee's manager.

b) Funeral Leave

- i) Paid time off work equivalent to up to one regular workday for the purpose of attending the funeral, or like ceremony, for a non-Immediate Family Member or friend.

XXX-2025

Policy approved by: _____

c) Parent's Leave

- i) Paid time off work equivalent to one regular workday for the purpose of attending the delivery of their new child, the release from hospital of their new child, or the arrival of their newly adopted child.

XXX-2025

MATERNITY LEAVE AND PARENTAL LEAVE

20 *Repealed 176-2021*

JURY OR WITNESS DUTY

21 *Repealed 176-2021*

UNPAID PERSONAL LEAVE

- 22 In an effort to recognize the need of Employees who require time off outside of the types of leave identified in this policy, the Town may consider an unpaid personal leave of absence.

176-2021; XXX-2025

23 *Repealed 176-2021*

EXTRAORDINARY CIRCUMSTANCES

- 24 In the event of Extraordinary Circumstances, the CAO may implement a temporary Corporate Directive for additional short-term paid time off and/or unpaid leave of absence. The Corporate Directive:

- a) Shall be for a defined period of time;
- b) May allow for up to a maximum two paid work weeks, based on an Employee's regular and/or scheduled work week; and
- c) May include all Employee statuses.

184-2020

RESPONSIBILITIES

25 *Repealed 176-2021*

- 26 It is the responsibility of the Manager of Human Resources or designate to:

- a) *Repealed 176-2021*
- b) Ensure this policy remains compliant with applicable legislation.

27 *Repealed 176-2021*

- 28 It is the responsibility of general managers, managers, and supervisors to:

XXX-2025

- a) Understand this policy and associated procedures and be able to answer questions about Time Away From Work for their direct reports.

XXX-2025

Policy approved by: _____

- b) Ensure their direct reports receive an orientation to this policy.

XXX-2025

POLICY REVIEW

- 29 This policy will be reviewed once per term of Council.

XXX-2025

RELATED DOCUMENTS

Alberta *Employment Standards Code* and Regulation

Alberta *Human Rights Act*

Alberta *Jury Act*

REPEALS POLICY: Vacation Policy 267-2014 and Leave of Absence Policy 321-2011

AUTHORIZATION:


Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	1990-08-24	207-90	Employee Leave and Leave of Absence
Amended	1992-02-11	67-92	Employee Leave and Leave of Absence
Repealed	2010-04-06	162-2010	
Approved	1992-06-23	296-92	Vacation Program and Procedure
Repealed	2011-08-23	322-2011	
Approved	2011-08-23	321-2011	Leaves of Absence
Repealed	2017-06-27	208-2017	
Approved	2011-08-23	322-2011	Vacation
Repealed	2014-10-21	267-2014	
Approved	2014-10-21	267-2014	Vacation
Repealed	2017-06-27	208-2017	
Approved	2017-06-27	209-2017	Time Away From Work HR-007
Amended	2018-08-18	184-2020	Addition of Extraordinary Circumstances and reforming of section numbers
Amended	2021-07-06	176-2021	Alignment with provincial legislation and inclusion of Sick Days for additional Employee classes
Amended	2025-05-06	XXX-2025	Amend Sick Days definition, allow for CAO to approve exceptions along with housekeeping items.

Policy approved by: _____

	Council Policy
Policy Title:	Time Away from Work
Policy Number:	HR-007
Date in Effect:	June 27, 2017
Current as of:	July 6, 2024 May 6, 2025

POLICY STATEMENT

1. The Town of Canmore provides time away from work for a variety of reasons. The Town appreciates the work of all employees and wants employees to understand their eligibility for time away from work for personal, family, and other outside needs and obligations. 176-2021
2. At the same time, it is necessary to place reasonable limits on time away from work, and to ensure that all employees are treated fairly, and consistently in dealing with time away from work. 176-2021

PURPOSE

3. The purpose of this policy is to establish the types of time away from work to which Town employees are eligible. It does not refer to days of rest that are a normal part of an employee's weekly work schedule.
- 3.1 This policy applies to all Town employees, except:
 - a) Those governed by a collective agreement;
 - b) Where an employment contract specifically outlines a contrary guideline. 176-2021
4. Should any part of this policy not meet at least the minimums required under current legislation, the legislation will prevail.

DEFINITIONS5. In this policy:

- a) "Employee" means any employee, supervisor, or manager. 176-2021

~~—~~ "Exempt Employee" means managers, supervisors, and other professionals deemed exempt from hours of work and overtime rules under the Alberta *Employment Standards Code* and Regulation. XXX-2025

- ~~b) 5.4~~ "Extraordinary circumstances" means unexpected events that occur outside of the— control of the Town that cause disruption to the Town's ability to deliver services or interrupt a group of employees' ability to report to work. 184-2020

Policy approved by: _____

b) "Full Time equivalent (FTE)" means the ratio of an employee's regularly scheduled hours compared to that of the regular work week for that position.

c) "Immediate family member" means spouse, parent, child, sibling, parent-in-law, sibling-in-law, child-in-law, grandparent, and grandchild. Exceptions for unique circumstances may be approved at the discretion of the CAO.

XXX-2025

d) "Permanent part time employee" means any employee hired on a permanent basis whose employment contract commits to regularly scheduled hours of at least 0.6 FTE for that position.

e) "Regular work week" means the normal weekly work hours, where a week is Sunday to Saturday. For the purposes of this policy, the Town recognizes three regular workweeks:

35.0 hours	Administrative employees — typically office workers, supervisors, managers
37.5 hours	RCMP Clerks <u>Municipal Employees</u>
40.0 hours	Operational employees — typically front-line workers

XXX-2025

f) "Sick day" means paid time off to care for one's own physical and mental wellbeing for non-work-related reasons, for personal sickness, out-of-town to attend medical appointments, or for short-term care of an immediate family member who is ill. -It does not include paid time off for work-related illness or injury, which must immediately be reported to the employee's supervisor and to the Alberta Workers' Compensation Board ("WCB") requiring time off must be reported to WCB, who will assess and, if eligible, pay for any missed work the claim for payment.

XXX-2025

g) *Repealed 176-2021*

VACATION

5.6. Permanent full-time employees and permanent part-time employees will be provided vacation time off with pay as follows:

a) Vacation Eligibility Grid

	Vacation Amount (Weeks) Per Calendar Year	
	Regular Plan	Manager/Supervisor <u>Exempt Employee</u> Plan
On your start date	3 weeks	4 weeks
On your 5th anniversary	4 weeks	5 weeks
On your 10th anniversary	5 weeks	6 weeks
On your 15th anniversary	6 weeks	7 weeks

XXX-2025

6.7. *Repealed 176-2021*

7.8. *Repealed 176-2021*

Policy approved by: _____

~~8.9.~~ With the HR Manager or designate's approval, a candidate for hire whose years of experience is both substantial and directly related to the position sought, may negotiate a starting annual vacation amount greater than that outlined under Section 6.

176-2021

~~9.10.~~ *Repealed 176-2021*

~~10.11.~~ Notwithstanding section 15, at no time will any employee be eligible for an annual vacation amount greater than the maximums outlined in section 6.

176-2021

~~11.12.~~ *Repealed 176-2021*

SICK DAYS

~~12.13.~~ Permanent full-time, permanent part-time, temporary full time, and temporary part-time employees are eligible for up to 12 paid sick days per calendar year.

176-2021

~~13.14.~~ Sick days are only available in the year in which they are allocated, and do not carry over to subsequent calendar years.

176-2021

SHORT-TERM MEDICAL LEAVE

~~14.15.~~ All Town employees are eligible for job-protected short-term medical leave in ~~accordance~~ compliance with Alberta *Employment Standards Code* and Regulation.

176-2021; XXX-2025

JOB-PROTECTED LEAVES

21.1 All employees are eligible for job-protected leaves equivalent to those specified in the Alberta *Employment Standards Code* and Regulation and in ~~accordance~~ compliance with Alberta Human Rights Act unless otherwise specified below.

176-2021; XXX-2025

OTHER LEAVES

~~15.16.~~ *Repealed 176-2021*

~~16.17.~~ *Repealed 176-2021*

23.1 In addition to all provincially regulated leaves, permanent full-time employees are eligible for the following:

a) Bereavement Leave

- i. ~~Permanent full-time employees are eligible for p~~aid time off work equivalent to up to one regular work week for the purpose of grieving the loss of an immediate family member.

XXX-2025

- ii. In the event that an employee requires more time off to grieve, annual vacation or an unpaid leave may be granted at the discretion of the employee's manager.

b) Funeral Leave

Policy approved by: _____

- i. ~~Permanent full-time employees are eligible for p~~Paid time off work equivalent to up to one regular workday for the purpose of attending the funeral, or like ceremony, for a non-immediate family member or friend. XXX-2025
- c) Parent's Leave

- i. ~~Permanent full-time employees are eligible for p~~Paid time off work equivalent to one regular ~~work day~~workday for the purpose of attending the delivery of their new child, the release from hospital of their new child, or the arrival of their newly adopted child. XXX-2025

MATERNITY LEAVE AND PARENTAL LEAVE

~~17.18.~~ Repealed 176-2021

JURY OR WITNESS DUTY

~~18.19.~~ Repealed 176-2021

UNPAID PERSONAL LEAVE

~~19.20.~~ In an effort to recognize the need of employees who require time off ~~in addition to~~outside of the types of leave identified in this policy, the Town may consider an unpaid personal leave of absence.

176-2021; XXX-2025

~~20.21.~~ Repealed 176-2021

EXTRAORDINARY CIRCUMSTANCES

~~21.22.~~ In the event of extraordinary circumstances, the CAO may implement a temporary Corporate Directive for additional short-term paid time off and/or unpaid leave of absence. The Corporate Directive:

- a) Shall be for a defined period of time;
- b) May allow for up to a maximum two paid work weeks, based on an employee's regular and/or scheduled work week; and
- c) May include all employee statuses.

184-2020

RESPONSIBILITIES

~~22.23.~~ Repealed 176-2021

~~23.24.~~ It is the responsibility of the Manager of Human Resources or designate to:

- a) Repealed 176-2021
- b) Ensure this policy remains compliant with applicable legislation.

~~24.25.~~ Repealed 176-2021

~~30.1~~It is the responsibility of general managers, managers, and supervisors to:

Policy approved by: _____

XXX-2025

a) Understand this policy and associated procedures and be able to answer questions about Time Away From Work for their direct reports.

XXX-2025

b) Ensure their direct reports receive an orientation to this policy.

XXX-2025

POLICY REVIEW

~~25.26.~~ This policy will be reviewed once per term of Council ~~by Council on or before July 30, 2021/2029.~~

XXX-2025

RELATED DOCUMENTS

Alberta *Employment Standards Code* and Regulation

Alberta *Human Rights Act*

Alberta *Jury Act*

176-2021

REPEALS POLICY: Vacation Policy 267-2014 and Leaves of Absence Policy 321-2011

AUTHORIZATION:

~~John Borrowman~~ Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

<u>Action</u>	<u>Date</u>	<u>Council Motion</u>	<u>Notes</u>
<u>Approved</u>	<u>1990-08-24</u>	<u>207-90</u>	<u>Employee Leave and Leave of Absence</u>
<u>Amended</u>	<u>1992-02-11</u>	<u>67-92</u>	<u>Employee Leave and Leave of Absence</u>
<u>Repealed</u>	<u>2010-04-06</u>	<u>162-2010</u>	
<u>Approved</u>	<u>1992-06-23</u>	<u>296-92</u>	<u>Vacation Program and Procedure</u>
<u>Repealed</u>	<u>2011-08-23</u>	<u>322-2011</u>	
<u>Approved</u>	<u>2011-08-23</u>	<u>321-2011</u>	<u>Leaves of Absence</u>
<u>Repealed</u>	<u>2017-06-27</u>	<u>208-2017</u>	
<u>Approved</u>	<u>2011-08-23</u>	<u>322-2011</u>	<u>Vacation</u>
<u>Repealed</u>	<u>2014-10-21</u>	<u>267-2014</u>	
<u>Approved</u>	<u>2014-10-21</u>	<u>267-2014</u>	<u>Vacation</u>
<u>Repealed</u>	<u>2017-06-27</u>	<u>208-2017</u>	
<u>Approved</u>	<u>2017-06-27</u>	<u>209-2017</u>	<u>Time Away From Work HR-007</u>
<u>Amended</u>	<u>2018-08-18</u>	<u>184-2020</u>	<u>Addition of Extraordinary Circumstances and reforming of section numbers</u>

Policy approved by: _____

<u>Amended</u>	<u>2021-07-06</u>	<u>176-2021</u>	<u>Alignment with provincial legislation and inclusion of Sick Days for additional Employee classes</u>
<u>Amended</u>	<u>2025-05-06</u>	<u>XXX-2025</u>	<u>Amend Sick Days definition, allow for CAO to approve exceptions along with housekeeping items.</u>
Action	Date	Council Motion	Notes
<u>Approved</u>	<u>2017-06-27</u>	<u>208-2017</u>	
<u>Amended</u>	<u>2020-08-18</u>	<u>184-2020</u>	<u>Add Extraordinary Circumstances and reformat section numbers.</u>
<u>Amended</u>	<u>2021-07-06</u>	<u>176-2021</u>	<u>Alignment with provincial legislation and inclusion of sick days for additional employee classes.</u>

Policy approved by: _____



Request for Decision

DATE OF MEETING: May 6, 2025 **AGENDA #:** H 4

TO: Council

SUBJECT: Policy Review

SUBMITTED BY: Ben Stiver, Municipal Clerk

RECOMMENDATION: That Council approve the following policies as presented:

- EX-003 Sponsorship
- EX-008 Municipal Naming
- EX-009 Employee-Related Legal Proceedings
- FIN-001 Budget Amendments
- FIN-004 Investment
- HR-009 Respectful Workplace
- HR-010 Drug and Alcohol
- PW-001 Snow and Ice Control

That Council approve the following policies amended as presented:

- COM-001 Public Participation Policy
- ED-004 In-Street Patio
- FIN-009 Asset Management
- HR-004 General Holidays
- HR-008 Employee-Related Allowances and Reimbursement
- REC-001 Facility Allocation
- REC-004 Recreation Services

EXECUTIVE SUMMARY

The Council Policy Guidelines require that all policies be reviewed with Council at least once per term. Those policies which have not been shared with Council during this term were reviewed during a workshop between Council and administration on February 25, 2025. Based on feedback provided by Council, 15 policies that require either no changes or minor housekeeping and format changes are being presented for approval.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Council approved Council Policy Guidelines in 2017. Included in the guidelines is the requirement that all policies be presented to Council once per term, at which time Council may:

- a) accept the policy as information
- b) vote on amendments proposed either by a member of council or by administration, or
- c) repeal the policy.

DISCUSSION

A Policy Workshop was held on February 25, 2025 to provide Council with an opportunity to review the policies that have not been reviewed yet this term.

At the end of the workshop, policies were sorted into one of four categories, as seen in the Policy Inventory (Attachment 1):

1. No change recommended
2. Housekeeping changes recommended
3. Revisions recommended
4. Recommended for Repeal

Administration is recommending no changes to several policies. Either the current policy content and approach is appropriate, or a more fulsome review is recommended in the future. Administration recommends Council approve these policies as presented so that the record will show they have been reviewed.

The second category of policies is Housekeeping Changes. These policies require minor edits to format, language, or legislative (and therefore not optional) changes but do not fundamentally change the intent of the currently approved policy. Administration recommends Council approve these policies amended as presented.

ANALYSIS OF ALTERNATIVES

N/A

FINANCIAL IMPACTS

As the policies presented today are subject to primarily housekeeping and formatting changes, any budget items within the policies remain unchanged.

INTEREST HOLDER ENGAGEMENT

Departments engaged with a variety of internal interest holders in developing their recommendations which were presented to Council in a workshop.

ATTACHMENTS

- 1) Policy Inventory
- 2) Formatting & No Change Policies
- 3) Housekeeping Changes Policies

AUTHORIZATION

Submitted by:	Ben Stiver Municipal Clerk	Date:	<u>April 17, 2025</u>
Approved by:	Cheryl Hyde Manager, Municipal Clerk's Office	Date:	<u>April 30, 2025</u>
Approved by:	Dustin Schinbein GM, Corporate Services	Date:	<u>April 17, 2025</u>
Approved by:	Whitney Smithers Acting Chief Administrative Officer	Date:	<u>April 30, 2025</u>

Policy Inventory					
Last Updated: April 30, 2025					
Department	Policy Name	Policy Number	Effective Date	Last Reviewed	Status / Recommendation
Arts & Events	Community Events	AE-002	2018-07-03	2018-07-03	Revise
Communications	Public Participation	COM-001	2019-02-05	2019-02-05	Housekeeping
Community Social Development	Community Grants	CSD-001	2017-03-07	2022-03-01	Due for review in 2026
Corporate Strategic Team	Council Remuneration	EX-002	2018-01-01	2025-10-24	Due for review in 2029
Corporate Strategic Team	Employee Related Legal Proceedings	EX-009	2017-06-27	2021-07-06	No Change
Corporate Strategic Team	Land Transactions	EX-007	2017-06-27	2022-11-01	Due for review in 2026
Corporate Strategic Team	Sponsorship	EX-003	2012-11-06	2021-07-06	No Change
Economic Development	In-Street Patio	ED-004	2016-05-03	2016-05-03	Housekeeping
Economic Development	Major Event Grant	ED-002	2022-08-16	2022-08-16	Due for review in 2026
Economic Development	Public Art and Micro Grant	AE-001	2021-08-17	2023-10-03	Due for review in 2027
Facilities	Municipal Naming	EX-008	2019-04-02	2019-04-02	No Change
Finance	Asset Management	FIN-09	2021-07-06	2021-07-06	Housekeeping
Finance	Budget Amendments	FIN-001	2018-12-04	2018-12-04	No Change
Finance	Debt Management	FIN-003	2016-05-17	2021-07-06	Revise
Finance	Investment	FIN-004	2017-06-27	2021-07-06	No Change
Finance	Property Tax	FIN-005	2015-12-15	2024-11-05	Due for review in 2028
Finance	Purchasing	FIN-006	2017-08-22	2021-07-06	Revise
Finance	Purpose-Built Rentals Incentive	FIN-010	2025-01-07	2025-01-07	Due for review in 2029
Finance	Reserves	FIN-007	2017-08-22	2024-11-05	Due for review in 2028
Finance	Tangible Capital Assets	FIN-008	2021-07-06	2021-07-06	Revise
Human Resources	Benefits	HR-001	2017-06-27	2021-07-06	Revise
Human Resources	Code of Conduct	HR-002	2017-06-27	2021-07-06	Revise
Human Resources	Drug and Alcohol	HR-010	2018-03-20	2021-07-06	No Change
Human Resources	Employee Pay	HR-006	2017-06-27	2021-07-06	Rescind & Replace
Human Resources	Employee-Related Allowances and Reimbursement	HR-008	2017-06-27	2021-07-06	Housekeeping
Human Resources	General Holidays	HR-004	2017-06-27	2021-07-06	Housekeeping
Human Resources	Respectful Workplace	HR-009	2021-05-04	2021-05-04	No Change
Human Resources	Time Away from Work	HR-007	2017-06-27	2021-07-06	Revise
Planning	Collection of Levies and Fees	PD-001	1999-11-16	1999-11-16	Rescind & Replace with Corporate Directive
Planning	Encroachment	PD-002	2008-01-08	2008-08-08	Revise & Move to Engineering
Planning	Entrance Features in Municipal Road Right of Way	PD-014	2019-02-05	2019-02-05	Revise & Move to Engineering
Planning	Environmental Impact Statement (EIS)	PD-003	2018-10-02	2018-10-02	Revise
Planning	Parking Cash-In-Lieu	PD-007	2002-02-05	2008-06-10	Revise
Planning	Sustainability Screening	PD-012	2017-06-28	2019-01-08	Rescind
Planning	Three Sisters Resort Core and Stewart Creek Commercial Village Municipal Reserves	PD-011	2007-04-17	2017-04-17	Rescind
Planning	Vital Homes	PD-008	2021-07-06	2021-07-06	Revise
Public Works	Snow and Ice Control	PW-001	2019-07-02	2019-07-02	No Change
Public Works	Vehicle Replacement	PW-002	2016-12-06	2016-12-06	Rescind & Replace with Standard Operating Procedure
Recreation	Facility Allocation	REC-001	2021-07-06	2021-07-06	Housekeeping
Recreation	Recreation Services	REC-004	2020-03-03	2020-03-03	Housekeeping



Sponsorship Policy

Policy Number: EX-003

Date in Effect: May 6, 2025

POLICY STATEMENT

- 1 The Town of Canmore recognizes Sponsorship as an opportunity to offset the costs of municipal infrastructure, programs, and operations, and as a way to recognize individual or corporate partnerships supporting programs and operations.

PURPOSE

- 2 The purpose of this policy is to create an authorized environment for entering into Sponsorship agreements in order to:
 - a) provide employees and contractors with guidelines related to the Sponsorship of town assets including land, facilities, structures, services, programs and events;
 - b) uphold the town's stewardship role to safeguard the town's assets and interests; and
 - c) protect the Town of Canmore from adverse effects on public safety or on the corporation's image.
- 3 The policy provides an enabling environment for the Town of Canmore to enter into Naming Rights and Sponsorship agreements with corporations, groups, or individuals within set guidelines and procedures for the purpose of enhanced financial sustainability.
- 4 This policy does not apply to:
 - a) independent foundations or registered charitable organizations that the Town may receive benefit from;
 - b) Gifts or unsolicited Donations to the Town;
 - c) funding obtained from other orders of government through formal grant programs;
 - d) town Sponsorship and/or financial support of external projects where the Town provides funds to an outside organization; and
 - e) third parties who lease Town property or hold permits with the town for activities or events.

Policy approved by: _____

DEFINITIONS

5 In this policy:

- a) “Donation” means similar to a Gift in that no reciprocal commercial benefits are given or expected. If reciprocal commercial benefits are given and a business relationship exists with a donor, the principles of this policy apply.
- b) “Gift” means an unsolicited contribution to the Town of Canmore for which there is no reciprocal commercial benefit expected or required from The Town. As Gifts are unsolicited and do not involve a business relationship, they are separate and distinct from Sponsorship.
- c) “Naming Rights” means a type of Sponsorship in which a corporation purchases the exclusive right to name an asset. Usually Naming Rights are considered in a commercial context; that is the naming right is sold or exchanged for significant cash or other revenue support. This arrangement is usually documented in an agreement signed by the interested parties and has a specified end date to the contractual obligations.
- d) “Naming Rights Agreement” means the sale of the right to name or re-name a Town asset as evidenced in a written contract that contains terms acceptable to The Town. In most cases, indemnification and termination clauses would be required as part of the agreement. Dates indicating the term of the agreement will be indicated.
- e) “Sponsor” means a corporation, organization or individual that enters into a Sponsorship agreement involving a Town asset and makes a financial contribution or value-in-kind in return for access to commercial potential associated with the asset.
- f) “Sponsorship” means a mutually beneficial business arrangement between The Town and a third party, wherein the third party provides cash and/or in-kind services to the Town in return for access to the commercial marketing potential associated with Town assets. Marketing Sponsorships may include Sponsorship of one or more of the Town’s land, facilities, structures, services, programs or events.
- g) “Sponsorship Agreement” means a mutually beneficial, contractual agreement that reflects the business arrangement for the exchange of marketing benefits between the Town and an external organization for a specified period of time.
- h) “Sponsorship Project Manager” means the Town of Canmore employee who has responsibility for Sponsorship of a facility, program, or service in their accountability agreement or job description.

PARAMETERS OR PRINCIPLES

- 6 The Town of Canmore supports the ongoing practice of entering into Sponsorship Agreements with third parties where such partnerships are mutually beneficial to both parties.

Policy approved by: _____

- 7 The Town of Canmore will seek out Sponsorship opportunities with third parties who have a positive public image and reflect a high level of integrity and who reflect the values and maintain operational policies that are not in conflict with the Town's values, mandate, or operating policies.
- 8 Sponsorship shall not be solicited from businesses, organizations, or individuals who, in the sole discretion of the Chief Administrative Officer, are inappropriate partners of the municipality in that their products or businesses activities do not align with the Town of Canmore values as outlined in guiding documents. Sponsorships will not be pursued with:
 - a) tobacco and alcohol companies;
 - b) bottled water brands or products;
 - c) religious or political groups or factions or organizations that actively promote a religious or political group or faction;
 - d) companies that sell or promote pornography;
 - e) companies that present imaging that is derogatory, prejudicial, harmful to or intolerant of any specific group or individual; and
 - f) companies that create fiscal hardship for the Town of Canmore and/or its residents.
- 9 The Town of Canmore will seek out Sponsorship opportunities with third parties whose purchasing practices embed environmental and ethical criteria into their own purchasing procedures.
- 10 It is necessary for the Town of Canmore to be recognized for those facilities, programs, services, etc. where it makes an ongoing significant contribution to capital or operating costs. Clear and permanent identification of the Town will be displayed in adherence to branding guidelines established by the Town.
- 11 While the physical display of the naming right shall be negotiated or decided upon on an individual basis, such recognition must not unduly detract from the character, integrity, aesthetic quality, or safety of the property or unreasonably interfere with its enjoyment or use.
- 12 The Town shall not relinquish to the Sponsor any aspect of the Town's right to manage and control the Town's assets and facilities.
- 13 The Town reserves the right to terminate an existing Sponsorship Agreement should any of the following occur:
 - a) the Sponsor organization uses the Town's name outside the parameters of the Sponsorship Agreement, without prior consent; or

Policy approved by: _____

- b) the Sponsor organization develops a public image inappropriate to the Town's values and/or objectives.

RESPONSIBILITIES

14 Parties involved in Sponsorship negotiations and decisions undertake the following specific responsibilities:

- a) Town Council:
 - i) approves the Town of Canmore Sponsorship Policy;
 - ii) determines which Town facilities and assets are marketed for Sponsorship; and
 - iii) approves Sponsorship Agreements with a total value over \$100,000 annually or that involve the sale of Naming Rights of a facility or that Administration believes may be sensitive.
- b) Chief Administrative Officer approves Sponsorship Agreements with a total value less than \$100,000 annually.
- c) Sponsorship Project Manager:
 - i) hires and manages consultants and/or undertake asset evaluation and pricing of Sponsorships;
 - ii) brings report to council for approval of Town facilities and assets before marketing them for Sponsorship;
 - iii) hires and manages consultants and/or review and assist in the development of Sponsorship opportunities as needed;
 - iv) recommends Sponsorship Agreements for approval to the CAO and or Town Council;
 - v) annually tracks and reports to council all Town sponsorship agreements over \$1,000; and
 - vi) ensures that representatives of the Town entering into sponsorships are aware of, and act in accordance with the Sponsorship Policy.

POLICY REVIEW

15 This policy will be reviewed at least once in every term of Council.

RELATED DOCUMENTS

Sponsorship Procedure

Policy approved by: _____

ATTACHMENTS

None.

REPEALS POLICY: Sponsorship Policy 384-2012

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2006-04-01	101-2006	Town Sponsorship
Repealed	2012-11-06	384-2012	
Approved	2012-11-06	384-2012	Sponsorship
Repealed	2021-07-06	176-2021	
Approved	2021-07-06	176-2021	Sponsorship EX-003
Confirmed	2025-05-06	XXX-2025	No Changes – Formatting Revisions

Policy approved by: _____



Municipal Naming Policy

Policy Number: EX-008

Date in Effect: May 6, 2025

POLICY STATEMENT

- 1 Certain Town assets are eligible for commemorative names that recognize individuals, groups, historical events, and the flora, fauna, and natural features associated with Canmore.

PURPOSE

- 2 The purpose of this policy is to identify Town assets that are eligible for commemorative names and provide criteria for the selection of commemorative names.
- 3 This policy aligns with Council's recognition of the importance of Canmore's people, history, and mountain landscape.

DEFINITIONS

- 4 In this policy:
 - a) "Park" means any land developed, used, or managed by the Town as a public Park, including but not limited to a sport field, playground, tennis court, bike Park, skateboard Park, outdoor recreational area or facility, trail, off-leash dog Park, or plaza.

SCOPE AND AUTHORITY

- 5 The Town's chief administrative officer is authorized to name Town assets after their type of use, location, number and/or unique asset identification, and roads in accordance with the Addressing Bylaw and Civic Addressing Protocol.
- 6 Any names other than those authorized in section 4.1 shall be known as "commemorative names" and must be approved by Council.
- 7 This policy does not apply to:
 - a) names authorized by Sponsorship Policy EX-003, as amended, and
 - b) names authorized by the Town's memorial bench program

ASSET ELIGIBILITY FOR COMMEMORATIVE NAMES

- 8 The following Town assets are eligible for commemorative names:
 - a) Parks;

Policy approved by: _____

- b) municipal buildings;
 - c) rooms within municipal buildings that are routinely available for public use; and
 - d) roads.
- 9 In addition to complying with this policy, commemorative names for roads must comply with the Civic Addressing Protocol.
- 10 The following Town assets are not eligible for commemorative names:
- a) rooms within municipal buildings used primarily for administrative purposes;
 - b) bus shelters;
 - c) Park benches and picnic tables;
 - d) public washrooms and vaulted toilets;
 - e) garages, sheds and other similar buildings not usually occupied by members of the public;
 - f) utility infrastructure including but not limited to lift stations, underground utilities, solid waste collection facilities; and
 - g) vehicles and equipment.

COMMEMORATIVE NAME SELECTION CRITERIA

- 11 Commemorative names shall be names clearly associated with Canmore that recognize:
- a) a person or group of people;
 - b) a historical event;
 - c) flora, fauna, or natural features; or
 - d) a name that incorporates the word “peace.”
- 12 For a person’s or group’s name to be eligible for consideration as a commemorative name, that person or group:
- a) shall be associated with the history of Canmore; or
 - b) shall have demonstrated excellence, courage, or exceptional dedication to public service or community activities.

Policy approved by: _____

- 13 A person's or group's name may be eligible for consideration as a commemorative name if that person or group has transferred property (including money) to the Town with the intention of making a gift.
- 14 Commemorative names shall not be similar or identical to one another.

RESPONSIBILITIES

- 15 Council shall have the sole authority to apply and remove commemorative names.
- 16 The chief administrative officer shall:
- a) develop the procedures necessary to implement this policy, and
 - b) make recommendations to Council regarding the resources required to add or change a commemorative name.

POLICY REVIEW

- 17 This policy will be reviewed at least once in every term of Council.

RELATED DOCUMENTS

Sponsorship Policy EX-003
Civic Addressing Protocol

ATTACHMENTS

None.

REPEALS POLICY: Municipal Park Naming Policy 426-2001

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2001-09-18	426-2001	Municipal Park Naming
Repealed	2019-04-02		
Approved	2019-04-02		Municipal Naming EX-008
Confirmed	2025-05-06	XXX-2025	No Changes – Formatting Revisions

Policy approved by: _____



Employment-Related Legal Proceedings Policy

Policy Number: EX-009

Date in Effect: May 6, 2025

POLICY STATEMENT

- 1 It is the policy of the Town of Canmore ("Town") that it will provide legal representation and compensate employees and elected officials for costs, charges and expenses in reference to legal proceedings as a result of action taken by the employee/ elected official in his or her capacity as an employee/ elected official of the Town.
- 2 This policy applies to all employees and elected officials of the Town of Canmore

PURPOSE

- 3 This policy establishes the guidelines for when and how the Town will provide legal representation and compensation for its employees and elected officials.

DEFINITIONS

- 4 In this policy:
 - a) "Costs, Charges, And Expenses" means, but is not limited to, an amount paid to settle any action or to satisfy any judgment, legal fees, other professional fees, out-of-pocket expenses for attending proceedings including discoveries, trials, hearings and meetings, and any amount for which the employee/ elected official is liable by reason of any statutory provision, whether civil, criminal or otherwise.
 - b) "Elected Officials" means Town council members and the Mayor of the Town, along with their estates, executors, administrators, legal representatives and lawful heirs.
 - c) "Employee" means the CAO, managers, supervisors, employees, and former employees of the Town, along with their estates, executors, administrators, legal representatives and lawful heirs.
 - d) "Honestly And In Good Faith" means acting honestly and in good faith with a view to the best interests of the Town and, in the case of a criminal or administrative action or proceeding that is enforced by monetary penalty, actions made by the employee/elected official where the employee/ elected official had reasonable grounds for believing that the employee's/ elected official's conduct was lawful.
 - e) "Legal Proceedings" means any proceeding, investigation, inquiry or hearing before a court or administrative tribunal, whether civil, criminal, administrative, investigative or otherwise.

Policy approved by: _____

INDEMNIFICATION

- 5 Subject to sections 10 and 11 of this policy, the Town agrees to indemnify employees/ elected officials from and against any and all Costs, Charges, And Expenses suffered or incurred by the Employees/Elected Officials, as a result or by reason of the Employee/Elected Official being or having been an Employee/Elected Official of the Town or by reason of any action taken by the Employee/Elected Official in his or her capacity as an Employee/Elected Official of the Town.
- 6 If a court, administrative tribunal or other competent adjudicator determines, or the Town and the Employee/Elected Official agree, that:
 - a) the Employee/Elected Official failed to act Honestly And In Good Faith;
 - b) the Employee/Elected Official acted outside the scope of his or her duties; or
 - c) the Employee's/Elected Official's actions amount to fraud, dishonesty, wilful neglect, gross negligence or wilful default;

then the Town will not indemnify the Employee/Elected Official for any Costs, Charges, And Expenses.

- 7 The Town will not indemnify the Employees/Elected Officials for any Costs, Charges, And Expenses where an Employee/Elected Official fails to participate in the investigation (including any inquiry, review or assessment that the Town may instigate concerning an actual or potential legal proceedings) and conduct of legal proceedings as reasonably required by the Town.

INSURANCE

- 8 The Town shall obtain and maintain an insurance policy with respect to liability relating to its Employees/Elected Officials.
- 9 The Town shall pay all premiums and exercise all rights and options under its insurance policy to extend the coverage under the insurance policy for the maximum discovery period or run off coverage period permissible under the insurance policy

RIGHT TO RETAIN COUNSEL

- 10 The insurer will appoint counsel to represent the Employee/Elected Official or, if the event is not an insurable event, the Town will promptly retain counsel to represent the Employee/Elected Official.
- 11 The Employee/Elected Official shall have the right to retain other counsel to act on his or her behalf, provided that the fees and disbursements of such other counsel shall be paid by the Employee/Elected Official, unless:

Policy approved by: _____

- a) The Employee/Elected Official and the Town mutually agree to the retention of such other counsel, in which event the Town will pay the reasonable fees and disbursements of such other counsel;
- b) Where Legal Proceedings include both the Town and the Employee/Elected Official, and representation of both parties by the same counsel could be inappropriate due to actual or potential differing interests between the Town and the Employee/Elected Official (including the availability of different defences), in which event:
 - i) the Town will request the insurer to appoint separate counsel for the Employee/Elected Official and for the insurer to pay the reasonable fees and disbursements of such counsel; or,
 - ii) if not an insurable event or if the insurer refuses to appoint separate counsel for the Employee/Elected Official, the Town will pay the reasonable fees and disbursements of such counsel

RESPONSIBILITIES

12 It is the responsibility of Employees/Elected Officials to:

- a) participate full in any investigation;
- b) act Honestly And In Good Faith;
- c) act within the scope of his or her duties.

13 It is the additional responsibility of Council

- a) review and affirm or consider approval of amendments to this policy as presented at least once per term.

POLICY REVIEW

14 This policy will be reviewed at least once in every term of Council.

RELATED DOCUMENTS

None.

ATTACHMENTS

None.

REPEALS POLICY: Employment Related Legal Proceedings Policy HR-003

Policy approved by: _____

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2011-07-05	291-2011	Employment Related Legal Proceedings
Repealed	2017-06-27	208-2017	
Approved	2017-06-27	209-2017	Employment Related Legal Proceedings HR-003
Repealed	2017-06-27	208-2017	
Approved	2021-07-06	176-2021	Employment Related Legal Proceedings EX-009
Confirmed	2025-05-06	XXX-2025	No Changes – Formatting Revisions

Policy approved by: _____



Budget Amendments Policy

Policy Number: FIN-001

Date in Effect: May 6, 2025

POLICY STATEMENT

- 1 It is the policy of the Town of Canmore that amendments to an approved annual operating or capital Budget will be carried out in an open, transparent, and accountable fashion that complies with provincial legislation and considers recommended Budgeting best practices. In addition, recognizing that not all Capital Projects can be completed in one fiscal year, it is the policy of the Town of Canmore (the Town) to permit the carrying forward of qualifying Capital Projects into the following fiscal year.

PURPOSE

- 2 The purpose of this policy is to establish parameters for adjusting Budgets should unforeseen events require changes to the original Budget plan and for carrying forward qualifying Capital Projects into the following fiscal year.
- 3 The Town of Canmore delivers effective and fiscally responsible services while valuing innovation.

DEFINITIONS

- 4 In this policy:
 - a) Budget” means the approved operating and/or capital Budgets;
 - b) “Capital Project” means any project contained within an approved capital Budget;
 - c) “Overall” means the total for the Town as a whole, rather than for a specific department within the Town organization.

OPERATING BUDGET REALLOCATION

- 5 The Chief Administrative Officer is authorized to reallocate operating funds, provided that:
 - a) The changes will result in efficient administrative and service delivery process.
 - b) The Overall operating Budget amount approved by council is not exceeded.
 - c) The types of services or service levels funded by the operating Budget do not change, as, for greater certainty, these must be approved by council.

Policy approved by: _____

- d) While a reallocation may result in a change to the total number of full time, part time, and casual positions converted to their full time equivalent (FTE), the total operational Budget remains neutral or results in a savings.

272-2018

CAPITAL BUDGET REALLOCATION

- 6 The Chief Administrative officer is authorized to reallocate capital Budget funds, provided that:
 - a) The changes will result in efficient administrative and service delivery process.
 - b) The change will not result in the addition or cancellation of a Capital Project.
 - c) The change does not alter the nature and type of Capital Project.
 - d) The Overall annual Capital Project funding from each source does not increase.
- 7 Where the actual cost of an approved Capital Project exceeds its approved Budget by the lesser of \$1,000 and 1% of the project Budget, a Budget reallocation is not required, provided the Overall approved capital Budget is not exceeded.
- 8 Council must approve all increases to the Overall Capital Project funding from each source.

OPERATING BUDGET ADDITIONS

- 9 Council must approve all increase to the Overall operating Budget.
- 10 If the operating Budget increase changes the amount to be collected from property taxes, the change may only be made prior to adopting the annual Property Tax Rate Bylaw.
- 11 All changes in service types and levels must be approved by council prior to the change, whether these changes result in operating Budget additions or not.

CAPITAL BUDGET ADDITIONS

- 12 Any new Capital Project or change to the scope of an approved Capital Project, including reduction or cancellation, must be approved by council.

CAPITAL PROJECT CARRY FORWARD

- 13 Carry forward projects should be kept to a minimum.
- 14 The following Capital Projects qualify for unconditional carry forward into the next fiscal year.
 - a) Capital Projects whose timelines or Budgets extend over more than one fiscal year, or
 - b) If, by October 15 of the current fiscal year, funds have been expended on the Capital Project as evidenced by a paid invoice.

Policy approved by: _____

- 15 Where funds have not been expended on a Capital Project during the current fiscal year's Budget, the project does not qualify for carry forward except where, by October 15:
- a) a request for quotes, proposals, or tenders has been issued, or
 - b) a contract for work has been entered into but work has not yet commenced, or
 - c) work has commenced but no invoices have yet been received and/or paid, or
 - d) a plan for how and when the Capital Project will commence prior to year-end is submitted to and approved by the Chief Administrative Officer.
 - e) Capital Projects not qualifying for carry forward shall be either:
 - i) Re-submitted and evaluated by Council as part of upcoming capital Budget considerations, or
 - ii) Submitted to Council for direction to cancel the project.

EMERGENCY PURCHASES

- 16 The Chief Administrative Officer will advise council, as soon as possible, of any emergency purchase that causes an approved Budget to be exceeded.

POLICY REVIEW

- 17 This policy will be reviewed at least once in every term of Council.

RELATED DOCUMENTS

Municipal Government Act
Reserve Policy
Debt Management Policy

ATTACHMENTS

None.

REPEALS POLICIES

Budget Amendments Policy 146-2013
Carry Forward Project Policy 175-2006

Policy approved by: _____

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2001-10-02	447-2001	Capital Program Funding and Expenditure
Repealed	2013-05-21	146-2013	
Approved	2006-04-04	175-2006	Carry Forward Project
Repealed	2017-08-22	63-2017FIN	
Approved	2013-05-21	146-2013	Budget Amendments
Repealed	2017-08-22	63-2017FIN	
Approved	2017-08-22	63-2017FIN	Budget Amendments FIN-001
Amended	2018-12-04	272-2018	Operating budget reallocation
Confirmed	2025-05-06	XXX-2025	No Changes – Formatting Revisions

Policy approved by: _____



Investment Policy

Policy Number: FIN-004

Date in Effect: May 6, 2025

POLICY STATEMENT

- 1 It is the policy of the Town of Canmore (the Town) to invest Cash Reserves, until they are needed, in a manner that will meet cash flow requirements and conform with Municipal Government Act (MGA) provisions regarding authorized investment of public funds. In this way, the Town looks beyond taxation and user fees to other sources of revenue, such as interest revenue, to help fund its programs.

PURPOSE

- 2 This policy is established to ensure that funds which the Town may receive by way of cash flows, surpluses, grants, reserves, or any other source are considered for investment purposes, and if so chosen, to provide optimal returns after due consideration of risk, yield, term, diversification, and security.

DEFINITIONS

- 3 In this policy,
 - a) “Cash Reserves” means unspent grant funds and money the Town keeps on hand to meet its medium to long-term and emergency funding needs and to fund its Reserves. Cash Reserves do not include money needed to fund operating and capital expenditures anticipated to occur within the next 90 days;
 - b) “Credit Risk” means the chance that a borrower may not repay a loan and that the lender may lose the principal of the loan and/or the interest associated with it;
 - c) “Fixed Term Securities” means investments with a set term and yield that if cashed in before maturity, accrued interest up to that date is forfeited;
 - d) “Interest Rate Risk” means the chance that an unexpected change in interest rate will negatively affect the value of an investment;
 - e) “Investment Ladder” means an investment technique that involves the purchase of multiple financial products with different maturity dates which, preferably, match projected cash flow requirements;
 - f) “Liquidity” means the ability of an investment to be converted into cash with minimal loss of principal or interest;

Policy approved by: _____

- g) “Market Rate of Return” means the rate of interest that is readily accepted by borrowers and lenders based on the risk level of the transaction. It is the standard interest accepted in an industry for a specific type of transaction. Since interest rates depend on market and economy conditions, risk, and desired rate of return, the market interest rate tends to fluctuate over time and among industries;
- h) “Short-Term Investments” means debt or equity securities that are expected to be sold or converted into cash in the next 3 to 12 months and are permitted investments under Alberta’s Municipal Government Act (MGA).

AUTHORITY

- 4 The Town’s investment program is subject to the following:
 - a) Section 250 of the Municipal Government Act, and
 - b) Town Council resolutions and bylaws.
- 5 Management responsibility for the investment program is hereby delegated to the Chief Administrative Officer (CAO), who may further delegate authority to the Manager of Financial Services.
- 6 The Manager of Financial Services in conjunction with the Investment Advisor(s) shall be responsible for all transactions undertaken and shall establish a system of controls to regulate their approval.
- 7 No person may engage in an investment transaction on behalf of the Town except as provided under the terms of this policy.

SCOPE

- 8 This policy applies to all Cash Reserves.

ETHICS AND CONFLICTS OF INTEREST

- 9 Officers and employees involved in the investment process shall:
 - a) refrain from personal business activity that could conflict with the proper execution and management of the investment program,
 - b) refrain from personal business activity that could impair their ability to make impartial decisions,
 - c) disclose any material interests in financial institutions with which they conduct business,
 - d) disclose any personal financial/investment positions that could be related to the performance of the Town’s investment portfolio, and

Policy approved by: _____

- e) refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town.

INVESTMENT OBJECTIVES

10 The primary objectives, in order of priority, concerning the Town's investment activities, shall be:

- a) **Safety of principal.** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate Credit Risk and Interest Rate Risk:
 - i) **Credit Risk** will be minimized by limiting investments to those listed as approved under the Municipal Government Act (MGA) s250, and diversifying the investment portfolio so that potential losses on individual securities will be minimized.
 - ii) **Interest Rate Risk** will be minimized by structuring the investment portfolio so that fixed-term securities mature to meet cash requirements for ongoing operations thereby avoiding the need to sell these securities on the open market prior to maturity, and structuring the investment portfolio in the form of an Investment Ladder so that investments mature at differing points in time and thus pay a range of interest rates.
- b) **Liquidity.** Liquidity of the investment portfolio must be such that it remains sufficient to enable the Town to meet all operating and capital funding requirements which might be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static Liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic Liquidity). Fixed-term securities shall only be considered for Short-Term Investments.
- c) **Return on Investment and/or Yield** of the investment portfolio shall be designed with the objective of attaining a Market Rate Of Return, taking into account the Town's investment risk constraints, the Municipal Government Act list of approved investments, and the cash flow characteristics of the portfolio. Cash Reserves should be pooled and invested together whenever doing so would increase the Market Rate Of Return. An investment may be sold early to:
 - i) minimize loss of principal,
 - ii) improve the quality, yield, or target duration in the portfolio; i.e., through swapping securities,
 - iii) release funds needed to meet unanticipated or changed operating or capital cash flow requirements, or
- d) improve Liquidity; i.e., the Liquidity needs of the portfolio require that the security be sold.

Policy approved by: _____

PRUDENCE

- 11 The standard of care to be used by officers and employees involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
- 12 Those persons acting in accordance with this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's Credit Risk or market price changes, provided deviations from expectations are reported in a timely fashion and the Liquidity and the sale of securities are carried out in accordance with the terms of this policy.

INVESTMENT ADVISOR

- 13 The CAO and Manager of Financial Services shall select an Investment Advisor(s) to provide investment advice in accordance with the Designated Officers Bylaw.
- 14 The financial institutions eligible to act as Investment Advisor must:
 - a) be able to tender investments that meet the requirements of this policy,
 - b) be a member of the Canadian Investor Protection Fund (CIPF), and
 - c) be a member of the Investment Industry Regulatory Organization of Canada (IIROC).

CUSTODY AND SEGREGATION

- 15 Investments may be held by the financial institution in bulk segregation, in accounts in the name of the Town.

MAXIMUM INVESTMENT TERMS

- 16 To the extent possible, the Town will attempt to match its investments with anticipated cash flow requirements. Cash Reserves with no anticipated cash flow requirement may be invested in securities with no set maximum maturity dates, as long as the security has an active secondary market or can be cashed in after an initial 90 days without loss of accrued interest.

RESPONSIBILITIES

- 17 *Repealed 176-2021*
- 18 The CAO, or Manager of Financial Services if so delegated, is responsible for ensuring adherence to the Town's investment policy and ensuring investment activity is accurately reported to the Finance Committee on at least an annual basis.

Policy approved by: _____

- 19 The CAO is responsible for establishing and maintaining an internal control framework designed to ensure that the assets of the Town are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that:
- a) the cost of a control should not exceed the benefits likely to be derived, and
 - b) the valuation of costs and benefits requires estimates and judgments by management.
- 20 External controls concerning custodial safekeeping, transaction and recording/reporting controls, etc., shall be under the purview of the Investment Advisor(s) and the broker used within that investment arm of the organization. The internal controls shall address the following points:
- a) separation of transaction authority from accounting and recordkeeping, and
 - b) clear delegation of authority to subordinate staff members.

SAFEKEEPING AND CUSTODY

- 21 Safekeeping and custody of the investment certificates and records of transactions shall be the responsibility of the Town's Investment Advisor(s).

PERFORMANCE EVALUATION

- 22 The performance benchmarks to ensure productivity of the accounts shall be:
- a) three-month Government of Canada T-Bill Index, and
 - b) CIBC Canadian Short-Term Bond Index Fund, which invests in managed short-term bonds where preservation of capital is the prime concern while providing for a high level of income and some capital growth.

POLICY REVIEW

- 23 This policy will be reviewed at least once in every term of Council.

RELATED DOCUMENTS

Municipal Government Act
Reserves Policy

ATTACHMENTS

None

REPEALS POLICY: 288-2012 Investment Policy

Policy approved by: _____

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2012-08-21	288-2012	Investment
Repealed	2017-06-27	54-2017FIN	
Approved	2017-06-27	54-2017FIN	Investment FIN-004
Amended	2021-07-06	176-2021	Amend approval from Finance Committee to Council and update formatting and numbering.
Confirmed	2025-05-06	XXX-2025	No Change – Formatting Revisions

Policy approved by: _____



Respectful Workplace Policy

Policy Number: HR-009

Date in Effect: May 6, 2025

POLICY STATEMENT

- 1 We recognize the diversity of our municipality and believe that all members of our community including, but not limited to, residents, visitors, Employees, Elected Officials, Volunteers, and Contractors, have a right to interact with the Town in an environment that is free of Racism and Discrimination, Harassment and Violence where they are treated fairly, with dignity, respect and honesty, and where behaviours and practices not in alignment with these principles are not tolerated. 118-2021
- 2 We also recognize that Discrimination for all protected grounds but particularly racial Discrimination towards Black, Indigenous and People of Colour may be intentional or unintentional, conscious or subconscious. Further, the Town is committed to taking all steps necessary to remedy circumstances where an individual or group may be excluded from Town activities, services, programs, or work/job opportunities which they ought to have a right to be included in. 118-2021
- 3 This policy solidifies the Town's commitment to establishing and maintaining a respectful work environment where both work and Governance are experienced and conducted in a safe, anti-Discriminatory, and anti-racist manner. 118-2021

PURPOSE

- 4 The purpose of this policy is to clearly outline expectations for the provision of a Workplace that is; respectful, dignified, fair, and is free from Inappropriate Or Disrespectful Behaviour including Racism and Discrimination of any kind. 118-2021

SCOPE

- 5 The responsibility and accountability for a respectful and anti-Discriminatory Workplace is shared. Thus, this policy applies to all Employees, Elected Officials, Contractors, and Volunteers working for or providing services to the Town of Canmore. 118-2021
- 6 This policy applies to all aspects of the Town's activities, including its working environment, services, operations, infrastructure design, meetings and public events, as well as to the interpretation and application of its bylaws, regulations, policies, procedures, and procurement requirements. 118-2021
- 7 This policy supplements and supports and ensures compliance with *Alberta's Human Rights Act* and *Alberta's Occupational Health and Safety Act, Code and Regulation*. 118-2021

Policy approved by: _____

DEFINITIONS

8 In this policy:

- a) “Anti-Racism” means the active process of identifying and eliminating Racism by changing systems, organizational structures, policies and practices and attitudes, so that power is redistributed and shared equitably.
118-2021
- b) “Bullying” means repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying behavior can include teasing, insulting someone, shoving, hitting, excluding someone, or gossiping about someone. Bullying does not include a situation of mutual conflict, or single episodes of negative behaviour.
- c) *Repealed 118-2021*
- d) “Contractor” means all individuals who are contracted by the Town, and who access the Workplace for the purposes of providing services and supplies to, and on behalf of, the Town of Canmore.
- e) “Discrimination” means treating someone differently because they belong to a certain group, on the basis of prejudice, stereotypes, or the prohibited grounds of Discrimination under *Alberta’s Human Rights Act*.
- f) “Elected Official” means those individuals elected to Council and includes the Mayor and Councillors of the Town of Canmore.
- g) “Employee” means any individual paid salary or wages by the Town of Canmore.
- h) “Governance” means the interpretation and application of rules, regulations, policies, and bylaws in order to make decisions for and on behalf of the municipality.
118-2021
- i) “Harassment” means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, Bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affect the worker’s healthy and safety. This excludes any reasonable conduct of an employer or supervisor related to the normal management of workers or a work site.
118-2021
- j) “Inappropriate Or Disrespectful Behaviour” means all forms of Bullying, Discrimination, Racism, Harassment, Intimidation, Retaliation, Sexual Harassment, Unproductive/Aggressive Conflict, and/or Violence.
118-2021
- k) “Intimidation” means the use of physical, emotional or authoritative power to create a feeling of inequity that intentionally incites others to do, or not do, something.

Policy approved by: _____

- l) “Leader” means managers, supervisors, team Leaders, and coordinators, and others responsible for directing, defining, coordinating, overseeing, and/or supervising the work of others.
- m) “Racism” means a belief that one group is superior to others as expressed or performed through any individual action or practice which treats people differently because of the colour of their skin or their ethnicity.
- n) “Respectful Workplace” means a working environment that honours dignity, collaboration, cooperation, proactive problem-solving, and where people conduct themselves in a way that is respectful and anti-Discriminatory to others and respects that others may be different and may have a different approach or way of doing something.
- o) “Retaliation” means deliberately harming, penalizing, or subjecting someone to adverse consequences in response to their participation in a claim or investigation associated with this policy.
- p) “Sexual Harassment” means unwanted and/or unwelcome behaviour towards another that is sexual in nature and/or is based on a person’s gender and includes but is not limited to, touching, making suggestive remarks, and posting images and text in the Workplace.
- q) “Unproductive/Aggressive Conflict” means conflict that is intentionally disruptive and inflammatory, and meant to incite a reaction in others.
- r) “Violence” means the use of force, either physical or coercive, that causes physical or emotional harm to somebody or something.
- s) “Volunteer” means a person who is not paid by the Town of Canmore but Volunteers their time to the Town in service of the community and/or on behalf of the services provided by the Town of Canmore. This includes those individuals serving on any board, commission or committee established by the Town of Canmore.
- t) “Workplace” means anywhere that Town work-related activities occur such as, but not limited to, Town of Canmore facilities, parks, trails, vehicles, conferences and training locations, meeting locations, events, on the telephone, during social functions, on the internet and on social media.

118-2021

CONSEQUENCES

- 10 Any Employee, Volunteer, or Contractor who violates this policy will be subject to appropriate disciplinary action, which may include but is not limited to; denial of participation in certain activities, restriction of access to people and work places, and termination of employment or contract.
- 11 Any Elected Official who violates this policy may be subject to sanction as outlined in the Council Code of Conduct Bylaw.

118-2021

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Policy approved by: _____

- 12 Members of the public, visitors to Town facilities, and individuals conducting business with the Town of Canmore, are expected to treat the Town's Employees and representatives respectfully in accordance with this policy. This includes refraining from inappropriate behaviour towards Town of Canmore Employees, Elected Officials, Volunteers, and Contractors. If inappropriate behaviour occurs, the Town will take appropriate action to ensure a Respectful Workplace. This could include barring individuals from accessing Town facilities and people, legal action, and/or discontinuing business with Contractors or suppliers.

118-2021

RESPONSIBILITIES

- 13 All Employees, Elected Officials, Volunteers, and Contractors, have a mutual responsibility to ensure a respectful and non-Discriminatory Workplace and Governance process. Behaviours that are not aligned with this policy will not be condoned or tolerated.
- 14 Elected Officials will:
- a) Approve by resolution this policy and any amendments to the policy.
 - b) Consider the allocation of resources for ongoing successful realization of this policy in the annual budget process.
 - c) Commit to implementing a process of Governance that breaks down barriers and promotes an inclusive and welcoming environment free from Racism and Discrimination in all its forms.
 - d) Model inclusive and respectful behaviour and not participate in racist or Discriminatory conduct and abide by the responsibilities outlined below for All Employees.
- 15 CAO will:
- a) Ensure that all new Elected Officials receive training on this policy and associated procedures.
 - b) Ensure that the day-to-day operations, services and programs of the municipality are delivered in a manner that breaks down barriers and promotes an inclusive and welcoming environment free from Racism and Discrimination in all its forms.
 - c) Abide by the responsibilities outlined below for Leaders.
- 16 Manager of Human Resources will:
- a) Establish procedures for the creation and maintenance of a Respectful Workplace as it applies to the experience and conduct of Employees, Volunteers and Contractors. This will include a mechanism for resolution of issues, concerns and/or complaints as well as criteria for when investigations into Employee conduct will be undertaken.
 - b) Ensure implementation and periodic review of this policy and associated procedures.

Policy approved by: _____

- c) Maintain confidential records of complaints, concerns and/or investigations related to this policy.
- d) Abide by the responsibilities outlined below for Leaders.

17 Leaders will:

- a) Ensure that all Employees and Volunteers are trained on this policy and related procedures.
- b) Ensure that this policy and sign-off is included in all contract packages and that Contractors are aware of their responsibilities under this policy.
- c) Ensure that contracts include termination provisions for violation of this policy.
- d) Ensure that the public and visitors to our community and facilities are treated with respect and dignity and are informed of the expectations for their behaviour and treatment of Town Employees at all levels of the organization. This may include posting of signage or notices, and/or follow-up communication when conflict occurs.
- e) Establish procedures for the creation and maintenance of a Respectful Workplace as it applies to the delivery of programs, services, and infrastructure, and include a mechanism for resolution of issues, concerns and/or complaints from the public regarding Town programs, services and infrastructure.
- f) Support respectful and anti-Discriminatory workplace behaviours and correct any behaviour that is out of alignment with this policy.
- g) Ensure that concerns and/or formal complaints are taken seriously, documented and that steps are taken to resolve the matter effectively and expediently.
- h) Model inclusive and respectful behaviour and not participate in racist or Discriminatory conduct and abide by the responsibilities outlined below for All Employees.

18 Contractors will:

- a) When a Contractor has Employees or sub-Contractors working with the Town of Canmore or on a Town of Canmore site, this Contractor must abide by the responsibilities outlined above for Leaders.
- b) When a Contractor is an individual this Contractor must abide by the responsibilities outlined below for All Employees.

Policy approved by: _____

19 All Employees will:

118-2021

- a) Recognize that Workplace conflicts and disagreements may occur, and attempt to resolve these issues in good faith and in a manner conducive to a respectful and non-Discriminatory Workplace.
- b) Behave in a manner that supports and creates a respectful and anti-Discriminatory Workplace, such as but not limited to; treating others equitably and fairly, communicating respectfully, listening to what others have to say, and recognizing and valuing the diversity of Employees, visitors and public.
- c) Report any inappropriate, disrespectful, Discriminatory or racist behaviour that they experience or witness taking place towards another person.
- d) Refrain from exhibiting Inappropriate Or Disrespectful Behaviour: Examples of such behaviours include, but are not limited to; coercion, Intimidation, humiliation, Bullying, abuse of authority; yelling or shouting (unnecessarily); deliberate exclusion of others from relevant work activities or decision-making, decision-making influenced by factors which have no work-related purpose, attempts to discredit others by spreading false information; causing vandalism or destruction to the property of the Town or any of its Employees; any gesture, act or statement that gives an individual reasonable cause to believe that there is a risk of injury to themselves, another person or property; any statement, written, visual or verbal, that is reasonably interpreted by a person to be racist, menacing or taunting in nature; violent acts that cause, or may cause, physical harm or significant emotional distress to any other person.; unwelcome behaviours or jokes that are degrading, offensive, demeaning, embarrassing, or insulting.
- e) Read and sign-off on this policy to confirm understanding of its contents and commitment to compliance with it.

- 20 Retaliation for speaking out, bringing a complaint or participating in the investigation of a complaint will be considered a form of Inappropriate Or Disrespectful Behaviour under this policy.

POLICY REVIEW

- 21 This policy will be reviewed at least once in every term of Council.

RELATED DOCUMENTS

Alberta Human Rights Act
Alberta Occupational Health & Safety Act, Code and Regulations
Respectful Workplace Procedure
Conflict Resolution Policy
Employee Code of Conduct
Council Code of Conduct Bylaw

Policy approved by: _____

ATTACHMENTS

None.

REPEALS POLICY: Respectful Workplace Environment Policy 402-2006.

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2006-09-05	402-2006	Respectful Workplace Environment
Repealed	2016-03-15	62-2016	
Approved	2016-03-15	62-2016	Respectful Workplace HR-009
Amended	2021-05-04	118-2021	Incorporate Anti-Racism principles, address anti-Discrimination in Governance, and amend numbering format.
Confirmed	2025-05-06	XXX-2025	No Changes – Formatting Revisions

Policy approved by: _____



Drug and Alcohol Policy

Policy Number: HR-010

Date in Effect: May 6, 2025

POLICY STATEMENT

- 1 It is Town of Canmore (the "Town") policy that all employees and other workers report to work capable of performing their tasks. 176-2021
- 2 The Town recognizes and accepts the shared responsibility to provide a safe work environment for all employees and those doing business with the Town. The Town has established this Drug and Alcohol Policy (the "Policy") in order to ensure an impairment-free work environment while respecting the privacy and human rights of all Employees. 176-2021

PURPOSE

- 3 The purpose of this Policy is to address the inappropriate use of Drugs or Alcohol in the workplace by:
 - a) clarifying the expectations and obligations of Employees with respect to Drug and Alcohol possession and use;
 - b) describing the consequences of non-compliance with those expectations; and
 - c) supporting Employees dealing with substance abuse or dependency problems.
- 4 This policy applies to employees while engaged in Town business, working on Town premises or operating Town vehicles or equipment.
- 5 *Repealed 176-2021*

DEFINITIONS

- 6 In this policy:
 - a) "Alcohol" refers to the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.
 - b) "Drug" refers to any substance, including but not limited to illicit drugs, or other substances, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For purposes of this policy, drugs of concern are those that inhibit an employee's ability to perform their job safely and productively.

Policy approved by: _____

- c) "Employee" means any employee, supervisor or manager. 176-2021
- d) "Fit for Duty" means the ability to safely perform assigned duties without any limitations resulting from impairment due to the use or after-effects of drugs, alcohol or medication. 176-2021
- e) "Incident" means an occurrence, circumstance or condition that causes or has the potential to cause:
 - i) A fatality or injury to any persons; or
 - ii) A loss or damage to property, equipment, vehicles, or the environment.
- f) "Leader" means employees accountable for a particular facility, department or area, including managers and others in supervisory positions directly responsible for the performance of other Employees, Contractors, subcontractors, or volunteers and includes Human Resources employees and the CAO.
- g) "Medication" means a drug obtained legally either over the counter or through a doctor's prescription or authorization.
- h) "Safety Sensitive Position" means any position or function where if not performed in a safe manner, can cause direct and significant damage to property, and/or injury to the employee, others around them, the public and/or the immediate environment. 176-2021
- i) "Town Business" means all activities undertaken directly on behalf of the Town by employees, whether conducted on or off Town premises. It includes those situations where an individual is representing, or could be reasonably perceived to be representing the Town.
- j) "Town Premises" includes, but is not restricted to, all land, property, structures, installations, vehicles and equipment owned, leased, operated or otherwise directly controlled by the Town.
- k) "Treatment" means a process approved by the Town, where an individual is participating in recovery- related activities, which may include periods of absence from work.

EXPECTATIONS

- 7 Employees must report Fit for Duty and remain Fit for Duty throughout their workday, and when they are scheduled to be on call. 176-2021
- 8 If unexpected circumstances arise where an employee is requested to perform an unscheduled service and they are not on call, but are under the influence of alcohol, drugs or medication that could impact their ability to perform work safely, the employee must decline the call.
- 9 Drugs, Alcohol, and Medication

Policy approved by: _____

- a) Unless the conditions in section 19(b) apply, the following are not allowed while on Town Premises, engaged in Town Business, operating a Town vehicle Of equipment, during working hours, while at Town sponsored events, and whenever an Employee is representing the Town:
 - i) Consuming drugs or alcohol;
 - ii) Using, possessing, distributing, offering, or selling drugs related paraphernalia;
 - iii) Using or selling alcohol.
- b) Notwithstanding section 19(a), an employee may use alcohol in appropriate work-related social settings e.g. when attending a Town event or while business hosting or travel where the service of alcohol is authorized, subject to the employee assuming full liability for any actions/conduct arising from the consumption of alcohol.
- c) Employees are permitted to distribute, offer or sell alcohol only if they are required to do so as part of their job duties and as long as that employee meets other legislative requirements related to the service of alcohol.
- d) Medication
 - i) *Repealed 176-2021*
 - ii) *Repealed 176-2021*
 - iii) The intentional misuse of medications including but not limited to, using the medication other than as prescribed, using someone else's prescribed medication, or combining medication and alcohol use against direction are not allowed while on Town premises, while engaged in Town business, while operating a Town vehicle or equipment, during working hours, while at Town-sponsored events, and whenever employees are representing the Town.

REPORTING

- 10 Employees must immediately report any violations or suspected violations of this Policy to their Leader.
- 11 The Town is prepared to assist employees who voluntarily disclose a dependency, starting with a referral substance abuse expert for an alcohol and drug assessment. Accessing assistance or declaring a problem does not eliminate the requirement for compliance with this Policy.

176-2021

INVESTIGATION

- 12 The Town reserves the right to investigate all situations where a violation of this Policy is believed to have occurred and before disciplinary action is taken.

Policy approved by: _____

- 13 The Town has the authority and discretion to hold out of service, with pay, any employee who is believed to be involved in a situation that could lead to disciplinary action, pending the results of the investigation.

FIT FOR DUTY

- 14 *Repealed 176-2021*
- 15 *Repealed 176-2021*

PRESENCE OF DRUGS OR ALCOHOL

- 16 *Repealed 176-2021*

DRUG AND ALCOHOL TESTING

- 17 In the very limited and specific cases associated with post-Incident testing or testing for reasonable cause including but not limited to an employee smelling like alcohol or cannabis, slurred speech, or other symptoms indicating some type of impairment, or as part of rehabilitation and treatment program compliance testing, the Manager of Human Resources or designate may pursue the legal use of drug or alcohol testing.

CONSEQUENCES OF VIOLATION

- 18 *Repealed 176-2021*
- 19 *Repealed 176-2021*
- 20 *Repealed 176-2021*

CONFIDENTIALITY

- 21 *Repealed 176-2021*

RESPONSIBILITIES

- 22 *Repealed 176-2021*
- 23 *Repealed 176-2021*
- 24 It is the responsibility of Human Resources to:
- a) Ensure implementation and periodic review of this policy and associated procedures.
 - b) Maintain confidential records of concerns and/or investigations related to this policy.
 - c) Assist with investigations into suspected violations of this Policy and monitor any rehabilitation and return to work undertaken in accordance with this Policy.
 - d) Create and maintain a process to support employees who voluntarily disclose a dependency.

176-2021

Policy approved by: _____

25 It is the responsibility of Leaders to:

- a) *Repealed 176-2021*
- b) *Repealed 176-2021*
- c) Identify any suspected violation of this Policy and monitor any rehabilitation and return to work undertaken in accordance with this Policy.
- d) *Repealed 176-2021*
- e) *Repealed 176-2021*

176-2021

26 It is the responsibility of employees to:

- a) Review and sign off on the Policy.
- b) Comply with the Policy, including the standards and reporting requirements.
- c) Demonstrate a commitment to creating a drug and alcohol free, health and safe workplace.
- d) Report for work fit for duty and remain fit for duty while on Town property, while engaged in Town business, while operating a Town vehicle or equipment, during working hours, while on scheduled on-call, while at Town sponsored events, and while representing the Town.
- e.1) Identify and report any suspected violations of this Policy.
- e) Cooperate in any investigation, rehabilitation efforts and return to work implemented under this Policy.

176-2021

POLICY REVIEW

26 This policy will be reviewed at least once in every term of Council.

RELATED DOCUMENTS

Document 1 Name

Any existing bylaws or policies, provincial legislation, or labour regulations that have relevance to the policy (section numbering not required).

ATTACHMENTS

Alberta Human Rights Act

Occupational Health and Safety Act

REPEALS POLICY: None.

Policy approved by: _____

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2018-03-20	546-2018	Drug and Alcohol Policy HR-010
Amended	2021-07-06	176-2021	Remove procedural information, add "other workers".
Confirmed	2025-05-06	XXX-2025	No Changes – Formatting Revisions

Policy approved by: _____



Snow and Ice Control Policy

Policy Number: PW-001

Date in Effect: May 6, 2025

POLICY STATEMENT

- 1 The Town of Canmore will manage snow and ice in a manner that makes best efforts to provide safe access for users of the transportation network and public facilities. Snow and Ice Control will focus on accident and loss prevention, facilitating emergency response equipment, mitigating against economic loss, and delivering service with an environmental and sustainable conscience.

PURPOSE

- 2 The purpose of this policy is to:
 - a) ensure accessibility on a prioritized basis,
 - b) offer guidelines for snow and ice maintenance, and
 - c) outline expectations for responsibilities regarding snow and ice control.

DEFINITIONS

- 3 In this policy,
 - a) “Arterials” means to facilitate mobility and longer distance travel for major trips between principle areas with relatively few and controlled access points, and connect to the collector roadway network;
 - b) “Bare Pavement” means the continuous Plowing and de-icing / sanding of the driving lanes of a road until Bare Pavement is achieved.
 - c) “Bicycle Corrals” means bicycle racks grouped together in common area within the public right-of-way traditionally used for motor vehicle parking. Bicycle Corrals may be on the roadway surface or elevated to the height of the sidewalk. Also known as in-street bicycle parking;
 - d) “Building Accesses” means primary entry/exits points of a building used by the general public, staff, or equipment. Accesses are built in accordance with national and provincial safety standards.
 - e) “Building Aprons” means the perimeter around a building up to:
 - i) underneath the eaves, or

Policy approved by: _____

- ii) 1 meter from the building
- f) “Building Emergency Accesses” means special, additional entry/exit points of a building that provide safe access for occupants to the outside of the building. Emergency Accesses are strategically built and placed in accordance with national and provincial safety standards and they are in compliance with emergency management for the building.
- g) “Collectors” means to gather and distribute trips from residential areas to secondary trip generators such as schools, community business centres, parks, sports fields, etc. These roadways collect and distribute travel from neighborhood to neighborhood within the community;
- h) “Crosswalks” means a designated part of a roadway where pedestrians have the right-of-way to cross, and is typically indicated by signage, electronic signals, and pavement markings;
- i) “Downtown Core” means the area bounded in the north by 10th Street, in the east by Railway Avenue, in the south by 7th Street, and in the west by 8th Avenue.
- j) “Emergency Accesses” means to provide special access from Arterials, Collectors, or Local Roadways to a community or development which are intended to accommodate access by fire or emergency medical services;
- k) “Hand Cleaning” means use of hand tools such as shovels, ice scrapers, push brooms, backpack blowers, and hand salting in areas where equipment cannot be used.
- l) “Hard Pack” means snow that is allowed to accumulate and compact, generally used in non-priority areas and in some cases, on Pathways depending on current conditions.
- m) “Laneways” means to provide access to the rear of properties, also known as back alleys;
- n) “Local Roadways” means to provide direct access to abutting residential properties and distribute trips to higher classifications of roadway (Collectors and Arterials);
- o) “Mitigation” means de-icing or ice control by applying abrasives (i.e. sand) and/or de-icers (i.e. salt or brine) to transportation surfaces to remove snow, ice, or frost, to improve traction, and to control or eliminate the formation of ice.
- p) “On-Street Bicycle Lane” means a portion of the roadway surface, designated for use by cyclists, identified with pavement surface marking including painted lane lines and symbols;
- q) “Pathways” means routes used by people walking and cycling, and typically have an asphalt surface. Some routes operate as mixed Pathways for people both walking and cycling while other routes provide designated space for either walking or cycling.

Policy approved by: _____

- r) “Plowing” means pushing accumulated snow from the roadways surface either to the sides or to the centre of the roadway to ensure that travel lanes, turn lanes, and ramps are passable to traffic.
- s) “Public Access Yard Spaces” means yard spaces within the Town of Canmore intended for public use and are readily accessed by the general public.
- t) “Public Parking Lots” means a portion of land or of a building set aside for the parking of motor vehicles or bicycles as approved by the Development Authority on publicly owned lands.
- u) “Public Transit Routes” means routes served by Roam Transit or other regional transit operators;
- v) “School Bus Routes” means any roadways utilized by Canadian Rockies Public Schools, Southland or any school bus transportation company operating in the Town of Canmore;
- w) “School Zones” means the sections of roadway adjacent to a school or playground that is denoted by School Area or Playground Area signage and a 30 km/h speed limit sign.
- x) “Service Expectation” means the expected response and degree to which Snow and Ice Control occurs. Service Expectations vary depending on Snow and Ice Control prioritizations (Sec. 6).
- y) “Sidewalks” means the part of the roadway intended for use by pedestrians, and may be alongside the roads or separated by a boulevard.
- z) “Snow Emergency” means a severe snow storm that overwhelms in-house snow fighting resources. Actions can include banning all traffic except emergency personnel, restrictions or prohibitions to on-streets parking, and closure of public buildings. Snow emergency warnings are normally issued before a storm begins.
- aa) “Snow Removal” means removal of stored snow and Windrows caused by Plowing.
- bb) “Snow Storage” means on street storage of plowed snow.
- cc) “Sweeping” means using a broom (hand or equipment attachment) to remove snow accumulation. Generally works best in light fluffy snow conditions on Pathways, steps, Sidewalks, bus stops, and wheel chair ramps.
- dd) “Transit Stops” means a location with designated signage indicating a transit stop to be utilized by Roam Transit or other regional transit operators.
- ee) “Waste and Recycling Containers” means a receptacle designed in accordance with the Town of Canmore’s Engineering Design Guidelines for the storage of waste or recyclables between collection times.

Policy approved by: _____

- ff) “Wheelchair Ramps” means an inclined plane that provides accessibility for people using wheelchairs or strollers, between an elevated surface (i.e. sidewalk) and a lower surface (i.e. roadway surface);
- gg) “Windrow” means a continuous pile of snow along a roadway as a result of snow Plowing by equipment.

SCOPE

- 4 This policy applies to municipal systems within the Integrated Transportation Plan and to facilities that are accessed by the general public. The Town of Canmore is not responsible for Snow and Ice Control on the Trans-Canada Highway, the Smith Dorrien Trail, The Canmore Nordic Centre, or the Three Sisters Parkway from the intersection at Three Sisters Drive and Highway 742 heading eastbound to the Trans-Canada Highway. The SNIC Policy will be reviewed once per council term.

RESPONSIBILITIES

- 5 Council responsibilities:
- a) Policy approval
- 6 Administration
- a) Policy management and oversight
- 7 Operations
- a) Policy implementation – personnel and equipment response and delegation

SNOW AND ICE CONTROL PRIORITIZATION AND SERVICE LEVELS

- 8 Snow and ice is managed uniquely whether it is part of the transportation network or public facilities. Operations will utilize a variety of equipment, strategies, and service providers to manage snow and ice within each operational area. Each snow event is different and crews will plow areas with the highest priority before moving on to areas with a lower priority level. Snow and ice Mitigation is attempted if possible prior to snow events, and snow Plowing typically takes precedence over Snow Removal. Descriptions, prioritizations, and Service Expectations for Snow and Ice Control are outlined for each independent operational area below:

a) Roadways

Priority 1	
Includes	Arterials, Collectors, School Bus Routes, School Zones, Public Transit Routes, handicapped parking stalls on roadways
Mitigation	Sanding, de-icing as required
Plowing	Plowing to commence after a minimum of 2cm of snow accumulation Plowed within 24 hours of a snowfall ending Plowing prioritizes initial opening of routes; widening when permissible Attempts are made to plow these areas to Bare Pavement Snow is plowed onto adjacent boulevards or to the sides or centre of the roadway as is permissible; attempts are made to keep shared road spaces accessible for all users

Policy approved by: _____

Removal	Snow Removal occurs when accumulation of plowed snow impedes traffic and on-street bike lane access, creates a safety concern for users, creates drainage problems, and as resources are available
Special Considerations	Emergency situations, roadways adjacent to Police, Fire, Hospital; public safety, steep grades, challenging corners, high traffic intersections, historically problematic areas, time of day/year, day of the week, snow and ice accumulation rates, weather forecast, available resources, drainage issues, high density living
Priority 2	
Includes	Downtown Core, industrial areas, Emergency Accesses
Mitigation	Sanding, de-icing as required
Plowing	Plowing to commence after a minimum of 5cm of snow accumulation Plowed within 48 hours of a snowfall ending Plowing prioritizes initial opening of routes; widening when permissible Snow is plowed onto adjacent boulevards, or to the sides or centre of the roadway as is permissible; attempts are made to keep shared road spaces accessible for all users
Removal	Snow Removal occurs when accumulation of plowed snow impedes traffic and on-street bike lanes, creates a safety concern for users, creates drainage problems, and as resources are available
Special Considerations	Emergency situations, accesses adjacent to Police, Fire, Hospital; public safety, steep grades, challenging corners, high traffic intersections, historically problematic areas, time of day/year, day of the week, snow and ice accumulation rates, weather forecast, available resources, drainage issues, high density living
Priority 3	
Includes	Local roads, parking lots, Laneways
Mitigation	Sanding, de-icing as required
Plowing	Plowed only as necessary or required
Removal	Snow is not removed from Priority 3 routes under normal circumstances
Special Considerations	Emergency situations, accesses adjacent to Police, Fire, Hospital; public safety, steep grades, challenging corners, high traffic intersections, historically problematic areas, time of day/year, day of the week, snow and ice accumulation rates, weather forecast, available resources, drainage issues

b) Active Transportation

Priority 1	
Includes	Transit Stops, Crosswalks, Wheelchair Ramps
Mitigation	Sanding, de-icing as required
Plowing	Plowing to commence after a minimum of 2cm of snow accumulation Plowed within 24 hours of a snowfall ending Plowing prioritizes initial opening of routes; widening when permissible

Policy approved by: _____

Special Considerations	Emergency situations, public safety, high traffic intersections, historically problematic areas, School Zones, commuter routes, business districts
Priority 2	
Includes	Pathways, Sidewalks, cycling routes, On-Street Bicycle Lanes
Mitigation	Sanding, de-icing as required
Plowing	Plowing to commence after a minimum of 5cm of snow accumulation Plowed within 48 hours of a snowfall ending Attempts are made to mitigate snow and ice and to clear Sidewalks to Bare Pavement Pathways may be cleared to Bare Pavement or Hard Pack depending on conditions
Special Considerations	Commuter routes and connection to Priority 1 areas, emergency situations, public safety, high traffic intersections, historically problematic areas, School Zones, business districts
Priority 3	
Includes	Bicycle Corrals
Mitigation	Sanding, de-icing as required
Plowing	Hand clearing within 72 hours of a snowfall ending
Special Considerations	Public safety, historically problematic areas

c) Public Facilities

Priority 1	
Includes	Building Accesses, Building Emergency Accesses, handicapped parking stalls in Public Parking Lots
Mitigation	Sanding, de-icing as required
Plowing	Plowing and/or hand clearing to commence after a minimum of 2cm of snow accumulation Plowed within 24 hours of a snowfall ending
Special Considerations	Public safety, high public use, historically problematic areas
Priority 2	
Includes	Building Aprons, Waste and Recycling Containers
Mitigation	Sanding, de-icing as required
Plowing	Plowing and/or hand clearing to commence after a minimum of 5cm of snow accumulation Plowed within 48 hours of a snowfall ending
Special Considerations	Public safety, high public use, historically problematic areas
Priority 3	
Includes	Public Access Yard Spaces, fire hydrants
Mitigation	Sanding, de-icing as required
Plowing	Plowed only as necessary or required
Special Considerations	Public safety, high public use, historically problematic areas

Policy approved by: _____

d) Private Property and Development

- i) Snow and Ice Control for residential and commercial development is not covered by municipal services delivery from the Town of Canmore

SNOW EMERGENCY

- 9 A Snow Emergency can occur at any time of the year. A Snow Emergency response can be initiated if there is a snowfall event of 30cm or more within 24 hours and threaten the mobility of the transportation network.
- 10 Response priorities and methods:
 - a) Restore immediate mobility; open road networks for emergency equipment
 - b) Delegate and deploy all available in-house resources and necessary support equipment required from private enterprise
 - c) Open transportation infrastructure on a prioritized basis
 - d) Declare parking bans as required on roadways requiring removal of snow

POLICY REVIEW

- 11 This policy will be reviewed at least once in every term of Council.

RELATED DOCUMENTS

Engineering Design and Construction Guidelines
Integrated Transportation Plan
Traffic and Road Use Bylaw 2014-06
Environmental Sustainability Action Plan
Town of Canmore Strategic Plan

ATTACHMENTS

None.

REPEALS POLICY: Snow Removal Policy 536-2002

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

Policy approved by: _____

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2002-11-19	536-2002	Snow Removal Policy
Repealed	2019-07-02	163-2019	
Approved	2019-07-02	163-2019	Snow and Ice Control Policy PW-001
Confirmed	2025-05-06	XXX-2025	No Changes – Formatting Revisions

Policy approved by: _____



Public Participation Policy

Policy Number: COM-001

Date in Effect: May 6, 2025

POLICY STATEMENT

- 1 Public input is one of the factors council considers when making decisions. This Public Participation Policy recognizes the value of public participation and provides a framework for opportunities for the community to be informed of, and/or involved in meaningful public participation regarding decisions that directly affect the public. This policy is in addition to, and does not modify or replace, the statutory public hearing requirements in the *Municipal Government Act*.

PURPOSE

- 2 It is the Town's intent to provide opportunities for the community to be informed of, and where appropriate be involved in, decision-making including:
 - a) Creation opportunities for Interest Holders who are affected by a decision to provide input into the decision. XXX-2025
 - b) Promoting sustainable, balanced decisions by recognizing various Interest Holder interests. XXX-2025
 - c) Providing Interest Holders with the appropriate information and tools to engage in meaningful participation. XXX-2025
 - d) Enriching the decision-making process leading to better, more informed decisions.
- 3 Community Engagement is one of three key pillars of good governance which form the foundation of Council's strategic plan. We meaningfully engage with citizens for effective decision-making. XXX-2025

DEFINITIONS

- 4 In this policy:
 - a) "Interest Holders" means the Canmore individuals, organizations, or persons that may have an interest in, or are affected by, a decision made by the Town. XXX-2025
 - b) "Public Participation" means includes a variety of non-statutory opportunities where Municipal Interest Holders receive information and/or provide input to the Town. XXX-2025
 - c) "Public Participation Plan" means an internal plan that identifies the Public Participation Tools to be used to obtain public input in a particular circumstance.

Policy approved by: _____

- d) “Public Participation Tools” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
- i) statutory public hearing requirements in the *Municipal Government Act*
 - ii) in-person participation which may include meetings, round-table discussions, town halls, open houses, and workshops;
 - iii) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
 - iv) written participation which may include written submissions, email feedback, and mail- in surveys, polls and workbooks;
 - v) representative participation which may include being appointed to a committee or citizen board; and
 - vi) providing information through the media, websites, social media, and other channels.

RESPONSIBILITIES

- 4 Council’s responsibilities are to:

XXX-2025

- a) Consider input obtained through Public Participation when making decisions.
- b) Review this Policy once per term to ensure the Policy is in the spirit and intent of Public Participation.
- c) Ensure appropriate resources are available to solicit Public Participation in accordance with this Policy.
- d) Promote and support Public Participation.

- 8 The CAO’s responsibilities are to:

XXX-2025

- a) Ensure the Policy complies with all relevant legislation and municipal policies.
- b) In accordance with this Policy or as directed by Council, seek Public Participation when appropriate (see section 6).
- c) Develop the necessary procedures to implement this Policy.
- d) Make recommendations to Council regarding the resources required to undertake Public Participation.

Policy approved by: _____

4 Public Participation Opportunities

- a) Town may use the International Association of Public Participation (IAP2) Spectrum of Public Participation, as amended, to determine the types or categories of approaches the Town will use to engage municipal interest holders, and the types or categories of circumstances in which the Town will engage municipal interest holders. (See Attachment 1)

XXX-2025

5 Public Participation Standards

- a) Public Participation activities shall be conducted in a professional and respectful manner.
- b) Municipal Interest Holders who participate in any manner of Public Participation are required to comply with the Town's Respectful Workplace Policy.

XXX-2025

6 Reporting and Evaluation

- a) Information obtained in Public Participation shall be reviewed by the CAO and a report shall be provided to Council as part of the project briefing or request for decision.
- b) This report shall include, at minimum, the following:
 - i) an overview of the Public Participation Plan (if any);
 - ii) a summary of the input obtained; and
 - iii) recommendations for future Public Participation (if any).

POLICY REVIEW

- 9 This policy will be reviewed at least once in every term of Council.

RELATED DOCUMENTS

Section 216.1 of the *Municipal Government Act*

ATTACHMENTS

Attachment 1 – International Association of Public Participation (IAP2) Spectrum of Public Participation

REPEALS POLICY: Community Engagement and Information Policy 576-2007

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

Policy approved by: _____

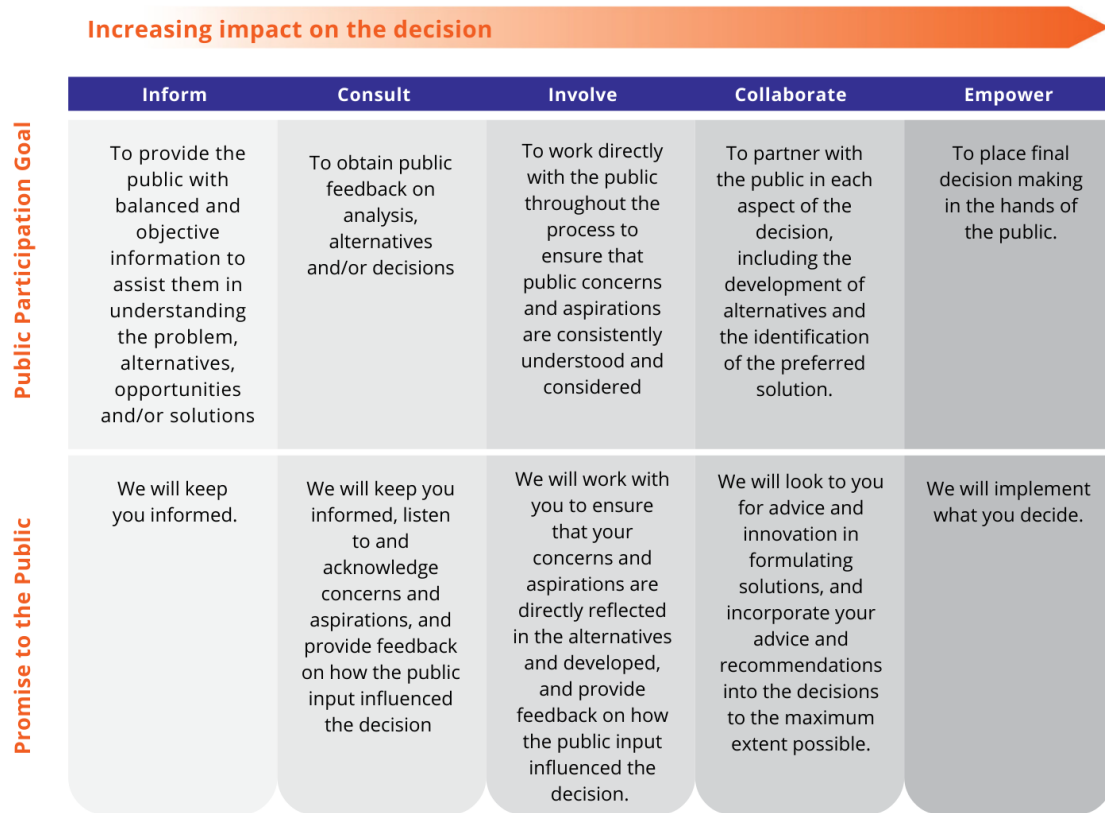
REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2007-12-04	576-2007	Community Engagement and Information
Repealed	2019-02-05	46-2019	
Approved	2019-02-05	46-2019	Public Participation COM-001
Amended	2025-05-06	XXX-2025	Change from Stakeholder to Interest Holder, formatting revisions, and added information on IAP2's Public Participation Spectrum.

Policy approved by: _____

Attachment 1:

International Association of Public Participation (IAP2) Spectrum of Public Participation



XXX-2025

The IAP2 Spectrum depicts five levels of increasing influence that the public can have on an outcome or decision. From the first, low intensity level (Inform) to the highest level of engagement (‘Empower’), the spectrum proposes goals and deliverables for each level. Its language helps discern the level of influence that the public may have on a project or decision; however, it does not define the nature of the relationship between the organization and the organization. The level of public influence increases steadily as you move from left to right. Notably, there is no one ‘right’ level, and no level is ‘better’ than another. The correct level is selected based on the needs of the project, stakeholders, participants, and the organization, and needs are predetermined by identifying a clear purpose and intention. The levels are not a progression—you do not start at Inform, move to Consult, work up to Involve, etc. The level that is chosen is the level that is right for the project and one where the promises are those that the organization can remain committed to.

XXX-2025

Policy approved by: _____



Public Participation Policy

POLICY NUMBER: COM-001

CURRENT AS OF: February 5, 2019

1. POLICY STATEMENT

Public input is one of the factors council considers when making decisions. This Public Participation Policy recognizes the value of public participation and provides a framework for opportunities for the community to be informed of, and/or involved in meaningful public participation regarding decisions that directly affect the public. This policy is in addition to, and does not modify or replace, the statutory public hearing requirements in the *Municipal Government Act*.

2. PURPOSE

It is the Town's intent to provide opportunities for the community to be informed of, and where appropriate be involved in, decision-making including:

- a) Creating opportunities for ~~Stakeholders~~ Interest Holders who are affected by a decision to provide input into the decision; XXX-2025
- b) Promoting sustainable, balanced decisions by recognizing various ~~Stakeholder~~ Interest Holder interests; XXX-2025
- c) Providing ~~Stakeholders~~ Interest Holders with the appropriate information and tools to engage in meaningful participation; and XXX-2025
- d) — Enriching the decision-making process leading to better, more informed decisions.

Community Engagement is one of three key pillars of good governance which form the foundation of Council's strategic plan. We meaningfully engage with citizens for effective decision-making.

XXX-2025

3. DEFINITIONS

- a) "~~Stakeholders~~ Interest Holders" means the Canmore individuals, organizations, or persons that may have an interest in, or are affected by, a decision made by the Town. XXX-2025
- b) "Public Participation" includes a variety of non-statutory opportunities where Municipal ~~Stakeholders~~ Interest Holders receive information and/or provide input to the Town. XXX-2025

Policy approved by: _____

- c) “Public Participation Plan” means an internal plan that identifies the Public Participation Tools to be used to obtain public input in a particular circumstance.
- d) “Public Participation Tools” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - i) statutory public hearing requirements in the *Municipal Government Act*
 - ii) in-person participation which may include meetings, round-table discussions, town halls, open houses, and workshops;
 - iii) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
 - iv) written participation which may include written submissions, email feedback, and mail- in surveys, polls and workbooks;
 - v) representative participation which may include being appointed to a committee or citizen board; and
 - vi) providing information through the media, websites, social media, and other channels.

4. RESPONSIBILITIES

- a) Council’s ~~responsibilities are to: shall:~~
 - i) consider input obtained through Public Participation when making decisions;
 - ii) review this Policy once per term to ensure the Policy is in the spirit and intent of Public Participation;
 - iii) ensure appropriate resources are available to solicit Public Participation in accordance with this Policy; and
 - iv) promote and support Public Participation.
- b) The CAO’s ~~responsibilities is to: shall:~~
 - i) ensure the Policy complies with all relevant legislation and municipal policies;
 - ii) in accordance with this Policy or as directed by Council, seek Public Participation when appropriate (see section 6);
 - iii) develop the necessary procedures to implement this Policy;
 - iv) make recommendations to Council regarding the resources required to undertake Public Participation.

5. Public Participation Opportunities

- a) The Town may use the International Association of Public Participation (IAP2) Spectrum of Public Participation, as amended, to determine the types or categories of approaches the Town will use to engage municipal ~~-interest holdersstakeholders~~, and the types or categories of circumstances in which the Town will engage municipal ~~-interest holdersstakeholders~~. (See Attachment 1 ~~-for an example of the IAP2’s current spectrum-)~~)

XXX-2025

6. Public Participation Standards

- a) Public Participation activities shall be conducted in a professional and respectful manner.

Policy approved by: _____

- b) Municipal ~~Stakeholders~~ Interest Holders who participate in any manner of Public Participation are required to comply with the Town's Respectful Workplace Policy.

XXX-2025

7. Reporting and Evaluation

- a) Information obtained in Public Participation shall be reviewed by the CAO and a report shall be provided to Council as part of the project briefing or request for decision.
- b) The report shall include, at minimum, the following:
- i) an overview of the Public Participation Plan (if any);
 - ii) a summary of the input obtained; and
 - iii) recommendations for future Public Participation (if any).

~~8. VISION ALIGNMENT~~

- ~~a) Community Engagement is one of three key pillars of good governance which form the foundation of Council's 2019-2022 strategic plan. We meaningfully engage with citizens for effective decision-making.~~

XXX-2025

8. POLICY REVIEW

- a) This policy will be reviewed at least once in every term of Council.

9. RELATED DOCUMENTS

~~This policy was created in accordance with~~ Section 216.1 of the Municipal Government Act.

10. ATTACHMENTS

Attachment 1 - International Association of Public Participation (IAP2) Spectrum of Public Participation

REPEALS POLICY: ~~COM-001~~ Community Engagement and Information Policy COM-001 approved
December 4, 2007

AUTHORIZATION:

~~John Borrowman~~ Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

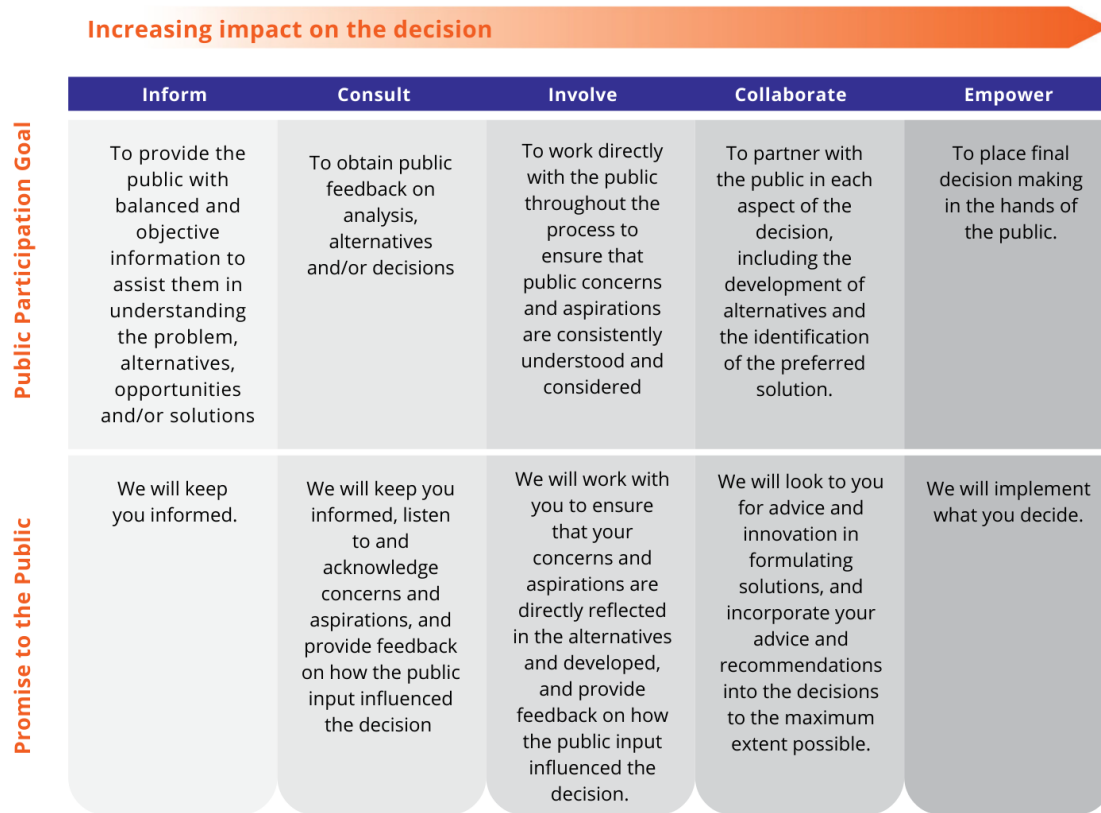
<u>Action</u>	<u>Date</u>	<u>Council Motion</u>	<u>Notes</u>
<u>Approved</u>	<u>2007-12-04</u>	<u>576-2007</u>	<u>Community Engagement and Information</u>
<u>Repealed</u>	<u>2019-02-05</u>	<u>46-2019</u>	
<u>Approved</u>	<u>2019-02-05</u>	<u>46-2019</u>	<u>Public Participation COM-001</u>
<u>Amended</u>	<u>2025-05-06</u>	<u>XXX-2025</u>	<u>Change from Stakeholder to Interest Holder, formatting revisions, and added</u>

Policy approved by: _____

			<u>information on IAP2’s Public Participation Spectrum.</u>	
Policy Name			Status	Date
Public Participation COM-001			Active	2019-02-05
Community Engagement and Information Policy COM-001 (previously 576-2007)			Repealed	2019-02-05

Policy approved by: _____

Attachment 1 - International Association of Public Participation (IAP2) Spectrum of Public Participation



XXX-2025

The IAP2 Spectrum depicts five levels of increasing influence that the public can have on an outcome or decision. From the first, low intensity level (Inform) to the highest level of engagement -('Empower),' the spectrum proposes goals and deliverables for each level. Its language helps discern the level of influence that the public may have on a project or decision; however, it does not define the nature of the relationship between the organization and the organization. The level of public influence increases steadily as you move from left to right. Notably, there is no one 'right' level, and no level is 'better' than another. The correct level is selected based on the needs of the project, stakeholders, participants, and the organization, and needs are predetermined by identifying a clear purpose and intention. The levels are not a progression—you do not start at Inform, move to Consult, work up to Involve, etc. The level that is chosen is the level that is right for the project and one where the promises are those that the organization can remain committed to.

XXX-2025

Policy approved by: _____



In-Street Patio Policy

Policy Number: ED-003

Date in Effect: May 6, 2025

POLICY STATEMENT

- 1 This policy is intended to provide guidance and basic requirements and standards for patios built within the road right of way in the Downtown Area.

XXX-2025

PURPOSE

- 2 This policy is required in order to have a standard for the use of road right of way as patio space for commercial purposes. This policy lies outside of the Land Use Bylaw but is complementary to it.
- 3 This policy will help Canmore fulfill its vision particularly with respect to place and economy. The facilitation of in-street patios will help build areas for social and community interaction by providing places for people to linger in the Town Centre. This will also help foster our MDP goal of maintaining the Town Centre as our cultural core

XXX-2025

DEFINITIONS

- 4 In this policy:
 - a) “In-Street Patio” means a delineated area within the road right of way upon which a structured patio is constructed for seating or assembly of members of the public or patrons of the business managing the patio
 - b) *Repealed XXX-2025.*

PARAMETERS

- 5 *Repealed XXX-2025.*
- 6 Application requirements for in-street patios shall be determined by the Chief Administrative Officer or their delegate and can be modified by the same.
- 7 Approval of In-Street Patios shall be at the discretion of the Chief Administrative Officer, or their designate. There are no avenues for appealing refused patio applications.
- 8 Fees for any permits or licenses associated with In-Street Patios shall be as outlined in the Master Fee Schedule.
- 9 *Repealed XXX-2025.*

XXX-2025

Policy approved by: _____

RESPONSIBILITIES

- 10 The Chief Administrative Officer shall be responsible for the implementation of this policy through the creation of an operating procedure.
- 11 Town Council is responsible for approving the Master Fee Schedule. XXX-2025
- 12 The Economic Development department administration is responsible for the:
- a) Application review coordination with relevant Town departments.
 - b) Evaluation and decision making of the In-Street Patio permit applications as delegated by the Chief Administrative Officer.
 - c) Communication with applicants on the status of their applications.

XXX-2025

POLICY REVIEW

- 13 This policy will be reviewed at least once in every term of Council.

RELATED DOCUMENTS

Municipal Development Plan Bylaw 2016-03
Town Centre Enhancement Concept Plan

ATTACHMENTS

None.

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	May 3, 2016	117-2016	In- Street Patio PD-004
Amended	May 6, 2025	XXX-2025	In-Street Patio ED-003 Renaming, formatting and housekeeping revisions.

Policy approved by: _____



In-Street Patio Policy

Policy Number: ~~DATE~~ ED-004 ~~May 3, 2016~~
APPROVED:

Date in Effect: ~~COUNCIL~~ May 6, 2025 ~~117-2016~~
RESOLUTION:

1. POLICY STATEMENT

- 1.1. This policy is intended to provide guidance and basic requirements and standards for patios built within the road right of way in the ~~Town Centre~~ Downtown Area.

2. PURPOSE

- 2.1. This policy is required in order to ~~create~~ have a standard for the use of road right of ways as patio ~~or boardwalk~~ space. This policy lies outside of the Land Use Bylaw but is complementary to it.

3. DEFINITIONS

- 3.1. In-Street Patio: means a delineated area within the road right of way upon which a structured patio is constructed for seating or assembly of members of the public or patrons of the business managing the patio.
- ~~3.2. Boardwalk: means a walkway built into the parking lane of a street that allows easy movement of sidewalk users around an on-sidewalk patio.~~

4. RESPONSIBILITIES

- 4.1. The Chief Administrative Officer shall be responsible for the implementation of this policy through the creation of an operating procedure.
- 4.2. Town Council is responsible for approving the Master Fee Schedule.
- 4.3. The Economic Development department administration is responsible for the:
- a) Application review coordination with relevant Town departments.
 - b) Evaluation and decision making of the In-Street Patio permit applications as delegated by the Chief Administrative Officer.
 - c) Communication with applicants on the status of their applications.
- ~~4.1.4.4.~~

5. PROVISIONS

- ~~5.1. Council delegates to the Chief Administrative Officer the responsibility to create and implement a procedure for permitting and managing in-street patios and boardwalks.~~
- ~~5.2.~~ 5.1. Application requirements for in-street patios shall be determined by the Chief Administrative Officer or their delegate and can be modified by the same.

~~5.3.5.2.~~ Approval of in-street patios shall be at the discretion of the Chief Administrative Officer or their delegate. There ~~are~~ is no ~~avenues for~~ appealing ~~avenue for a~~ refused patio applications.

~~5.4.~~ Fees for any permits or licenses associated with In-Street Patios shall be as outlined in the master fee schedule. ~~Fees for any permits or licenses associated with in-street patios for 2016 shall be \$200 +\$1,000 per year of the permit. Subsequent to 2016, in-street patio fees shall be included in the master fee schedule.~~

~~5.5.~~ Council shall be provided a report every year with respect to the operating of the in-street patio program, including a summary of the number of approved applications and refused applications as well as any observed impacts on the Town Centre.

~~6.~~ VISION ALIGNMENT

~~6.1.5.3.~~ The In-Street Patio policy will help Canmore fulfill its vision particularly with respect to place and economy. The facilitation of in-street patios will help build areas for social and community interaction by providing places for people to linger in the Town Centre. This will also help foster our MDP goal of maintaining the Town Centre as our cultural core.

~~5.4.~~ This policy will be reviewed at least once in every term of Council.

~~6.2.~~ This policy shall be reviewed periodically by Council, and at minimum once every 10 years.

~~7.6.~~ RELATED DOCUMENTS

~~7.~~ Municipal Development Plan Bylaw 2016-03

~~7.1.~~ Bylaw 30-98 The Municipal Development Plan

~~7.2.7.1.~~ The Town Centre Enhancement Concept Plan

REPEALS POLICY: NONE

AUTHORIZATION:

~~John Borrowman~~ Sean Krausert
Mayor

~~Lisa de Soto, P.Eng.~~ Cheryl Hyde
Manager, Municipal Clerk's
Office ~~Chief Administrative Officer~~



Asset Management Policy

Policy Number: FIN-009

Date in Effect: May 6, 2025

POLICY STATEMENT

- 1 The Town of Canmore owns various infrastructure Assets which support the delivery of services to its community. These Assets require responsible acquisition, operation, Maintenance, Rehabilitation, and eventual Replacement and/or Disposal.
- 2 Management is the coordination of the Town of Canmore activities to realise value from our Assets. It involves all Town of Canmore departments, Interest Holders, residents, and Council.
- 3 The Asset Management Program strives to maximize financial, social, environmental and economic benefits, consider current and future needs, evaluate options and opportunities, carefully manage risk and provide the required levels of service to the community in a sustainable manner.

PURPOSE

- 4 To provide guidance to the Town of Canmore organization by defining key Asset Management principles which support the Asset Management Program objectives and align with the Organization's mid and long-term strategies.
- 5 Identify desired outcomes of the Asset Management policy and program implementation.

DEFINITIONS

- 6 In this policy:
 - a) "Asset" means the physical component of a Town-owned system that has value and supports the social, cultural, environmental, financial and economic outcomes and services. Assets are intended to be maintained indefinitely at a particular Level of Service by the continuing Maintenance, monitoring, Rehabilitation and Replacement.
 - b) "Asset Management" means the coordinated activities of an organization which support defensible, data-driven and risk-based decisions about the use and care of infrastructure. The intent of Asset Management is to deliver services in a prioritized way that considers current and future needs, manages risks and opportunities, and makes the best use of fiscally constrained resources.
 - c) *Repealed XXX-2025*
 - d) *Repealed XXX-2025*

Policy approved by: _____

- e) “Disposal” means actions necessary to decommission, dispose, or repurpose Assets that are no longer required. Asset Disposal may not always warrant Replacement if the Level of Service it has provided is no longer required or possible.
- f) “Holistic Approach” means the intentional and systematic evaluation of a complete system of Assets, services and resources rather than isolated analysis of individual parts.
- g) “Interest Holder” means parties that may include but is not limited to Council, residents, businesses, visitors, the Town of Canmore administration and other internal and external partners (such as utility operators).
- h) “Level of Service (LOS)” means the defined standard for the provision of a particular service which reflects the social, cultural, financial, economic and environmental outcomes that the Town of Canmore delivers for a particular activity or service area against which service performance is measured. Components of defining these standards include: quality, quantity, reliability, responsiveness, safety, community goals, environmental acceptability and cost.
- i) “Life Cycle Cost” means the total sum of all one-time and recurring costs over the full life span or a specified period of an Asset (if the Asset need to be replaced prior to its end of life). Typically this includes design, construction, operation, Maintenance, renewal and Disposal costs.
- j) “Maintenance” means an operational budget activity which includes any actions (excluding Rehabilitation or Replacement) to address the deterioration of an Asset to preserve its condition and achieve its expected useful service life. Maintenance slows down deterioration and delays when Rehabilitation or Replacement is necessary.
- k) “Natural Assets” means the stock of natural resources or ecosystems that are relied upon, managed, or could be managed by a municipality for the sustainable provision of one or more municipal services.
- l) “Rehabilitation” means a capital budget activity of restoring or replacing specific parts or components of an infrastructure Asset to a former or close-to-former condition.
- m) “Replacement” means a capital budget activity of fully replacing an infrastructure Asset so as to provide similar, or an agreed alternate Level of Service. Replacement can also be driven by funding opportunities, changes in regulations and codes.
- n) “Resilience” means a proactive capacity of the Town of Canmore to withstand disruption, act effectively in a crisis, adapt to changing conditions while protecting, nurturing and improving the social, cultural, economic and environmental conditions in our community.
- o) “Sustainability” means a paradigm for for thinking about the future in which environmental, social, financial and economic considerations are balanced in the pursuit of an improved quality of life. Sustainability is development that meets the needs of the present without compromising

Policy approved by: _____

the ability of future generations to meet their own needs. There are four dimensions to Sustainability – society, environment, culture and economy – which are intertwined, not separate. For example, a prosperous community relies on a healthy environment to provide food and resources, safe drinking water and clean air for its citizens.

PRINCIPLES

- 7 The following outlines the fundamental Asset Management principles which will be developed and implemented across both the Town of Canmore organization and any service providers responsible for managing the Town of Canmore Assets.

- 8 **Service Delivery to Interest Holders:** Clearly defined Levels of Service (LOS) will be developed, adhered to and not exceeded. This will responsibly balance Interest Holder expectations, risk, available resources and Council priorities as follows:
 - a) Target investments strategically using the Asset Management Program to maintain and manage Assets (or groups of Assets) at the defined LOS.
 - b) Recognize that LOS can change over time and therefore monitor standards and service levels to ensure they continue to support community and Council expectations and objectives, and legislative/regulatory compliance.
 - c) Use the Asset Management Program framework for establishing a consistent approach to collaboratively developing the LOS metrics and targets including:
 - i) Adherence to best practices and all relevant legislative, regulatory, and statutory requirements, where applicable.
 - ii) Using risk-based decision-making framework that considers impact to Interest Holders when evaluating decisions on maintaining and enhancing, or reducing the LOS performance.
 - iii) Determining the adequate balance between the value of Interest Holder service and the cost.
 - iv) Evaluation of all options available to provide the service (or its elimination), recognizing advances in technology, marketplace, and changing business models.

- 9 **Long-Term Sustainability and Resiliency:** The Town of Canmore Assets will be socially, culturally, environmentally, and economically sustainable and resilient into the future. This involves complete organizational and departmental support through the following principles:
 - a) The municipality will make appropriate long-term decisions to better enable our infrastructure and Natural Assets to meet the challenges of changing:
 - i) Interest Holder expectations,

Policy approved by: _____

- ii) legislative requirements,
 - iii) social and cultural impacts,
 - iv) tourism and visitor impacts,
 - v) climate change and environmental impacts,
 - vi) future development impacts,
 - vii) economic and financial impacts, and
 - viii) obsolescence and technological advancements.
- b) Asset Management decision-making will consider the potential effects of climate change and other environmental changes. Specifically, how the increased severity and frequency of climatic events may directly affect risk, the ability of our Assets to meet these increasing demands and operate reliably to support the levels of service required by our community.
- c) The municipality will demonstrate responsible and proactive Resilience when making infrastructure Asset investment decisions, including but not limited to:
- i) Ensuring timely operational Maintenance activities and maintaining sufficiency of the Asset Rehabilitation and Replacement Reserve.
 - ii) Ensuring sufficiency of the General Capital reserve to meet new Asset purchases.
- d) The Asset Management Program allows Council and Administration to prioritize and proactively influence levels of service and future funding requirements by affecting both the timing and types of expenditures made.
- 10 **Investment Decision-Making:** Use the Asset Management Program with the Long-Term Financial Strategy and Capital Plans to demonstrate fiscal responsibility, risk prioritization and transparency in decisions related to the management of all Town of Canmore Assets including:
- a) Evaluating Asset investment decisions based on full Life Cycle Cost, age, risk prioritization and impact to levels of service.
 - b) Evaluating Asset investment decisions based on a holistic view of all Town of Canmore Assets and how they relate to each other.
 - c) Evaluating Asset investment decisions based on the required levels of service the Assets provide and ensuring that the required outcomes and targets are being met.

Policy approved by: _____

- d) Ensure funding for Asset Rehabilitation and Replacement considers the impact to taxation and user fees.
 - e) Embracing opportunities and challenges that arise from innovation and new technologies (including disruptive technologies).
- 11 **Holistic and Integrated Approach:** A collaborative, integrated and Holistic Approach is critical to meet the long-term objectives of managing services, Assets, Interest Holder experiences and limited resources while efficiently delivering quality, maximizing value and managing risk:
- a) Provide appropriate support and training to Council, Administration and all Departments to foster the culture, terminology, understanding and practical application of the principles outlined in this policy and the Asset Management Program.
 - b) Holistically consider the Assets in their interrelated system context and the Level of Service they provide, rather than optimizing individual Assets in isolation.
 - c) Ensure integration and alignment of the needs of this policy and the Asset Management Program with Departmental Guidelines and Procedures.
- 12 **Continuous Improvement and Innovation:** Support a culture that values innovation and continuous improvement in Asset Management practices:
- a) Asset Management practices and tools are scalable in complexity. The Asset Management Program needs to continuously adapt and evolve with the Organization and its needs in order to succeed.
 - b) Use feedback and learnings from the Organization to drive innovation and improvement in the development of processes, tools, techniques, and solutions.

RESPONSIBILITIES

- 13 Council responsibilities are to render sustainable, holistic and responsible decisions pertaining to the Town of Canmore Assets and the services they provide, per the objectives outlined in this policy.
- 14 Administration responsibilities are to use the Asset Management Program in support of objectives outlined in this policy, and provide support and direction to their department managers to help them align and comply with the needs of this policy.

POLICY REVIEW

- 15 This policy will be reviewed at least once in every term of Council.

RELATED DOCUMENTS

Long Term Financial Strategy: Funding the Capital Asset Plans
Town of Canmore Utilities Master Plan
Solid Waste and Recycling Services Rate Models

Policy approved by: _____

Utility Rate Model
 Integrated Transportation Plan
 Municipal Development Plan
 Open Spaces & Trail Plan
 Recreation Master Plan
 Town of Canmore Strategic Plan
 Town of Canmore Steep Creek Hazard and Risk Policy
 Climate Emergency Action Plan
 Fire Rescue Master Plan
 Town of Canmore Vehicle Replacement Policy
 Town of Canmore Budgets and Business Plan
 Various Area Structure Plans (ASPs)
 Building Condition Assessment
 Bridge Management Report – Draft
 Road Condition Studies

ATTACHMENTS

None.

REPEALS POLICY: Asset Management Policy 61-2017FIN

AUTHORIZATION:


 Sean Krausert
 Mayor

 Cheryl Hyde
 Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2017-08-22	61-2017FIN	Asset Management
Repealed	2021-07-06	176-2021	
Approved	2021-07-06	176-2021	Asset Management FIN-009
Amended	2025-05-06	XXX-2025	Formatting and housekeeping revisions

Policy approved by: _____

	Council Policy
Policy Title:	Asset Management
Policy Number:	FIN-009
Date in Effect:	July 6, 2021

POLICY STATEMENT

1. The Town of Canmore owns various infrastructure assets which support the delivery of services to its community. These assets require responsible acquisition, operation, maintenance, rehabilitation, and eventual replacement and/or disposal.
2. Asset Management is the coordination of the Town of Canmore activities to realise value from our assets. It involves all Town of Canmore departments, ~~stakeholders~~interest holders, residents, and Council.
3. The Asset Management Program strives to maximize financial, social, environmental and economic benefits, consider current and future needs, evaluate options and opportunities, carefully manage risk and provide the required levels of service to the community in a sustainable manner.

PURPOSE

4. To provide guidance to the Town of Canmore organization by defining key Asset Management principles which support the Asset Management Program objectives and align with the Organization's mid and long-term strategies.
5. Identify desired outcomes of the Asset Management policy and program implementation.

DEFINITIONS

6. In this policy:
 - a) **Asset:** The physical component of a Town-owned system that has value and supports the social, cultural, environmental, financial and economic outcomes and services. Assets are intended to be maintained indefinitely at a particular level of service by the continuing maintenance, monitoring, rehabilitation and replacement.
 - b) **Natural Assets:** Natural Assets in a municipality are the stock of natural resources or ecosystems that are relied upon, managed, or could be managed by a municipality for the sustainable provision of one or more municipal services.
 - c) **Asset Management:** The coordinated activities of an organization which support defensible, data-driven and risk-based decisions about the use and care of infrastructure. The intent of Asset Management is to deliver services in a prioritized way that considers current and future needs, manages risks and opportunities, and makes the best use of fiscally constrained resources.

Policy approved by: _____

- ~~d) **Asset Management Plans**—A specific plan developed for the management of infrastructure assets that combines capital, operational, and maintenance strategies over the lifecycle of the assets in the most cost effective manner to deliver a specified level of service. It includes the timing of cash flows and resources for the maintenance, monitoring, rehabilitation and replacements required for individual or groups of assets to achieve the organization’s asset management objectives.~~
- ~~e) **Asset Management Strategy**: Describes how the Asset Management policy objectives will be implemented in the specific context of our Town of Canmore organization structure, systems and Asset Management Plans.~~
- ~~f) **Level of Service (LOS)**: The defined standard for the provision of a particular service which reflects the social, cultural, financial, economic and environmental outcomes that the Town of Canmore delivers for a particular activity or service area against which service performance is measured. Components of defining these standards include: quality, quantity, reliability, responsiveness, safety, community goals, environmental acceptability and cost.~~
- ~~g) **Life Cycle Cost**: The total sum of all one-time and recurring costs over the full life span or a specified period of an asset (if the asset need to be replaced prior to its end of life). Typically this includes design, construction, operation, maintenance, renewal and disposal costs.~~
- ~~h) **Maintenance**: An Operational Budget activity which includes any actions (excluding rehabilitation or replacement) to address the deterioration of an asset to preserve its condition and achieve its expected useful service life. Maintenance slows down deterioration and delays when rehabilitation or replacement is necessary.~~
- ~~i) **Rehabilitation**: A Capital Budget activity of restoring or replacing specific parts or components of an infrastructure asset to a former or close-to-former condition.~~
- ~~j) **Replacement**: A Capital Budget activity of fully replacing an infrastructure asset so as to provide similar, or an agreed alternate level of service. Replacement can also be driven by funding opportunities, changes in regulations and codes.~~
- ~~k) **Disposal**: Actions necessary to decommission, dispose, or repurpose assets that are no longer required. Asset Disposal may not always warrant replacement if the level of service it has provided is no longer required or possible.~~
- ~~l) **Holistic Approach**: The intentional and systematic evaluation of a complete system of assets, services and resources rather than isolated analysis of individual parts.~~
- ~~m) **Resilience**: A proactive capacity of the Town of Canmore to withstand disruption, act effectively in a crisis, adapt to changing conditions while protecting, nurturing and improving the social, cultural, economic and environmental conditions in our community.~~
- ~~n) **Stakeholder/Interest Holder**: May include but is not limited to Council, residents, businesses, visitors, the Town of Canmore administration and other internal and external partners (such as utility operators).~~
- ~~o) **Sustainability**: A paradigm for thinking about the future in which environmental, social, financial and economic considerations are balanced in the pursuit of an improved quality of life. Sustainability is development that meets the needs of the present without compromising the ability of future generations to meet their own needs. There are four dimensions to~~

sustainability – society, environment, culture and economy – which are intertwined, not separate. For example, a prosperous community relies on a healthy environment to provide food and resources, safe drinking water and clean air for its citizens.

PRINCIPLES

7. The following outlines the fundamental asset management principles which will be developed and implemented across both the Town of Canmore organization and any service providers responsible for managing the Town of Canmore Assets.
8. **Service Delivery to ~~Stakeholders~~Interest Holder:** Clearly defined levels of service (LOS) will be developed, adhered to and not exceeded. This will responsibly balance ~~stakeholder~~interest holder expectations, risk, available resources and Council priorities as follows:
 - a) Target investments strategically using the Asset Management Program to maintain and manage assets (or groups of assets) at the defined LOS.
 - b) Recognize that LOS can change over time, and therefore monitor standards and service levels to ensure they continue to support community and Council expectations and objectives, and legislative/regulatory compliance.
 - c) Use the Asset Management Program framework for establishing a consistent approach to collaboratively developing the LOS metrics and targets including:
 - i) Adherence to best practices and all relevant legislative, regulatory, and statutory requirements, where applicable.
 - ii) Using risk-based decision-making framework that considers impact to ~~stakeholders~~interest holders when evaluating decisions on maintaining and enhancing, or reducing the LOS performance.
 - iii) Determining the adequate balance between the value of ~~stakeholder~~interest holder service and the cost.
 - iv) Evaluation of all options available to provide the service (or its elimination), recognizing advances in technology, market place, and changing business models.
9. **Long-Term Sustainability and Resiliency:** The Town of Canmore assets will be socially, culturally, environmentally, and economically sustainable and resilient into the future. This involves complete organizational and departmental support through the following principles:
 - a) The municipality will make appropriate long-term decisions to better enable our infrastructure and natural assets to meet the challenges of changing:
 - i) ~~stakeholder~~Interest Holder expectations,
 - ii) legislative requirements,
 - iii) social and cultural impacts,
 - iv) tourism and visitor impacts,
 - v) climate change and environmental impacts,
 - vi) future development impacts,

- vii) economic and financial impacts,
 - viii) obsolescence and technological advancements.
- b) ~~A~~The asset management decision-making will consider the potential effects of climate change and other environmental changes. Specifically, how the increased severity and frequency of climatic events may directly affect risk, the ability of our assets to meet these increasing demands and operate reliably to support the levels of service required by our community.
- c) The municipality will demonstrate responsible and proactive resilience when making infrastructure asset investment decisions, including but not limited to:
- i) Ensuring timely operational maintenance activities and maintaining sufficiency of the Asset Rehabilitation and Replacement Reserve.
 - ii) Ensuring sufficiency of the General Capital reserve to meet new asset purchases.
- d) The Asset Management Program allows Council and Administration to prioritize and proactively influence levels of service and future funding requirements by affecting both the timing and types of expenditures made.
10. **Investment Decision-Making:** Use the Asset Management Program with the Long-Term Financial Strategy and Capital Plans to demonstrate fiscal responsibility, risk prioritization and transparency in decisions related to the management of all Town of Canmore assets including:
- a) Evaluating asset investment decisions based on full life cycle cost, age, risk prioritization and impact to levels of service.
 - b) Evaluating asset investment decisions based on a holistic view of all Town of Canmore assets and how they relate to each other.
 - c) Evaluating asset investment decisions based on the required levels of service the assets provide and ensuring that the required outcomes and targets are being met.
 - d) Ensure funding for Asset rehabilitation and replacement considers the impact to taxation and user fees.
 - e) Embracing opportunities and challenges that arise from innovation and new technologies (including disruptive technologies).
11. **Holistic and Integrated Approach:** A collaborative, integrated and holistic approach is critical to meet the long-term objectives of managing services, assets, ~~stakeholder~~interest holder experiences and limited resources while efficiently delivering quality, maximizing value and managing risk:
- a) Provide appropriate support and training to Council, Administration and all Departments to foster the culture, terminology, understanding and practical application of the principles outlined in this policy and the Asset Management Program.
 - b) Holistically consider the assets in their interrelated system context and the level of service they provide, rather than optimizing individual assets in isolation.
 - c) Ensure integration and alignment of the needs of this policy and the Asset Management Program with Departmental Guidelines and Procedures.

12. **Continuous Improvement and Innovation:** Support a culture that values innovation and continuous improvement in Asset Management practices:
- a) Asset Management practices and tools are scalable in complexity. The Asset Management Program needs to continuously adapt and evolve with the Organization and its needs in order to succeed.
 - b) Use feedback and learnings from the Organization to drive innovation and improvement in the development of processes, tools, techniques, and solutions.

RESPONSIBILITIES

- ~~13.~~ Council ~~responsibilities~~ are to:
 - ~~14.~~13. ~~To~~ render sustainable, holistic and responsible decisions pertaining to the Town of Canmore assets and the services they provide, per the objectives outlined in this policy.
 - ~~15.~~ Administration Responsibilities are to: use
 - ~~16.~~ Use the Asset Management Program in support of objectives outlined in this policy.
- ~~and provide~~ support and direction to their Department Managers to help them align and comply with the needs of this policy.

POLICY REVIEW

- ~~17.~~14. This policy will be reviewed by Council on or before July 30, 2025.

RELATED DOCUMENTS

- ~~18.~~15. Long Term Financial Strategy: Funding the Capital Asset Plans
- ~~19.~~16. TOC Utilities Master Plan
- ~~20.~~17. Solid Waste and Recycling Services Rate Models
- ~~21.~~18. Utility Rate Model
- ~~22.~~19. Integrated Transportation Plan
- ~~23.~~20. Municipal Development Plan
- ~~24.~~21. Open Spaces & Trail Plan
- ~~25.~~22. Recreation Master Plan
- ~~26.~~23. Town of Canmore Strategic Plan
- ~~27.~~24. TOC Steep Creek Hazard and Risk Policy
- ~~28.~~ ~~Environmental Sustainability Action Plan~~
- ~~29.~~ ~~Climate Change Action Plan~~
- ~~30.~~ ~~Climate Change Adaptation and Resilience Plan~~
- 25. Climate Emergency Action Plan
- ~~31.~~26. Fire Rescue Master Plan
- ~~32.~~27. TOC Vehicle Replacement Policy
- ~~33.~~28. Town of Canmore Budgets and Business Plan
- ~~34.~~29. Various Area Structure Plans (ASPs)
- ~~35.~~30. Building Condition Assessment
- ~~36.~~31. Bridge Management Report Draft
- ~~37.~~32. Road Condition Studies

ATTACHMENTS

~~38.33.~~ None

REPEALS POLICY: Asset Management Policy ~~FIN-009 approved August 2, 2017~~61-2017FIN

AUTHORIZATION:

~~John Borrowman~~Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

<u>Action</u>	<u>Date</u>	<u>Council Motion</u>	<u>Notes</u>
<u>Approved</u>	<u>2017-08-22</u>	<u>61-2017FIN</u>	<u>New Policy</u>
<u>Repealed</u>	<u>2021-07-06</u>	<u>176-2021</u>	<u>Replaced by FIN-009</u>
<u>Approved</u>	<u>2021-07-06</u>	<u>176-2021</u>	<u>New Policy</u>
<u>Amended</u>	<u>2025-05-06</u>		<u>Formatting and housekeeping edits</u>
Action	Date	Council Motion	Notes
Approved	2021-07-06	176-2021	



General Holidays Policy

Policy Number: HR-004

Date in Effect: May 6, 2025

POLICY STATEMENT

- 1 It is the policy of the Town of Canmore (“Town”) to provide its Employees with General Holidays and General Holiday pay. 176-2021
- 2 *Repealed 176-2021*

PURPOSE

- 3 The purpose of this policy is to acknowledge the General Holidays legislated under the *Alberta Employment Standards Code and Regulation* and establish the General Holidays designated by the Town in addition to those which are legislated.
- 4 *Repealed XXX-2025*
- 5 This policy applies to all Employees of the Town except those governed by a collective agreement. 176-2021

DEFINITIONS

- 6 In this policy:
 - a) “Employee” means any non-union Employee, supervisor, or manager.
 - b) “General Holiday”, also referred to as “Statutory Holiday”, means a holiday as legislated or allowed under the *Alberta Employment Standards Code and Regulation*. 176-2021
 - c) “Religious or Spiritual Accommodation” means a faith-based holiday due to a religious belief, defined as a system of belief, worship, conduct. XXX-2025

RECOGNIZED GENERAL HOLIDAYS

- 7 The Town recognizes the following legislated and designated General Holidays:
 - a) Legislated General Holidays:
 - i) New Year’s Day (January 1)
 - ii) Alberta Family Day (Third Monday in February)
 - iii) Good Friday (Friday before Easter)

Policy approved by: _____

- iv) Victoria Day (Monday before May 25)
- v) Canada Day (July 1, except when it falls on a Sunday, then it is July 2)
- vi) Labour Day (First Monday in September)
- vii) Thanksgiving Day (Second Monday in October)
- viii) Remembrance Day (November 11)
- ix) Christmas Day (December 25)
- b) Designated General Holidays:
 - i) Alberta Heritage Day (First Monday in August)
 - ii) National Day for Truth and Reconciliation (September 30) XXX-2025
 - i) Boxing Day (December 26)
- c) Any other day identified, by regulation, as a General Holiday under provincial legislation.
- d) *Repealed XXX-2025*
- e) Remembrance Day and the National Day for Truth and Reconciliation are days of commemoration and are meant to be observed on the day on which they fall. XXX-2025
- 8 The Town of Canmore understands that our Employees may need time away from work for Religious or Spiritual Accommodation. When a religious holiday that is not an observed legislated or designated General Holiday falls on an Employee's regularly scheduled workday, the Employee, using a personal vacation day, banked time in lieu, if available, or leave without pay, will be entitled to that day off to observe the religious holiday. XXX-2025

RESPONSIBILITIES

- 9 It is the responsibility of the Chief Administrative Officer to determine Town business and operational closures as they relate to General Holiday recognition.
- 10 *Repealed 176-2021*
- 11 It is the responsibility of the Manager of Human Resources or designate to:
 - a) Establish the procedures for General Holiday eligibility and application.
 - b) *Repealed 176-2021*

Policy approved by: _____

c) Ensure General Holiday eligibility rules are compliant with the *Alberta Employment Standards Code and Regulation*.

d) *Repealed XXX-2025*

12 *Repealed 176-2021*

13 It is the responsibility of the general managers, managers, and supervisors or designate to review Religious or Spiritual Accommodation requests within three business days of receiving them.

XXX-2025

14 It is the responsibility of the Employees to submit Religious or Spiritual Accommodation time off requests with their supervisor at least two weeks in advance to allow for workload management.

XXX-2025

POLICY REVIEW

15 This policy will be reviewed at least once in every term of Council.

RELATED DOCUMENTS

Alberta Employment Standards Code and Regulation

ATTACHMENTS

None.

REPEALS POLICY: Statutory Holidays Policy 207-90

AUTHORIZATION:

Sean Krausert
Mayor


Cheryl Hyde
Manager, Municipal Clerk's Office

Policy approved by: _____

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	1990-04-03	207-90	Statutory Holidays
Repealed	2017-06-27	208-2017	
Approved	2017-06-27	209-2017	General Holidays HR-004
Amended	2021-07-21	176-2021	Removed procedural language, references to Alberta Standards and Eligibility Grid, replace Easter Monday with Truth and Reconciliation Day, clarify observance of Remembrance Day and Truth and Reconciliation Day.
Amended	2025-05-06	XXX-2025	Adding Religious or Spiritual Accommodation alongside formatting and housekeeping revisions.

Policy approved by: _____

	Council Policy
Policy Title:	General Holidays
Policy Number:	HR-004
Date in Effect:	June 27, 2017 <u>May 6, 2025</u>
Current as of:	July 6, 2021 <u>TBD</u>

POLICY STATEMENT

1. It is the policy of the Town of Canmore ("Town") to provide its employees with general holidays and general holiday pay. 176-2021
2. *Repealed 176-2021*

PURPOSE

3. The purpose of this policy is to acknowledge the general holidays legislated under the Alberta Employment Standards Code and Regulation and establish the general holidays designated by the Town in addition to those which are legislated.
4. ~~Eligibility for general holidays is outlined in the Town's General Holidays Eligibility and Application Grid.~~ Repealed XXX-2025 176-2021

~~5.4.4~~ This policy applies to all employees of the Town except those governed by a collective agreement. 176-2021

DEFINITIONS

1. ~~In this policy:~~
 - ~~a.~~ "Employee" means any non-union employee, supervisor, or manager.
 - ~~b.~~ "General ~~H~~oliday", also referred to as "~~S~~tatutory ~~H~~oliday", means a holiday as legislated or allowed under the *Alberta Employment Standards Code and Regulation*.
 - ~~c.~~ "Religious or Spiritual Accommodation" means a faith-based holiday due to a religious belief, defined as a system of belief, worship, and conduct.

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RECOGNIZED GENERAL HOLIDAYS

- ~~3.2.~~ The Town recognizes the following legislated and designated general holidays:

- a.1) Legislated ~~G~~eneral ~~H~~olidays:

New Year's Day (January 1)

Policy approved by: _____

Alberta Family Day (Third Monday in February)
 Good Friday (Friday before Easter)
 Victoria Day (Monday before May 25)
 Canada Day (July 1, except when it falls on a Sunday, then it is July 2)
 Labour Day (First Monday in September)
 Thanksgiving Day (Second Monday in October)
 Remembrance Day (November 11)
 Christmas Day (December 25)

b.1) Designated ~~G~~general ~~H~~holidays:

Alberta Heritage Day (First Monday of August)
~~National Day for~~ Truth and Reconciliation, ~~Day~~ (September 30)
 Boxing Day (December 26)

176-2021

c.1) Any other day identified, by regulation, as a ~~G~~general ~~H~~holiday under provincial legislation.

~~d.1) When any of the Town recognized general holidays falls on a normal day(s) of rest for full time employees, the following regular work day(s) shall be deemed to be the statutory holiday:~~

~~i. The exceptions of this policy shall be Remembrance Day and Truth and Reconciliation Day, which shall be observed strictly on the day on which they fall, with no allowance for the following work day off. Repealed XXX-2025~~

~~d.1) _~~

~~ii. Remembrance Day and the National Day for Truth & Reconciliation are days of commemoration and are meant to be observed on the day on which they fall.~~

176-2021

3. The Town of Canmore understands that our Employees may need time away from work for Religious or Spiritual Accommodation. When a religious holiday that is not an observed ~~L~~egislated or ~~d~~esignated General Holiday falls on an employee's regularly scheduled workday, the employee, using a personal vacation day, banked time in lieu, if available, or leave without pay, will be entitled to that day off to observe the religious holiday.

RESPONSIBILITIES

4. It is the responsibility of the Chief Administrative Officer to determine Town business and operational closures as they relate to general holiday recognition.
5. *Repealed 176-2021*
6. It is the responsibility of the Manager of Human Resources or designate to:
 - a) Establish the procedures for general holiday eligibility and application;
 - b) *Repealed 176-2021*
 - c) Ensure general holiday eligibility rules are compliant with the *Alberta Employment Standards Code and Regulation*.

Policy approved by: _____

e.4) ~~Review and affirm or consider approval of amendments to this policy as presented at least once per term. — Repealed XXX-2025~~

176-2021

7. ~~Repealed 176-2021~~

~~—It is the responsibility of the general managers, managers, and supervisors or designate to r:~~

~~Review Religious and Spiritual Accommodation requests within three business days of receiving them.~~

~~It is the responsibility of the Employees to submit Religious or Spiritual Accommodation time off requests with their supervisor at least two weeks in advance to allow for workload management.~~

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POLICY REVIEW

1. ~~This policy will be reviewed at least once in every term of Council.~~
8. ~~This policy will be reviewed by Council on or before July 30, 20252029.~~

176-2021

RELATED DOCUMENTS

- 9-8. ~~Alberta Employment Standards Code and Regulation~~

176-2021

REPEALS POLICY: Statutory Holidays Policy 207-90

AUTHORIZATION:

~~John Borrowman~~ Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2017-06-27	208-2017	
Amended	2021-07-06	176-2021	Remove: procedural language, references to Alberta Standards and Eligibility Grid; replace Easter Monday with Truth and Reconciliation Day; clarify observance of Remembrance Day and Truth and Reconciliation Day.
Action	Date	Council Motion	Notes
Approved	1990-04-03	207-90	Statutory Holidays
Repealed	2017-06-27	208-2017	
Approved	2017-06-27	209-2017	General Holidays HR-004

Policy approved by: _____

<u>Amended</u>	<u>2021-07-21</u>	<u>176-2021</u>	<u>Removed procedural language, references to Alberta Standards and Eligibility Grid, replace Easter Monday with Truth and Reconciliation Day, clarify observance of Remembrance Day and Truth and Reconciliation Day.</u>
<u>Amended</u>	<u>2025-05-06</u>	<u>XXX-2025</u>	<u>Formatting and housekeeping revisions.</u>

Policy approved by: _____



Employment-Related Allowances and Reimbursement Policy

Policy Number: HR-008

Date in Effect: May 6, 2025

POLICY STATEMENT

- 1 It is the policy of the Town of Canmore (“Town”) to pay or reimburse employees for reasonable employment-related expenses and allowances.

176-2021

PURPOSE

- 2 This policy establishes the eligible reimbursements and allowances for which the Town will pay.

176-2021

DEFINITIONS

- 3 In this policy:

- a.1) “Allowance” means any periodic or lump sum amount that you pay to your employee on top of salary or wages to help the employee pay for certain anticipated expenses without having them support the expenses.

176-2021

- a) *Repealed XXX-2025*

- b) *Repealed 176-2021*

- c) “Employee” means any employee, supervisor or manager.

- d.1) “Professional Membership Fees” means membership fees paid to a professional organization or association when membership is a condition of employment, including if that membership is required to maintain a required professional certification such as a P.Eng, or when the Town is the primary beneficiary of the employee’s membership in the professional organization or association. This definition does not include monthly contributions paid by union members to their union.

XXX-2025

- d) “Reimbursement” means an amount paid to an employee to repay expenses they incurred while carrying out the duties of employment. The employee has to keep proper records (detailed receipts) to support the expenses and give them to you.

176-2021

PRINCIPLES

- 4 *Repealed 176-2021*

- 5 *Repealed 176-2021*

- 6 *Repealed 176-2021*

Policy approved by: _____

- 7 Eligible reimbursement may include but is not limited to:
- a) Reasonable travel expenses and associated gratuities. 176-2021
 - b) *Repealed 176-2021*
 - c) *Repealed 176-2021*
 - d) *Repealed 176-2021*
 - e) *Repealed 176-2021*
 - f) *Repealed 176-2021*
 - g) Training and education. 176-2021
 - h) Require safety footwear for job duties not provided by the Town. 176-2021
 - i) Tools and equipment required for the job duties not provided by the Town. 176-2021
 - j) Professional membership fees. XXX-2025
- 8 *Repealed 176-2021*
- 9 *Repealed 176-2021*
- 10 Eligible allowance may include but are not limited to: 176-2021
- a) Use of a personal work-related travel when a Town vehicle is not available. 176-2021
 - b) Bring your own device program. 176-2021
- 11 In general, the following are not eligible for reimbursements and the Town will not provide reimbursement for costs associated with: 176-2021
- a) Use of a personal vehicle within Canmore;
 - b) Charges for alcoholic beverages;
 - c) Entertainment costs;
 - d) Upgrades to higher classes travel;
 - e) Fines for traffic or parking violations;

Policy approved by: _____

- f) Personal items, such as clothing and toiletries;
- g) Additional expenses resulting from travelling with a spouse or other guests.

12 Exception to Section 11 may be made at the discretion of:

- a) the mayor, with respect to CAO expenses; or
- b) the CAO with respect to employee expenses.

176-2021

RESPONSIBILITIES

13 It is the responsibility of employees to exercise sound judgment, accountability, and transparency with respect to submitting expenses for reimbursement.

176-2021

14 It is the responsibility of the Manager of Finance to ensure reimbursement of expenses is carried out in a manner compliant with the rules set by the Canada Revenue Agency.

176-2021

15 *Repealed 176-2021*

POLICY REVIEW

16 This policy will be reviewed at least once in every term of Council.

RELATED DOCUMENTS

Travel/Expense Account Claim Form

Purchasing Card Program Procedure

Canada Revenue Agency Employer's Guide – Taxable Benefits and Allowances

ATTACHMENTS

None.

REPEALS POLICY: Travel Expense Claims and Reimbursement Policy 510-2012

AUTHORIZATION:

Sean Krausert
Mayor


Cheryl Hyde
Manager, Municipal Clerk's Office

Policy approved by: _____

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	1994-01-11	26-94	Expense Payments: Council/Staff
Repealed	2013-01-01	510-2012	
Approved	2013-01-01	510-2012	Travel Expense Claims and Reimbursement
Repealed	2017-06-27	208-2017	
Approved	2017-06-27	209-2017	Travel Expenses and Reimbursement HR-008
Amended	2021-07-06	176-2021	Renamed: Employment-Related Allowances and Reimbursement HR-008 and amended to include all expenses and allowances, elected officials removed from policy.
Amended	2025-05-06	XXX-2025	Formatting and housekeeping revisions.

Policy approved by: _____

	Council Policy
Policy Title:	Employment-Related Allowances and Reimbursement Policy
Policy Number:	HR-008
Date in Effect:	June 27, 2017 <u>May 6, 2025</u>
Current as of;	July 6, 2021

POLICY STATEMENT

1. It is the policy of the Town of Canmore ("Town") to pay or reimburse employees for reasonable employment-related expenses and allowances.

176-2021

PURPOSE

2. This policy establishes the eligible reimbursements and allowances for which the Town will pay.

176-2021

DEFINITIONS

3. In this policy:

- a.1) "Allowance" means any periodic or lump sum amount that you pay to your employee on top of salary or wages to help the employee pay for certain anticipated expenses without having them support the expenses.

176-2021

- a) ~~"Automobile allowance" means any payment that an employee receives from the Town for using their own vehicle in the course of their employment.~~ Repealed XXX-2025

- b) *Repealed 176-2021*

- c) "Employee" means any employee, supervisor or manager.

- d.1.a "Professional membership fees" means membership fees paid to a professional organization or association when membership is a condition of employment, including if that membership is required to maintain a required professional certification such as a P.Eng, or when the Town is the primary beneficiary of the employee's membership in the professional organization or association. This definition does not include monthly contributions paid by union members to their union.

XXX-2025

- d.1) "Reimbursement" means an amount paid to an employee to repay expenses they incurred while carrying out the duties of employment. The employee has to keep proper records (detailed receipts) to support the expenses and give them to you.

176-2021

PRINCIPLES

Policy approved by: _____

4. *Repealed 176-2021*

5. *Repealed 176-2021*

6. *Repealed 176-2021*

7. Eligible reimbursement may include but is not limited to:

a) Reasonable travel expenses and associated gratuities.

b) *Repealed 176-2021*

c) *Repealed 176-2021*

d) *Repealed 176-2021*

e) *Repealed 176-2021*

f) *Repealed 176-2021*

g) Training and education.

176-2021

h) Require safety footwear for job duties not provided by the Town.

176-2021

i) Tools and equipment required for the job duties not provided by the Town.

176-2021

j) Professional membership fees

XXX-2025

8. *Repealed 176-2021*

9. *Repealed 176-2021*

9.1 Eligible allowances may include but are not limited to:

a) Use of personal vehicle for work-related travel when a Town vehicle is not available;

b) Bring your own device phone program.

176-2021

10. In general, the following are not eligible reimbursements and the Town will not provide reimbursement for costs associated with:

a) Use of a personal vehicle within Canmore;

b) Charges for alcoholic beverages;

c) Entertainment costs;

Policy approved by: _____

- d) Upgrades to higher classes travel;
- e) Fines for traffic or parking violations;
- f) Personal items, such as clothing and toiletries;
- g) Additional expenses resulting from travelling with a spouse or other guests.

11. Exceptions to Section 10 may be made at the discretion of:

- a) The mayor, with respect to CAO expenses; or
- b) The CAO with respect to employee expenses.

176-2021

RESPONSIBILITIES

- ~~12.~~ It is the responsibility of employees to:
- ~~13.~~

~~E~~xercise sound judgement, accountability, and transparency with respect to submitting expenses for reimbursement.

176-2021

- ~~14.~~ It is the responsibility of the Manager of Finance to:
- ~~15.~~

~~E~~nsure reimbursement of expenses is carried out in a manner compliant with the rules set by the Canada Revenue Agency.

176-2021

~~16.~~~~12.~~ *Repealed 176-2021*

POLICY REVIEW

- ~~2~~ This policy will be reviewed at least once in every term of Council.
- ~~17.~~ This policy will be reviewed by Council on or before July 30, 2025.

RELATED DOCUMENTS

- ~~18.~~~~13.~~ Travel / Expense Account Claim Form
- ~~19.~~~~14.~~ Purchasing Card Program Procedure
- ~~20.~~~~15.~~ CRA Employer's Guide — Taxable Benefits and Allowances

REPEALS POLICY: Travel Expense Claims and Reimbursement 520-2012

AUTHORIZATION:

Policy approved by: _____

Sean Krausert
Mayor

Cheryl Hyde
Municipal Clerk

REVISION HISTORY

<u>Action</u>	<u>Date</u>	<u>Council Motion</u>	<u>Notes</u>
<u>Approved</u>	<u>1994-01-11</u>	<u>26-94</u>	<u>Expense Payments: Council/Staff</u>
<u>Repealed</u>	<u>2013-01-01</u>	<u>510-2012</u>	
<u>Approved</u>	<u>2013-01-01</u>	<u>510-2012</u>	<u>Travel Expense Claims and Reimbursement</u>
<u>Repealed</u>	<u>2017-06-27</u>	<u>208-2017</u>	
<u>Approved</u>	<u>2017-06-27</u>	<u>209-2017</u>	<u>Travel Expenses and Reimbursement</u> <u>HR-008</u>
<u>Amended</u>	<u>2021-07-06</u>	<u>176-2021</u>	<u>Renamed: Employment-Related</u> <u>Allowances and Reimbursement HR-008</u> <u>and amended to include all expenses and</u> <u>allowances, elected officials removed from</u> <u>policy.</u>
<u>Amended</u>	<u>2025-05-06</u>	<u>XXX-2025</u>	<u>Formatting and housekeeping revisions.</u>
<u>Action</u>	<u>Date</u>	<u>Council Motion</u>	<u>Notes</u>
<u>Approved</u>	<u>Yyyy.mm.dd</u>		

Policy approved by: _____



Facility Allocation Policy

Policy Number: REC-001

Date in Effect: May 6, 2025

POLICY STATEMENT

- 1 The Town is committed to the principle and practice of fair and equitable allocation of resources and opportunities to all sports, leisure, social and cultural organizations, both new and historic.

PURPOSE

- 2 This policy sets out the criteria administration must follow when allocating access to Recreation Facilities.

DEFINITIONS

- 3 In this policy:
 - a) “Adult Group” means a non-Commercial Group that includes 50% or more of participants aged 18+years (for example, Canmore No-Hit Hockey or Bow Valley Ultimate).
XXX-2025
 - b) “Commercial Group” means any individual, company, or organization engaged in the pursuit of business for profit using Town facilities.
XXX-2025
 - c) “Community Event” means an activity approved by the Community Events Committee.
 - d) “In Season” means activities that take place during generally accepted sport seasons (ex. Soccer Season: May – October).
 - e) “Interest Holder Group” means a non-Commercial Group who is requesting consistent use of a facility over an extended period (ex. Seasonally).
XXX-2025
 - f) “Non-Resident Group” means any group that includes less than 50% Canmore, Mîni Thnî, MD of Bighorn, Banff, and/or ID 9 residents
XXX-2025
 - g) “Out of Season” means activities that take place contrary to generally accepted sport seasons (ex. Arena Use: April – August).
 - h) “Participant List” means a complete list of current program participants indicating age, residency, and program level.
XXX-2025
 - i) “Recreation Facilities” means arenas/ice surfaces, pools, gymnasiums/fitness spaces, sport fields/courts/parks, ball diamonds, multi-purpose rooms, climbing facilities, and common spaces within the Canmore Recreation Centre and Elevation Place.

Policy approved by: _____

- j) “Regional Group” means any group that includes 50% or more Canmore, Minî Thnî, MD of Bighorn, Banff, and/or ID 9 residents. XXX-2025
- k) “Resident Group” means any group that includes 50% or more Canmore, Minî Thnî, and/or MD of Bighorn residents. XXX-2025
- l) “Town Program” means a program or event which is organized and administered by the Town (ex. Drop-in Public Skate or Adult Learn to Swim). XXX-2025

ALLOCATION CRITERIA

- 4 Administration will reference the following criteria areas and priorities to guide the allocation of Recreation Facility access:

a) User Profile

- i) 1st Priority: Town Programs and Community Events XXX-2025
- ii) 2nd Priority: Youth Interest Holder Groups - In Season XXX-2025
- iii) 3rd Priority: Adult Interest Holder Groups - In Season XXX-2025
- iv) 4th Priority: Youth Groups - In Season
- v) 5th Priority: Adult Groups - In Season
- vi) 6th Priority: Youth and Adult Groups - Out of Season
- vii) 7th Priority: Commercial Groups

b) Residency

- i) 1st Priority: Resident Groups
- ii) 2nd Priority: Regional Groups
- iii) 3rd Priority: Non-Resident Groups

c) Function Profile

- i) 1st Priority: Town Programs and Community Events XXX-2025
- ii) 2nd Priority: Regional Tournaments/Competition/Events XXX-2025
- iii) 3rd Priority: Games/Practices
- iv) 4th Priority: National Tournaments/Competition/Events

Policy approved by: _____

- v) 5th Priority: Provincial Tournaments/Competition/Events

d) Past Performance (rated on a scale ranging from (1) Very Good to (5) Very Poor)

- i) Timely submission of full rental payments to the Town.
- ii) Provision of complete and accurate Participation Lists.
- iii) Efficient use/scheduling of allocated facilities.
- iv) Equitable treatment of any person or group.
- v) Adherence to the conditions of use as identified in the Facility Rental Permit Terms and Conditions.

XXX-2025

e) Economic Benefit to the Town (rated on a scale ranging from (1) Very Good to (5) Very Poor)

- i) The economic benefit criteria are considered more heavily outside of regular season periods (ex. Arena: April - August).
- ii) Net revenue to the Town.
- iii) Economic gain to the community.

- 5 Allocation Process requires a fair and equitable approach that promotes multi-use and effective utilization of facilities, while maximizing community benefit.

XXX-2025

- a) Administration will solicit facility booking requests on a seasonal basis for indoor and outdoor facilities (ex. Indoor ice, sport fields/ball diamonds, courts, multi-purpose rooms).

XXX-2025

- b) Administration will assess all requests utilizing the allocation criteria outlined in this policy.

XXX-2025

- c) Any individual or group that has applied for Recreation Facility access will receive written justification for their allocated space upon request.

XXX-2025

RESPONSIBILITIES

- 6 The Manager of Recreation Services is responsible for:

- a) Ensuring that Town staff making allocation decisions are aware of, and act in accordance with this policy.
- b) Providing the final decision on any Recreation Facility user appeals.

POLICY REVIEW

- 7 This policy will be reviewed at least once in every term of Council.

Policy approved by: _____

RELATED DOCUMENTS

Recreation Services Policy REC-004
Community Events Policy AE-002

ATTACHMENTS

None.

REPEALS POLICY: Facility Allocation Policy 209-2007

AUTHORIZATION:


Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2007-04-17	209-2007	Facility Allocation
Repealed	2021-07-06	176-2021	
Approved	2021-07-06	176-2021	Facility Allocation REC-001
Amended	2025-05-06	XXX-2025	Replacing Stakeholders for Interest Holders, and Mîni Thnî for Morely, and other formatting and housekeeping revisions.

Policy approved by: _____

	Council Policy
Policy Title:	Facility Allocation
Policy Number:	REC-001
Date in Effect:	July 6, 2021

POLICY STATEMENT

1. The Town is committed to the principle and practice of fair and equitable allocation of resources and opportunities to all sports, leisure, social and cultural organizations, both new and historic.

PURPOSE

2. This policy sets out the criteria administration must follow when allocating access to Recreation Facilities.

DEFINITIONS

3. In this policy:
 - a) “Town ~~Sponsored~~ Program” means a program or event which is organized and administered by the Town (for example Drop-in Public Skate, or Adult Learn to Swim),
 - b) “Community Event” means an activity approved by the Community Events Committee,
 - c) “Commercial Group” means any individual, company or organization engaged in the pursuit of business for profit ~~through the use of~~ using Town facilities,
 - d) “Adult Group” means a non-commercial group that includes ~~a majority 50% or more of adult~~ participants aged 18 ~~+years or over~~ (for example, Canmore No-Hit Hockey or Bow Valley Ultimate),
 - e) “~~Stakeholder~~ Interest Holder Group” means a non-commercial ~~facility customer~~ group who is requesting consistent use of a facility over an extended period ~~of time~~ (for example, seasonally),
 - f) “Resident Group” means any group that includes 50% or more Canmore, ~~Morley~~ Minî Thnî and/or MD of Bighorn residents,
 - g) “Regional Group” means any group that includes 50% or more Canmore, ~~Morley~~ Minî Thnî, MD of Bighorn, Banff and/or ID 9 residents,
 - h) “Non-Resident Group” means any group that includes less than 50% Canmore, ~~Morley~~ Minî Thnî, MD of Bighorn ~~residents~~, Banff and/or ID 9 residents.

Policy approved by: _____

- i) “In Season” means activities that take place during generally accepted sport seasons (for example Soccer season: May – October),
- j) “Out of Season” means activities that take place contrary to generally accepted sport seasons (for example Arena use: April - August),
- k) “Participation List” means a complete list of current program participants indicating age, ~~gender~~, residency and program level,
- l) “Recreation Facilities” means arenas/ice surfaces, pools, gymnasiums/fitness spaces, sport fields/courts/parks, ball diamonds, multi-purpose rooms, climbing facilities, and common spaces within the Canmore Recreation Center and Elevation Place.

ALLOCATION CRITERIA

- 4. Administration ~~must follow~~ will reference the following criteria areas and priorities to guide the allocation of Recreation Facility access:

- a) **User Profile**

- i) 1st Priority: Town ~~Sponsored~~ Programs and Community Events
- ii) 2nd Priority: Youth ~~Stakeholder~~Interest Holder Groups - In Season
- iii) 3rd Priority: Adult ~~Stakeholder~~Interest Holder Groups - In Season
- iv) 4th Priority: Youth Groups - In Season
- v) 5th Priority: Adult Groups - In Season
- vi) 6th Priority: Youth and Adult Groups - Out of Season
- vii) 7th Priority: Commercial Groups

- b) **Residency**

- i) 1st Priority: Resident Groups
- ii) 2nd Priority: Regional Groups
- iii) 3rd Priority: Non-Resident Groups

- c) **Function Profile**

- i) 1st Priority: Town ~~Sponsored~~ Programs and Community Events
- ii) 2nd Priority: ~~Local~~ Regional Tournaments/Competition/Events
- iii) 3rd Priority: Games/Practices
- iv) 4th Priority: National Tournaments/Competition/Events
- v) 5th Priority: Provincial Tournaments/Competition/Events

- d) **Past Performance** (rated on a scale ranging from (1) very good to (5) very poor)

- i) Timely submission of full rental payments to the Town,
- ii) Provision of complete and accurate Participation Lists,
- iii) Efficient use/scheduling of allocated facilities,
- iv) Equitable treatment of any person or group, and
- v) Adherence to the conditions of use as identified in the Facility Rental Permit Terms and Conditions

Policy approved by: _____

- e) **Economic Benefit to the Town** (rated on a scale ranging from (1) very good to (5) very poor)
 - i) The economic benefit criteria are considered more heavily outside of regular season periods (for example Arena: April - August),
 - ii) Net revenue to the Town, and
 - iii) Economic gain to the community.

~~5.~~ Allocation Process

The allocation process requires a fair and equitable approach that promotes multi-use and effective utilization of facilities, while maximizing community benefit.

a) Administration will solicit facility booking requests on a seasonal basis for indoor and outdoor facilities. (i.e. indoor ice, sport fields/ball diamonds, courts, multi-purpose rooms)

~~a)b)~~ Administration will assesses all requests ~~for Recreation Facility access against utilizing~~ the allocation criteria outlined in this policy. ~~in writing using a standardized evaluation form.~~

~~b)c)~~ Any individual or group that has applied for Recreation Facility access is granted access to their own completed evaluation. Any individual or group that has applied for Recreation Facility access will receive written justification for their allocated space upon request.

RESPONSIBILITIES

- 6. The Manager of Recreation Services:
 - a) Ensures that Town staff making allocation decisions are aware of, and act in accordance with, this policy, and
 - b) Provides the final decision on any Recreation Facility user appeals.

POLICY REVIEW

- 7. This policy will be reviewed by Council every four years.

RELATED DOCUMENTS

- 8. Recreation Services Policy REC-004
- 9. Community Events Policy AE-002

ATTACHMENTS

None

REPEALS POLICY: Facility Allocation Policy ~~REC-001 (209-2007) approved April 17, 2007~~

AUTHORIZATION:

Policy approved by: _____

~~John Borrowman~~
~~Sean Krausert~~ Mayor

Cheryl Hyde
~~Manager,~~ Municipal Clerk's Office

REVISION HISTORY

<u>Action</u>	<u>Date</u>	<u>Council Motion</u>	<u>Notes</u>
<u>Approved</u>	<u>2007-04-17</u>	<u>209-2007</u>	<u>Facility Allocation</u>
<u>Repealed</u>	<u>2021-07-06</u>	<u>176-2021</u>	
<u>Approved</u>	<u>2021-07-06</u>	<u>176-2021</u>	<u>Facility Allocation REC-001</u>
<u>Amended</u>	<u>2025-05-06</u>	<u>XXX-2025</u>	<u>Formatting and housekeeping revisions.</u>
Action	Date	Council Motion	Notes
<u>Approved</u>	<u>2021-07-06</u>	<u>176-2021</u>	

Policy approved by: _____



Recreation Services Policy

Policy Number: REC-004

Date in Effect: May 6, 2025

POLICY STATEMENT

- 1 The Town of Canmore recognizes the importance of Recreation, health and wellness, sport, and educational experiences as a strong contributor to the quality of life of residents and visitors. The Town also recognizes the value of fiscally responsible operations and service delivery that has a strong emphasis on collaborative partnerships with Interest Holders from the private and not-for-profit sectors.

XXX-2025

PURPOSE

- 2 Canmore embraces and proactively uses Recreation as an essential means for enhancing the wellbeing of individuals, community, and our natural and built environments.
- 3 This policy sets out:
 - a) The vision, mission, and operating principles which guide Recreation Services in the provision of Facilities, Programs, and Activities.
 - b) A commitment to Interest Holder engagement to ensure that Facilities, Programs, and Activities respond to the needs of the entire community.
 - c) A cost recovery framework.
- 4 This policy aims to:
 - a) Foster the health and wellbeing of residents.
 - b) Build community health and wellness, spirit, and culture.
 - c) Deliver healthy environments as a core public good.
 - d) Encourage participation by operating within an inclusive and sustainable business model founded on service excellence and community conscience.
 - e) Operate in a manner that recognizes the importance of services offered by the private and not-for-profit sectors.

XXX-2025

XXX-2025

Policy approved by: _____

DEFINITIONS

5 In this policy:

- a) “Activity” means inclusive public access to a Recreation venue which may require the payment of a fee and subject to varying levels of supervision.
- b) “Direct Operating Costs” means expenses directly to the provision of Recreation Programs and services. For the purposes of this policy, Direct Operating Costs include:
 - i) All Program instructional costs.
 - ii) The rental cost of non-town Facilities. If the Program is provided in a Town Facility then a portion of the overhead costs is applied.
 - iii) Cost of all equipment and supplies.
 - iv) A portion of overhead costs (administration wages, advertising, insurance, software licensing and other overhead to implement the Program).
- c) “Facility” means Town-owned and operated Recreation venues, the allocation of which is governed by Recreation Services, although the development, maintenance, and some aspects of operation may be provided by Facilities or Public Works. Rental fees may be charged for the exclusive use of venues.
- d) “Interest Holder” means for-profit and not-for-profit organizations or individuals who work collectively to enhance individual and community wellbeing through Recreation.
- e) “Program” means a coordinated instructor led opportunity for a Recreation experience to occur and used to describe a variety of different operations provided by the Town of Canmore. XXX-2025
- f) “Public Recreation” means the provision of Recreation services by governments and non-governmental groups and organizations for the benefit of individuals and communities.
- g) “Recreation” means the experience that results from freely chosen participation in physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community wellbeing.

OPERATING PRINCIPLES

7 **Service Excellence**

- a) Provide high quality Facilities, Programs, and Activities delivered by qualified staff and/or contractors.
- b) Operate Recreation Facilities in an efficient and responsible manner on behalf of the community.

Policy approved by: _____

- c) Customer service is proactive, attentive, and reactive to customer needs.
- d) Safety is our number one priority.

7 Engagement and Inclusion

- a) Increase participation through high quality innovative Programming which encourages all residents to pursue their passions and be more active.
- b) Increase inclusion and access to Recreation for populations that face constraints to participation.
- c) Connect residents more positively to their communities of interest to enhance their sense of belonging.
- d) Partner with Interest Holders to maximize the opportunities available to encourage participation.
- e) Maintain clear, proactive lines of communication and engagement with the private and non-profit organizations that provide similar services.
- f) Recognizing that there is a continuum of services and the importance of allowing space for private fitness providers to succeed. This allows inclusion within the fitness landscape and provides a richer environment for Canmore citizens to choose from.

XXX-2025

8 Fiscal Responsibility

- a) Highest individual and community benefit within a financial framework.
- b) Success measured on total participation, operating surplus/deficit and indirectly through service outcomes.
- c) Operates on an operating break-even basis with annual revenues sufficient to recover all direct Recreation Services Department operating costs.
- d) Recover a range of 60 percent to 70 percent of the costs directly attributable to operations including those incurred by Recreation Services and Facilities, but excluding any allocation of overhead costs associated with contributions from other Town departments such as HR, IT, Finance, and Communications.

9 Partnerships and Collaboration

- a) Recreation relies on and matures partnerships and collaboration among:
 - i) Public, not-for-profit, and private providers of Recreation and parks experiences.

Policy approved by: _____

- ii) Multiple sectors and disciplines that influence wellbeing and share common goals (ex. health, tourism, education, arts and culture, and nature conservation).
- iii) People who care about and influence the wellbeing of individuals, families, communities and our natural and built environments, including parents and other family members, elected officials, Recreation staff, early childhood educators, caregivers, teachers, school boards, fitness industry members, coaches and volunteer leaders in community Programs

USER PARTICIPATION AND COST RECOVERY

8 Accessibility

- a) The Town of Canmore will optimize community participation in Public Recreation Facilities, Programs and services in order to encourage improved community health and wellness.

9 Inclusivity

- a) The Town of Canmore will reduce barriers that restrict segments of the community from participating in or accessing Public Recreation, Facilities, Programs and services.

10 Fiscal Responsibility

- a) The Town of Canmore understands the capital and operational costs associated with individual Facilities, Programs, and services. The Town will develop and operate Recreation facilities and manage Recreation Programs and services in a sustainable, effective, and efficient manner.

11 Rate Discount for Target Demographics

- a) As outlined in the Cost Recovery Pyramid (Schedule A) The Town of Canmore will provide various levels of discounted rates to specific demographics to reduce barriers to participation.
- b) Recreation Services will use marketing to promote Recreation Facilities, Programs and Activities, to foster resident health and wellness, and generate operating revenues to reduce the amount of tax supported operating subsidy required to operate.

12 Affordability

- a) The Town of Canmore will ensure that fees for Facilities, Programs, and services are reasonable in comparison to similar Facilities in other municipalities, not unduly competitive with the private sector, aligned with the Town's goals for social inclusion and appropriate to Recreation Services' cost recovery targets.

13 Cost Recovery Framework

- a) This framework provides a methodology for determining the appropriate percent of cost recovery required by the Town for Recreation service delivery. The framework supports the

Policy approved by: _____

notion that the use of tax revenue is appropriate to subsidize services that have the most community wide benefit, while higher user fees are appropriate for services which have higher individual benefit.

- b) This framework is based on a continuum that considers the community wide benefit and individual benefit of a Program or Activity. The following pyramid on Schedule A depicts the Recreation service classification, where the benefit of each service is considered, as well as the cost recovery level expected in order to offset the Direct Operating Costs

POLICY DIRECTIVES

14 2016 Recreation Master Plan

- a) Town of Canmore Recreation Master Plan (RMP) guides decision-making and efforts related to Recreation spaces and services, ultimately enhancing the value of Recreation in the Bow Valley. The RMP outlines a philosophical foundation for investment in Recreation. This foundation includes three overarching goals and 18 intended service outcomes that articulate why Recreation is in fact a social good worthy of sustained and enhanced focus and effort.
- b) Goals for the Town:
 - i) Use Recreation Services to foster the health and wellbeing of its citizens.
 - ii) Use Recreation Services as a vehicle to build community health and wellness, spirit, and culture.
 - iii) Deliver healthy environments as a core public good.
- c) The RMP also provides a Recreation Amenity Strategy, to guide current and future resource allocation.

15 Interest Holder Engagement

XXX-2025

- a) Recreation Services is committed to Interest Holder engagement and a collaborative approach to providing community Recreation. Services and Programs are designed and delivered, with the recognition of Interest Holders in the community and thoughtful planning which considers the continuum of Recreation services provided in the community by all Interest Holders.

XXX-2025

RESPONSIBILITIES

16 Recreation Services will:

- a) Provide and maintain Recreation Programs and Facilities for use by the general public.
- b) Provide trained and qualified personnel for supervision and instruction of Recreation Programs.
- c) Welcome public input into the planning, delivery and evaluation of Recreation Programs and Facilities.

Policy approved by: _____

- d) Provide access for all residents to participate in Programs and to optimize use of Recreation Facilities.
- e) Establish pricing and provide reporting in accordance with the requirements of the policy.

POLICY REVIEW

17 This policy will be reviewed at least once in every term of Council.

RELATED DOCUMENTS

Facility Allocation Policy REC-001
2016 Recreation Master Plan
Town of Canmore Strategic Plan

ATTACHMENTS

Schedule A – Cost Recovery Pyramid.

REPEALS POLICIES:

Recreation Services User Fee and Rental Rate Policy REC-002
Recreation Services Operating Policy REC-003

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

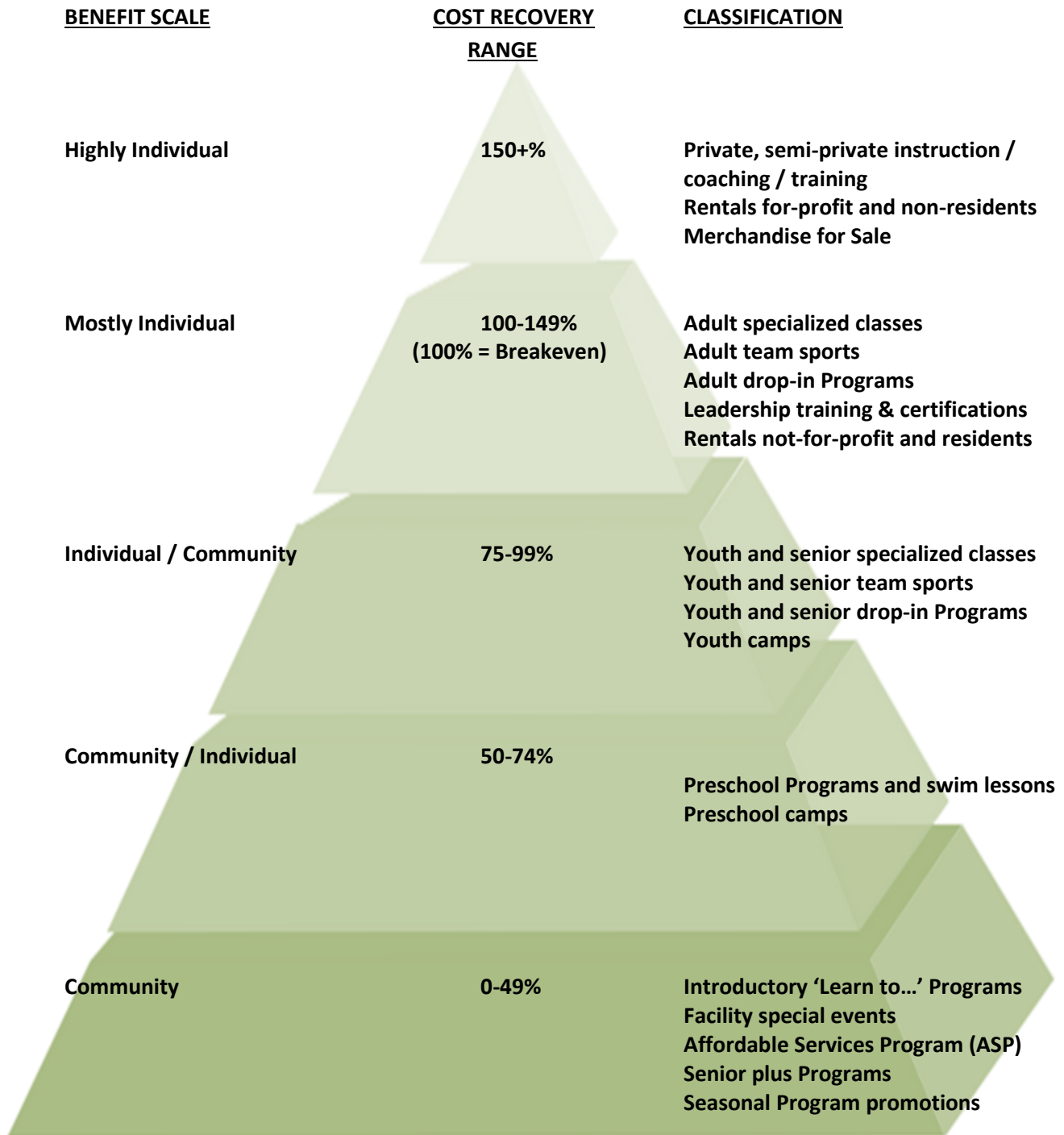
REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	1997-06-24	266-97	Recreation Facility Contribution
Amended	1998-06-16	289-98	
Amended	1999-05-04	207-99	
Amended	1999-11-02	445-99	
Amended	2003-02-18	88-2003	
Amended	2007-09-05	414-2007	
Repealed	2012-06-05	233-2012	
Approved	2012-06-05	233-2012	Recreation Services User Fee & Rental Rate REC-002
Repealed	2020-03-03	59-2020	
Approved	2015-11-17	292-2015	Recreation Services Operating REC-003
Repealed	2020-03-03	59-2020	
Approved	2020-03-03	59-2020	Recreation Services REC-004
Amended	2025-05-06	XXX-2025	Formatting and housekeeping revisions.

Policy approved by: _____

Policy approved by: _____

Schedule A - Cost Recovery Pyramid



Policy approved by: _____



Council Policy

Policy Title: Recreation Services

Policy Number: REC-004

Effective Date: March 3, 2020

POLICY STATEMENT

1. The Town of Canmore recognizes the importance of recreation, health and wellness, sport, and educational experiences as a strong contributor to the quality of life of residents and visitors. The Town also recognizes the value of fiscally responsible operations and service delivery that has a strong emphasis on collaborative partnerships with interest stakeholders from the private and not-for-profit sectors.

PURPOSE

2. This policy sets out:
 - a) The vision, mission, and operating principles which guide Recreation Services in the provision of facilities, programs and activities;
 - b) A commitment to stake interest holder engagement to ensure that facilities, programs, and activities respond to the needs of the entire community; and
 - c) A cost recovery framework.

VISION

3. Canmore embraces and proactively uses recreation as an essential means for enhancing the wellbeing of individuals, community, and our natural and built environments.

MISSION

4. Foster the health and wellbeing of residents.
5. Build community health and wellness, spirit, and culture.
6. Deliver healthy environments as a core public good.
7. Encourage participation by operating within an inclusive and sustainable business model founded on service excellence and community conscience.
8. Operate in a manner that recognizes the importance of ~~private fitness providers and is sensitive to their challenges complementing services offered by the private and not-for-profit sectors.~~

DEFINITIONS

9. **Recreation:** The experience that results from freely chosen participation in physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community wellbeing.
10. **Public Recreation:** The provision of recreation services by governments and non-governmental groups and organizations for the benefit of individuals and communities.

Policy approved by: _____

11. **Activity:** Inclusive public access to a recreation venue which may require the payment of a fee and subject to varying levels of supervision.
12. **Facility:** Town owned and operated recreation venues, the allocation of which is governed by Recreation Services, although the development, maintenance, and some aspects of operation may be provided by Facilities or Public Works. Rental fees may be charged for the exclusive use of venues.
13. **Program:** A coordinated instructor-led opportunity for a recreation experience to occur and used to describe a variety of different operations provided by the Town of Canmore.
14. **StakeInterest holder:** For-profit and not-for-profit organizations or individuals who work collectively to enhance individual and community wellbeing through recreation.
15. **Direct Operating Costs:** Expenses related directly to the provision of recreation programs and services. For the purposes of this policy, direct operating costs include:
 - a) All program instructional costs.
 - b) The rental cost of non-town facilities. If the program is provided in a Town facility then a portion of the overhead cost is applied.
 - c) Cost of all equipment and supplies.
 - d) A portion of overhead costs (administration wages, advertising, insurance, software licensing and other overhead to implement the program).

OPERATING PRINCIPLES

16. **Service Excellence**
 - a) Provide high quality facilities, programs, and activities delivered by qualified staff and/or contractors.
 - b) Operate recreation facilities in an efficient and responsible manner on behalf of the community.
 - c) Customer service is proactive, attentive, and reactive to customer needs.
 - d) Safety is our number one priority.
17. **Engagement and Inclusion**
 - a) Increase participation through high quality innovative programming which encourages all residents to pursue their passions and be more active.
 - b) Increase inclusion and access to recreation for populations that face constraints to participation.
 - c) Connect residents more positively to their communities of interest to enhance their sense of belonging.
 - d) Partner with stake interest holders to maximize the opportunities available to encourage participation.
 - e) Maintain clear, proactive lines of communication and engagement with the private and non-profit organizations that provide similar services. ~~private fitness providers.~~
 - f) Recognizing that there is a continuum of services and the importance of allowing space for private fitness providers to succeed. This allows inclusion within the fitness landscape and provides a richer environment for Canmore citizens to choose from.
18. **Fiscal Responsibility**

Policy approved by: _____

- a) Highest individual and community benefit within a financial framework.
- b) Success measured on total participation, operating surplus/deficit and indirectly through service outcomes.
- c) Operates on an operating break-even basis with annual revenues sufficient to recover all direct Recreation Services Department operating costs.
- d) Recover a range of 60 percent to 70 percent of the costs directly attributable to operations including those incurred by Recreation Services and Facilities, but excluding any allocation of overhead costs associated with contributions from other Town departments such as HR, IT, Finance, and Communications.

19. Partnerships and Collaboration

- a) Recreation relies on and nurtures partnerships and collaboration among:
 - i) Public, not-for-profit, and private providers of recreation and parks experiences.
 - ii) Multiple sectors and disciplines that influence wellbeing and share common goals, e.g. health, tourism, education, arts and culture, and nature conservation.
 - iii) People who care about and influence the wellbeing of individuals, families, communities and our natural and built environments, including parents and other family members, elected officials, recreation staff, early childhood educators, caregivers, teachers, school boards, fitness industry members, coaches and volunteer leaders in community programs.

USER PARTICIPATION AND COST RECOVERY

20. Accessibility

The Town of Canmore will optimize community participation in public recreation facilities, programs and services in order to encourage improved community health and wellness.

21. Inclusivity

The Town of Canmore will reduce barriers that restrict segments of the community from participating in or accessing public recreation, facilities, programs and services.

22. Fiscal Responsibility

The Town of Canmore understands the capital and operational costs associated with individual facilities, programs and, services. The Town will develop and operate Recreation facilities and manage Recreation programs and services in a sustainable, effective, and efficient manner.

23. Rate Discount for Target Demographics

As outlined in the Cost Recovery Pyramid (Diagram A) The Town of Canmore will provide various levels of discounted rates to specific demographics to reduce barriers to participation.

Recreation Services will use marketing to promote recreation facilities, programs and activities, to foster resident health and wellness, and generate operating revenues to reduce the amount of tax supported operating subsidy required to operate.

24. Affordability

The Town of Canmore will ensure that fees for facilities, programs, and services are reasonable in comparison to similar facilities in other municipalities, not unduly competitive with the private

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sector, aligned with the Town's goals for social inclusion and appropriate to Recreation Services' cost recovery targets.

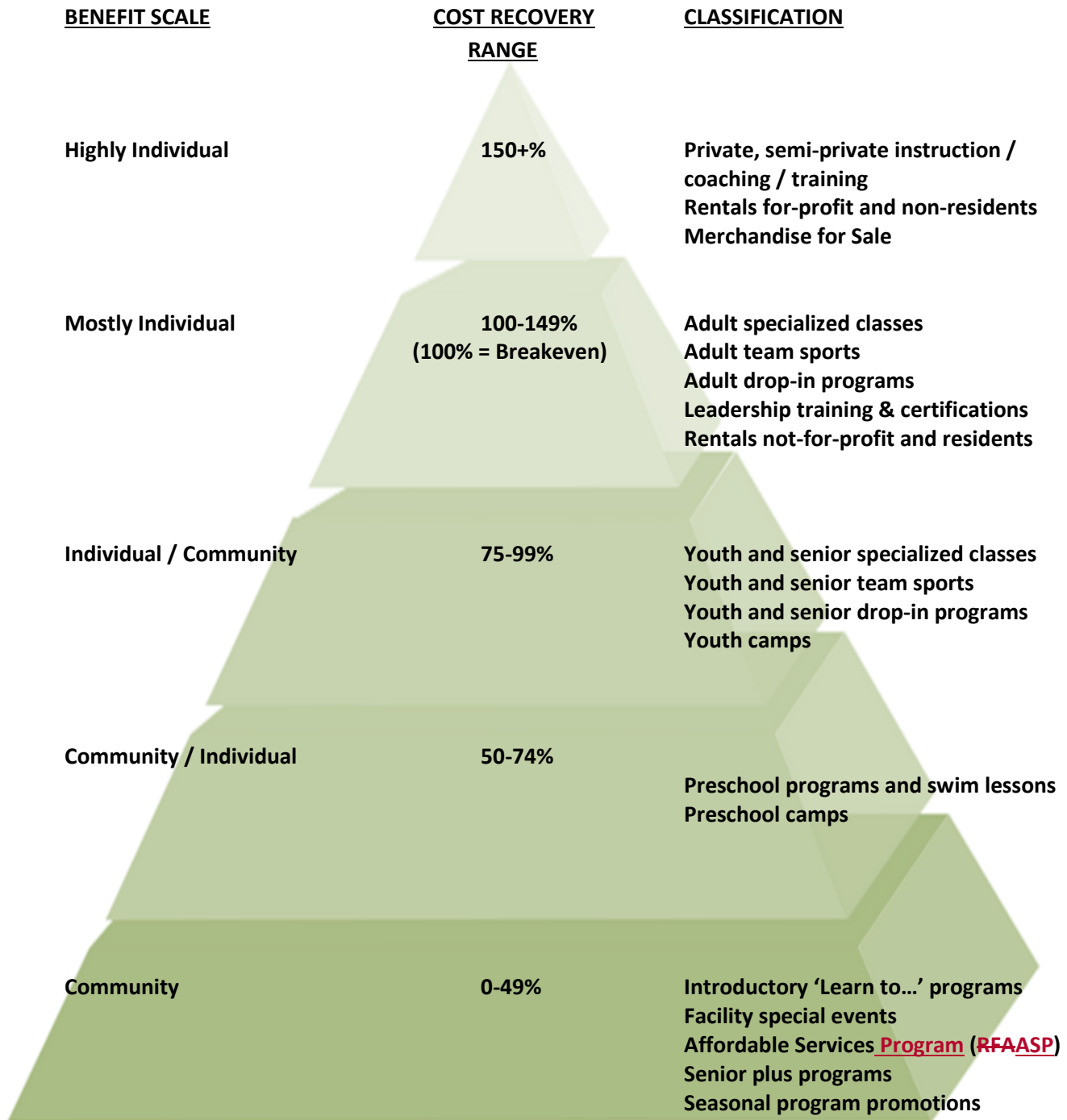
25. **Cost Recovery Framework**

This framework provides a methodology for determining the appropriate percent of cost recovery required by the Town for recreation service delivery. The framework supports the notion that the use of tax revenue is appropriate to subsidize services that have the most community wide benefit, while higher user fees are appropriate for services which have higher individual benefit.

This framework is based on a continuum that considers the community wide benefit and individual benefit of a program or activity. The following pyramid depicts the recreation service classification, where the benefit of each service is considered, as well as the cost recovery level expected in order to offset the direct operating costs.

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Cost Recovery Pyramid



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POLICY DIRECTIVES

26. 2016 Recreation Master Plan

- a) The Town of Canmore Recreation Master Plan (RMP) guides decision-making and efforts related to recreation spaces and services, ultimately enhancing the value of recreation in the Bow Valley. The RMP outlines a philosophical foundation for investment in recreation. This foundation includes three overarching goals and 18 intended service outcomes that articulate why recreation is in fact a social good worthy of sustained and enhanced focus and effort.
- b) Goals:
 - i) The Town uses Recreation Services to foster the health and wellbeing of its citizens.
 - ii) The Town will use Recreation Services as a vehicle to build community health and wellness, spirit and culture.
 - iii) The Town will deliver healthy environments as a core public good.
- c) The RMP also provides a Recreation Amenity Strategy, to guide current and future resource allocation.

27. ~~Stake~~Interest holder Engagement

- a) Recreation Services is committed to ~~stake~~interest holder engagement and a collaborative approach to providing community recreation. Services and programs are designed and delivered, with the recognition of ~~stake~~interest holders in the community and thoughtful planning which considers the continuum of recreation services provided in the community by all ~~stake~~interest holders.

RESPONSIBILITIES

28. Recreation Services will:

- a) Provide and maintain recreation programs and facilities for use by the general public;
- b) Provide trained and qualified personnel for supervision and instruction of recreation programs;
- c) Welcome public input into the planning, delivery and evaluation of recreation programs and facilities;
- d) Provide access for all residents to participate in programs and to optimize use of recreation facilities; and
- e) Establish pricing and provide reporting in accordance with the requirements of the policy.

POLICY REVIEW

- 29. This policy will be reviewed at least once in every term of Council.
- ~~29. This policy will be reviewed by Council every 4 years.~~

RELATED DOCUMENTS

- 30. Facility Allocation Policy
- 31. 2016 Recreation Master Plan
- 32. Town of Canmore Strategic Plan

~~TRANSITION~~ REPEALS POLICY

- 33. Recreation Services Operating Policy REC-0032 is hereby repealed.
- 34. Recreation Services User Fee and Rental Rate Policy REC-0023 is hereby repealed.

Policy approved by: _____

AUTHORIZATION:

~~John Borrowman~~ Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

~~Recreation Services Policy REC-004 Approved March 3, 2020:~~

- ~~Repeals:~~ ~~Recreation Services Operating Policy REC-002~~
- ~~Repeals:~~ ~~Recreation Services User Fee and Rental Rate Policy REC-003~~

<u>Action</u>	<u>Date</u>	<u>Council Motion</u>	<u>Notes</u>
<u>Approved</u>	<u>1997-06-24</u>	<u>266-97</u>	<u>Recreation Facility Contribution</u>
<u>Amended</u>	<u>1998-06-16</u>	<u>289-98</u>	
<u>Amended</u>	<u>1999-05-04</u>	<u>207-99</u>	
<u>Amended</u>	<u>1999-11-02</u>	<u>445-99</u>	
<u>Amended</u>	<u>2003-02-18</u>	<u>88-2003</u>	
<u>Amended</u>	<u>2007-09-05</u>	<u>414-2007</u>	
<u>Repealed</u>	<u>2012-06-05</u>	<u>233-2012</u>	
<u>Approved</u>	<u>2012-06-05</u>	<u>233-2012</u>	<u>Recreation Services User Fee & Rental Rate REC-002</u>
<u>Repealed</u>	<u>2020-03-03</u>	<u>59-2020</u>	
<u>Approved</u>	<u>2015-11-17</u>	<u>292-2015</u>	<u>Recreation Services Operating REC-003</u>
<u>Repealed</u>	<u>2020-03-03</u>	<u>59-2020</u>	
<u>Approved</u>	<u>2020-03-03</u>	<u>59-2020</u>	<u>Recreation Services REC-004</u>
<u>Amended</u>	<u>2025-05-06</u>	<u>XXX-2025</u>	<u>Formatting and housekeeping revisions.</u>

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