



## **TOWN OF CANMORE**

### **AGENDA**

Regular Meeting of Council

Council Chamber at the Civic Centre, 902 – 7 Avenue

**Tuesday, June 3, 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 June 3, 2025 Regular Meeting of Council**

9:05 – 9:35

**B. PUBLIC HEARINGS**

- 1. Revised Land Use Bylaw Amendment 2025-06 - Moustache Lands Direct Control District**
  - (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

**C. DELEGATIONS – none**

**D. APPROVAL OF MINUTES – none**

**E. BUSINESS ARISING FROM THE MINUTES – none**

**F. UNFINISHED BUSINESS – none**

9:35 – 10:05

**G. BYLAW APPROVAL**

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

Recommendation:

  - 1) That Council give second reading to Revised Land Use Bylaw Amendment 2025-06 – Moustache Lands Direct Control District.
  - 2) That Council give third reading to Revised Land Use Bylaw Amendment 2025-06 – Moustache Lands Direct Control District.

10:05 – 10:20

**Meeting Break**

10:20 – 10:55

**2. Vital Homes Amendments – Council Policy and Revised Land Use Bylaw**

Recommendation:

- 1) That Council give first reading to Revised Land Use Development Bylaw Amendment 2025-22 – Vital Homes.
- 2) That Council schedule a public hearing for Revised Land Use Development Bylaw Amendment 2025-22 – Vital Homes on July 8, 2025.

- 10:55 – 11:15      **3. Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement**  
Recommendation:  
1) That Council give first reading to Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement.  
2) That Council schedule a public hearing for Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement for July 8, 2025.
- 11:15 – 11:30      **4. Manual Ballot Counting**  
Recommendation:  
1) That Council give first reading to Election Manual Ballot Counting Bylaw 2025-20.  
2) That Council give second reading to Election Manual Ballot Counting Bylaw 2025-20.  
3) That Council give leave to go to third reading of Election Manual Ballot Counting Bylaw 2025-20.  
4) That Council give third reading to Election Manual Ballot Counting Bylaw 2025-20.  
5) That Council provide for special ballot registration between August 5, 2025 and noon on Friday, October 17, 2025 and set 7:00 p.m. on election day as the deadline by which a completed special ballot package must be received by the returning officer.
- H. NEW BUSINESS**
- 11:30 – 11:45      **1. Benefits Policy HR-001**  
Recommendation: That Council approve the Benefits Policy HR-001 amended as presented.
- 11:45 – 12:00      **2. Entrance Features in Municipal Right of Way Policy ENG-002**  
Recommendation: That Council approve the Entrance Features in Municipal Rights of Way Policy ENG-002 amended as presented.
- 12:00 – 1:00      **Lunch Break**
- 1:00 – 1:15      **3. Sustainability Screening Policy PD-012 Repeal**  
Recommendation: That Council repeal Sustainability Screening Policy PD-012.
- 1:15 – 1:30      **4. Collection of Fees and Levies Policy PD-001 Repeal**  
Recommendation: That Council repeal Collection of Levies and Fees Policy PD-001.
- 1:30 – 1:45      **5. Sister City Agreement between Sedona, AZ, USA and Canmore, AB, Canada**  
Recommendation: That Canmore Council designate and approve an official “Sister City” status between Sedona, Arizona, USA and Canmore, Alberta, Canada for the Canmore Sedona Sister City Association and move to have it formalized by Mayor Sean Krausert on June 28, 2025, with a signing event to be held in Canmore and streamed to Sedona.

1:45 – 2:00

**6. Forest Resource Improvement Association of Alberta Regional FireSmart Coordinator Funding Grant**

Recommendation: That Council direct administration to apply for the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Regional Coordinator Grant in partnership with MD of Bighorn and Kananaskis Improvement District.

**I. REPORTS FROM ADMINISTRATION – none**

**J. NOTICES OF MOTION – none**

**K. CLOSED SESSION – none**

2:00

**L. ADJOURNMENT**



# Request for Decision

**DATE OF MEETING:** June 3, 2025 **AGENDA #:** G 1

**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 second reading to Revised Land Use Bylaw Amendment 2025-06 – Moustache Lands Direct Control District.

That Council give third reading to Revised Land Use Bylaw Amendment 2025-06 – Moustache Lands Direct Control District.

## EXECUTIVE SUMMARY

Revised Land Use Bylaw Amendment 2025-06 – Moustache Lands Direct Control District received first reading on date and is the subject of a public hearing on June 3, 2025.

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

## ATTACHMENTS

- 1) RFD and attachments from the May 6, 2025 Regular Meeting of Council.

## AUTHORIZATION

Approved by: Sally Caudill  
Chief Administrative Officer

Date May 27, 2025





# 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 7<sup>th</sup>, 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

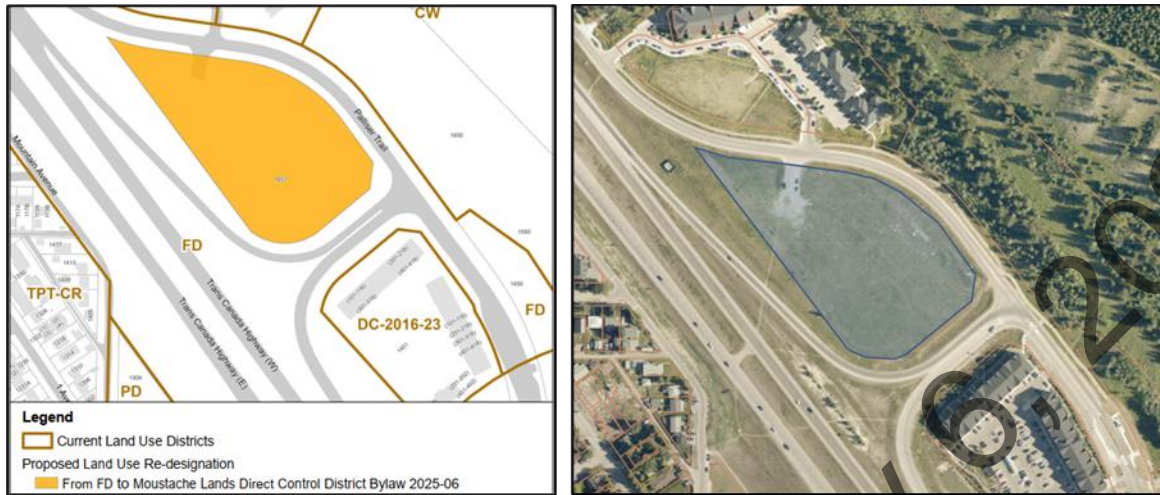


Figure 1: Proposed Land Use Redesignation and Aerial View of Site

### 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**

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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

RFD Submitted May 6, 2025

Bylaw approved by: \_\_\_\_\_

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## 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 m<sup>2</sup>)  
Parking Structure

#### **14.44.5 Regulations**

- 14.44.5.1 The minimum lot area shall be 2,300 m<sup>2</sup>.
- 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 m<sup>2</sup> 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**

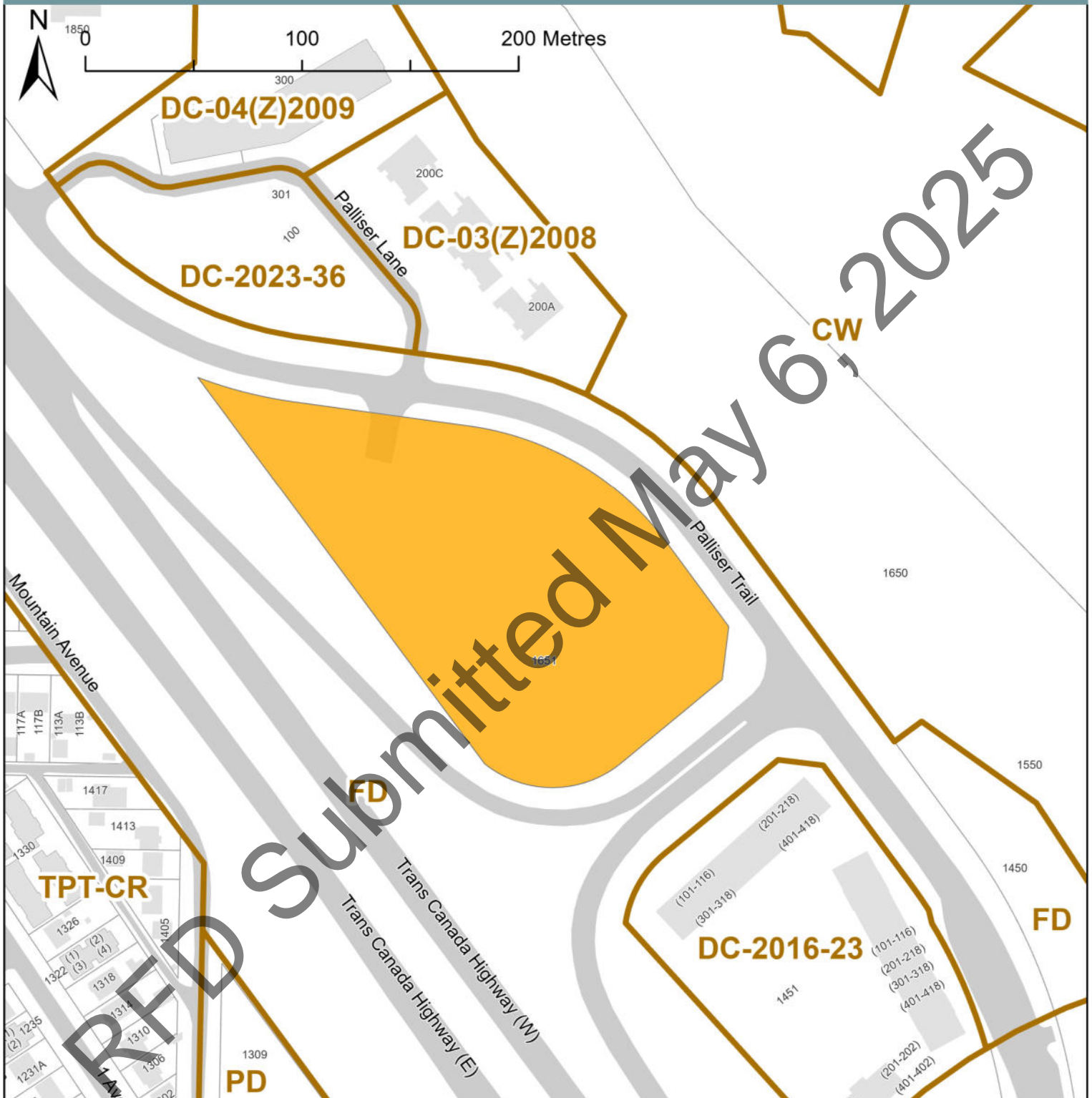
- 14.44.10.1 The Development Authority shall be the Development Officer.
- 14.44.10.2 The provisions of sections 1.13, 1.14, and 1.19 shall apply to this Direct Control District.

#### **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:** June 3, 2025 **AGENDA #:** G 2

**TO:** Council

**SUBJECT:** Vital Homes Amendments - Council Policy and Revised Land Use Bylaw

**SUBMITTED BY:** Whitney Smithers, General Manager of Municipal Infrastructure  
Harry Shnider, Manager of Planning and Development

**RECOMMENDATION:** That Council give first reading to Revised Land Use Development Bylaw Amendment 2025-22 – Vital Homes.

That Council schedule a public hearing for Revised Land Use Development Bylaw Amendment 2025-22 – Vital Homes on July 8, 2025.

## EXECUTIVE SUMMARY

Council's Vital Homes Policy PD-008 outlines a program that provides non-market housing that strives to meet the needs of moderate-income working households in Canmore. Administration is recommending several amendments to the Council's Vital Homes Policy PD-008, and related amendments to Revised Land Use Bylaw 2018-22. Together, the proposed amendments bring clarity and consistency to the policy and the bylaw; move policy-focused clauses from the Land Use Bylaw to the Council Policy; and work to ensure reasonable benefit and flexibility for the Vital Homes program to provide housing stock in the community. Additionally, administration is recommending amendments to the policy that would delete some policy statements that are better addressed in Canmore Community Housing's (CCH) new Vital Homes – Acceptance of Developer Initiated Units Policy ("CCH Policy"), to ensure CCH has authority for policy and decisions best suited to its mandate.

The revised Council policy is included in today's report to support first reading of the Land Use Bylaw amendments.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Council approved the Perpetually Affordable Housing Policy PD-008 on June 2, 2005. The policy was amended on July 6, 2021, and renamed the Vital Homes Policy.

## DISCUSSION

The review of Council's Vital Homes Policy was focused on known challenges with the existing policy – in particular, the extent of Vital Home policy statements that are currently in the Land Use Bylaw but should be in Council policy; relatively low uptake of the use of bonusing provisions for new units; and difficulties related to the process for determining a 'build rate' for Vital Homes units provided by private developers in exchange for more market-rate units as part of the development application process.

The review was structured to achieve six objectives that were developed and refined through consultation with Canmore Community Housing (CCH) and Bow Valley Builders and Developers Association (BOWDA) representatives. The objectives, and the rationale for each, are as follows:

1. *Put policy in the policy (ie not in the land use bylaw)*

Currently, Section 12 of the Town's Land Use Bylaw (LUB) contains some policy statements that should reside in policy, not the LUB. Further, some policy statements more appropriately belong in CCH-owned policy, as those policy statements relate to CCH parameters related to unit size and type, and purchase agreements. This policy review presented an opportunity to move policy statements out of the LUB, and into policies of the most suitable organization.

2. *Give authority to the most suitable decision maker*

Linked to the above, the current Council policy gives decision making for interior unit specifications, and for setting a build rate (which is used by CCH and developers when negotiating 'bonus units'), to Town administration. As the Town does not typically build residential developments, it's challenging to exercise this authority when, for example, data from quantity surveyors is being challenged. The policy review recommends moving decisions on establishing build rates to CCH. As the Town's housing provider, CCH has considerable experience and knowledge of build rates and residential construction costs and is better suited to be the decision maker.

3. *Ensure reasonable benefit and flexibility for the Vital Homes program*

In practice, the current LUB clauses relating to Vital Homes allow for flexibility in determination of the size and type of Vital Homes units. This helps ensure that provision of new Vital Homes units aligns with demand, so it was important to capture this approach in the policy revision.

4. *Ensure reasonable bonusing pricing structure for CCH and industry*

Bonusing provisions in the LUB are the regulatory tool to incentivize private sector contributions to the Vital Homes inventory. The pricing or 'bonus' available to developers should be set at a level that ensures uptake of the bonusing provisions. The structure of the bonusing system should also consider alternative methods of contributing to the Vital Homes program – for example, with cash-in-lieu payments. The objective is to incentivize provision of units with mechanisms that work for both CCH and industry.

5. *Develop standardized, clear/transparent process and agreements with CCH*

The process and related agreements that enable private developers to provide Vital Homes units should be consistently applied and easy to understand. BOWDA representatives suggested that policy updates were an opportunity to improve clarity of the process and documentation. By making improvements to clarity and consistency, it would be easier for private developers to use the bonusing provisions that are available.

6. *Consider additional incentives for industry (not just bonusing)*

The BOWDA representatives also requested that additional incentives, particularly cash-in-lieu of provision of Vital Homes units, be considered in the policy review. The opportunity to use cash-in-lieu as

an option was considered beneficial for both private developers and for CCH and was agreed to be a useful mechanism for supporting the development of more Vital Homes units.

The review of Section 12 of the LUB, and of the Council Vital Homes Policy, was guided by the above considerations.

An additional topic that garnered considerable discussion at the interest holder meetings was the naming of ‘vital homes’ and ‘perpetually affordable housing’. Currently, while the Council policy speaks to vital homes, the LUB continues to refer to the older nomenclature of perpetually affordable housing. The interest holder discussion was robust and benefited from the inclusion of a number of former CCH board members. Concern was voiced regarding ‘Vital Homes’ as a title not clearly conveying the purpose or intent of the housing units provided through the policy. It was further noted that ‘Perpetually Affordable Housing’ was intentionally chosen originally, to acknowledge the importance of housing provided through this policy being affordable in perpetuity. Where participants were generally able to reach consensus was in distinguishing between “Vital Homes” as a program brand, and “Perpetually Affordable Housing” as a specific type of housing unit. Accordingly, there was general support for continuing the reference to Perpetually Affordable Housing in the LUB, and including a definition in the Vital Homes Policy to acknowledge that “Vital Home(s)” means Perpetually Affordable Housing (PAH) as defined in the Land Use Bylaw.

#### Land Use Bylaw Amendments

A red-lined document showing proposed amendment to the LUB, including current bylaw clauses that are recommended for inclusion in the Council Vital Homes Policy or for referral to the CCH Policy, is provided as Attachment 2. The document is organized into three parts: proposed amendments to the LUB, proposed transfer of current LUB statements to the Council Vital Homes Policy, and proposed transfer of current LUB statements to the CCH Policy. To assist in describing changes specific to the land use bylaw amendment in front of Council, Attachment 3 is a typical redline focusing just on content changes to the LUB.

Notable amendments to the LUB include:

- Renaming Section 12 from “Density Bonus Regulations” to “Perpetually Affordable Housing Regulations”. This Section is specifically focused on PAH, and renaming it as such adds clarity.
- Introducing provision for cash-in-lieu of units
- Proposing one consistent definition of PAH (as it had different definitions in Section 12 and Section 13), to be included with all definitions in Section 13.
- Acknowledging some area structure/redevelopment plans specify unique bonusing ratios, and giving those plans precedence.
- Reorganized the Section for readability.

The amending bylaw for the proposed changes to the LUB is included as Attachment 1.

#### Council Policy

One significant proposed amendment to the Council Policy is the inclusion of policy statements related to the application of bonusing provisions contained in the LUB. A “Bonus Unit Guidelines” section has been added to the Council policy. This new section predominantly draws from the policy statements that were previously included in the LUB. Proposed edits to those statements can be found in part 2 of Attachment 2.

Another significant amendment to the policy is a shift in approach and decision-making authority for the determination of a build price rate for Vital Homes units provided through the bonusing provisions. Firstly, the review of the build price guidelines was separated from the review of the interior specification guidelines. It was agreed that while review of the interior specifications can be done intermittently, build price is highly variable and dynamic, and can easily be out of date within months of setting the rate. A more fluid approach is needed to setting the rate. This approach is described in the CCH Policy, discussed below.

Additionally, it is proposed that the Council policy be amended to delegate the establishment of the build price rate to CCH. As the Town's housing provider, CCH is experienced in the residential housing development industry and brings more direct experience to discussion on build price than the Town is able to offer. The proposed amendment to Council policy in this regard requires that CCH establishes a policy to specify how the build rate will be set – both in terms of design standards and process.

A clean version of the revised Policy is included as Attachment 4. A red-lined version of the Council Vital Homes Policy PD-008 is included as Attachment 5. The clean version is provided for information in this Council agenda. The same version will be brought forward for approval at third reading of the related LUB amendment on July 8<sup>th</sup>.

#### CCH Vital Homes – Acceptance of Developer Initiated Units Policy

The new CCH Policy describes the process for CCH accepting Vital Homes units acquired through the bonusing provisions of the LUB. The CCH Policy includes provisions for setting a build price rate according to general building typologies. It outlines a consistent procedure to guide the transaction between a developer and CCH. It also provides a framework for consideration of acceptance of cash payment under the bonusing provisions of the LUB. The CCH Policy draws in part from policy statements that were previously included in the LUB. Proposed edits to those statements can be found in part 3 of Attachment 2.

The CCH Vital Homes – Acceptance of Developer Initiated Units Policy is scheduled to be presented to the CCH Board of Directors for approval on June 12. An approved version will be attached to the July 8<sup>th</sup> Council report, for information.

#### Potential Future Updates

Some of the discussion on the policy update brought up opportunities for future work. While the current review and proposed amendments contained in this Council report mark an evolution of the Vital Homes policy framework, further changes would continue to improve upon the work before Council today.

Some of these changes are best addressed in the upcoming LUB rewrite. Specifically, this could include:

- Revisiting the bonusing ratios contained in the LUB. While changing the ratio of market/PAH units used for bonusing may result in more uptake for PAH units, it could also be that the new approach to the build price could make the current bonusing ratio more viable. Considering the bonusing ratio as part of the LUB review provides some time to assess the impact of the new approach to the build price rate.
- The reference in the LUB to 'fair benefit to the community' is too subjective to work as a rule in the bylaw. It is noted there are other sections of the LUB that speak to benefit to the community as well. The LUB rewrite presents an opportunity to replace such statements with clearer, more measurable metrics.
- Basing residential densities on a units per acre methodology may work against an incentive rooted in providing additional units. This is best considered in the broader context of the LUB rewrite.



The interest holders also talked about opportunities for future upgrades to the policy. These include a ‘roadmap’ for newer applicants who may not be familiar with the Vital Homes program, potential for a reduction in securities for vital homes developments, and staging of levy payments in a manner that could facilitate or encourage Vital Homes development. While the scope of the current policy update did not consider these specific suggestions, administration is open to considering them in a future iteration of the policy.

#### **ANALYSIS OF ALTERNATIVES**

N/A

#### **FINANCIAL IMPACTS**

N/A

#### **INTEREST HOLDER ENGAGEMENT**

Administration held six meetings with representatives of CCH and BOWDA to discuss all aspects of the proposed Council policy and bylaw amendments. Administration also participated in the development of the CCH policy. Interest holder meetings were structured as follows:

*Meeting 1: November 28, 2024*

Purpose: share scope of review; share process for conducting the review

*Meeting 2: January 23, 2025*

Purpose: share proposal and get feedback on delineating bylaw vs policy content

*Meeting 3: February 27*

Purpose: Discussion on proposed changes to Council policy; process for determining specifications, build rate, and cash in lieu; incentives for providing vital homes

*Meeting 4: March 27*

Purpose: Recap suggested LUB and Council policy changes; discussion on proposed CCH Policy

*Meeting 5: April 17*

Purpose: Review proposed ToC Vital Homes policy and bylaw changes; review CCH build rate data

*Meeting 6: May 1*

Purpose: Review draft CCH Policy

CCH held an additional meeting with the group on May 12, for a final review of the CCH Policy.

At each meeting held by the Town, draft bylaws and policies were shared on-screen, and changes to the drafts were co-created by participants and captured real-time in the documents. These documents were then shared with participants after each meeting for review.

#### **ATTACHMENTS**

- 1) Revised Land Use Bylaw Amendment 2025-22 – Vital Homes
- 2) Revised Land Use Bylaw 2018-22 – Simple Redline Excerpt
- 3) Revised Land Use Bylaw 2018-22 – Redline Excerpt and Policy Transfer
- 4) Vital Homes Policy PD-008 – Clean (For Information)
- 5) Vital Homes Policy PD-008 – Redline (For Information)

**AUTHORIZATION**

Submitted by:	Harry Shnider Manager, Planning and Development	Date	<u>May 16, 2025</u>
Submitted by:	Whitney Smithers General Manager, Municipal Infrastructure	Date:	<u>May 21, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>May 27, 2025</u>

**BYLAW 2025-22**

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

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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 2025-22 – Vital Homes.”

**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 12 is amended by:
  - a) striking out “Density Bonus” and substituting “Perpetually Affordable Housing”.
  - b) adding “(PAH)” after “Perpetually Affordable Housing”.
  - c) striking out “Guiding Principles”
  - d) striking out “developer/builder” and substituting “applicant”.
  - e) striking out “The ratios outlined in this section and the number of units that result are intended to be reviewed from time to time to ensure this section is functioning as intended. PAH units should be physically constructed on-site or provided off-site. Cash in lieu contributions shall not be accepted as part of this section. The Town’s Planning and Development Department shall consult with the development industry and the Canmore Community Housing Corporation (CCHC) on both the review and implementation of this section. Goal. To provide up to 10 PAH units annually associated with new developments. This number will be revisited annually and will be affected by demand and rates of development.”
- 5 Section 12.1 is repealed.
- 6 Section 12.2 is amended by:
  - a) repealing Section 12.2.0.4, Section 12.2.0.8, Section 12.2.0.11, and Sections 12.2.0.14 – 12.2.0.25
  - b) inserting “General Requirements”, “Density Bonusing Ratios”, “Off-Site PAH Unit Requirements”, and “Variance Power of the Development Authority” in accordance with Schedule A.



c) renumbering and reordering the subsequent subsections in accordance with Schedule A.

- 7 Section 13 is amended by striking out the definitions of “PAH (Perpetually Affordable Housing)” and “PAH” and substituting “PAH (Perpetually Affordable Housing) refers to both equity and rental housing units administered by an organization authorized by the Town through a funding, agency or other agreement, that through a variety of restrictions such as those imposed through a restrictive covenant, option to purchase, a land lease, or other document, is removed from the influence of the open real estate market. PAH units are not offered at market rates when ownership or tenancy changes but remain at levels lower than the market would dictate. This means PAH units are controlled in such a way to make them perpetually affordable over a long period of time, or in perpetuity.”

#### **ENACTMENT/TRANSITION**

- 8 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.
- 9 Schedule A forms part of this bylaw.
- 10 This bylaw comes into force on the date it is passed.

FIRST READING:

PUBLIC HEARING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

\_\_\_\_\_  
Sean Krausert  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cheryl Hyde  
Manager, Municipal Clerk's Office

\_\_\_\_\_  
Date

Bylaw approved by: \_\_\_\_\_

Page 2 of 4

## **Schedule A**

### **SECTION 12 PERPETUALLY AFFORDABLE HOUSING ~~DENSITY BONUS~~ REGULATIONS**

#### **Purpose**

To increase the number of Perpetually Affordable Housing (PAH) units constructed and available within comprehensive developments, primarily in new areas of town.

The provision of PAH units is optional and voluntary; the provision of PAH units under this section shall be at the option of the applicant.

#### **12.2 REGULATIONS**

##### **General Requirements**

- 12.2.0.1 A confirmation of agreement between the developer and the housing provider must be in place regarding the terms and conditions of the transfer of the PAH units as a condition of approval of a Development Permit.

##### **Density Bonusing Ratios**

- 12.2.0.2 Unless specified otherwise in an area structure or redevelopment plan encompassing the site, for each PAH unit provided on-site, there will be three (3) bonus/additional market units permitted on the site.
- 12.2.0.3 Unless specified otherwise in an area structure or redevelopment plan encompassing the site, for each PAH unit provided off-site, there will be two (2) bonus/additional market units permitted on the site.
- 12.2.0.4 The Development Authority may accept a different ratio where the applicant can demonstrate that the “bonus” is resulting in a fair benefit to the community through provision of PAH housing.
- 12.2.0.5 Both the PAH units and the additional units constructed as part of the “density bonus” or variance shall be in addition to the total allowed density or unit restrictions contained in the Land Use Bylaw.

##### **Off-Site PAH Unit Requirements**

- 12.2.0.6 PAH units may be provided off-site from the development they are associated with.
- 12.2.0.7 Off-site PAH units may not be purchased in existing Employee Housing developments.

### **Variance Powers of the Development Authority**

- 12.2.0.8 The Canmore Planning Commission may approve variances beyond those allowed for in Subsection 1.14 when an applicant proposes to provide PAH units in accordance with this Bylaw.
- 12.2.0.9 The maximum variance granted shall be up to 30% when granted by the Canmore Planning Commission.

### **SECTION 13 DEFINITIONS**

**PAH (Perpetually Affordable Housing)** refers to both equity and rental housing units administered by an organization authorized by the Town through a funding, agency or other agreement, that through a variety of restrictions such as those imposed through a restrictive covenant, option to purchase, a land lease, or other document, is removed from the influence of the open real estate market. PAH units are not offered at market rates when ownership or tenancy changes, but remain at levels lower than the market would dictate. This means PAH units are controlled in such a way to make them perpetually affordable over a long period of time, or in perpetuity.

## **SECTION 12 ~~PERPETUALLY AFFORDABLE HOUSING DENSITY BONUS~~ REGULATIONS**

### **Purpose**

To increase the number of Perpetually Affordable Housing (PAH) units constructed and available within comprehensive developments, primarily in new areas of town.

### **Guiding Principles**

The provision of PAH units is optional and voluntary; the provision of PAH units under this section shall be at the option of the ~~applicant. developer/builder.~~

~~The ratios outlined in this section and the number of units that result are intended to be reviewed from time to time to ensure this section is functioning as intended.~~

~~PAH units should be physically constructed on-site or provided off-site. Cash-in-lieu contributions shall not be accepted as part of this section.~~

~~The Town's Planning and Development Department shall consult with the development industry and the Canmore Community Housing Corporation (CCHC) on both the review and implementation of this section.~~

### **Goal**

~~To provide up to 10 PAH units annually associated with new developments. This number will be revisited annually and will be affected by demand and rates of development.~~

## **12.1 — DEFINITIONS**

~~CCHC~~ refers to the Canmore Community Housing Corporation.

~~GMI~~ refers to Canmore Median income (see 12.2.0.24).

~~**Disclosure Agreement** means all the documents required by law that are to be provided by the Vendor to allow for full disclosure of all aspects related to the sale. These may include floor plans, building specifications, unit interior specifications, condo bylaws, condo fees, common areas, parking, sales agreements etc.~~

~~**PAH Reserve Fund** is an account established by the Town of Canmore through the PAH Policy that currently receives all monies to be used for the specific and sole purpose of developing equity or rental PAH projects or facilitating any aspect of constructing, producing or delivering PAH units.~~

~~**PAH Unit** refers to a range of housing types that shall be maintained as a Canmore resident's permanent primary residence, available to eligible persons at below market purchase prices and rental rates. Details on the current definition shall be consistent with the definition included in the Perpetually Affordable Housing Policy.~~

## 12.2 REGULATIONS

### General Requirements

~~12.2.0.3 PAH units are to be made available to housing providers consistent with the terms and policies of the Perpetually Affordable Housing Policy.~~

~~12.2.0.4 The Developer, CCHC and the Town shall work collaboratively early in the design phase of the project to ensure the type and size of units are appropriate and consistent with current demand and need for PAH.~~

12.2.0.1 ~~12.2.0.5~~ A confirmation of agreement between the developer and the ~~Town (or housing provider its nominee)~~ must be in place regarding the terms and conditions of the transfer of the PAH units as a condition of approval of a Development Permit, ~~and the agreement shall be submitted to Council for approval.~~

### Density Bonusing Ratios

12.2.0.2 ~~12.2.0.9~~ Unless specified otherwise in an area structure or redevelopment plan encompassing the site, for each PAH unit provided on-site, there will be three (3) bonus/additional market units permitted on the site.

12.2.0.3 ~~12.2.0.13~~ Unless specified otherwise in an area structure or redevelopment plan encompassing the site, for each PAH unit provided off-site, there will be two (2) bonus/additional market units permitted on the site.

12.2.0.4 ~~12.2.0.10~~ The Development Authority may accept a different ratio where the applicant can demonstrate that the “bonus” is resulting in a fair benefit to the community through provision of PAH housing.

12.2.0.5 ~~12.2.0.6~~ Both the PAH units and the additional units constructed as part of the “density bonus” or variance shall be in addition to the total allowed density or ~~any~~ unit restrictions contained in the Land Use Bylaw.

### Off-Site PAH Unit Requirements

12.2.0.6 ~~12.2.0.7~~ PAH units may be provided off-site from the development they are associated with.

~~12.2.0.8 Any off-site units shall be to the satisfaction of the Town and in consultation and collaboration with CCHC.~~

~~12.2.0.11 PAH units provided or constructed off-site shall be of an age, type and quality deemed suitable to the Development Authority, in consultation and collaboration with CCHC, and reasonably equivalent in size and type (not cost) to those that would be provided on-site.~~

12.2.0.7 ~~12.2.0.12~~ Off-site PAH units may not be purchased in existing Employee Housing developments ~~as of the date of approval of this section.~~

~~12.2.0.14 PAH units shall be made available concurrently with the construction of the bonus market units. When market bonus units are occupied, then the PAH units shall be concurrently available for occupancy.~~

~~12.2.0.15 CCHC or the Town will commit to purchasing a PAH unit within a reasonable time to provide the Developer with assurances about the type of unit to be constructed.~~

- ~~12.2.0.16 CCHC or the Town shall exercise their right to purchase a PAH unit, by way of an unconditional sales agreement, within six months of the disclosure documents being available, or three months after the Building Permit has been issued, whichever is later.~~
- ~~12.2.0.17 CCHC shall be responsible for finding eligible PAH buyers and renters.~~
- ~~12.2.0.18 CCHC shall be responsible for the sale of the PAH unit unless the Developer, CCHC and the Town mutually agree otherwise.~~
- ~~12.2.0.19 Should CCHC not be able to locate a purchaser by the time specified above, CCHC and the Developer shall come to a lease agreement regarding the interim occupancy of the unit until such time as a purchaser can be found.~~
- ~~12.2.0.20 Should CCHC choose not to acquire the PAH unit, and Council also determines that it does not want to acquire the unit under the terms of the agreement described in Subsection 12.2.0.5, the unit may be sold as a market unit by the Developer, to a purchaser at arms length from the Developer and CCHC staff and directors and at a fair market value price.~~
- ~~12.2.0.21 The net difference between the unit market sale price and the PAH price shall be divided between the Developer (33%) and the Town (66%), with the proceeds to the Town to be deposited in the PAH Reserve Fund. This amount shall be payable when payment is received by the Developer from the purchaser through an Assignment of Proceeds Agreement.~~
- ~~12.2.0.22 The Planning and Development Department will expedite the processing of applications submitted with a request for variances under this section.~~
- ~~12.2.0.23 Variances for infill developments in existing developed residential areas, require additional public consultation, through a Land Use Bylaw amendment or Area Redevelopment Plan process, to evaluate the possible impact(s) and their potential mitigation.~~
- ~~12.2.0.24 When PAH units are proposed in condominium projects, the cost of condominium fees are to be considered in the calculation of purchase costs in relation to CMI.~~
- ~~12.2.0.25 Condominium disclosure documents may be required to indicate lower condominium fees being assessed to PAH units.~~

### **Variance Powers of the Development Authority**

- 12.2.0.8 ~~12.2.0.1~~ The Canmore Planning Commission may approve variances beyond those allowed for in Subsection 1.14 when an applicant proposes to provide PAH units in accordance with this Bylaw.
- 12.2.0.9 ~~12.2.0.2~~ The maximum variance granted shall be up to 30% when granted by the Canmore Planning Commission.

## SECTION 13 DEFINITIONS

**PAH (Perpetually Affordable Housing)** NOTE: The following description is for information purposes only. For a current definition of PAH contact the Canmore Community Housing Corporation (CCHC):

PAH refers to both equity and rental housing units that, through a variety of restrictions such as those imposed through a restrictive covenant, option to purchase, a land lease, or other document, is removed from the influence of the open real estate market. PAH units are not offered at market rates when ownership or tenancy changes, but remain at levels lower than the market would dictate. This means PAH units are controlled in such a way to make them perpetually affordable over a long period of time, or in perpetuity.

**PAH (Perpetually Affordable Housing)** refers to both equity and rental housing units administered by an organization authorized by the Town through a funding, agency or other agreement, that through a variety of restrictions such as those imposed through a restrictive covenant, option to purchase, a land lease, or other document, is removed from the influence of the open real estate market. PAH units are not offered at market rates when ownership or tenancy changes, but remain at levels lower than the market would dictate. This means PAH units are controlled in such a way to make them perpetually affordable over a long period of time, or in perpetuity.

## Part 1: PROPOSED LAND USE BYLAW AMENDMENTS

# SECTION 12 PERPETUALLY AFFORDABLE HOUSING ~~DENSITY BONUS~~ REGULATIONS

### Purpose

To increase the number of Perpetually Affordable Housing (PAH) units constructed and available within comprehensive developments, primarily in new areas of town.

### Guiding Principles

The provision of PAH units is optional and voluntary; the provision of PAH units under this section shall be at the option of the ~~applicant developer / builder~~.

~~The ratios outlined in this section and the number of units that result are intended to be reviewed from time to time to ensure this section is functioning as intended.~~

~~PAH units should be physically constructed on-site or provided off-site. Cash in lieu contributions shall not be accepted as part of this section.~~

~~The Town's Planning and Development Department shall consult with the development industry and the Canmore Community Housing Corporation (CCHC) on both the review and implementation of this section.~~

### Goal

~~To provide up to 10 PAH units annually associated with new developments. This number will be revisited annually and will be affected by demand and rates of development.~~

## 12.1 DEFINITIONS

~~CCHC~~ refers to the Canmore Community Housing Corporation.

~~CMI~~ refers to Canmore Median Income (see 12.2.0.24).

~~Disclosure Agreement~~ means all the documents required by law that are to be provided by the Vendor to allow for full disclosure of all aspects related to the sale. These may include floor plans, building specifications, unit interior specifications, condo bylaws, condo fees, common areas, parking, sales agreements etc.

~~PAH Reserve Fund~~ is an account established by the Town of Canmore through the PAH Policy that currently receives all monies to be used for the specific and sole purpose of developing equity or rental PAH projects or facilitating any aspect of constructing, producing or delivering PAH units.

~~PAH Unit~~ refers to a range of housing types that shall be maintained as a Canmore resident's permanent primary residence, available to eligible persons at below market purchase prices and rental rates. Details on the current definition shall be consistent with the definition included in the Perpetually Affordable Housing Policy.

## 12.2 REGULATIONS

### General Requirements



~~12.2.0.3 PAH units are to be made available to CCHC consistent with the terms and policies of the Perpetually Affordable Housing Vital Homes Policy.~~

~~12.2.0.23 Variances for infill developments in existing developed residential areas, require additional public consultation, through a Land Use Bylaw amendment or Area Redevelopment Plan, to evaluate the possible impact(s) and their potential mitigation.~~

~~12.2.0.5 A confirmation of agreement between the applicant and the Town (or housing provider its nominee) must be in place regarding the terms and conditions of the transfer of the PAH units as a condition of approval of a Development Permit, and the agreement shall be submitted to Council for approval.~~

### **Density Bonusing Ratios**

~~12.2.0.9 Unless specified otherwise in an area structure or redevelopment plan encompassing the site, for each PAH unit provided on-site, there will be three (3) bonus/additional market units permitted on the site.~~

~~12.2.0.13 Unless specified otherwise in an area structure or redevelopment plan encompassing the site, for each PAH unit provided off-site, there will be two (2) bonus/additional market units permitted on the site.~~

~~12.2.0.10 The Development Authority may accept a different ratio where the applicant can demonstrate that the “bonus” is resulting in a fair benefit to the community through provision of PAH housing.~~

~~12.2.0.6 Both the PAH units and the additional units constructed as part of the “density bonus” or variance shall be in addition to the total allowed density or any unit restrictions contained in the Land Use Bylaw.~~

### **Off-Site PAH Unit Requirements**

~~12.2.0.7 PAH units may be provided off-site from the development they are associated with.~~

~~12.2.0.8 Any off-site units shall be to the satisfaction of the Town and in consultation and collaboration with CCHC the housing provider.~~

~~12.2.0.12 Off-site PAH units may not be purchased in existing Employee Housing developments as of the date of approval of this section.~~

~~12.2.0.14 PAH units shall be made available concurrently with the construction of the bonus market units. When market bonus units are occupied, then the PAH units shall be concurrently available for occupancy.~~

~~12.2.0.19 Should CCHC not be able to locate a purchaser by the time specified above, CCHC and the Developer shall come to a lease agreement regarding the interim occupancy of the unit until such time as a purchaser can be found.~~

~~12.2.0.24 When PAH units are proposed in condominium projects, the cost of condominium fees are to be considered in the calculation of purchase costs in relation to CMI.~~

~~12.2.0.25 Condominium disclosure documents may be required to indicate lower condominium fees being~~

~~assessed to PAH units.~~

### Variance Powers of the Development Authority

12.2.0.1 The Canmore Planning Commission may approve variances beyond those allowed for in Subsection 1.14 when an applicant proposes to provide PAH units in accordance with this Bylaw.

12.2.0.2 The maximum variance granted shall be up to 30% when granted by the Canmore Planning Commission.

## SECTION 13 DEFINITIONS

**PAH (Perpetually Affordable Housing)** refers to both equity and rental housing units administered by an organization authorized by the Town through a funding, agency or other agreement, that through a variety of restrictions such as those imposed through a restrictive covenant, option to purchase, a land lease, or other document, is removed from the influence of the open real estate market. PAH units are not offered at market rates when ownership or tenancy changes, but remain at levels lower than the market would dictate. This means PAH units are controlled in such a way to make them perpetually affordable over a long period of time, or in perpetuity.

### ***Part 2: PROPOSED TRANSFER TO COUNCIL POLICY (remove from LUB)***

#### ***Note to reader:***

- *Italicized text* is proposed to move from LUB to Council policy.
- **Red text** tracks changes proposed in policy statements.
- Numbering in front of policy statement (eg 12.2.0.4) indicates current Land Use Bylaw clause, for tracking purposes.
- Numbering at end of policy statement (eg [27a]) indicates where the statement is in the proposed Council policy.

#### ***Purpose***

The **bonusing** ratios outlined in the **Land Use Bylaw** ~~this section~~ and the number of units that result are intended to be reviewed from time to time to ensure this section is functioning as intended. [27a]

#### ***Definitions***

**Vital Homes PAH Reserve Fund** is an account established by the Town of Canmore through ~~the PAH Policy~~ that ~~currently~~ receives all monies to be used for the specific and sole purpose of developing equity or rental **PAH Vital Homes** projects or facilitating any aspect of constructing, producing or delivering **PAH Vital Homes** units. [4j]

#### ***Policies***

12.2.0.4 The Developer, ~~CCHC~~ the Housing Provider and the Town shall ~~work collaboratively early in the design phase of the project to~~ ensure the type and size of units are appropriate and consistent with current demand and need for **PAH Vital Homes**. [27b]

12.2.0.11 **PAH Vital Homes** units provided or constructed off-site shall **adhere to the interior specifications**

required for the units, as confirmed by the Housing Provider via CCH to the Development Authority *be to the satisfaction of an age, type and quality deemed suitable to the Development Authority, in consultation and collaboration with CCHC, and reasonably equivalent in size and type (not cost) to those that would be provided on-site.* [27c]

12.2.0.15 ~~CCHC~~ The Housing Provider or the Town will commit to purchasing a PAH Vital Homes unit within a reasonable time to provide the Developer with assurances about the type of unit to be constructed. [27e]

12.2.0.16 ~~CCHC~~ The Housing Provider or the Town shall exercise their right to purchase a PAH Vital Homes unit, by way of an unconditional sales agreement, within a timeframe agreed upon by the Housing Provider and the Developer ~~six months of the disclosure documents being available, or three months after the Building Permit has been issued, whichever is later.~~ [27f]

12.2.0.17 ~~CCHC~~ The Housing Provider shall be responsible for finding eligible PAH Vital Homes buyers and renters. [27g]

12.2.0.18 ~~CCHC~~ The Housing Provider shall be responsible for the sale of the PAH Vital Homes unit unless the Developer, ~~Housing Provider-CCHC~~ and the Town mutually agree otherwise. [27h]

12.2.0.20 Should ~~CCHC~~ the Housing Provider choose not to acquire the PAH Vital Homes unit, and the Town Council also determines that it does not want to acquire the unit ~~under the terms of the agreement described in Subsection 12.2.0.5,~~ the unit may be sold as a market unit by the Developer, to a purchaser at arms length from the Developer and the Housing Provider applicant, ~~CCHC the housing provider staff and directors and~~ at a fair market value price. [27i]

~~12.2.0.21~~ The net difference between the unit market sale price and the PAH Vital Homes price shall be divided between the Developer applicant (33%) and the Town (66%), with the proceeds to the Town to be deposited in the PAH Vital Homes Reserve Fund. This amount shall be payable when payment is received by the Developer from the purchaser through an Assignment of Proceeds Agreement. [27i]

12.2.0.22 ~~The Planning and Development Department will expedite~~ The processing of development applications ~~submitted with a request for variances under this section that include the provision of Vital Homes units will be expedited by the Town.~~ [27j]

### **Part 3: FORWARD TO CCH POLICY (remove from LUB)**

#### **Note to reader:**

- Red text tracks changes proposed in policy statements.
- Numbering in front of policy statement (eg 12.2.0.4) indicates current Land Use Bylaw clause, for tracking purposes.

12.2.0.4 The Developer, ~~CCHC the housing provider~~ and the Town shall ~~work collaboratively early in the design phase of the project to~~ ensure the type and size of units are appropriate and consistent with current demand and need for PAH.

12.2.0.11 PAH units provided or constructed off-site shall be ~~to the satisfaction~~ of an age, type and

quality deemed suitable to the ~~Town Development Authority, in consultation and collaboration with CCHC~~ and the housing provider, and reasonably equivalent in size and type to those that would be provided on-site.

12.2.0.14 PAH units shall be made available concurrently with the construction of the bonus market units. When market bonus units are occupied, then the PAH units shall be concurrently available for occupancy.

12.2.0.19 Should ~~CCHC~~ the housing provider not be able to locate a purchaser by the time specified above, CCHC the housing provider and the Developer shall come to a lease agreement regarding the interim occupancy of the unit until such time as a purchaser can be found.

12.2.0.24 When PAH units are proposed in condominium projects, the cost of condominium fees are to be considered in the calculation of purchase costs in relation to CMI.

12.2.0.25 Condominium disclosure documents may be required to indicate lower condominium fees being assessed to PAH units.





## Vital Homes Policy

**Policy Number:** PD-008

**Date in Effect:** July 8, 2025

### POLICY STATEMENT

- 1 Perpetually Affordable Housing is a priority for the Town of Canmore. The provision of affordable housing that addresses the needs of moderate-income Canmore working households unable to afford to purchase or rent accommodation on the open market, is key to creating a more diverse and inclusive community.

XXX-2025

### PURPOSE

- 2 This policy outlines the program requirements and funding sources that shall be used to further the Town's affordable housing goals by means of the provision of Vital Homes.
- 2.1 This policy provided guidance on the provision of Perpetually Affordable Housing (PAH), particularly regarding unit mix, interior building specifications, and build rate, including the application of bonusing provisions of the Revised Land Use Bylaw 2018-22.

XXX-2025

### DEFINITIONS

- 3 In this policy:
  - a) "Area Median Income (AMI)" refers to the median income of Canmore as determined from Statistics Canada data.
  - b) "Business Community" refers to any person or company that receives a tax assessment under the non-residential assessment code, and includes commercial, industrial and institutional uses.
  - c) "CCH" refers to the Canmore Community Housing corporation.
  - c.1) "Developer" means a private individual, corporation, or entity engaged in the planning or execution of a development project.
  - d) *Repealed XXX-2025*
  - e) "Housing Provider" means an organization authorized by the Town through a funding, agency or other agreement, to administer Vital Home own and rent programs. This includes, but is not limited to, the CCH.
  - f) "Moderate Income" means an income level close to the median income in Canmore, which generally includes household incomes between 80% and 120% of the AMI.

XXX-2025

XXX-2025

XXX-2025

Policy approved by: \_\_\_\_\_

- g) “Partnership Agreement” refers to the terms which govern both partners (Housing Providers and the Vital Home unit owner or tenant) once a Vital Home unit has been purchased or rented. XXX-2025
- h) “Primary Residence” means the residence that is the place the applicant household will ordinarily and continually occupy as a residence on a full-time basis, as determined by the Town or the Housing Provider. XXX-2025
- i) “Vital Homes Reserve Fund” is an account established by the Town that receives monies to be use for the specific and sole purpose of developing ownership or rental Vital Home project or facilitating any aspect of constructing, producing or delivering Vital Home units. XXX-2025
- j) “Vital Home(s)” means Perpetually Affordable Housing (PAH) as defined in the Land Use Bylaw. XXX-2025
- k) “Waitlist” refers to a list of people who have met the eligibility criteria, but who cannot purchase or rent a Vital Home unit because there are no suitable units available. XXX-2025

#### **GUIDING PRINCIPLES**

- 4 Vital Homes shall be:
  - a) housing with price and resale or rental rate restrictions,
  - b) restricted to people who are qualified, based on employment, residency, income, asset, and other qualifications as determined by CCH from time to time, XXX-2025
  - c) restricted by occupancy, resale and rental price, XXX-2025
  - d) provided to meet the demand based on a variety of income levels above the level of social housing and below the level of market housing,
  - e) provided for those who are unable to afford to purchase or rent suitable housing on the open Canmore real estate market,
  - f) provided in a diversity of locations across the community, and
  - g) in various housing forms including accessory suites, apartments, townhouses, and multiplexes.
- 5 Interior specification and build price guidelines are intended to provide operational and practical clarity regarding the provision of Vital Homes units so that they are both appropriate and affordable to households. XXX-2025

#### **VITAL HOMES RESERVE GUIDELINES**

- 6 The reserve fund shall be accessed only to:
  - a) use a working capital to build or contract the building of Vital Homes projects,

Policy approved by: \_\_\_\_\_

- b) purchase land and service land that Vital Homes will be constructed on,
  - c) use as equity on rental units,
  - d) used to reduce the sales price of equity units, or
  - e) facilitate any aspect of delivering Vital Homes units within the town of Canmore.
- 7 All monies received as part of this Vital Homes Policy will be used to further the development of Vital Homes within the Town of Canmore.
- 8 The reserve fund is an interest-bearing reserve and all interest is to accrue to the Fund.
- 9 All contributions net of the annual operating costs associated with CCH will be transferred to the reserve fund.
- 10 Annual contributions to the reserve fund may be as follows:
- a) Residential Property Owners
    - i) The residential property owners' contribution is expected to be collected via a fixed residential mill rate established each year by council.
  - b) Business Community (Non-Residential Property Owners)
    - i) The business community contribution is expected to be collected via a fixed non-residential mill rate established each year by council.
- 11 Any year-end surplus may be contributed to the reserve fund as directed by council.

#### PROGRAM GUIDELINES

- 12 CCH shall establish eligibility criteria and administer an application process consistent with Section 5 of this policy. XXX-2025
- 13 Eligibility criteria shall include requirements related to: age and Canadian legal status; a connection to Canmore through employment and/or residency; and the need for affordable housing through income and/or asset limits. Specific eligibility criteria requirements must be contained in funding, agency or other agreements between the Town and the Housing Provider. XXX-2025
- 14 Once an applicant household has been approved as meeting the eligibility criteria and there are no Vital Home units available to purchase or rent that meet the applicant household's requirements, the Housing Provider shall maintain a waitlist. XXX-2025

Policy approved by: \_\_\_\_\_



- 15 As long as the eligibility criteria are met, no one (including any elected official; municipal, provincial, or federal government employee; member or employee of a provider) is ineligible by virtue of their job or volunteer position.
- 16 Housing Providers shall enter into a legal agreement with purchasers and renters of Vital Homes, which will govern the terms of ownership and tenancy. Specific terms of the Vital Homes partnership agreement will be contained in the appropriate and standardized agreements at the time of purchase, which may take the form of a memorandum of lease, joint ownership agreement, option agreement, restrictive covenant, mortgage or a tenancy agreement.  
XXX-2025
- 17 The legal agreement shall contain a residency requirement. The residency requirement is that the Vital Homes unit be the occupants' primary residence, with no rentals or sub-letting allowed without prior written consent from the Housing Provider.  
XXX-2025
- 18 For ownership programs, the legal agreement shall specify terms and conditions of resale, including administration fees and restrictions on buyers and the resale price.
- 19 For rental programs, the legal agreement shall specify terms and conditions of rent including lease terms, rents, fees, and use and occupancy restrictions.

#### INTERIOR SPECIFICATION GUIDELINES

- 20 The interior specifications will specify minimum sizes, required unit amenities by unit type and builder interior specifications.  
XXX-2025
- 21 The interior specifications shall be used by Housing Providers that provide Vital Home units.  
XXX-2025
- 22 *Repealed XXX-2025*
- 23 *Repealed XXX-2025*
- 24 *Repealed XXX-2025*
- 25 The interior specifications should be reviewed every two years unless required otherwise.
  - a) The review shall include representatives from Housing Providers, the Town of Canmore, and the building industry.
  - b) The review shall include:
    - i) minimum sizes,
    - ii) required unit amenities by unit type, and
    - iii) Builder interior specifications.

XXX-2025

Policy approved by: \_\_\_\_\_

### **BUILD PRICE GUIDELINES**

- 26 The build price shall be used to determine the price of Vital Homes units acquired through the bonusing provisions of the Land Use Bylaw. XXX-2025
- 27 Cash contributions in lieu of provision of units may be considered. When cash is accepted in lieu of the provision of units, it shall be in accordance with the CCH Vital Homes – Acceptance of Developer Initiated Units policy. XXX-2025
- 28 The build price shall be determined in accordance with the CCH Vital Homes – Acceptance of Developer Initiated Units policy, which informs specifications consistent with CCH design standards and reflects interior specifications as determined through CCH; and may include input from an independent Quantity Surveyor and costing data from recent projects when such data is available. XXX-2025
- 29 The build price shall not include land costs, or any amount for specifications exceeding the builder interior specifications as determined in Sections 20-22. XXX-2025

### **BONUS UNIT GUIDELINES**

- 30 The following provisions apply to units provided through the bonusing provisions of Section 12 of the Revised Land Use Bylaw 2018-22: XXX-2025
  - a) The bonusing ratios outlined in the Land Use Bylaw and the number of units that result are intended to be reviewed from time to time to ensure this section is functioning as intended.
  - b) The Developer, the Housing Provider and the Town shall ensure the type and size of units are appropriate and consistent with current demand and need for Vital Homes.
  - c) Vital Homes units provided or constructed off-site shall adhere to the interior specifications required for the units, as confirmed by the Housing Provider via CCH to the Development Authority.
  - d) An agreement between the Developer and the Housing Provider shall be required as a condition of approval of the development when bonusing provisions related to Vital Homes are being used.
  - e) The Housing Provider or the Town will commit to purchasing a Vital Homes unit within a reasonable time to provide the Developer with assurances about the type of unit to be constructed.
  - f) The Housing Provider or the Town shall exercise their right to purchase a Vital Homes unit, by way of an unconditional sales agreement, within a timeframe agreed upon by the Housing Provider and the Developer.
  - g) The Housing Provider shall be responsible for finding eligible Vital Homes buyers and renters.
  - h) The Housing Provider shall be responsible for the sale of the Vital Homes unit unless the Developer, Housing Provider and the Town mutually agree otherwise.

Policy approved by: \_\_\_\_\_

- i) Should the Housing Provider and the Town determine a Vital Homes unit will be released, the unit may be sold as a market unit by the Developer, to a purchaser at arm's length from the Developer and the Housing Provider at a fair market value price. The net difference between the unit market sale price and the Vital Homes price shall be divided between the Developer (33%) and the Town (66%), with the proceeds to the Town to be deposited in the Vital Homes Reserve Fund. This amount shall be payable when payment is received by the Developer from the purchaser through an Assignment of Proceeds Agreement.
- j) The processing of development applications that include provision of Vital Homes units will be expedited by the Town.
- k) For bonus units provided in areas governed by Area Structure Plans, the provisions of those statutory plans take precedence over section 27 e) and i).

#### RESPONSIBILITIES

31 Council responsibilities include:

- a) establish and administer the Vital Homes Reserve Fund, and
- b) consider recommendation from the CCH Board, prior to the use of any funds from the reserve fund.

XXX-2025

32 Administration responsibilities include:

- a) report on the reserve fund in the Town's annual financial statements, including a detailed reporting of revenue into and expenditure from the fund,
- b) determine the contribution amount from each section for the development of Vital Homes on an annual basis during the Town's budget process, and
- c) participate in the review of the interior specification guidelines every two years.

XXX-2025

#### POLICY REVIEW

33 This policy will be reviewed by Council at least once per term. The Town will consult with industry representatives and the Housing Provider on both the review and implementation of this policy.

XXX-2025

#### RELATED DOCUMENTS

Bylaw 2016-03 Canmore Municipal Development Plan  
Revised Land Use Bylaw 2018-22

#### ATTACHMENTS

None

Policy approved by: \_\_\_\_\_

**REPEALS POLICY:** Perpetually Affordable Housing Policy PD-008**AUTHORIZATION:**


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Sean Krausert  
Mayor

---

Cheryl Hyde  
Manager, Municipal Clerk's Office

**REVISION HISTORY**

Action	Date	Council Motion	Notes
Approved	2005-04-26	179-2005	Perpetually Affordable Housing (PAH) Contribution Policy
Amended	2005-10-18	441-2005	Name Change: Perpetually Affordable Housing (PAH) Policy
Amended	2005-11-05	539-2005	Policy Revisions and Updates
Amended	2006-06-13	270-2006	Policy Revisions and Updates
Amended	2006-12-19	557-2006	Policy Revisions and Updates
Amended	2007-12-18	602-2007	Name Change: Perpetually Affordable Housing (PAH) Contribution Policy
Repealed	2010-04-06	162-2010	
Approved	2009-05-12	180-2009	Name Change: Perpetually Affordable Housing (PAH) Policy
Repealed	2011-04-19	145-2011	
Approved	2011-04-19	145-2011	Perpetually Affordable Housing (PAH) Policy
Repealed	2015-06-02	170-2015	
Approved	2015-06-02	170-2015	Perpetually Affordable Housing (PAH) Policy
Repealed	2021-07-06	176-2021	
Approved	2021-07-06	176-2021	Vital Homes Policy PD-008
Amended	2025-07-08	XXX-2025	Added sections from the Revised Land Use Bylaw 2018-22

Policy approved by: \_\_\_\_\_



## Council Vital Homes Policy

**Policy Title:** Vital Homes

**Policy Number:** PD-008

**Date in Effect:** July 6, 2021

### POLICY STATEMENT

1. ~~The Town of Canmore has made affordable housing a priority in its Municipal Development Plan. Perpetually Affordable Housing is a priority for the Town of Canmore.~~ The provision of affordable housing that addresses the needs of moderate-income Canmore working households unable to afford to purchase or rent accommodation on the open market, is key to creating a more diverse and inclusive community.

XXX-2025

### PURPOSE

2. This policy outlines the program requirements and funding sources that shall be used to further the Town's affordable housing goals by means of the provision of Vital Homes.

2.1 This policy provided guidance on the provision of Perpetually Affordable Housing (PAH), particularly regarding unit mix, interior building specifications, and build rate, including the application of bonusing provisions of the Revised Land Use Bylaw 2018-22.

XXX-2025

### DEFINITIONS

3. In this policy:
  - a) "Area Median Income (AMI)" refers to the median income of Canmore as determined from Statistics Canada data;
  - b) "Business Community" refers to any person or company that receives a tax assessment under the non-residential assessment code, and includes commercial, industrial and institutional uses.
  - c) "CCH" refers to the Canmore Community Housing corporation;
  - c.1) "Developer" means a private individual, corporation, or entity engaged in the planning or execution of a development project.
  - d) ~~Repealed XXX-2025~~ "eligibility criteria" refers to qualifications which prospective Vital Homes owners and tenants must meet in order to qualify to purchase or rent a Vital Home unit;

XXX-2025

XXX-2025

Policy approved by: \_\_\_\_\_

- e) “~~Housing P~~rovider means an organization authorized by the Town through a funding, agency or other agreement, to administer Vital Home own and rent programs. This includes, but is not limited to, the CCH,  
XXX-2025
- f) “Moderate Income” means an income level close to the median income in Canmore, which generally includes household incomes between 80% and 120% of the AMI,
- g) “~~P~~artnership ~~A~~greement” refers to the terms which govern both partners (~~Housing P~~roviders and the Vital Home unit owner or tenant) once a Vital Home unit has been purchased or rented,  
XXX-2025
- h) “~~P~~rimarily ~~R~~esidence” means the residence that is the place the applicant- household will ordinarily and continually occupy as a residence on a full-time basis, as determined by the Town or the Housing Provider,  
XXX-2025
- i) “Vital Homes Reserve ~~F~~und” is an account established by the Town that receives monies to be use for the specific and sole purpose of developing ownership or rental Vital Home project or facilitating any aspect of constructing, producing or delivering Vital Home units,  
XXX-2025
- j) “Vital Home(s)” ~~is a range of housing types that shall be made available to eligible persons at below market purchase prices and rental rates, and be maintained as the occupants’ primary residence means Perpetually Affordable Housing (PAH) as defined in the Land Use Bylaw, and~~  
XXX-2025
- k) “~~W~~aitlist” refers to a list of people who have met the eligibility criteria, but who cannot purchase or rent a Vital Home unit because there are no suitable units available.

#### GUIDING PRINCIPLES

##### 4. Vital Homes shall be:

- a) housing with price and resale or rental rate restrictions,
- b) restricted to people who are qualified, based on employment, residency, income, asset, and other qualifications as determined by CCH from time to time,  
XXX-2025
- c) restricted by occupancy, resale and rental price, ~~and buyer or tenant eligibility criteria,~~  
XXX-2025
- d) provided to meet the demand based on a variety of income levels above the level of social housing and below the level of market housing,
- e) provided for those who are unable to afford to purchase or rent suitable housing on the open Canmore real estate market,

Policy approved by: \_\_\_\_\_

- f) provided in a diversity of locations across the community, and
  - g) in various housing forms including accessory suites, apartments, townhouses, and multiplexes.
5. ~~Build & Price~~Interior specification and build price gGuidelines are intended to provide operational and practical clarity regarding the provision of Vital Homes units so that they are both appropriate and affordable to households.

XXX-2025

#### **VITAL HOMES RESERVE GUIDELINES**

- 6. The reserve fund shall be accessed only to:
  - a) use a working capital to build or contract the building of Vital Homes projects,
  - b) purchase land and service land that Vital Homes will be constructed on,
  - c) use as equity on rental units,
  - d) used to reduce the sales price of equity units, or
  - e) facilitate any aspect of delivering Vital Homes units within the town of Canmore.
- 7. All monies received as part of this Vital Homes Policy will be used to further the development of Vital Homes within the Town of Canmore.
- 8. The reserve fund is an interest-bearing reserve and all interest is to accrue to the Fund.
- 9. All contributions net of the annual operating costs associated with CCH will be transferred to the reserve fund.
- 10. Annual contributions to the reserve fund may be as follows:
  - a) Residential Property Owners
    - i) The residential property owners' contribution is expected to be collected via a fixed residential mill rate established each year by council.
  - b) Business Community (Non-Residential Property Owners)
    - i) The business community contribution is expected to be collected via a fixed non-residential mill rate established each year by council.
- 11. Any year-end surplus may be contributed to the reserve fund as directed by council.

Policy approved by: \_\_\_\_\_

**PROGRAM GUIDELINES**

12. ~~Providers CCH~~ shall establish eligibility criteria and administer an application process consistent with ~~Section 54~~ of this policy. ~~XXX-2025~~
13. Eligibility criteria shall include requirements related to: age and Canadian legal status; a connection to Canmore through employment and/or residency; and the need for affordable housing through income and/or asset limits. Specific eligibility criteria requirements must be contained in funding, agency or other agreements between the Town and the ~~Housing P~~provider. ~~XXX-2025~~
14. Once an applicant household has been approved as meeting the eligibility criteria and there are no Vital Home units available to purchase or rent that meet the applicant household's requirements, the ~~provider~~Housing Provider shall maintain a waitlist. ~~XXX-2025~~
15. As long as the eligibility criteria are met, no one (including any elected official; municipal, provincial, or federal government employee; member or employee of a provider) is ineligible by virtue of their job or volunteer position. ~~XXX-2025~~
16. Housing Providers shall enter into a legal agreement with purchasers and renters of Vital Homes, which will govern the terms of ownership and tenancy. Specific terms of the Vital Homes partnership agreement will be contained in the appropriate and standardized agreements at the time of purchase, which may take the form of a memorandum of lease, joint ownership agreement, option agreement, restrictive covenant, mortgage or a tenancy agreement. ~~XXX-2025~~
17. The legal agreement shall contain a residency requirement. The residency requirement is that the Vital Homes unit be the occupants' primary residence, with no rentals or sub-letting allowed without prior written consent from the ~~Housing P~~provider. ~~XXX-2025~~
18. For ownership programs, the legal agreement shall specify terms and conditions of resale, including administration fees and restrictions on buyers and the resale price. ~~XXX-2025~~
19. For rental programs, the legal agreement shall specify terms and conditions of rent including lease terms, rents, fees, and use and occupancy restrictions.

**~~BUILD & PRICE~~INTERIOR SPECIFICATION GUIDELINES**

20. ~~The interior specifications~~~~The Build & Price Guidelines~~ will specify minimum sizes, required unit amenities by unit type and ~~affordable purchase price of an ownership Vital Homes unit relative to AMI-builder interior specifications.~~ ~~XXX-2025~~
21. The ~~Build & Price Guidelines~~interior specifications shall be used by ~~Housing P~~providers, ~~developers~~ or partners that ~~are~~ providing Vital Home units. ~~XXX-2025~~
22. ~~Repealed XXX-2025~~~~The design build price specified in the Build & Price Guidelines shall be adjusted annually in keeping with the Q4 Statistics Canada Building Construction Price Index for Calgary.~~ ~~XXX-2025~~
23. ~~Repealed XXX-2025~~~~The Build & Price Guidelines should be reviewed every two years:~~

Policy approved by: \_\_\_\_\_



~~The review shall include representatives from CCH, the Town of Canmore, and BOWDA.~~

~~a) The scope of the Build & Price Guideline review shall include:~~

~~i) Builder specifications, and~~

~~ii) Design build price.~~

~~b) The review shall include input from an independent Quantity Surveyor, and price guidelines shall be confirmed through either the Statistics Canada Building Construction Price Index for Calgary or the Quantity Surveyor.~~

24. ~~Repealed XXX-2025~~ ~~The Town's General Manager of Municipal Infrastructure may approve in-year adjustments in the case of exceptional circumstances. Such adjustments must be supported by either the Statistics Canada Building Construction Price Index for Calgary, or an independent Quantity Surveyor. In-year adjustments will not be captured in or 'rolled-over to' annual adjustments.~~

25. The interior specifications should be reviewed every two years unless required otherwise.

a) The review shall include representatives from Housing Providers, the Town of Canmore, and the building industry.

b) The review shall include:

i) minimum sizes,

ii) required unit amenities by unit type, and

iii) Builder interior specifications.

XXX-2025

### **BUILD PRICE GUIDELINES**

26. The build price shall be used to determine the price of Vital Homes units acquired through the bonusing provisions of the Land Use Bylaw.

XXX-2025

27. Cash contributions in lieu of provision of units may be considered. When cash is accepted in lieu of the provision of units, it shall be in accordance with the CCH Vital Homes – Acceptance of Developer Initiated Units policy.

XXX-2025

28. The build price shall be determined in accordance with the CCH Vital Homes – Acceptance of Developer Initiated Units policy, which informs specifications consistent with CCH design standards and reflects interior specifications as determined through CCH; and may include input from an independent Quantity Surveyor and costing data from recent projects when such data is available.

XXX-2025

29. The build price shall not include land costs, or any amount for specifications exceeding the builder interior specifications as determined in Sections 20-22.

XXX-2025

### **BONUS UNIT GUIDELINES**

Policy approved by: \_\_\_\_\_

26.30. The following provisions apply to units provided through the bonusing provisions of Section 12 of the Revised Land Use Bylaw 2018-22:

XXX-2025

- a) The bonusing ratios outlined in the Land Use Bylaw and the number of units that result are intended to be reviewed from time to time to ensure this section is functioning as intended.
- b) The Developer, the Housing Provider and the Town shall ensure the type and size of units are appropriate and consistent with current demand and need for Vital Homes.
- c) Vital Homes units provided or constructed off-site shall adhere to the interior specifications required for the units, as confirmed by the Housing Provider via CCH to the Development Authority.
- d) An agreement between the Developer and the Housing Provider shall be required as a condition of approval of the development when bonusing provisions related to Vital Homes are being used.
- e) The Housing Provider or the Town will commit to purchasing a Vital Homes unit within a reasonable time to provide the Developer with assurances about the type of unit to be constructed.
- f) The Housing Provider or the Town shall exercise their right to purchase a Vital Homes unit, by way of an unconditional sales agreement, within a timeframe agreed upon by the Housing Provider and the Developer.
- g) The Housing Provider shall be responsible for finding eligible Vital Homes buyers and renters.
- h) The Housing Provider shall be responsible for the sale of the Vital Homes unit unless the Developer, Housing Provider and the Town mutually agree otherwise.
- i) Should the Housing Provider ~~choose not to acquire the Vital Homes unit~~, and the Town ~~also determines that it does not want to acquire the unit~~ determine a Vital Homes unit will be released, the unit may be sold as a market unit by the Developer, to a purchaser at arm's length from the Developer and the Housing Provider at a fair market value price. The net difference between the unit market sale price and the Vital Homes price shall be divided between the Developer (33%) and the Town (66%), with the proceeds to the Town to be deposited in the Vital Homes Reserve Fund. This amount shall be payable when payment is received by the Developer from the purchaser through an Assignment of Proceeds Agreement.
- j) The processing of development applications that include provision of Vital Homes units will be expedited by the Town.
- k) For bonus units provided in areas governed by Area Structure Plans, the provisions of those statutory plans take precedence over section 27 e) and i).

Policy approved by: \_\_\_\_\_

**RESPONSIBILITIES**

25. Council responsibilities include:

- a) establish and administer the Vital Homes Reserve Fund, and
- b) ~~obtain a~~consider recommendation from the CCH Board, prior to the use of any funds from the reserve fund.

XXX-2025

26. Administration responsibilities include:

- a) report on the reserve fund in the Town's annual financial statements, including a detailed reporting of revenue into and expenditure from the fund,
- b) determine the contribution amount from each section for the development of Vital Homes on an annual basis during the Town's budget process, and
- c) participate in the review of the interior specification guidelines~~Build & Price Guidelines~~ every two years.

XXX-2025

**POLICY REVIEW**

27. This policy will be reviewed by Council ~~on or before July 30, 2025~~at least once per term. The Town will consult with industry representatives and the Housing Provider on both the review and implementation of this policy.

XXX-2025

**RELATED DOCUMENTS**

Bylaw 2016-03 Canmore Municipal Development Plan  
Revised Land Use Bylaw 2018-22

**ATTACHMENTS**

None

**REPEALS POLICY:** Perpetually Affordable Housing Policy PD-008 ~~approved June 2, 2005~~

**AUTHORIZATION:**

~~Sean Krausert~~John Borrowman  
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>2005-04-26</u>	<u>179-2005</u>	<u>Perpetually Affordable Housing (PAH) Contribution Policy</u>

Policy approved by: \_\_\_\_\_

<u>Amended</u>	<u>2005-10-18</u>	<u>441-2005</u>	<u>Name Change: Perpetually Affordable Housing (PAH) Policy</u>
<u>Amended</u>	<u>2005-11-05</u>	<u>539-2005</u>	<u>Policy Revisions and Updates</u>
<u>Amended</u>	<u>2006-06-13</u>	<u>270-2006</u>	<u>Policy Revisions and Updates</u>
<u>Amended</u>	<u>2006-12-19</u>	<u>557-2006</u>	<u>Policy Revisions and Updates</u>
<u>Amended</u>	<u>2007-12-18</u>	<u>602-2007</u>	<u>Name Change: Perpetually Affordable Housing (PAH) Contribution Policy</u>
<u>Repealed</u>	<u>2010-04-06</u>	<u>162-2010</u>	
<u>Approved</u>	<u>2009-05-12</u>	<u>180-2009</u>	<u>Name Change: Perpetually Affordable Housing (PAH) Policy</u>
<u>Repealed</u>	<u>2011-04-19</u>	<u>145-2011</u>	
<u>Approved</u>	<u>2011-04-19</u>	<u>145-2011</u>	<u>Perpetually Affordable Housing (PAH) Policy</u>
<u>Repealed</u>	<u>2015-06-02</u>	<u>170-2015</u>	
<u>Approved</u>	<u>2015-06-02</u>	<u>170-2015</u>	<u>Perpetually Affordable Housing (PAH) Policy</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>Vital Homes Policy PD-008</u>
<u>Amended</u>	<u>2025-07-08</u>	<u>XXX-2025</u>	<u>Added sections from the Revised Land Use Bylaw 2018-22</u>
<b>Action</b>	<b>Date</b>	<b>Council Motion</b>	<b>Notes</b>
<u>Approved</u>	<u>2021-07-06</u>	<u>176-2021</u>	

Policy Amendment Reference  
2025-001

Policy approved by: \_\_\_\_\_



# Request for Decision

**DATE OF MEETING:** June 3, 2025 **AGENDA #: G 3**

**TO:** Council

**SUBJECT:** Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement

**SUBMITTED BY:** Caitlin Miller, Manager of Protective Services  
Joshua Cairns, Senior Policy Planner

**RECOMMENDATION:** That Council give first reading to Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement.

That Council schedule a public hearing for Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement for July 8, 2025.

## EXECUTIVE SUMMARY

Administration received advice from legal counsel after recent Tourist Home enforcement trials that the Land Use Bylaw 2018-22 requires amendments to ensure clarity of offences of operating illegal Tourist Homes. The proposed amendments are expected to provide support for enforcement and prosecution of illegal Tourist Home offences.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

*Revised Land Use Bylaw 2018-22*

Motion 16-2024: That Council accept the Livability's Task Force's recommendations for information as presented and direct administration to develop an implementation plan.

Motion 6-2025: That Council approve the submission of an application to the Housing, Infrastructure, and Communities Canada (HICC) Short Term Rental Enforcement Fund (STREF).

Motion 110-2025: That Council approve the expenditure of \$1,109,885 on short-term rental and primary residence compliance to be funded by the Short-Term Rental Enforcement Fund (STREF) Grant.

## DISCUSSION

Following from the above directions of Council, the Town is using its grant funding under the Short Term Rental Enforcement Fund (STREF) to increase enforcement and prosecutions against unpermitted Tourist Homes. The objectives of the STREF are to enhance enforcement capabilities and create efficient and effective processes for ensuring compliance with municipal short-term rental regulations. The Tourist Home provisions of the Town's bylaws function as the Town's short-term rental regulations.

Operation of a lawful Tourist Home requires issuance of a Development Permit and the maintenance of a valid business license for short-term rentals. Enforcement against Tourist Homes that operate without an

issued Development Permit engages the definition of Tourist Home as a specific use of property regulated through the Town of Canmore's Land Use Bylaw (LUB). The LUB currently defines a Tourist Home as:

*"a Dwelling Unit operated as a temporary place to stay, with or without compensation, and includes all vacation rentals of a Dwelling Unit. The characteristics that distinguish a Tourist Home from a Dwelling Unit used as a residence may include any of the following:*

- a. The intent of the occupant to stay for short-term vacation purposes rather than use the property as a residence; and/ or*
- b. The commercial nature of a Tourist Home; and/ or*
- c. The management or advertising of the Dwelling Unit as a Tourist Home or "vacation property"; and/ or*
- d. The use of a system of reservations, deposits, confirmations, credit cards or other forms of electronic payment.*

*These examples do not represent an exhaustive list of operating practices that may constitute a Tourist Home."*

The Alberta Court of Justice (formerly the Provincial Court) recently took a strict approach to interpretation of the definition of Tourist Homes in the Land Use Bylaw to conclude that advertising is only one indicator of operating an unpermitted Tourist Home and is not a standalone offense. Further, the Court concluded that the Town could have made it a standalone offense to advertise an unpermitted Tourist Home.

Enforcement against unpermitted Tourist Homes often relies on evidence of advertisement. Following recommendations from legal counsel, administration is proposing amendments to the LUB to make it an offense to advertise a non-permitted Tourist Home.

Administration is recommending adoption of Revised Land Use Bylaw Amendment 2025-21– Tourist Home Enforcement to support future enforcement and prosecutions of illegal Tourist Homes.

#### ANALYSIS OF ALTERNATIVES

- 1) **Remain status quo and not update the definition of Tourist Homes:** This option is not recommended. While the current definition of Tourist Homes has been upheld by the court and successfully enforced in the past, the court is likely to give greater weight to more recent decisions interpreting these provisions of the LUB.
- 2) **Rely on other offenses:** There are lesser offences within the LUB and the *Business Registry Bylaw* that can be used to conduct Tourist Home enforcement. Reliance on these lesser offenses is not recommended as they come with lesser penalties and are not certain to increase compliance.
- 3) **Delay amendments to the Land Use Bylaw:** This option is not recommended due to the current increased enforcement capacity of the Town enabled by the STREF grant. Proposed changes to the LUB should be made now to ensure the STREF objectives are being met in a timely manner.

#### FINANCIAL IMPACTS

None

#### INTEREST HOLDER ENGAGEMENT

None.

#### ATTACHMENTS

- 1) Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement
- 2) Revised Land Use Bylaw 2018-22 – Redline Excerpt

**AUTHORIZATION**

Submitted by:	Caitlin Miller Manager of Protective Services	Date:	<u>May 14, 2025</u>
Submitted by:	Joshua Cairns Senior Policy Planner	Date:	<u>May 14, 2025</u>
Approved by:	Harry Shnider Manager of Planning & Development	Date:	<u>May 14, 2025</u>
Approved by:	Scott McKay General Manager, Municipal Services	Date:	<u>May 20, 2025</u>
Approved by:	Whitney Smithers General Manager, Municipal Infrastructure	Date:	<u>May 15, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>May 27, 2025</u>

**BYLAW 2025-21**

**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 2025-21 – Tourist Home Enforcement.”

**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 1.18.4.1e. is amended by adding “In a prosecution for operating or allowing to be operated a Tourist Home without a valid Development Permit, proof that the Tourist Home has been advertised is sufficient to establish that the owner of the property operates or is allowing the operation of the Tourist Home.”

- 5 Section 1.18.4.1 is amended by adding the following after subsection e.

e.1 is advertising or is allowing the advertisement of a Tourist Home without a valid Development Permit.”

- 6 Section 1.18.4.4c. is amended by

- a) striking out “unpermitted”, “within calendar year”, and “additional offences”,
- b) inserting “Third and additional offences: Minimum Penalty: \$10,000”

- 7 Section 13.2 is amended by striking out:

“**Tourist Home** means a Dwelling Unit operated as a temporary place to stay, with or without compensation, and includes all vacation rentals of a Dwelling Unit. The characteristics that distinguish a Tourist Home from a Dwelling Unit used as a residence may include any of the following:

- a. The intent of the occupant to stay for short-term vacation purposes rather than use the property as a residence; and/or
- b. The commercial nature of a Tourist Home; and/or



- c. The management or advertising of the Dwelling Unit as a Tourist Home or “vacation property”; and/or
- d. The use of a system of reservations, deposits, confirmations, credit cards or other forms of electronic payment.

These examples do not represent an exhaustive list of operating practices that may constitute a Tourist Home.”

and substituting:

“**Tourist Home** means means a Dwelling Unit operated or advertised as a temporary place to stay, with or without compensation, and includes all vacation rentals of a Dwelling Unit.

A Dwelling Unit is a Tourist Home if it has one or more of the following characteristics:

- a. The occupant(s) of the Dwelling Unit intend to stay or do stay in the Dwelling Unit for vacation purposes rather than for residential purposes;
- b. The Dwelling Unit has the potential to or is generating income for the registered owner or their agent;
- c. The Dwelling Unit is being advertised as a tourist home, vacation property, vacation rental, short-term rental, getaway, or similar use;
- d. The Dwelling Unit is being advertised on websites commonly used for vacation rentals, including, but not limited to, Facebook, AirBnB, VRBO, HomeToGo, or other rental or social media platforms;
- e. The Dwelling Unit is being managed by a third-party as a tourist home, vacation property, vacation rental, short-term rental, getaway, or similar use;
- f. The operation of the Dwelling Unit is commercial in nature;
- g. The operation of the Dwelling Unit uses a system of reservations, deposits, credit cards, or other forms of electronic payment;
- h. The operation of the Dwelling Unit provides for nightly or weekly booking rates;
- i. The operation of the Dwelling Unit provides for cancellation fees and/or terms and conditions of cancellation; and/or
- j. Such other characteristics that the Town deems to be representative of the operation of a Tourist Home.

For the purpose of this definition, “advertise” means to physically or electronically notify the public of something by way of a bulletin, notice, page, or record and includes, but is not limited to, posting on websites such as Facebook, AirBnB, VRBO, HomeToGo, or other rental or social media platforms.”

**ENACTMENT/TRANSITION**

8 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.

9 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: \_\_\_\_\_

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## SECTION 1            ADMINISTRATION

### 1.18    BYLAW CONTRAVENTION

#### 1.18.4 Violation Tags

- 1.18.4.1**      A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person who the Peace Officer has reasonable and probable grounds to believe:
- a. Is conducting a development after the expiry of a temporary Development Permit.
  - b. Is conducting a Temporary Business without a Development Permit.
  - c. Is continuing development without a Development Permit or contrary to the conditions of a Development Permit when an Order has been issued in accordance with the Act.
  - d. Has developed, is operating, or is allowing to exist a Dwelling Unit on a site which is in excess of the number of Dwelling Units allowed for by the Land Use Bylaw or approved as part of a Development Permit.
  - e. is operating, or is allowing to be operated, a Tourist Home without a valid Development Permit. In a prosecution for operating or allowing to be operated a Tourist Home without a valid Development Permit, proof that the Tourist Home has been advertised is sufficient to establish that the owner of the property operates or is allowing the operation of the Tourist Home.
  - e.1 is advertising or is allowing the advertisement of a Tourist Home without a valid Development Permit.
  - f. Has a vehicle, or is allowing the presence of a vehicle within a residential district which contravenes the regulations of Section 2: General Regulations.
  - g. Is occupying a premises without an Occupancy Certificate.
  - h. Has contravened any provision of Section 2: General Regulations.
  - i. Is conducting a Logging Operation without a development Permit and without the authorization required in this Bylaw.
  - j. Has contravened any provision of Section 9: Signage.
- 1.18.4.4**      Where a Violation Tag is issued pursuant to this Bylaw, the Person or Company to whom the Violation Tag is issued may, in lieu of being prosecuted for the offense, pay to the Town of Canmore the penalty specified on the Violation Tag as follows:
- a. General offences related to developments conducted without development Permits o contrary to the conditions of a development Permit as described in “a”, “b”, and “c” of Subsection 1.18.4.1, above:

First offence within calendar year:	Minimum Penalty:	\$ 500
Second offence within calendar year:	Minimum Penalty:	\$ 1,000
Third and additional offences:	Minimum Penalty:	\$ 2,000

b. Offenses related to unpermitted Dwelling Units:

First offence within calendar year:	Minimum Penalty:	\$ 2,500
Second and additional offences:	Minimum Penalty:	\$ 5,000

c. Offenses related to ~~unpermitted~~ Tourist Homes:

First offence <del>within calendar year</del> :	Minimum Penalty:	\$ 2,500
Second offence <del>and additional offences</del> :	Minimum Penalty:	\$ 5,000
<del>Third and additional offences</del> :	<del>Minimum Penalty:</del>	<del>\$ 10,000</del>

d. Offenses related to vehicles on residential properties:

First offence within calendar year:	Specified penalty:	\$ 100
Second offence within calendar year:	Specified penalty:	\$ 200
Third and additional offence:	Specified penalty:	\$ 500

e. Offenses related to unauthorized occupancy of premises:

First offence within calendar year:	Specified penalty:	\$ 250
Second offence within calendar year:	Specified penalty:	\$ 350
Third and additional offence:	Specified penalty:	\$ 500

f. Offenses relating to signage:

First offence within calendar year:	Specified penalty:	\$ 50
Second offence within calendar year:	Specified penalty:	\$ 100
Third and additional offence within calendar year:	Specified penalty:	\$ 250
Signage Impound Fee:	Specified penalty:	\$ 50

g. Offenses relating to unauthorized Logging:

First offence within calendar year:	Specified penalty:	\$ 50
Second offence within calendar year:	Specified penalty:	\$ 100

- 1.18.4.5 Nothing in this Bylaw shall prevent a Peace Officer from issuing summons for the mandatory Court appearance of any person or company who contravenes any provision of this Bylaw.

## SECTION 13      DEFINITIONS

### 13.1    WORDS AND TERMS

Words and terms used in this Land Use Bylaw shall have the same meaning and definition as those in the *Municipal Government Act* unless otherwise specifically defined in this section.

### 13.2    DEFINITIONS

~~**Tourist Home** means a Dwelling Unit operated as a temporary place to stay, with or without compensation, and includes all vacation rentals of a Dwelling Unit. The characteristics that distinguish a Tourist Home from a Dwelling Unit used as a residence may include any of the following:~~

- ~~a. The intent of the occupant to stay for short-term vacation purposes rather than use the property as a residence; and/or~~
- ~~b. The commercial nature of a Tourist Home; and/or~~
- ~~c. The management or advertising of the Dwelling Unit as a Tourist Home or “vacation property”; and/or~~
- ~~d. The use of a system of reservations, deposits, confirmations, credit cards or other forms of electronic payment.~~

~~These examples do not represent an exhaustive list of operating practices that may constitute a Tourist Home.~~

**Tourist Home** means means a Dwelling Unit operated or advertised as a temporary place to stay, with or without compensation, and includes all vacation rentals of a Dwelling Unit.

A Dwelling Unit is a Tourist Home if it has one or more of the following characteristics:

- a. The occupant(s) of the Dwelling Unit intend to stay or do stay in the Dwelling Unit for vacation purposes rather than for residential purposes;
- b. The Dwelling Unit has the potential to or is generating income for the registered owner or their agent;
- c. The Dwelling Unit is being advertised as a tourist home, vacation property, vacation rental, short-term rental, getaway, or similar use;
- d. The Dwelling Unit is being advertised on websites commonly used for vacation rentals, including, but not limited to, Facebook, AirBnB, VRBO, HomeToGo, or other rental or social media platforms;
- e. The Dwelling Unit is being managed by a third-party as a tourist home, vacation property, vacation rental, short-term rental, getaway, or similar use;
- f. The operation of the Dwelling Unit is commercial in nature;

- g. The operation of the Dwelling Unit uses a system of reservations, deposits, credit cards, or other forms of electronic payment;
- h. The operation of the Dwelling Unit provides for nightly or weekly booking rates;
- i. The operation of the Dwelling Unit provides for cancellation fees and/or terms and conditions of cancellation; and/or
- j. Such other characteristics that the Town deems to be representative of the operation of a Tourist Home.

For the purpose of this definition, “advertise” means to physically or electronically notify the public of something by way of a bulletin, notice, page, or record and includes, but is not limited to, posting on websites such as Facebook, AirBnB, VRBO, HomeToGo, or other rental or social media platforms.



# Request for Decision

**DATE OF MEETING:** June 3, 2025 **AGENDA #: G 4**

**TO:** Council

**SUBJECT:** Manual Ballot Counting

**SUBMITTED BY:** Cheryl Hyde, Manager of Municipal Clerks Office

**RECOMMENDATION:** That Council give first reading to Election Manual Ballot Counting Bylaw 2025-20.

That Council give second reading to Election Manual Ballot Counting Bylaw 2025-20.

That Council give leave to go to third reading of Election Manual Ballot Counting Bylaw 2025-20.

That Council give third reading to Election Manual Ballot Counting Bylaw 2025-20.

That Council provide for special ballot registration between August 5, 2025 and noon on Friday, October 17, 2025 and set 7:00 p.m. on election day as the deadline by which a completed special ballot package must be received by the returning officer.

## EXECUTIVE SUMMARY

In late October 2024, the Local Authorities Election Act (LAEA) was amended to prohibit the use of tabulators to count ballots. To accommodate the hand-counting of ballots, administration requests that Council allow the returning officer to open the counting centre at 7:30 on election day, authorize an early deadline for receipt of special ballots, and repeal the requirement to print ballots in lots.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

At the December 3, 2024 regular business meeting, Council appointed Cheryl Hyde as the returning officer for the 2025 municipal election and authorized the provision of special ballots.

Election Ballot Bylaw 34-2007 was approved by Council in July 2007.

## DISCUSSION

In prior elections, all ballots have been counted using an electronic tabulator after the voting station closed at 8:00 p.m. on election day. Results have typically been available within an hour of the close of voting without any need to begin counting early.

Now that the LAEA has been amended to prohibit counting by electronic tabulators, for the first time in several decades in Canmore ballots must be counted by hand. Depending on the number of workers we are able to hire and the method chosen to count the at-large ballots, administration estimates the count will take between 6 and 10 hours.

### **Early Opening of Counting Centre**

Section 85.1(4) of the LAEA provides that an elected authority may pass a bylaw by June 30 of a year in which a general election is to be held allowing the returning officer of the elected authority to count the special ballot box, advance vote ballot box and institutional vote ballot box no earlier than 7:30 p.m. on election day.

If an early count is authorized, the returning officer will open the counting centre at 7:30 p.m. on election day (before the voting station closes at 8:00 p.m.) and start counting the ballots that were voted at advance votes, at the hospital, Bow River Lodge, and Origins, and, if council authorizes early receipt, special ballots. If an early count is not authorized, counting of all ballots will begin around 9:00 p.m. once voting station closure procedures have wrapped up. Early opening will give counters a 90-minute head start and allow for results to be available earlier.

### **Special Ballots**

Sections 77.1(2.1) and 77.21(1)2) of the LAEA provide that an elected authority, by resolution, specify a period of time when special ballot registration is available and may set a time and date earlier than the closing of the voting station on election day for when a completed special ballot package must be received by a returning officer. Administration requests that Council allow special ballot registrations between August 5 and noon on Friday, October 17 and set 7:00 p.m. on election day as the deadline by which special ballots must be received by the returning officer. This will allow the special ballots to be included in the early count.

### **Printing Ballots in Lots**

Printing ballots in lots (also known as rotated ballots) is authorized by section 43(3) of the LAEA and has been practiced in Canmore since 1995. As you can see by the attached bylaw, the lots are achieved by starting out with a ballot in alphabetical order, then on the next one the first name on the ballot becomes the last name, and so on until there are as many lots as there are candidates in the race. The ballots must then be sorted so that no two consecutive electors receive the same ballot and so that all the lots are equally distributed.

There is evidence that alphabetical order can unintentionally skew results, especially in elections that are non-partisan or where voters have little information about the candidates. In elections where voters are well-informed, ballot order has little to no measurable effect. No other municipality in Alberta uses a rotated ballot.

Administration is asking council to consider repealing the Election Ballot Bylaw because the LAEA has been amended to prohibit vote tabulators. Rotated ballots are quickly and accurately counted by tabulators, which have been in use in Canmore for 30 years. It is more challenging to count them, especially the ballots for at-large races, quickly and accurately by hand.

Municipalities around Alberta are investigating and testing methods to hand count ballots. The methods performing best in testing are unfortunately not an option for rotated ballots. The only method available to



Canmore at present is the “call and record”, which involves a person calling out each vote while two recorders place a tick mark next to the candidate’s name. The drawbacks of this system are slowness, vulnerability to counting over-voted ballots, and confusion as a dozen or more callers in the counting centre will be calling at the same time.

The system currently getting favourable results is the “grass skirt” method. This involves attaching voted ballots to large pre-printed tabulator sheets, then counting the votes horizontally across the sheets. There is a built-in check for over-voted ballots and very little room for miscounting. And it is faster. Tests show the call and record at 40 seconds per ballot and the grass skirt at 28 seconds. With 5,000 voters expected, the difference will be about 16 person-hours.

Since the grass skirt method only works if all the ballots are in the same order, there is a choice to be made between rotating the ballots to reduce the potential for alphabetical bias and printing them in alphabetical order to provide for more accurate and faster counting. With the increased margin of error that hand counting introduces, administration strongly supports doing everything possible to provide an accurate count and hopes to have the option to continue exploring all options for ballot counting leading up to the election. If an option more effective and similar in costs to the grass skirt becomes available, it will be considered. At this time we are recommending making this change based on the best information available at the time.

#### **ANALYSIS OF ALTERNATIVES**

If Council wishes pass only certain sections of Bylaw 2025-20, the following format may be used:

That Council amend Bylaw 2025-20 by striking out section (3 or 7).

#### **FINANCIAL IMPACTS**

Printing ballots in lots will increase costs but administration has not yet determined the price difference. And if counting taking longer we will require either more counters or more time, which will increase amount paid to our counters.

#### **INTEREST HOLDER ENGAGEMENT**

None

#### **ATTACHMENTS**

- 1) Election Manual Ballot Counting Bylaw 2025-20
- 2) Election Ballots Bylaw 34-2007

#### **AUTHORIZATION**

Submitted by:	Cheryl Hyde Manager, Municipal Clerk’s Office	Date: <u>May 26, 2025</u>
Approved by:	Dustin Schinbein General Manager, Corporate Services	Date: <u>May 27, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>May 27, 2025</u>

**BYLAW 2025-20**

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO  
AUTHORIZE EARLY COUNTING OF ELECTION BALLOTS**

---

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 Election Early Ballot Counting Bylaw 2025-20.

**INTERPRETATION**

- 2 In this bylaw:
  - a) Returning Officer means the person appointed by Council as the Returning Officer for the 2025 municipal election.

**PROVISIONS**

- 3 The Returning Officer is authorized to count the special ballot box, advance vote ballot box, and institutional advance ballot box at 7:30 p.m. on election day 2025.

**ENACTMENT/TRANSITION**

- 4 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.
- 5 Printing Ballots in Lots Bylaw 34-2007 is repealed.
- 6 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:

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Sean Krausert  
Mayor

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Date

---

Cheryl Hyde  
Manager, Municipal Clerk's Office

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Date

Bylaw approved by: \_\_\_\_\_

Page 1 of 1

**TOWN OF CANMORE**

**BYLAW 34-2007**

**PROVINCE OF ALBERTA**

BEING A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AUTHORIZING THE PRINTING OF ELECTION BALLOTS IN LOTS

**WHEREAS**

Pursuant to Section 43 of the Local Authorities Election Act, Statutes of Alberta, 2000, being Chapter L-21 of the Revised Statutes of Alberta as amended (hereinafter referred to as the “Act”) an elected authority may pass a bylaw to provide for the printing of election ballots in lots;

**NOW THEREFORE**

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

**SECTION I: TITLE**

1. This Ballot shall be known as the Town of Canmore Election Ballot Bylaw.

**SECTION II: ELECTION BALLOTS**

1. Ballots for the election to Municipal office shall be printed in as many lots as there are candidates for the office; and that
2. In the first lot, the names of the candidates shall appear in alphabetical order; and that
3. In the second lot, the names shall appear in the same order, except that the first name in the first lot shall be placed last; and that
4. In each succeeding lot, the order shall be the same as that of the preceding lot, except that the first name in the first lot shall be placed last; and that
5. The tablets of ballots to be used at each voting station shall be made up by combining ballots from the different lots in regular rotation so that no two consecutive electors may receive ballot papers from the same lot and so that each candidate’s name shall appear first and in each other position substantially the same number of times on the ballots used.

**SECTION III: GENERAL PROVISIONS**

1. This Bylaw repeals Bylaw 31-2004 and shall come into force and take effect upon the date of final reading.

**FIRST READING:**

July 3, 2007

**SECOND READING:**

July 3, 2007

**THIRD READING:**

July 3, 2007

  
MAYOR

  
DESIGNATED OFFICER



# Request for Decision

**DATE OF MEETING:** June 3, 2025 **AGENDA #:** H 1

**TO:** Council

**SUBJECT:** Benefits Policy HR-001

**SUBMITTED BY:** Johanna Sauvé, Manager of Human Resources

**RECOMMENDATION:** That Council approve the Benefits Policy HR-001 amended as presented.

## EXECUTIVE SUMMARY

Employee benefits are a fundamental driver of a healthy, engaged, and productive workforce. A well-structured benefits policy not only supports employee wellbeing but also strengthens our ability to hire and retain employees, who are essential to sustaining quality municipal services.

Benefits Policy HR-001 establishes clear guidelines on eligibility and cost-sharing, ensuring a strategic approach to attracting and retaining talent in an increasingly challenging labour market. The amended policy presented offers cost-effective solutions to addressing the high cost of living in our community, where livability and housing availability present ongoing challenges to hiring qualified employees, and will support our employees to thrive both professionally and personally.

A stable, committed workforce enhances service delivery for residents and reinforces the overall vitality of the municipality. Approving the amended policy as presented provides a proactive opportunity to address labour market challenges while improving livability, making our community a more feasible place to work and live.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The amended 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

Employee benefits are a vital component of total compensation, directly supporting the Town's ability to attract and retain a healthy, engaged, and high-performing workforce. In addition to fostering employee wellbeing, these benefits help ensure a dignified and reasonable standard of living for Town employees, enabling them to remain committed to their roles without unnecessary barriers to success.

The amended Benefits Policy HR-001 includes housekeeping edits along with two significant updates aimed at addressing recruitment challenges and enhancing livability in Canmore:

## 1. Expanded Benefits for Temporary Employees

Temporary employees with contracts of 12 months or longer are proposed to receive benefits aligned with those provided to Council, including Extended Health and Dental coverage. Attracting highly qualified candidates to temporary roles has become increasingly difficult due to the high cost of living and limited housing availability, factors that have significantly impacted key positions such as the Manager of Finance, the Housing Action Plan Finance Strategy Manager, Engineers, and Project Managers. This update strengthens our ability to recruit and retain talent into critical roles such as these ones.

## 2. Elevation Place Membership for Employees and Dependents

Providing employees and their dependents with free Elevation Place memberships offers the most cost-effective livability initiative available. Were the Town to allocate funds towards purchasing taxable recreation centre passes (or other taxable benefit), it would cost the Town approximately \$330,000 annually and would result in an estimated \$80,000 in employee taxes. The proposed approach anticipates a much lower revenue impact of approximately \$75,000 while remaining non-taxable under Canada Revenue Agency (CRA) regulations.

By implementing these updates, the Town is proactively addressing labour market challenges and reinforcing its commitment to improving livability, making Canmore a more attractive and sustainable place to work and live.

Both changes are requested with an effective date of October 1, 2025, so that Administration may work with benefits providers and configure systems for implementation.

## ANALYSIS OF ALTERNATIVES

### 1. Expanded Benefits for Temporary Employees:

Council may also reconsider the eligibility period for full-time temporary benefits. Administration assessed both 6-month and 18-month eligibility periods, but neither is recommended due to the following implications:

- A 6-month eligibility period could extend benefits to some seasonal employees, likely increasing premium costs due to seasonal employment claiming patterns.
- Conversely, an 18-month eligibility period would prevent the Town from offering benefits to temporary replacements filling in for standard leaves that begin with a period of less than 18 months (e.g., disability, maternity and parental leaves).

### 2. Elevation Place Memberships

Council may consider offering a 75% discounted membership to Elevation Place rather than a fully subsidized option. Another approach could be to restrict free memberships to employees only, excluding their dependents. The implications of both alternatives include:

- Administration of the membership is more cumbersome.

- They limit the Town's ability to enforce facility use restrictions beyond those normally applied to all Elevation Place members, should the Town implement a procedure to that effect.

### FINANCIAL IMPACTS

#### 1. Expanded Benefits for Temporary Employees:

The financial implications vary based on the nature of the temporary role and its funding source:

- If a temporary position is part of a capital project, benefit costs are covered by the project's capital budget.
- If a temporary role is filling a backfill position due to personal, disability, maternity, or parental leave, the cost is absorbed by the Salary, Wages, and Benefits (SWB) budget.

On average, the Town administers five to seven temporary contracts per year that are not funded by the capital budget. Implementing benefits for temporary employees on contracts of 12 months or more is estimated to cost up to \$85,000 annually, with actual expenditures fluctuating based on position salary and family status of the employee.

#### 2. Elevation Place Memberships

Offering free Elevation Place memberships to all Town employees is projected to result in an estimated revenue loss of approximately \$75,000

### INTEREST HOLDER ENGAGEMENT

Employee feedback, gathered through Exit Interviews and the recent Employee Engagement Survey consistently highlight the value of recreational and wellness benefits. A recurring theme among departing employees is the desire for free fitness center access and discounted recreation programs, particularly for families. This feedback underscores the importance of accessible wellness initiatives in employee satisfaction and retention.

### ATTACHMENTS

- 1) Benefits Policy HR-001
- 2) Benefits Policy HR-001 - Redline

### AUTHORIZATION

Submitted by:	Johanna Sauvé Manager of Human Resources	Date:	<u>May 14, 2025</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date:	<u>May 14, 2025</u>
Approved by:	Dustin Schinbein GM of Corporate Services	Date:	<u>May 14, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>May 27, 2025</u>



## Benefits Policy

**Policy Number:** HR-001

**Date in Effect:** June 3, 2025

### POLICY STATEMENT

- 1 It is the policy of the Town of Canmore ("Town") to provide its Employees with a level of benefits that is fair, equitable, fiscally sustainable and integral to overall compensation, and that contributes to the attraction and retention of a healthy and engaged workforce to best support service to the community.

176-2021

- 2 *Repealed 176-2021*

### PURPOSE

- 3 The purpose of this policy is to establish the benefits to which Town Employees are eligible, and the cost sharing of any associated premiums or contributions, where applicable.

- 4 *Repealed 176-2021*

- 5 This policy applies to all Employees of the Town, except:

- a) Those governed by a collective agreement, or
- b) An employment contract specifically outlines a contrary guideline.

176-2021

### DEFINITIONS

- 6 *Repealed 176-2021*

- 7 "Employee" means any employee, supervisor, or manager.

- 8 "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.

- 9 "Group Benefits" include the benefit types listed under the Group Benefits, Participation, and Cost Sharing section of this policy.

XXX-2025

- 10 "Permanent Full-Time Employee" means any Employee hired on a permanent basis whose employment contract commits to regularly scheduled hours of at least 1.0 FTE for that position.

- 11 "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.

- 12 "Plan Member" means an eligible Employee registered with a Town Group Benefits carrier.

Policy approved by: \_\_\_\_\_

176-2021

13 *Repealed 176-2021*

- 14 "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

- 15 "Temporary Employee" means any Employee whose employment contract commits to regularly scheduled hours of at least 1.0 FTE for that position, and a minimum period of two consecutive and complete cumulative months.

176-2021, XXX-2025

## PRINCIPLES

- 16 Should any discrepancies occur between this policy and the terms of the current benefits plan contracts with third-party providers, the contracts will prevail. In all cases, eligibility for a particular benefit referred to in this policy will be governed by the terms of the plan contract with the provider and any applicable legislation. Where there is conflict between a provision in this policy and a provision in the plan contract or any applicable legislation, the provisions of either of the latter two will prevail.

176-2021, XXX-2025

## GROUP BENEFITS, PARTICIPATION, AND COST SHARING

- 17 The following tables outline the benefit types and cost share ratio provided under the Town's Group Benefits plan. Participation in the plan is mandatory for all Employee groups identified herein, except those benefit types listed as "Optional" under this section of this policy.

XXX-2025

### Permanent Full-Time Employees:

Benefit Type	Cost Sharing	
	Plan Member	Town
Extended Health Care	N/A	100%
Dental Care	N/A	100%
Non-Taxable Healthcare Spending Account/ Taxable Wellness Spending Account	N/A	100%
Life Insurance	30%	70%
Dependent Life Insurance	30%	70%
Accidental Death and Dismemberment (AD&D)	30%	70%
Employment Insurance (EI) Supplemental Unemployment Benefits (SUB) Top-Up for Employees in receipt of EI Caregiving Benefits	N/A	100%
Short-Term Disability (STD)	N/A	100%
Long-Term Disability (LTD)	100%	N/A
Optional Life, AD&D, and Critical Illness Insurance	100%	N/A

Policy approved by: \_\_\_\_\_



Group Retirement Savings Plan contribution (on regular base pay)	5.5%	10.22%
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176-2021, XXX-2025

**Permanent Part-Time Employees:**

	<b>Cost Sharing</b>	
<b>Benefit Type</b>	<b>Plan Member</b>	<b>Town</b>
Non-Taxable Healthcare Spending Account	N/A	100%
Group Retirement Savings Plan contribution (on regular base pay)	5.5%	8.65%

**Temporary Employees with Contracts 12 months or more: Effective October 1, 2025**

	<b>Cost Sharing</b>	
<b>Benefit Type</b>	<b>Plan Member</b>	<b>Town</b>
Extended Health Care	N/A	100%
Dental Care	N/A	100%
Non-Taxable Healthcare Spending Account/ Taxable Wellness Spending Account	N/A	100%
Life Insurance	30%	70%
Dependent Life Insurance	30%	70%
Accidental Death and Dismemberment (AD&D)	30%	70%
Optional Life, AD&D, and Critical Illness Insurance	100%	N/A
Group Retirement Savings Plan contribution (on regular base pay)	5.5%	8.65%

XXX-2025

**Temporary Employees with Contracts for less than 12 months:**

	<b>Cost Sharing</b>	
<b>Benefit Type</b>	<b>Plan Member</b>	<b>Town</b>
Non-Taxable Healthcare Spending Account	N/A	100%

176-2021: XXX-2025

**EMPLOYEE AND FAMILY ASSISTANCE PROGRAM**

- 18 The Town will provide all Employees with an active employment contract and their dependents (spouse and children) with access to a confidential, third-party Employee and Family Assistance Program at no cost to the employee.

176-2021

**ELEVATION PLACE MEMBERSHIP**

- 19 Effective October 1, 2025 the Town will provide all Employees with the option to receive a free Elevation Place membership up to the same status as their health and dental benefits (single, couple, family).

176-2021; XXX-2025

- 20 *Repealed XXX-2025*

**RESPONSIBILITIES**

- 21 It is the responsibility of the Manager of Human Resources to:

Policy approved by: \_\_\_\_\_

- a) Administer the Group Benefits plans, including Plan Member enrolment, communication, education, and collection and payment of Group Benefits premiums and contributions;
- b) Collaborate with Group Benefits broker and liaise with Group Benefits carriers;
- c) Review and, if necessary, make recommendations for changes to the plan design and the benefits carriers;
- d) Determine eligibility and benefits plan design in alignment with this Policy to be approved in budget.

176-2021

22 It is the responsibility of the Chief Administrative Officer to:

- a) Approve recommended changes to the Group Benefits plan or carriers from the Manager of Human Resources within the current budget.

23 *Repealed 176-2021*

24 It is the responsibility of Plan Members to:

- a) Pay for and contribute to the Group Benefits as outlined under the “Participation and Cost Sharing for Group Benefits” section of this policy.

#### POLICY REVIEW

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

XXX-2025

**REPEALS POLICY:** Group Benefits 245-2014

#### AUTHORIZATION:

\_\_\_\_\_  
Sean Krausert  
Mayor

\_\_\_\_\_  
Cheryl Hyde  
Manager, Municipal Clerk’s Office

#### REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	1990-04-24	207-90	Benefits Policy
Repealed	2001-09-18	427-2001	
Approved	2001-09-18	427-2001	Benefits Policy
Repealed	2011-08-23	320-2011	
Approved	2011-08-23	320-2011	Benefits Policy
Repealed	2014-10-07	245-2014	
Approved	2014-10-07	245-2014	Group Benefits Policy
Repealed	2017-06-27	208-2017	

Policy approved by: \_\_\_\_\_

Approved	2017-06-27	208-2017	Benefits Policy
Amended	2017-07-06	176-2021	Amend “returning seasonal” to “Temporary Employee,” amend short-term sickness plan to insured short-term disability; remove council benefits
Amended	2025-06-03	XXX-2025	New category for Temporary Employees over 12 months, Elevation Place Membership. Add definition for FT Permanent Employee

Policy approved by: \_\_\_\_\_



# Council Benefits Policy

**Policy Title:** **Benefits**

**Policy Number:** **HR-001**

**Date in Effect:** ~~June 27, 2017~~ June 3, 2025

**Current as of:** ~~July 6, 2021~~ June 3, 2025

## POLICY STATEMENT

- 1 It is the policy of the Town of Canmore ("Town") to provide its employees with a level of benefits that is fair, equitable, fiscally sustainable and integral to overall compensation, and that contributes to the attraction and retention of a healthy and engaged workforce to best support service to the community.

176-2021

- 2 *Repealed 176-2021*

## PURPOSE

- 1 The purpose of this policy is to establish the benefits to which Town employees are eligible, and the cost sharing of any associated premiums or contributions, where applicable.

- 2 *Repealed 176-2021*

- 2.1 This policy applies to all ~~e~~Employees of the Town, except:

- a) Those governed by a collective agreement, or
- b) An employment contract specifically outlines a contrary guideline.

176-2021

## DEFINITIONS

- 3 *Repealed 176-2021*

- 4 "Employee" means any employee, supervisor, or manager.

- 5 "Full ~~t~~ime ~~e~~quivalent (FTE)" means the ratio of an ~~e~~Employee's regularly scheduled hours compared to that of the regular work week for that position.

- 6 "Group ~~b~~enefits" include the benefit types listed under the Group Benefits, Participation, and Cost Sharing section of this policy. ~~those listed under section 4 of this policy.~~

XXX-2025

- 7 "Permanent ~~f~~ull-~~t~~ime ~~e~~mployee" means any ~~e~~Employee hired on a permanent basis whose employment contract commits to regularly scheduled hours of at least 1.0 FTE for that position.

Policy approved by: \_\_\_\_\_

8 "Permanent ~~p~~Part-~~t~~Time ~~e~~Employee" means any ~~e~~Employee hired on a permanent basis whose employment contract commits to regularly scheduled hours of at least 0.6 FTE for that position.

9 "Plan ~~m~~Member" means an eligible ~~e~~Employee registered with a Town ~~G~~roup ~~B~~enefits carrier.

176-2021

10 *Repealed 176-2021*

11 "Regular ~~w~~Work ~~w~~Week" means the normal weekly work hours, where a week is Sunday to Saturday. For the purposes of this policy, the Town recognizes three ~~r~~Regular ~~w~~Work ~~w~~Weeks:

35.0 hours	Administrative Employees — typically office workers, supervisors, managers
37.5 hours	RCMP <del>Clerks</del> Municipal Employees
40.0 hours	Operational Employees — typically front-line workers

XXX-2025

11.1 "Temporary Employee" means any ~~e~~Employee whose contract commits to ~~a minimum of 35 hours per week in administrative positions and 40 hours per week in operational positions (full-time regularly scheduled hours of at least 1.0 FTE for that position)~~, and a minimum ~~term~~ ~~period~~ of two ~~consecutive and~~ complete cumulative months.

176-2021, XXX-2025

## PRINCIPLES

11.2 Should any discrepancies occur between this policy and the terms of the current benefits plan contracts ~~with third-party providers~~, the contracts will prevail. In all cases, eligibility for a particular benefit referred to in this policy will be governed by the terms of the plan contract with the provider and any applicable legislation. Where there is conflict between a provision in this policy and a provision in the plan contract or any applicable legislation, the provisions of either of the latter two will prevail.

176-2021, XXX-2025

## GROUP BENEFITS, PARTICIPATION, AND COST SHARING ~~FOR GROUP BENEFITS~~

12 The following tables outline the benefit types and cost share ratio provided under the Town's ~~g~~Group ~~b~~enefits ~~p~~lan. Participation in the plan is mandatory for all ~~e~~Employee groups identified herein ~~officials~~, except those benefit types listed as "Optional" ~~or "Voluntary"~~ under this section of this policy.

### Permanent Full-Time Employees:

Benefit Type	Cost Sharing	
	Plan Member	Town
Extended Health Care	N/A	100%
Dental Care	N/A	100%
Non-Taxable Healthcare Spending Account/ Taxable Wellness Spending Account	N/A	100%
Life Insurance	30%	70%
Dependent Life Insurance	30%	70%
Accidental Death <del>&amp; and</del> Dismemberment (AD&D)	30%	70%

Policy approved by: \_\_\_\_\_

Employment Insurance (EI) Supplemental Unemployment Benefits (SUB) Top-Up for employees in receipt of EI Caregiving Benefits	N/A	100%
Short-Term Disability (STD)	N/A	100%
Long-Term Disability (LTD)	100%	N/A
Optional Life, <u>AD&amp;D, and Critical Illness Insurance</u>	100%	N/A
<del>Voluntary AD&amp;D</del>		
Group Retirement Savings Plan contribution (on regular base pay)	5.5%	10.22%

176-2021, ~~XXX-2025~~

**Permanent Part-Time Employees:**

Benefit Type	Cost Sharing	
	Plan Member	Town
Non-Taxable Healthcare Spending Account	N/A	100%
Group Retirement Savings Plan contribution (on regular base pay)	5.5%	8.65%

**Temporary Employees with Contracts 12 months or more: Effective October 1, 2025**

<u>Benefit Type</u>	<u>Cost Sharing</u>	
	<u>Plan Member</u>	<u>Town</u>
<u>Extended Health Care</u>	<u>N/A</u>	<u>100%</u>
<u>Dental Care</u>	<u>N/A</u>	<u>100%</u>
<u>Non-Taxable Healthcare Spending Account/ Taxable Wellness Spending Account</u>	<u>N/A</u>	<u>100%</u>
<u>Life Insurance</u>	<u>30%</u>	<u>70%</u>
<u>Dependent Life Insurance</u>	<u>30%</u>	<u>70%</u>
<u>Accidental Death &amp; Dismemberment (AD&amp;D)</u>	<u>30%</u>	<u>70%</u>
<u>Optional Life, AD&amp;D, and Critical Illness Insurance</u>	<u>100%</u>	<u>N/A</u>
<u>Group Retirement Savings Plan contribution (on regular base pay)</u>	<u>5.5%</u>	<u>8.65%</u>

~~XXX-2025~~

**Temporary Employees with Contracts for less than 12 months:**

Benefit Type	Cost Sharing	
	Plan Member	Town
Non-Taxable Healthcare Spending Account	N/A	100%

176-2021

**EMPLOYEE AND FAMILY ASSISTANCE PROGRAM**

- 13 The Town will provide all employees with an active employment contract and their dependents (spouse and children) with access to a confidential, third-party employee and family assistance program at no cost to the employee.

176-2021

Policy approved by: \_\_\_\_\_

### ELEVATION PLACE MEMBERSHIP

- 14 ~~Effective October 1, 2025~~ The Town will provide all ~~e~~Employees with ~~an active employment contract with the option to purchase an individual Elevation Place~~the option to receive a Elevation Place membership ~~at up to the same status as their health & and dental benefits (single, couple, family).~~ ~~rates equivalent to those set out in the Corporate Wellness Membership Program offered to our local businesses.~~
- 15 ~~Repealed XXX-2025~~ Employee are responsible for 100% of the employee cost of the corporate membership.

176-2021

### RESPONSIBILITIES

- 17 It is the responsibility of the Manager of Human Resources to:
- a) Administer the group benefits plans, including plan member enrolment, communication, education, and collection and payment of group benefits premiums and contributions;
  - b) Collaborate with ~~g~~Group ~~b~~Benefits broker and liaise with ~~g~~Group ~~b~~Benefits carriers;
  - c) Review and, if necessary, make recommendations for changes to the plan design and the benefits carriers;
  - d) Determine eligibility and benefits plan design in alignment with this Policy to be approved in budget.
- 18 It is the responsibility of the Chief Administrative Officer to:
- a) Approve recommended changes to the ~~g~~Group ~~b~~Benefits plan or carriers from the Manager of Human Resources within the current budget.
- 19 *Repealed 176-2021*
- 20 It is the responsibility of ~~p~~Plan ~~m~~Members to:
- a) Pay for and contribute to the ~~g~~Group ~~b~~Benefits as outlined under the “Participation and Cost Sharing for Group Benefits” section of this policy.

176-2021

### POLICY REVIEW

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

XXX-2025

**REPEALS POLICY:** Group Benefits 245-2014

Policy approved by: \_\_\_\_\_

**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>1990-04-24</u>	<u>207-90</u>	<u>Benefits Policy</u>
<u>Repealed</u>	<u>2001-09-18</u>	<u>427-2001</u>	
<u>Approved</u>	<u>2001-09-18</u>	<u>427-2001</u>	<u>Benefits Policy</u>
<u>Repealed</u>	<u>2011-08-23</u>	<u>320-2011</u>	
<u>Approved</u>	<u>2011-08-23</u>	<u>320-2011</u>	<u>Benefits Policy</u>
<u>Repealed</u>	<u>2014-10-07</u>	<u>245-2014</u>	
<u>Approved</u>	<u>2014-10-07</u>	<u>245-2014</u>	<u>Group Benefits Policy</u>
<u>Repealed</u>	<u>2017-06-27</u>	<u>208-2017</u>	
<u>Approved</u>	<u>2017-06-27</u>	<u>208-2017</u>	<u>Benefits Policy</u>
<u>Amended</u>	<u>2017-07-06</u>	<u>176-2021</u>	<u>Amend "returning seasonal" to "Temporary Employee," amend short-term sickness plan to insured short-term disability; remove council benefits</u>
<u>Amended</u>	<u>2025-06-03</u>	<u>XXX-2025</u>	<u>New category for Temporary Employees over 12 months, Elevation Place Membership. Add definition for FT Permanent Employee</u>
<u>Action</u>	<u>Date</u>	<u>Council Motion</u>	<u>Notes</u>
<u>Approved</u>	<u>2017.06.27</u>	<u>208-2017</u>	<u>New Policy</u>
<u>Amended</u>	<u>2021.07.06</u>	<u>176-2021</u>	<u>Amend "returning seasonal" to "Temporary Employee," amend short-term sickness plan to insured short-term disability; remove council benefits</u>
<u>Amended</u>	<u>2025.06.03</u>	<u>XXX-2025</u>	<u>New category for Temporary Employees over 12 months, Elevation Place Membership</u>

Policy approved by: \_\_\_\_\_





# Request for Decision

**DATE OF MEETING:** June 3, 2025 **AGENDA #:** H 2

**TO:** Council

**SUBJECT:** Entrance Features in Municipal Rights of Way Policy ENG-002

**SUBMITTED BY:** Brian Kinzie, P.Eng., Acting Manager of Engineering

**RECOMMENDATION:** That Council approve the Entrance Features in Municipal Rights of Way Policy ENG-002 amended as presented.

## EXECUTIVE SUMMARY

This policy provides a framework for evaluating and processing requests for installing entrance features within municipal road right of way. This policy revision improves clarity on application and approval processes at various stages of planning approvals.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The policy *Entrance Features in Municipal Road Right of Way – PD-014* was adopted by Council on February 5, 2019 and replaced the *Protocol for Entrance Features and Subdivision Signs within a Municipal Road Right of Way*.

## DISCUSSION

From time to time, administration receives requests to place Entrance Features in Municipal Road Right of Way. The original version of this policy was conceived to provide a clear process for obtaining approvals in these cases.

The policy has been in effect for several years and administration has identified areas for improvement based on experience from applying the policy. This update primarily addresses the five issues identified below.

### *Process clarity*

This policy revision clearly outlines the process and application requirements at the Conceptual Scheme, Subdivision and Development Permit stage. This provides guidance to applicants and a framework for administration to consider these requests at various stages in the planning approvals process.

### *Clarify application requirements*

The policy revision identifies the documents required to submit an application. The detail required in the application documents increases based on the level of planning approval taking place.

### *Ensure alignment with the Land Use Bylaw signage requirements*

Revisions to the policy are intended to preserve the authority of the Land Use Bylaw to govern the placement of signage. This requirement is identified in the sections describing each of the planning approval processes.

***Specify approving authority and dispute resolution***

The revised policy identifies the General Manager of Municipal Infrastructure as the approving authority on applications for Entrance Features in municipal road rights of way. The Chief Administrative Officer is responsible for rendering decisions on disputed Entrance Feature applications.

***Ensure a lasting entity exists for maintenance purposes***

The revised policy adds a requirement for applicants to identify an enduring entity such as a homeowner's association or condo board which will remain responsible for maintenance obligations. This party will be identified in an Entrance Features Agreement.

**ANALYSIS OF ALTERNATIVES**

Entrance Features could potentially be addressed in the proposed Encroachment Policy revision, however administration recommends retaining two separate policies due to the unique nature of Entrance Features and their connection to the planning approvals process.

**FINANCIAL IMPACTS**

This policy ensures that an entity other than the Town is held responsible for ongoing maintenance of Entrance Features and reduces potential cost implications should the Town otherwise be held responsible.

**INTEREST HOLDER ENGAGEMENT**

The Planning and Development Department was consulted during the policy revision process.

**ATTACHMENTS**

- 1) Entrance Features in Municipal Road Right of Way Policy ENG-002
- 2) Entrance Features in Municipal Road Right of Way Policy PD-014 - Redline

**AUTHORIZATION**

Submitted by:	Brian Kinzie, P.Eng. Acting Manager of Engineering	Date:	<u>May 14, 2025</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date:	<u>May 14, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>May 27, 2025</u>



# Entrance Features in Municipal Road Right of Way Policy

**POLICY NUMBER:** ENG-002

**DATE IN EFFECT:** June 3, 2025

## **POLICY STATEMENT**

- 1 The Town aims to ensure that a consistent and clear process for evaluating and processing requests for installing entrance features within municipal road right of way (MROW).

## **PURPOSE**

- 2 This policy establishes criteria for evaluating and managing requests to install entrance features in MROW, aligning with Town regulations and sustainable practices.

## **DEFINITIONS**

- 3 In this policy:
  - a) “Entrance Features” means permanent, private signage that is directional or for wayfinding and located at the entrance to a subdivision.
  - b) “Municipal Road Right of Way (MROW)” means roads, sidewalks, and boulevards under municipal control and management, as defined in the Traffic Safety Act.

## **APPLICABILITY OF POLICY**

- 4 This policy applies to Entrance Features proposed within MROW.

## **ENTRANCE FEATURES IDENTIFICATION, EVALUATION, AND CONDITIONS FOR APPROVAL**

- 5 Identification of Entrance Features
  - a) Conceptual Scheme Stage:
    - i) Where the Land Use Bylaw (LUB) allows for Entrance Features in MROW, Entrance Features may be proposed at the Conceptual Scheme (CS) stage.
    - ii) CS submission to include location mapping, road cross-sections, and professional renderings.
  - b) Subdivision Stage:
    - i) Where a CS has been approved and has included Entrance Features in MROW, and provided the approved CS remains compliant with the LUB, Entrance Features may be proposed at the subdivision stage.

Policy approved by: \_\_\_\_\_

- ii) Detailed drawings are to be provided showing Entrance Feature locations, dimensions, relationships to road cross-sections and include landscape plans.
  - c) Development Permit Stage:
    - i) Where a subdivision has already taken place, and the LUB allows for Entrance Features in a MROW, an Entrance Feature may be considered as part of a Development Permit application. Submission requirements of 5.1 a) and 5.1 b) apply.
- 6 Criteria for Evaluating Entrance Features
- a) Entrance feature applications must satisfy the following:
    - i) Demonstrate that there is no suitable location for the Entrance Features on private property;
    - ii) Align with Engineering Design and Construction Guidelines, Integrated Transportation Plan, and Future MROW design objectives under consideration at the time of application.
    - iii) Identify a lasting entity (e.g., homeowner's association or condo board) responsible for maintenance and agreement obligations.
    - iv) Not inhibit the Town's ability to maintain the MROW;
    - v) Ensure alignment with approved statutory documents;
    - vi) Comply with the Land Use Bylaw neighborhood identification sign regulations, with design objectives (e.g. materials and colours), and maximum height and signage area;
    - vii) The Subdivision or Development Authority will evaluate the location, massing, amount of landscaping and number and type of Entrance Features using the professional renderings, elevations, and landscaping plans included with the developer's application. There will be no minimum or maximum, rather, the Subdivision or Development Authority will ensure that these elements are designed appropriately to the streetscape and adjacent uses and do not dominate the streetscape and adjacent development.
- 7 Conditions for Approval of Entrance Features
- a) Upon written notice to the applicant that their Entrance Features application is approved, an Entrance Features Agreement shall be executed between the Town and applicant. Terms of the agreement shall include:
    - i) construction and exclusive maintenance obligations;

Policy approved by: \_\_\_\_\_

- ii) indemnity and insurance obligations;
- iii) obligation to transfer the Entrance Features Agreement to a lasting entity, if not the applicant;
- iv) security deposit to ensure adherence to obligations including annual municipal right of way usage fees, and termination and removal clauses for non-compliance.

#### RESPONSIBILITIES

- 8 The General Manager (GM) of Municipal Infrastructure or the Manager of Planning & Development will render decisions on applications.
- 9 The CAO is responsible for creating and maintain any procedures necessary for compliance with this policy.
- 10 The CAO is responsible for rendering decisions on disputed Entrance Feature applications.

#### VISION ALIGNMENT

- 11 Not applicable.

#### RELATED DOCUMENTS

Revised Land Use Bylaw 2018-22  
 Engineering Design and Construction Guidelines  
 Town of Canmore Integrated Transportation Plan  
 Town of Canmore Traffic and Road Use Bylaw

#### ATTACHMENTS

None

#### REPEALS POLICY: N/A

#### AUTHORIZATION:

\_\_\_\_\_  
 Sean Krausert  
 Mayor

\_\_\_\_\_  
 Cheryl Hyde  
 Manager, Municipal Clerk's Office

#### REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2019-02-05	45-2019	Entrance Features in Municipal Road Right of Way PD-014
Amended	2025-06-03	XXX-2025	Name Change: Entrance Features in Municipal Road Right of Way ENG-002

Policy approved by: \_\_\_\_\_



# Entrance Features in Municipal Road Right of Way Policy

POLICY NUMBER: ~~PD-014~~ENG-002XXX

~~CURRENT AS OF: DATE IN EFFECT~~ ~~February 5, 2019~~June 3, 2025

## 1. POLICY STATEMENT

The Town's ~~aim/objective is~~ to ensure that a consistent and clear process ~~is in place~~ for evaluating and processing requests for installing ~~private~~ entrance features within municipal road right of way (MROW).

## 2. PURPOSE

~~The purpose of this policy is to establish~~ criteria for evaluating and managing requests to install ~~private~~ entrance features in MROW, aligning with Town regulations and sustainable practices.

## 3. DEFINITIONS

3.1. The terms relevant to this policy include:

- a) **Entrance Features:** means permanent, private ~~signage that is~~ directional or for wayfinding ~~and signage~~ located at the entrance to a subdivision.
- b) **Municipal Road Right of Way (MROW):** means roads, sidewalks, and boulevards under municipal control and management, as defined in the Traffic Safety Act, ~~under municipal control and management.~~

## 4. APPLICABILITY OF POLICY

4.1. This policy applies to Entrance Features proposed within MROW.

## 5. ENTRANCE FEATURES IDENTIFICATION, EVALUATION, AND CONDITIONS FOR APPROVAL

5.1. Identification of Entrance Features

~~To identify Entrance Features early in the planning process, the following steps will be undertaken:~~

- a) Conceptual Scheme Stage:
  - i) ~~At the policy or plan stage, for example the development of an Area Redevelopment Plan (ARP) or Area Structure Plan (ASP), the policy or plan shall include high-level direction regarding the design goals and objectives for Entrance Features. Identifying specific locations or detailed designs for Entrance Features is not appropriate at this stage. Where the Land Use Bylaw (LUB) allows for Entrance Features in MROW, Entrance Features may be proposed at the Conceptual Scheme (CS) stage.~~

Policy approved by: \_\_\_\_\_

~~ii) CS submission to include location mapping, road cross-sections, and professional renderings.~~

b) Subdivision Stage:

~~i) Where a CS has been approved and has included Entrance Features in MROW, and provided the approved CS remains compliant with the LUB, Entrance Features may be proposed at the subdivision stage.~~

~~ii) Detailed drawings are to be provided showing Entrance Feature locations, dimensions, relationships to road cross-sections and include landscape plans.~~

c) Development Permit Stage:

~~i) Where a subdivision has already taken place, and the LUB allows for Entrance Features in a MROW, an Entrance Feature may be considered as part of a Development Permit application. Submission requirements of 5.1 a) and 5.1 b) apply.~~

~~ii) At the detailed design stage, for example with a conceptual plan, subdivision or development permit application, an applicant shall identify Entrance Features as part of their application.~~

## 5.2. Criteria for Evaluating Entrance Features

~~The following criteria shall be used to evaluate applications for Entrance Features~~Entrance Feature applications must satisfy the following:

a) ~~applicants must demonstrate~~Demonstrate that there is no suitable location for the Entrance Features on private property;

b) ~~the proposed Entrance Features a~~Align with:

~~i) the Engineering Design and Construction Guidelines, the~~

~~ii) Integrated Transportation Plan, and any f~~

~~iii) Future design objectives~~MROW design objectives under consideration ~~for the~~MROW at the time of application.

c) Identify a lasting entity (e.g., homeowner's association or condo board) responsible for maintenance and agreement obligations.

b)d) ~~the proposed Entrance Features will n~~Not inhibit the Town's ability to maintain the MROW;

e)c) ~~the proposed Entrance Features are in accordance~~Ensure alignment with approved statutory documents; with any relevant area or redevelopment plan;

d)f) ~~the proposed Entrance Features are in accordance~~Comply with the Land Use Bylaw neighborhood identification sign regulations, with, specifically that they:

i) ~~conform with the~~ Design Objectives (~~f.e.g.~~ materials and colours) ~~of Section 10 Signage of the Land Use Bylaw~~; and

ii) ~~do not exceed the m~~Maximum height and signage area ~~permitted for freestanding signage in Section 10 Signage of the Land Use Bylaw, unless directed otherwise by a relevant ASP or ARP~~;

~~e)g) the Chief Administrative Officer (CAO)~~The Subdivision or Development Officer Authority will evaluate the location, massing, amount of landscaping and number and type of Entrance Features using the professional renderings, elevations, and landscaping plans included with the developer's application. There will be no minimum or maximum, rather, the ~~CAO~~Subdivision or Development Officer Authority will ensure that these elements are designed appropriately to the streetscape and adjacent uses and do not dominate the streetscape and adjacent development.

### 5.3. Conditions for Approval of Entrance Features

Upon written notice to the applicant that their Entrance Features application is approved, an Entrance Features Agreement shall be executed between the Town and ~~the legal entity, such as a homeowners' association or condominium corporation, that oversees the subdivision applicant~~. Terms of the agreement shall include:

a) construction and exclusive maintenance obligations;

b) indemnity and insurance obligations;

~~c) obligation to transfer the Entrance Features Agreement to a lasting entity, if not the applicant;~~

~~e)d) security deposit amount~~ to ensure adherence to obligations;

~~d)e) annual municipal right of way usage fees~~; and

~~e)f) termination and removal clauses if obligations are not met~~for non-compliance.

## 6. RESPONSIBILITIES

~~6.1. The General Manager (GM) of Municipal Infrastructure or the Manager of Planning & Development (Subdivision Authority) will render decisions on applications.~~

~~6.1. The CAO is responsible for rendering decisions on Entrance Feature applications.~~

6.2. The CAO is responsible for creating and maintaining any procedures necessary for compliance with this policy.

6.3. ~~Council~~The CAO is responsible for rendering decisions on disputed Entrance Feature applications.

## 7. VISION ALIGNMENT

Policy approved by: \_\_\_\_\_



Not applicable.

**8. RELATED DOCUMENTS**

- 8.1. Town of Canmore Land Use Bylaw
- 8.2. Town of Canmore Engineering Design and Construction Guidelines
- 8.3. Town of Canmore Integrated Transportation Plan
- 8.4. Town of Canmore Traffic and Road Use Bylaw

**9. ATTACHMENTS**

None

**REPEALS POLICY:** N/A

**AUTHORIZATION:**

~~John Borrowman~~ Sean Krausert  
Mayor

Cheryl Hyde  
~~Manager,~~ Municipal Clerk's Office

**REVISION HISTORY**

Policy Name	Status	Date
Entrance Features in Municipal Road Right of Way PD-014	Active	2019-02-05
Protocol for Entrance Features and Subdivision Signs within a Municipal Road Right of Way	Superceded	2019-02-05

Policy approved by: \_\_\_\_\_



# Request for Decision

**DATE OF MEETING:** June 3, 2025 **AGENDA #:** H 3

**TO:** Council

**SUBJECT:** Sustainability Screening Policy PD-012 Repeal

**SUBMITTED BY:** Harry Shnider, Manager, Planning and Development

**RECOMMENDATION:** That Council repeal Sustainability Screening Policy PD-012.

## EXECUTIVE SUMMARY

With the passage of time, the Sustainability Screening Checklist (checklist) has ceased to serve as a tool to evaluate development proposals. Regulations have been added to the Land Use Bylaw that offer incentives for green building construction.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

On June 28, 2017, Council passed PD-012 Sustainability Screening Policy. Amendments to the Policy were subsequently made on January 8, 2019.

The policy replaced the former Sustainability Screening Process, which was approved by Council on July 3, 2007.

## DISCUSSION

The Sustainability Screening Policy was created to promote a 'triple bottom line' for Canmore's community, economic, and environmental objectives, pursuant to the Town's Municipal Development Plan and Land Use Bylaw. Applicants would complete the Sustainability Screening Checklist (Checklist), which detailed physical and social elements anticipated for the project.

Over time, the relevance of the Checklist as part of the review of a Development Permit has waned, as other bylaw and policy tools provide the necessary direction. Currently, the contents of the Checklist are not included as Development Permit conditions of approval, with the exception of green building targets.

Separately from the Checklist, incentive programs have been developed to implement sustainability policies and are more targeted in their application. Section 10 of the Land Use Bylaw provides for the reduction in project performance securities based upon the degree of exceeding the Energuide Reference House for small scale residential development, or the National Energy Code for Buildings for larger residential, or commercial/industrial buildings. Therefore, administration supports the rescission of the Sustainability Screening Policy.

## ANALYSIS OF ALTERNATIVES

N/A

**FINANCIAL IMPACTS**

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

**ATTACHMENTS**

- 1) Policy PD-012 Sustainability Screening Policy

**AUTHORIZATION**

Submitted by:	Harry Shnider, RPP, MCIP Manager of Planning and Development	Date:	<u>May 1, 2025</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date	<u>May 13, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>May 27, 2025</u>



# CANMORE Sustainability Screening Policy

**POLICY NUMBER:** PD-012

**Current As Of:** January 8, 201<sup>^</sup>

## 1. Policy Statement

The primary purpose of the Sustainability Screening Policy is to provide an opportunity to describe how a planning or development proposal will enhance sustainability initiatives, provide a net benefit to the community, and at the same time provide the Town's decision-making bodies and the public an opportunity to review those benefits.

## 2. Purpose

The goal of the Sustainability Screening Policy is to assist in moving towards the Vision and Goals of the Town of Canmore and the Town's statutory planning documents, such as the Municipal Development Plan. These documents and their objectives should be considered by applicants in designing their proposals, and be at the forefront for the Town's decision-making bodies when proposals are being reviewed.

The process seeks to address a "triple bottom line" for Canmore's economic, environmental and community objectives. The applicant should be familiar with Canmore's community vision and planning documents, but a brief summary of the triple bottom line considerations are:

### Economy

Decisions and practices that create the conditions for balanced and stable economic growth and facilitate economic diversification, with a short term horizon (2 to 5 years).

Key reference documents:

- Municipal Development Plan (MDP), Sections 9 (Economic Development) and 16 (Municipal Finances)
- Sustainable Economic Development and Tourism Strategy

### Environment

Decisions and practices that respect the environment, defined development boundaries, limiting water usage and greenhouse gas emissions, minimizing waste creation, limiting the extraction from or introduction of substances to the earth, protecting wildlife and riparian habitats and natural spaces, with a very long term horizon (up to 50 years).

Key reference documents:

- Municipal Development Plan, Section 4 (Environmental Stewardship)
- Land Use Bylaw Green Building requirements
- Environmental Sustainability Action Plan

## Community

Decisions and practices directed at preserving and enhancing an inclusive, diverse, engaged, connected, self-sufficient community, with a long term horizon (up to 20 years).

Key reference documents:

- Municipal Development Plan, Sections 15 (Community Services), 5 (affordable Housing), 7 (Community Open Space, Recreation and Schools), and 13 (Urban Design and Historic Resources)
- Mining the Future Vision
- Comprehensive Housing Action Plan
- Signposts to Sustainability

### 3. SCOPE AND THRESHOLDS

#### 3.1. Statutory Plans and Amendments

- a) Any statutory plan (including the Land Use Bylaw) or amendment thereto shall be subject to this Sustainability Screening Policy.
- b) Notwithstanding the above, when a statutory plan amendment has no material effect on the plan itself, is a technical or administrative amendment, or there will be no new physical development resulting directly from the amendment, then a Sustainability Screening Report (SSR) is not required. However, if prior to third reading being given to a bylaw amending a statutory plan (that has not been subject to this Sustainability Screening Policy), it becomes evident to Council that the amendment has a material effect; Council may require that the application follow the Sustainability Screening Policy.

#### 3.2. Development Permits

- a) Any Development Permit application that includes a gross floor area of 500 square metres (5,382 square feet) or more, for any development (residential, commercial, industrial, institutional), including all forms of residential development (single family homes and duplexes included) shall be subject to this Sustainability Screening Policy.
- b) Development Permit applications for development within land use districts that were previously subject to the Sustainability Screening Policy and for which a Sustainability Screening Report was approved by Council, shall be subject to the "Multiple SSRs" section below.

#### 3.3. Municipal Applications

- a) Statutory plan preparation and amendments, and Development Permit applications made by the Town shall not be subject to this Policy unless specifically directed by resolution of Council. Council may consider requiring the preparation of a Sustainability Screening Report when a statutory plan amendment has a material effect on the plan itself or new physical development will result directly from the amendment.

Policy approved by:

#### 4. PROCESS

4.1. All applications that meet the above thresholds shall be required to undergo the Sustainability Screening Policy, unless exempted by resolution of Council. Applicants are encouraged to engage the process at an early, conceptual stage of their project planning to facilitate the subsequent application process.

#### 4.2. Sustainability Screening Report Required Contents

- a) All applications subject to this Policy shall submit a Sustainability Screening Report. A complete Sustainability Screening Report shall consist of the following:
  - i) Impact – Offset Matrix
  - ii) Narrative (description of the proposal)

#### 4.3. Impact – Offset Matrix

- a) Each Sustainability Screening Report shall complete the Impact – Offset Matrix, which is a spreadsheet in which the applicant inputs details of the proposed project. The spreadsheet will then create a resulting numerical “Impact,” based on extrapolating current community conditions to the new project. For some criteria, Administration will provide the necessary information to the applicant (such as distance to existing municipal infrastructure). The applicant will then be required to select from a wide range of “Offset” criteria that produce a corresponding numerical result. The aim is that the resulting difference between the Impact and the Offset is at least zero, or that the Offsets exceed the Impacts. Administration can provide clarification to the applicant regarding matters of interpretation of offsets and may identify areas where further details in support of proposed offsets may be useful. Administration will not provide direction to applicants of what offsets are preferred or what is needed to gain approval.
- b) Both the Impact indicators and the Offset categories for community, environmental and economic impacts have importance ratings for each category. These ratings shall be subject to scheduled Council review and revision to allow for responses to changes in community, environmental or economic conditions. In order to ensure a stable decision framework for proponents, neither the scoring nor ratings elements of the assessment shall be subject to negotiation.
- c) Specific opportunities in the Offsets section of the Matrix allow for creativity and innovation, where importance ratings are proposed by the applicant, reviewed by Administration, and finally determined by the decision making body.
- d) The Impact – Offset Matrix is part of the decision making process. It will not be the only criterion, but achieving the required positive Net Score number is considered to be important for the proposal being assessed.
- e) Where submitted applications “Fail” to achieve a positive Net Score, the applicant must provide an explanation in the accompanying Narrative, and should rationalize why the application cannot achieve a “Pass.” If an applicant proposes to substitute actual numbers into the Impact – Offset Matrix to replace calculated impacts, then the numbers must be verified by



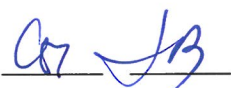
an independent third party. “Variances” may be permitted by the decision making authority, but must be explained in writing as part of the decision.

- f) Where a submitted application achieves a positive Net Score in the Impact – Offset Matrix, but Administration believes that the application should not be approved, then Administration must clearly identify (in writing to the applicant and the decision making authority) where in the Impact – Offset Matrix that impacts are not fully represented or measured, where independently verified actual numbers can replace projected numbers, or that Offsets are over-represented.
- g) Where a submitted application achieves a zero or negative Net Score in the Impact – Offset Matrix, but Administration believes that the application should be approved, then Administration must clearly identify (in writing to the applicant and the decision making authority) where in the Impact – Offset Matrix that offsets are not fully represented or measured, where independently verified actual numbers can replace projected numbers, or that impacts are over-represented.
- h) Where a development permit for a change of use is subject to the Sustainability Screening Policy, the applicant may not complete the Impact – Offset Matrix, but shall demonstrate the differential impacts of the proposed new use in relation to the existing use, particularly with respect to employment, housing affordability and environmental impact. The applicant shall further demonstrate how these identified impacts are proposed to be offset as part of the application.

#### 4.4. Narrative

- a) Each Sustainability Screening Report shall include a “Narrative,” that describes the basic outline and intent of the proposed project, the net community benefit and any sustainability initiatives that are included. The intent of the Narrative is to demonstrate how the application will move the community towards the Town’s objectives. Applicants are encouraged to familiarize themselves with the objectives contained in the Town’s relevant documents, such as Mining the Future, A Vision for Canmore; the Municipal Development Plan; and the principles of The Natural Step.
- b) An applicant should first complete the Impact – Offset Matrix; then provide explanations or details supporting their scoring of the Offsets in the Matrix in their Narrative. The format of the written Narrative should follow the order and structure of the Matrix. The series of questions contained in the Offsets portion of the Matrix is intended to provide guidance to the contents of Narratives. These questions suggest examples of relevant questions which should be considered by an applicant and will be considered by the Town during its review. The list is not considered exhaustive, and applicants should consider other relevant questions. Demonstrating net community benefit and innovation and creativity in responding to these questions is encouraged.

Policy approved by:



- c) The Narrative should address the “triple bottom line” for the community, and be divided into economic, environmental and community components, and provide details and initiatives of the project in each of the categories.
- d) Although every Narrative should address each of the three areas described, the detailed contents of Narratives will vary depending on the type of application (e.g. Area Structure Plan, Land Use Bylaw amendment, Development Permit, etc.). The scope and detail of the Narrative may also depend on whether or not a previous SSR has been approved for the project.

#### 4.5. Statutory Plans and Amendments

- a) The level of detail for Narratives for statutory plans (Municipal Development Plan (MDP), Area Structure Plans (ASP's), Land Use Bylaw (LUB) amendments, etc.) should reflect the level of detail present in the rest of the application. For example, if an ASP contains detailed urban design elements and descriptions of land uses, it would be expected to provide similar levels of detail for all three components of the net community benefit. On the other hand, an amendment to the MDP or a more conceptual ASP would require only broader descriptions of net community benefit, which would be described in more detail in subsequent steps in the development process or additional Sustainability Screening Reports (i.e. during the Land Use Bylaw and Development Permit processes).

#### 4.6. Development Permits

- a) The same objectives above are applicable at the Development Permit stage. The variety in scale and types of applications will be reflected in the nature of the specific Narrative, but there is an expectation that clear, specific details of initiatives are to be provided.

#### 4.7. Review Body

- a) All Sustainability Screening Reports will be reviewed as part of the usual application process. There are no special authorities required for the SSP.

#### 4.8. Review Process

- a) Statutory Plans and Amendments
  - i) Sustainability Screening Reports as part of statutory plans or amendments are required as part of a complete application to the Planning and Development Department. The Sustainability Screening Report will be considered as part of the overall statutory plan application.
  - ii) Completed Sustainability Screening Reports, upon their submission, are a public document and will be publicly available for review by interested parties.
  - iii) Administration may provide information regarding matters of interpretation or clarity around aspects of the Sustainability Screening Policy, but are not intended to “negotiate” aspects of the application required to achieve approval. Administration may provide comments to the applicant on the submitted Sustainability Screening Report in advance of the Council meeting where the application will be considered.
  - iv) At First Reading, the applicant may present the Sustainability Screening Report, and Council may ask questions of the applicant. Council may ask questions of Administration. At the Public Hearing Council shall also allow for questions or



comments from the public on the entire application, including the SSR. Such questions or comments should be limited to 5 minutes. Extra time may be allocated at Council's discretion to consider matters specifically raised in the SSR.

- b) Development Permits
  - i) Sustainability Screening Reports as part of a Development Permit application shall be submitted as supplementary information to the application. An application may be deemed incomplete if a required Sustainability Screening Report is not provided. Administration will process the completed Development Permit application in accordance with the Act, the Municipal Development Plan, and the Land Use Bylaw.
  - ii) Completed Sustainability Screening Reports, upon their submission, are public documents and will be publicly available for review by interested parties.
  - iii) Administration may provide information regarding matters of interpretation or clarity around aspects of the Sustainability Screening Policy, but are not intended to "negotiate" aspects of the application required to achieve approval. Administration may provide comments to the applicant on the submitted Sustainability Screening Report in advance of a decision on the application.

#### 4.9. Decisions

- a) Statutory Plans and Amendments
  - i) Consideration of the Sustainability Screening Report will occur as part of Council deliberations on the entire application. No separate decision will be required or issued. Council may table the application at any stage for any reason, including requiring clarification in order to demonstrate a net benefit to the community.
- b) Development Permits
  - i) The Development Authority shall consider the Sustainability Screening Report as part of the application and this consideration may form part of the reasons for a decision on the Development Permit by the Development Authority.
  - ii) A Development Permit may be refused by the Development Authority, despite the Sustainability Screening Report having a positive score for other planning reasons deemed appropriate.
  - iii) If the Sustainability Screening Report constitutes a reason or a part of the reason or reasons that the Development Authority refuses the Development Permit application, then the Development Authority in its reasons shall clearly identify the failure or failings of the Sustainability Screening Report in its reasons for its decision.
  - iv) If the Development Authority refuses a Development Permit, in part or in whole relating to the Sustainability Screening Report submitted with the application, then the applicant may appeal that decision to the Subdivision and Development Appeal Board in accordance with the Act.

Policy approved by:

## 4.10. Multiple SSRs

- a) If a previous Sustainability Screening Report has been part of an approval by Council for an application, subsequent Sustainability Screening Reports shall be consistent with the prior Report, and provide additional details which might reasonably be expected to be available at the relevant level of planning. (For example, if a Sustainability Screening Report for an area structure plan had identified a green building commitment, then a subsequent Sustainability Screening Report for the subsequent Land Use Bylaw amendment and Development Permit application shall reflect that commitment, and additionally could include the particular green building program and level of expected certification.)
- b) Statutory Plans and Amendments
  - i) If Council has approved a Sustainability Screening Report for the property as part of a prior statutory planning application, then a new Sustainability Screening Report will still be required and will be reviewed. The review shall confirm that the latter Sustainability Screening Report is consistent with the earlier one. Administration shall report on this review when the statutory planning application is provided for first reading by Council, and shall confirm that the two reports are consistent.
  - ii) If, during a review conducted pursuant to section 4.10(b)(i), Administration is unable to confirm that the latter Sustainability Screening Report is consistent with the earlier one, then Administration shall identify any inconsistencies to Council in accordance with section 4.8.
- c) Development Permits
  - i) If a Sustainability Screening Report has been approved by Council as part of a statutory plan application that includes the development site then a the new Sustainability Screening Report shall be reviewed by Administration to confirm that the latter Sustainability Screening Report is consistent with the earlier one.
  - ii) If, during a review conducted pursuant to section 4.10(c)(i), Administration is unable to confirm that the latter Sustainability Screening Report is consistent with the earlier one, then Administration shall review the new Sustainability Screening Report and consider it in their deliberations on the application.

## 4.11. Changes to SSRs:

- a) Statutory Plans and Amendments
  - i) If, prior to Council reviewing a Sustainability Screening Report, an applicant wishes to make an amendment to the Report originally submitted, the amendment shall be in writing, clearly outlining the changes. Council, may, at its discretion, upon reviewing the amendment(s), postpone the decision pending further Council review or to request additional Administrative comments.
  - ii) If an applicant wishes to amend a Sustainability Screening Report after it has been approved by Council, such amendments are subject to review and approval by Council.
- b) Development Permits
  - i) prior to the Development Authority providing a decision on a Sustainability Screening Report, an applicant wishes to make an amendment to the Report, the amendment shall

be in writing, clearly outlining the changes. The Development Authority, may, at its discretion, upon reviewing the amendment(s), postpone the decision pending further review.

- ii) If the Development Authority postpones a decision on a Sustainability Screening Report, it may, at its discretion and deemed necessary, seek an extension to the time period allowed to render a decision specified in the Act.
- iii) If an applicant wishes to amend a Sustainability Screening Report after it has been approved by the Development Authority, such amendments are subject to review and approval by the Development Authority. Substantial amendments to an approved Sustainability Screening Report may require the submission of a new Development Permit application.

#### 4.12. Timelines

- a) Statutory Plans and Amendments
  - i) Where a Sustainability Screening Report is provided in support of a Statutory Plan application or amendment, the normal Council scheduling process will be followed.
- b) Development Permits
  - i) Where a Sustainability Screening Reports is submitted as part of a Development Permit application, a decision on the entire application shall be rendered within 40 days of a complete application being submitted to the Town, in accordance with the Act.
  - ii) Notwithstanding section 4.12(b)(i), the Development Authority may request an extension to the time limit to render a decision in accordance with the Act.

### 5. DEFINITIONS

5.1. "Act" means the Municipal Government Act, R.S.A. 2000, Ch. M-26.

5.2. "Gross Floor Area" shall have the same meaning as contained in the Land Use Bylaw.

5.3. "Statutory Plan" means a Municipal Development Plan, Area Structure Plan, Area Redevelopment Plan or a Land Use Bylaw.

### 6. POLICY REVIEW

6.1. This policy shall be subject to periodic review and reconsideration by Council.

6.2. Council will initially approve the importance ratings for each measure, and a review of the ratings shall be conducted by Council 1 year after original approval of the Process and subsequently every 2 years thereafter. Council may conduct a review with greater frequency at their discretion.

6.3. Administration will engage in a process with representatives of the Bow Valley Builders and Developers Association to develop and/or enhance mutually agreeable policies or bylaws to achieve all of the Sustainability Screening Policy objectives, which policies or bylaws would align with the new Municipal Development Plan and be presented to Council for approval. If deemed acceptable to Council, the Sustainability Screening Policy will be rescinded.

*Amended January 8, 2019 by motion 23-2019*

Policy approved by: CS JB



## RESPONSIBILITIES

- 6.4. The CAO shall be responsible to ensure that the Manager of Planning & Development, Development Officers and Municipal Clerk meet their accountabilities under this Policy.
- 6.5. The Manager of Planning & Development shall be responsible to ensure that:
- a) Council or the Planning Commission receives Administrative comments within the required timelines; and
  - b) The timelines and process for Development Permits is met; and
  - c) Reasons for decisions are provided by the Development Authority; and
  - d) Process reviews are conducted as required.
- 6.6. Development Officers shall be responsible to follow the requirements of this Policy.

## 7. VISION ALIGNMENT

- 7.1. The Sustainability Screening Policy is based upon the foundational values of the community and provides a mechanism to evaluate the consistency of new development applications for alignment with those values.

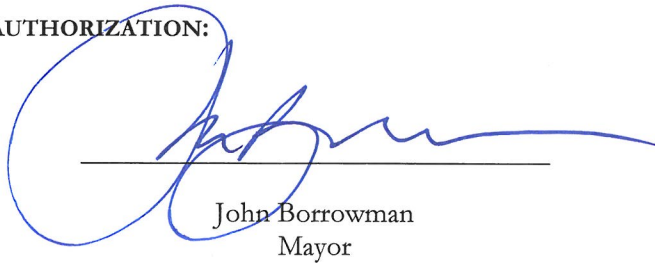
## 8. RELATED DOCUMENTS

- 8.1. Municipal Development Plan
- 8.2. Land Use Bylaw

## 9. ATTACHMENTS

- 9.1. Impact – Offset Matrix

## AUTHORIZATION:



John Borrowman  
Mayor



Cheryl Hyde  
Municipal Clerk

**REVISION HISTORY**

<b>Policy Name</b>	<b>In Effect</b>	<b>Amended</b>	<b>Inactive</b>
Sustainability Screening Policy PD-012	2017-06-28	201 <sup>9</sup> -01-08	
Sustainability Screening Process 334-2007		2014-05-20	2017-06-28
Sustainability Screening Process 334-2007		2013-01-22	
Sustainability Screening Process 334-2007		2011-11-16	
Sustainability Screening Process 334-2007	2007-07-03		

Policy approved by: CT JB



# Request for Decision

**DATE OF MEETING:** June 3, 2025 **AGENDA #:** H 4

**TO:** Council

**SUBJECT:** Collection of Fees and Levies Policy PD-001 Repeal

**SUBMITTED BY:** Harry Shnider, Manager, Planning and Development

**RECOMMENDATION:** That Council repeal Collection of Levies and Fees Policy PD-001.

## EXECUTIVE SUMMARY

Administration is requesting that Council repeal Policy PD-001 Collection of Levies and Fees. The Policy (Attachment 1) was intended to provide direction for Administration to collect levies and fees for Off-Site Levies, Cash-in-lieu of Municipal Reserve, Cash-in-lieu of parking, and the Recreation Contribution. Upon review of the Policy, it has been determined that parts of the policy are redundant, as the Recreation Contribution is no longer collected. As well, under the policy, deferral of payment requests by applicants cannot be approved by Administration and must proceed to Council as a policy exemption. To replace the policy, Administration has created a draft 'Corporate Directive for Collection of Levies and Fees' to guide administrative decision making. The Corporate Directive will be approved by CST.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

On November 16, 1999, Council passed a motion (444-99) to implement Policy PD-001 Collection of Levies and Fees.

## DISCUSSION

The Collection of Fees and Levies Policy was originally implemented to formalize and standardize a method of collecting off-site levies, cash-in-lieu of municipal reserve, cash-in-lieu of parking, and a contribution for the development of a recreation facility. After reviewing the Policy, administration has determined that it lacks alignment in several areas:

- **The policy is outdated.** The Recreation Contribution is no longer collected as part of a Development Permit approval.
- **The policy is not comprehensive.** The policy does not account for the collection of levies for low-density residential development, which ordinarily does not require a Development Permit. In its place, an agreement is entered into with an applicant as part of a Building Permit application.
- **The policy is not flexible.** The policy establishes a method of allowing for deferred payment of Off-Site Levies and Cash-in-Lieu of Parking, with 25% payable at the signing of an Agreement, 50% at the first anniversary of the signing of the Agreement, and 25% payable at the second anniversary, or at the issuance of a Development Completion Certificate, whichever comes first. Administration is not able to approve a different payment schedule, and a report is to be prepared to request an exemption to the policy.

Administration requests that Council repeal the policy. Council retains decision-making authority through approval of any updates to the Off-Site Levy Bylaw, and the annual Master Fee Schedule. The draft ‘Corporate Directive for the Collection of Levies and Cash-in-Lieu Fees’, an administrative document that will guide decision making going forward, is attached for Council’s information.

**ANALYSIS OF ALTERNATIVES**

N/A

**FINANCIAL IMPACTS**

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

**ATTACHMENTS**

- 1) Collection of Levies and Fees Policy PD-001
- 2) Collection of Levies and Cash-in-Lieu Fees Corporate Directive 2025-01 (Draft)

**AUTHORIZATION**

Submitted by:	Harry Shnider, RPP, MCIP Manager of Planning and Development	Date: <u>May 1, 2025</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date <u>May 13, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>May 27, 2025</u>

## **Collection of Levies and Fees Policy**

### **Council Motion: 444-99**

The following Policy refers to the collection of monies by the Planning and Development Department for:

- Off Site Levies;
  - Cash in Lieu of Parking;
  - Cash in Lieu of Municipal Reserves; and
  - Recreation Contribution.
1. All reserve funds should, where appropriate, be collected as part of a signed Development or Subdivision Agreement between the Town and the developer.
  2. When cash-in-lieu for municipal reserves is collected as part of a Subdivision Approval, the total amount shall be paid at the signing of the Subdivision Agreement.
  3. Once signed, a copy of the Development or Subdivision Agreement shall be forwarded by the Planning and Development Department to the Finance Department for invoicing and collection of the reserve funds.
  4. All other reserve funds shall be paid at the signing of the Development or Subdivision Agreement, unless a deferral of payment is deemed appropriate by Administration when the total payment for an individual reserve fund exceeds \$25,000.00.
  5. When the collection of reserve funds is allowed to be deferred, the schedule of payments shall be defined in the Development or Subdivision Agreement, and the payments shall be scheduled for specific calendar days.
  6. When deferral of payments has been agreed and when offsite levies are collected as part of a Subdivision Agreement, 25% shall be paid at the signing of the Subdivision Agreement, 50% prior to the issuance of a Construction Completion Certificate or the first anniversary date of the signing of the Agreement, whichever occurs first, and the final 25% at the second anniversary of the signing of the Agreement or prior to the issuance of a Final Acceptance Certificate, whichever occurs first. Notwithstanding the above schedule of payments, when a Final Acceptance Certificate is requested by the Developer prior to the second anniversary, all outstanding levies shall be paid prior to the issuance of a Final Acceptance Certificate.
  7. When deferral of payments has been agreed and when reserve funds other than off site levies and cash-in-lieu for municipal reserves are collected as part of a Subdivision Agreement, 25% shall be paid at the signing of the Agreement, 50% on the first anniversary date of the signing of the Agreement or prior to the issuance of a Construction Completion Certificate, whichever occurs first, and the final 25% at the second anniversary of the signing of the Agreement or prior to the issuance of a Final Acceptance Certificate, whichever occurs first. Notwithstanding the above schedule of payments, when a Final Acceptance Certificate is requested by the Developer prior to



the second anniversary, all outstanding levies shall be paid prior to the issuance of a Final Acceptance Certificate.

8. When deferral of payments has been agreed and when reserve funds are collected as part of a Development Agreement, 25% shall be paid at the signing of the Agreement, 50% on the first anniversary date of the signing of the Agreement and the final 25% at the second anniversary of the signing of the Agreement or prior to the issuance of a Development Completion Certificate, whichever occurs first. Notwithstanding the above schedule of payments, when a Development Completion Certificate is requested by the Developer prior to the second anniversary, all outstanding reserve funds shall be paid prior to the issuance of a Development Completion Certificate.
9. Notwithstanding the above schedule of payments for a Development Agreement, as a condition of early endorsement of a building condominium plan, all outstanding reserve funds shall be paid prior to the issuance of the endorsed plan.
10. When the collection of any reserve funds is allowed to be deferred, a Letter of Credit shall be provided by the Developer in an amount equal to any outstanding amounts of reserve funds that are to be collected. Reductions may be permitted in the amounts of the Letters of Credit as payments are made according to the schedules outlined in the relevant Agreement.
11. When a Developer is in default of the required reserve fund payment schedule, Administration shall provide a maximum of 30 days notification of the intent to cash the Letter of Credit. If the Developer is still in default after the notification, Administration shall cash the Letter of Credit and assign the funds to the appropriate reserve account.

# Corporate Directive

**Title:** Collection of Levies and Cash-in-lieu Fees (DRAFT)

**Directive Number:** 2025-05

**Effective Date:**

## Context

- 1 This directive establishes the means for the collection of levies and fees related to subdivision and development applications.
- 2 This directive defines the process, and scope for the collection of levies and cash-in-lieu fees.

## Authority

- 3 It is the authority of Town of Canmore Council (Council) to establish a schedule of levies and fees by resolution, or in the case of Off-Site Levies, by Bylaw.

## Definitions

- 4 For the purposes of calculating Levies and Fees, the following definitions apply:
  - a) **Applicant** means the agent responsible for the preparation and submission of the application;
  - b) **Cash-in-lieu of Municipal Reserve** means a levy collected in accordance with Section 667 of the Municipal Government Act;
  - c) **Cash-in-lieu of Parking** means a levy meant to account for the numerical difference between the minimum parking requirement as established in the Town's Land Use Bylaw, and the number of parking spaces proposed in a development permit application. The Land Use Bylaw shall establish areas of the municipality where Cash-in-lieu of Parking may be collected;
  - d) **Development** shall have the same meaning as provided for in Part 17 of the Municipal Government Act;
  - e) **Off-Site Levy** means a levy collected in accordance with Section 648 of the Municipal Government Act, and the current Off-Site Levy Bylaw passed by Council;
  - f) **Off-Site Levy Bylaw** means a Bylaw passed by Council that identifies the components of levies to be imposed per area of the municipality, and the type of proposed Development;

## Payment of Levies and Fees Required

- 5 Payment of Off-Site Levies shall be determined and collected:
  - a) in accordance with a signed development agreement, as a Development Permit condition of approval, or

- b) in accordance with a signed agreement as part of a Building Permit application for small-scale residential (i.e., detached dwelling, duplex dwelling) development.
- 6 Payment of Cash-in-lieu of Municipal Reserve shall be determined and collected in accordance with a signed subdivision servicing agreement, as a Subdivision condition of approval.
- 7 Payment of Cash-in-lieu of Parking fees shall be determined and collected in accordance with a signed development agreement, as a Development Permit condition of approval

### **Responsibilities**

- 8 The Planning and Development Department shall be responsible for the maintenance of this directive.
- 9 The Planning and Development Department shall ensure a copy of this directive is posted on the Town's website and communicated to decision making authorities and prospective Applicants.

### **Schedule of Payment**

- 10 Payment of Cash-in-Lieu of Municipal Reserve shall be made in full at the time of signing of a subdivision servicing agreement.
- 11 The preferred method of payment of Off-Site Levies and Cash-in-Lieu of Parking is in full, payable at the signing of a development agreement.
- 12 Where an applicant has requested a deferral of payments for Off-site Levies, and Cash-in-Lieu of Parking, the preferred payment schedule is:
  - a) 25% at the time of development agreement signing;
  - b) 50% on the one-year anniversary of the development agreement's signing;
  - c) 25% on the two-year anniversary of the development agreement's signing;
  - d) All outstanding fees for Off-Site Levies and Cash-in-Lieu of parking shall be paid in full prior to the granting of an Occupancy Permit for the Development.
- 13 The General Manager, Municipal Infrastructure may approve an alternate schedule of payments for Off-site Levies, and/or Cash-in-Lieu of Parking, when requested by an Applicant.
- 14 Where an applicant has requested deferral of Off-site Levies, and/or Cash-in-lieu of parking, the Town may require the Applicant to guarantee the outstanding amounts by providing performance securities in the form approved by the Town.

### **Document Management**

- 15 Changes to this directive may be requested by contacting the Manager, Planning and Development.
- 16 The Municipal Clerk is responsible for maintaining the record copy of this directive.

Created by: Harry Shnider  
Manager, Planning and Development

Date: \_\_\_\_\_

Approved by: Sally Caudill  
Chief Administrative Officer

Date: \_\_\_\_\_



# Request for Decision

**DATE OF MEETING:** June 3, 2025 **AGENDA #:** H 5

**TO:** Council

**SUBJECT:** Sister City Agreement between Sedona, AZ, USA and Canmore, AB, Canada

**SUBMITTED BY:** Sean Krausert, Mayor

**RECOMMENDATION:** That Canmore Council designate and approve an official “Sister City” status between Sedona, Arizona, USA and Canmore, Alberta, Canada for the Canmore Sedona Sister City Association and move to have it formalized by Mayor Sean Krausert on June 28, 2025, with a signing event to be held in Canmore and streamed to Sedona.

## EXECUTIVE SUMMARY

Resident groups in both Canmore and Sedona, AZ, USA have been exploring a sister city relationship between the two communities. In furtherance and support of exploring this relationship, the Councils of each municipality approved enter into A Friendship Agreement (Attachment 3). Now the relationship has progressed to both Councils being asked to endorse a Sister City Agreement (Attachment 2).

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

On May 7, 2024, Council unanimously directed Mayor Krausert to execute A Friendship Agreement with Sedona, AZ, USA on behalf of the Town of Canmore.

## DISCUSSION

The municipalities of the Town of Canmore, AB, Canada, and the City of Sedona, AZ, USA have striking similarities. They’re both mountain communities that have become hotspots for tourism, attracting outdoor recreationalists and those wishing to getaway in beautiful mountain landscapes. While we have the Canadian Rockies often adorned with glistening white snow, Sedona is nestled between the red sandstone of the Schnebly Hill Formation and the Mogollon Highlands. Both communities are also surrounded by protected national forest and wilderness areas. Canmore and Sedona also boast vibrant arts communities and respect for the historic and traditional lands of local Indigenous peoples. They are similar in size according to recent census, with the Town of Canmore having 15,990 permanent residents (2021 census) and the Sedona area (including City of Sedona and the immediately adjacent Village of Oak Creek) having 15,705 permanent residents (2022 census). With comparable circumstances and attraction to tourists, both communities are also dealing with similar issues – escalating housing costs and shortage of affordable housing, traffic congestion, difficulty attracting and retaining staffing due to an increased cost of living, the tension between protecting wildlife and natural surroundings in light of high visitation, and varying resident sentiment with respect to tourism.

Since this matter was last before Council in May 2024, there has been significant relationship building between the Canmore Sedona Sister City Association and its Sedona counterpart. The two associations are now in a position to request their respective municipal Councils to endorse a sister city relationship.

Please see Canmore Sister City Presentation Submission (Attachment 1), which was submitted by Mr. Rob Seeley, the lead representative of the Canmore Sedona Sister City Association.

The Town of Canmore has previously entered a sister city relationship with Higashikawa, Japan. That relationship was very much driven by municipal leadership of the day, and there have been lessons learned from that relationship that will serve our community well when looking into future sister city relationships. These lessons include:

- In order to be sustainable, sister city relationships must be driven by the community and not by elected officials, which change over time.
- Sister cities must ensure that they have similar expectations as to what a sister city relationship means to the participating communities. Failure to have similar expectations inevitably results in frustration, disappointment, and stress in the relationship.
- Sister city relationships should not be dependent upon funding from the municipality.
- While some form of endorsement by the municipality may be required from time to time, e.g. entering into A Friendship Agreement or endorsing a Sister City Agreement, the heart of the relationship resides between grassroot organizations and residents of the respective communities and not at the political or administrative levels of the municipalities.

When discussing the possibility of a sister city relationship with the Mayor of Sedona, the Mayor of Canmore ensured that everyone agreed with these lessons learned from Canmore's previous experience.

#### **ANALYSIS OF ALTERNATIVES**

As this is ultimately a community initiative that is driven and nurtured by members of the community, always subject to their level of interest and desire to invest time and energy into a sister city relationship, no alternatives were analyzed.

#### **FINANCIAL IMPACTS**

There are no anticipated costs to the municipality nor requests on the time of Administration.

#### **INTEREST HOLDER ENGAGEMENT**

In December 2022 and January 2023, to gauge whether there was any interest in pursuing a sister city, the Mayor of Canmore reached out to multiple local organizations. Given that interest was expressed, a Zoom call was arranged for February 9, 2023, between SSCA, the Mayor of Sedona, members of the Sedona community, the Mayor of Canmore, and members of the Canmore community. The participants from the Canmore community included representatives from: Canmore Museum, artsPlace, Canmore Downtown Business Improvement Area (BIA), Bow Valley Builders and Development Association (BOWDA), Bow Valley Chamber of Commerce (BVCC), Canmore Hotel and Lodging Association (CHLA), and Tourism Canmore Kananaskis (TCK). Subsequently, contact was also made with the Canadian Rockies Public Schools (CRPS) and the Canmore Rotary Club. In the summer and fall of 2023, the Mayor of Canmore engaged in conversations with various individuals and organizations to explore their willingness and ability to take a leadership role for the Canmore community. At the end of the day, Rob Seeley and Martin Buckley of the Canmore Rotary Club have stepped up to take the lead on this initiative.

**ATTACHMENTS**

- 1) Canmore Sister City Presentation Submission
- 2) Sister City Agreement
- 3) A Friendship Agreement

**AUTHORIZATION**

Submitted by: Sean Krausert, Mayor

Date: May 12, 2025

# Request for Formal Recognition of Canmore, Alberta as a Sister City with Sedona, Arizona

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Canmore Town Council – June 3, 2025

**Request of Canmore Council:**

***Motion – Canmore Council officially designate and approve an official “Sister City” status between Sedona, Arizona, USA and Canmore, Alberta, Canada for the Canmore Sedona Sister City Association and move to have it formalized by Mayor Sean Krausert on June 28, 2025, with a signing event to be held in Canmore and streamed to Sedona.***

## Introduction

What is a Sister City?

A “Sister City” is a global relationship between two communities based on culture, education and community development, where best practices are shared to improve quality of life. The mission is to promote peace through mutual respect, understanding, and cooperation one individual, one community at a time. The mission reflects the belief in the power of personal connections. Participants develop lifelong friendships that provide prosperity and peace through person-to-person “citizen diplomacy.” ([International Sister City Association](#))

## Overview

On February 8, 2022, the Sedona City Council approved the establishment of the Sedona Sister Cities Association (SSCA), a non-profit, volunteer-led organization designed to be self-sustaining. The SSCA requires no City funding and minimal staff involvement. Vice Mayor Holli Ploog was selected as the Council liaison.

Canmore, Alberta, Canada was identified as a potential Sister City based on shared values and characteristics, including:

- Stunning natural beauty
- Strong commitment to sustainability
- Tourism-based economies
- Similar challenges and opportunities facing both communities

Since then, robust exchanges have taken place between the two communities, including delegations, school partnerships, artistic collaborations, and cultural initiatives.



On May 27, 2025, SSCA representatives will appear before Sedona City Council to request formal recognition of Canmore as an official Sister City. This presentation to Canmore Town Council supports the final step in formalizing the relationship.

Canmore Sedona Sister City Society – Rob Seeley, Martin Buckley, Heather Walter, Janet Krausert, Anne Walton, Lynda Damen

## Annotated Chronology of the Sedona–Canmore Sister City Relationship

### Milestones

1. Late Fall 2022 - First Sedona delegation visits Canmore and meets with Mayor Sean Krausert.
2. January 2023 - Hosting committee formed in Sedona for Canmore's visit.
3. March 6, 2023 - Reception in Sedona for Banff Film Festival representatives.
4. April 27–30, 2023 - Mayor Sean and Janet Krausert visit Sedona.
5. June 26, 2023 - Virtual meeting between Sedona and Canmore community leaders.
6. Late Fall 2023 - Second Sedona delegation visits Canmore.
7. Feb/March 2024 - Canmore Rotarians visit Sedona for the Film Festival.
8. March 2, 2024 - Planning meeting at Sedona Golf Resort.
9. May 8, 2024 - SSCA Canmore Committee formed and charter adopted.
10. May 13, 2024 - First joint virtual meeting between Canmore and Sedona committees.
11. May 19, 2024 - Virtual signing of the Friendship City Agreement.
12. December 2024 - SSCA Canmore Committee sets goals for 2025.
13. Feb/March 2025 - Canmore leaders visit Sedona for the Film Festival.
14. An application for formal Society status under the *Societies Act* (Province of Alberta) is underway. Bylaws have been prepared and submitted as part of the application. Endorsement or recognition of the Sister Cities arrangement by Canmore Council is an important component of this process.
15. Late Spring/Early Summer 2025 - Formal recognition expected by both councils.

### Ongoing & Planned Collaborative Projects

- School-to-School Partnerships

First launched in October 2024 and expanded in January 2025 with more partnerships planned.

- Library Collaboration

Raffle held in March 2025 raised \$2,375 USD. Sister Libraries Project launches May 2025.

- Emerging Artists Exchange

Young artists from Bow Valley to perform in Sedona on September 18, 2025.

- Youth Exchange Program

Launching Fall 2026, supported by Rotary Clubs of both communities.

- Programs in Development
  - Wellness Program: Awaiting Canmore coordinator
  - Sister Museums Initiative: Discussions ongoing

## Conclusion

The deepening relationship between Canmore and Sedona is built on genuine friendship, cultural enrichment, and shared values. With multiple successful initiatives and more on the horizon, formal recognition of Canmore as a Sister City affirms our mutual commitment to international collaboration and community development.

This designation will honour the meaningful connections already built and further enrich our cultural, educational, and community ties.

It is recommended that Canmore Council officially designate and approve an official “Sister City” status with Sedona, Arizona for the Canmore Sedona Sister City Association.

## SISTER CITY AGREEMENT

### Between the City of Sedona, Arizona, U.S.A. and the Town of Canmore, Alberta, Canada

In recognition of the shared values, natural beauty, and vibrant cultures of the City of Sedona and the Town of Canmore, and upon continued authorization and approval of their respective municipal governments, we hereby affirm the establishment of a **Sister City relationship** between our two communities.

This agreement is grounded in a mutual commitment to:

- 1. Foster international goodwill, understanding, and respect** through the exchange of people, ideas, and experiences that enrich both communities;
- 2. Collaborate on common challenges** by sharing knowledge, best practices, and innovative solutions to support community development and resilience;
- 3. Develop and support meaningful exchanges and initiatives** involving students, educators, and professionals across diverse fields—including the performing, visual, literary, film, design, photographic, oratory, and culinary arts, as well as in education, libraries, museums, wellness, governance, business, and outdoor recreation.

Together, we embrace this opportunity to celebrate our unique identities while building enduring bridges of friendship, learning, and cooperation. Through this Sister City relationship, we aim to enhance the cultural, educational, economic, and social vitality of both Sedona and Canmore—now and for future generations.

Let this agreement stand as a testament to our shared dedication to peace, partnership, and the promise of international collaboration.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2025, in the spirit of friendship and unity.

**CITY OF SEDONA, ARIZONA, U.S.A.**

**TOWN OF CANMORE, ALBERTA,  
CANADA**

By: \_\_\_\_\_  
Scott M. Jablow, Mayor

By: \_\_\_\_\_  
Sean Krausert, Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# A Friendship Agreement

To encourage our communities to develop understanding and friendships and to engage in projects of mutual benefit

Canmore, Alberta, Canada  
&  
Sedona, Arizona, U.S.A.

Hereby decree  
our two cities to be

“Friendship Cities”

In so doing we wish to develop cultural, social, economic, environmental and educational exchanges between our two cities.

\_\_\_\_\_  
Mayor, Town of Canmore  
Alberta, Canada

\_\_\_\_\_  
Mayor, City of Sedona,  
Arizona, U.S.A.

\_\_\_\_\_  
Sedona Sister Cities Assn.

Date: \_\_\_\_\_

The parties hereby execute this Friendship Agreement to expire  
within two years from the noted date.



# Request for Decision

**DATE OF MEETING:** June 3, 2025 **Agenda #:** H 6

**TO:** Council

**SUBJECT:** Forest Resource Improvement Association of Alberta Regional FireSmart Coordinator Funding Grant

**SUBMITTED BY:** Michael Bourgon, Deputy Fire Chief

**RECOMMENDATION** That Council direct administration to apply for the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Regional Coordinator Grant in partnership with MD of Bighorn and Kananaskis Improvement District.

## EXECUTIVE SUMMARY

Administration seeks Council approval to apply for \$200,000 in funding through the FRIAA FireSmart Program. If approved, the grant will fund a full-time (two-year term) Regional FireSmart Coordinator position responsible for enhancing wildfire preparedness, mitigation and community engagement across the Town of Canmore, a portion of the MD of Bighorn, and the Kananaskis Improvement District.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Since 2007, the Town of Canmore has applied for and received FRIAA grant funding for numerous FireSmart initiatives. These grants have ranged in funding amounts from \$3,000 to \$1,330,000 depending on the project type and scope.

The Council approved Climate Emergency Action Plan:

- Review and update FireSmart guidelines for new developments in the Land Use Bylaw and explore options for more stringent requirements for both building hardening and landscaping.
- Work with the Province to develop a region-wide FireSmart program, exploring broad landscape FireSmarting and Fireguards, with scheduled monitoring to ensure continued compliance with FireSmart regulations.
- Review the Engineering Design and Construction Guidelines to identify opportunities to enhance multi-hazard protection, including FireSmart, drought management, wildlife safety etc.

## DISCUSSION

The FRIAA application proposes creating a full-time (two-year term) Regional FireSmart Coordinator position to serve Canmore, MD Bighorn, and Kananaskis Improvement District. Core responsibilities will include managing FireSmart home assessments, advancing the Neighbourhood Recognition Program, coordinating public education events, and supporting interagency collaboration. The role will be based in Canmore and report to one of our Deputy Fire Chief positions.

This regional approach will enhance efficiency, avoid duplication, and provide unified leadership for FireSmart initiatives across the region. All operational costs will be covered by FRIAA, enabling progress on key wildfire prevention goals without new municipal spending.

Please note due to the timing of Council meetings and application deadlines this application has already been submitted. FRIAA frequently provides municipalities with the ability to follow up after application submission deadlines with the Council resolution required to complete the application.

**ANALYSIS OF ALTERNATIVES** - None.

#### **FINANCIAL IMPACTS**

If the grant application is approved, administration will return with a request to add a capital project to be funded from the FRIAA grant. If the grant is not approved, applications will be submitted for future rounds of funding. The staff time required to prepare and submit the application has been absorbed within existing resources.

The grant application identifies \$190,000 for salary, wage, and benefit costs over two years along with \$10,000 to fund expenses associated with event and education program delivery. Based on the approach taken during the 2025/2026 budget process where a 20% corporate administrative support transfer was applied to reserve funded expenses, administration estimates that hard costs and in-kind contributions totaling \$40,000 will be required to support the position.

- Hard cost estimate: \$12,000 (laptop, facility/desk space, software licensing, membership/subscriptions, etc.)
- In-kind cost estimate: \$28,000 (management oversight, recruitment costs, education and training, etc.)

#### **INTEREST HOLDER ENGAGEMENT**

The Town of Canmore has engaged with the MD of Bighorn as well as Kananaskis Improvement District and support letters have been provided.

#### **ATTACHMENTS**

- 1) Letter of Support MD Bighorn
- 2) Letter of Support Kananaskis Improvement District (KID)

**AUTHORIZATION**

Submitted by:	Michael Bourgon, Deputy Fire Chief	Date:	<u>May 21, 2025</u>
Approved by:	Ted Ruiter Fire Chief	Date:	<u>May 21, 2025</u>
Approved by:	Chelsey Gibbons Manager of Finance	Date:	<u>May 23, 2025</u>
Approved by:	Scott McKay General Manager, Municipal Services	Date:	<u>May 23, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>May 27, 2025</u>



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**BOX 70, KANANASKIS VILLAGE, ALBERTA T0L 2H0 | (403) 591-7774**

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Town of Canmore

Attn: Michael Bourgon

RE: Support for FRIAA FireSmart Coordinator Program

The Kananaskis Improvement District is supportive of the Town of Canmore's application for a Regional Fire Smart Coordinator within the Bow Valley. Having a regional FireSmart Coordinator position in place will enhance efforts made to this point in wildfire threat reduction. Additionally, the position will allow for continued collaboration with all stakeholders with the goal of protecting our valley from the ongoing threat of environmental emergencies, specifically wildfire.

Regards,

Brittany Derricott

Chief Administrative Officer/Kananaskis Emergency Services Manager





May 20, 2025

Re: Support for FRIAA Regional FireSmart Coordinator Program

Attn: Michael Bourgon,

This is a letter of support for the Town of Canmore's application for a Regional FireSmart Coordinator within the Bow Valley. Having a Regional FireSmart Coordinator within the Bow Valley will continue to enhance efforts made to this point in wildfire threat reduction and allow for continued collaboration with all stakeholders with the ultimate goal of protecting the Bow Valley from the ongoing threat of environmental emergencies, specifically wildfire.

The Municipal District of Bighorn No. 8 supports the Town of Canmore to steer and lead this initiative.

Regards,

Rob Duffy

Acting Fire Chief & Director of Protective Services

Municipal District of Bighorn No. 9

No. 2 Heart Mountain Drive

Exshaw, AB

403-990-6844

[Rob.duffy@mdbighorn.ca](mailto:Rob.duffy@mdbighorn.ca)