



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).

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PURPOSE

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

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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.

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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.

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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.

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

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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.

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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;

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- ii) Align with Engineering Design and Construction Guidelines, Integrated Transportation Plan, and Future MROW design objectives under consideration at the time of application.

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

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- iv) Not inhibit the Town's ability to maintain the MROW;

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- v) Ensure alignment with approved statutory documents;

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- 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;

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- 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

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appropriately to the streetscape and adjacent uses and do not dominate the streetscape and adjacent development. with the Land Use Bylaw neighborhood identification sign regulations, with design objectives (e.g. materials and colours), and maximum height and signage area;

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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:

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- i) construction and exclusive maintenance obligations;
- 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.

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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.

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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


Policy approved by: CT Q

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	172-2025	Name Change: Entrance Features in Municipal Road Right of Way ENG-002

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