



## **TOWN OF CANMORE**

### **AGENDA**

Regular Meeting of Council

Council Chamber at the Civic Centre, 902 – 7 Avenue

**Tuesday, July 8, 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 July 8, 2025 Regular Meeting of Council**
- 9:05 – 9:35      **B. PUBLIC HEARINGS**
1. **Revised Land Use Bylaw Amendment 2025-22 – Vital Homes**
    - (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
- 9:35 – 10:05      2. **Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement**
  - (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**
- 10:05 – 10:20      **Meeting Break**
- 10:20 – 10:25      **D. APPROVAL OF MINUTES**
1. **Minutes of the May 6, 2025 Regular Meeting of Council - Amended**
  2. **Minutes of the May 27, 2025 Special Meeting of Council**
  3. **Minutes of the June 3, 2025 Regular Meeting of Council**
- E. BUSINESS ARISING FROM THE MINUTES – none**
- F. UNFINISHED BUSINESS**
- 10:25 – 10:40      1. **Silvertip Block 9 Residential Development**  
Recommendation:
  - 1) That Council give second reading to Revised Land Use Bylaw Amendment 2024-20 – Silvertip Block 9 Residential Development.
  - 2) That Council give third reading to Revised Land Use Bylaw Amendment 2024-20 – Silvertip Block 9 Residential Development.

## **G. BYLAW APPROVAL**

10:40 – 11:00

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

Recommendation:

- 1) That Council give second reading to Revised Land Use Bylaw Amendment 2025-22 – Vital Homes.
- 2) That Council give third reading to Revised Land Use Bylaw Amendment 2025-22 – Vital Homes.
- 3) That Council approve Vital Homes Policy PD-008 as presented.

11:00 – 11:20

### **2. Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement**

Recommendation:

- 1) That Council give second reading to Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement.
- 2) That Council give third reading to Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement.

11:20 – 11:50

### **3. Connect Downtown: Planning a Vibrant Town Centre**

Recommendation:

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

11:50 – 12:20

### **4. Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation**

Recommendations:

- 1) That Council give first reading to Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation.
- 2) That Council schedule a public hearing for Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation on September 2, 2025.

12:20 – 1:20

**Lunch Break**



## H. NEW BUSINESS

1:20 – 1:50

### 1. Moustache Lands Development – Next Steps

Recommendation:

- 1) That Council approve the YWCA Banff as the housing developer and operator responsible the fundraising, design and construction of the Moustache Lands Affordable Housing project..
- 2) That Council direct administration to draft a 99-year land agreement with the YWCA for the Moustache Lands Site 7, and that administration return to Council with the agreement for approval. The agreement will include eligibility criteria and prioritization of affordable housing units related to income and/or asset limits, age, and a connection to Canmore through employment and/or residency.
- 3) That Council direct administration to work with the YWCA to report back to Council by no later than the end of 2025 on the conditions of the land agreement and project status.

1:50 – 2:05

### 2. Letter of Intent for Conservation Easement (800-3<sup>rd</sup> Avenue)

Recommendations: That Council direct administration to terminate the Letter of Intent dated May 11, 2023 re. 800-3<sup>rd</sup> Avenue.

2:05 – 2:15

### 3. 2025 Community Fireguard Capital Projects: Canmore Nordic Centre East and West Phase 2 - Construction

Recommendations:

- 1) That Council approve a new 2025 Capital Project for the Canmore Nordic Centre East Phase 2 Fireguard Construction Project, funded by the Forest Resource Improvement Association of Alberta grant in the amount of \$992,000. Plus, Timber revenue of \$82,100 for a total Capital Budget of \$1,074,100.
- 2) That Council approve a new 2025 Capital Project for the Canmore Nordic Centre West Phase 2 Fireguard Construction Project, funded by the Forest Resource Improvement Association of Alberta grant in the amount of \$882,620.

2:15 – 2:25

### 4. Capital Budget Amendment – Additional Debris Disposal Funding (CAP 7386)

Recommendation: That Council approve a budget increase to Capital Project CAP 7386 for additional debris disposal funding, fully funded by the Forest Resource Improvement Association of Alberta, in the amount of \$527,549. Plus, additional timber revenue of \$173,542, for a total increase of \$701,091.

2:25 – 2:45

### 5. Cougar Creek Lot Disposition

Recommendations:

- 1) That Council direct Administration to proceed with the sale of 476 and 478 Grotto Road in accordance with Land Transaction Policy EX-007.
- 2) That Council direct the proceeds from the sale of the lots to the General Capital Reserve.

2:45 – 3:00

**Meeting Break**

- 3:00 – 3:20      **6. 2025 Engineering Design and Construction Guidelines – Revised Landscape Design Guidelines and Specifications**  
Recommendation: That Council approve the proposed 2025 Engineering Design and Construction Guidelines revisions as presented.
- 3:20 – 3:35      **7. Third-Party Grant for Wildfire Risk Reduction**  
Recommendations:  
1) That Council approve a new 2025 capital project for the development and delivery of a Community Wildfire Risk Reduction Roof Replacement Incentive program, funded in full by a third-party grant for \$100,000.  
2) That Council approve a revised budget for Utility Facility FireSmart CAP 7452, from \$200,000 funded from the Water Utility Reserve and \$250,000 funded from the Wastewater Utility Reserve to \$150,000 funded from the Water Utility Reserve, \$200,000 funded from the Wastewater Utility Reserve, and \$100,000 funded from a third-party grant.
- 3:35 – 3:50      **8. Community Event and Film Policy AE-003**  
Recommendation: That Council approve the Community Event and Film Policy AE-003 as presented.
- 3:50 – 4:10      **9. Environmental Impact Statement (EIS) Policy PD-003 Amendment**  
Recommendation: That Council approve Environmental Impact Statement (EIS) Policy PD-003 amended as presented.
- 4:10 – 4:25      **10. Purchasing Policy FIN-006 Amendment**  
Recommendation: That Council approve Purchasing Policy FIN-006 amended as presented.
- 4:25 – 4:40      **11. Debt Management Policy FIN-003 Amendment**  
Recommendation: That Council approve Debt Management Policy FIN-003 amended as presented.
- 4:40 – 4:55      **12. Tangible Capital Assets Policy FIN-008 Amendment**  
Recommendation: That Council approve Tangible Capital Asset FIN-008 Policy amended as presented.
- I. REPORTS FROM ADMINISTRATION – none**
- J. NOTICES OF MOTION – none**
- K. CLOSED SESSION – none**
- 4:55      **L. ADJOURNMENT**

**TOWN OF CANMORE  
MINUTES**

Regular Meeting of Council  
Council Chamber at the Civic Centre, 902 – 7 Avenue  
**Tuesday, May 6, 2025 at 9:00 a.m.**

**COUNCIL MEMBERS PRESENT**

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

**COUNCIL MEMBERS ABSENT**

None.

**ADMINISTRATION PRESENT**

Whitney Smithers	Acting Chief Administrative Officer / General Manager of Municipal Infrastructure
Scott McKay	General Manager of Municipal Services
Dustin Schinbein	General Manager of Corporate Services
Cheryl Hyde	Manager of the Municipal Clerk's Office
Ben Stiver	Municipal Clerk (recorder)
Jennica Collette	Development Planner
Joshua Cairns	Senior Policy Planner

Mayor Krausert called the May 6, 2025 regular meeting to order at 9:00 a.m.

**A. CALL TO ORDER AND APPROVAL OF AGENDA**

- 1. Land Acknowledgement**
- 2. Agenda for the May 6, 2025 Regular Meeting of Council**

115-2025      Moved by Mayor Krausert that Council approve the agenda for May 6, 2025 regular council meeting as presented.

**CARRIED UNANIMOUSLY**

**B. PUBLIC HEARINGS**

- 1. Silvertip Block 9 Residential Development Bylaw Amendments 2024-39, 2024-40, and 2024-20**

**(1) Call to order**

Mayor Krausert called the public hearing to order for Silvertip Block 9 Residential Development Bylaw Amendments 2024-39, 2024-40, and 2024-20 at 9:03 a.m..

**(2) Administration Summary**

Administration provided a verbal briefing on the proposed Silvertip Block 9 Residential Development Bylaw Amendments 2024-39, 2024-40, and 2024-20.

**(3) Applicant Summary**

Emily Kloppenburg and Marissa Koop from B&A Studios provided a verbal briefing on the Stone Creek Resort residential development application on Block 9 within the Silvertip Area Structure Plan.

**(4) Public Submissions**

Name	Stance	Verbal	Written
Bales, Jeff	Opposed	X	
Best, Dennis	Opposed		X
Davies, Martin and Kelly	Opposed		X
Herrero, Jacob	Opposed		X
Katz, William	Opposed		X
Mezei, Michael	Opposed	X	

The Municipal Clerk read into the record the names of those who provided written submissions. These submissions are recorded in the list of public submissions above and are published in the record of public submissions for this meeting.

**(5) Council Questions of the Applicant**

The applicant addressed questions of clarification from Council.

**(6) Closing Comments from Administration**

Administration did not provide any closing comments.

**(7) Council Questions of Administration**

Council did not have any final questions for Administration.

**(8) Adjournment of the Public Hearing**

Mayor Krausert adjourned the public hearing at 10:06 a.m.

**2. Connect Downtown: Planning a Vibrant Town Centre Bylaws 2025-05 and 2025-13**

**(1) Call to order**

Mayor Krausert called the public hearing to order for Connect Downtown: Planning a Vibrant Town Centre Bylaws 2025-05 and 2025-13 at 10:17 a.m..

**(2) Administration Summary**

Administration provided a verbal briefing on the proposed Connect Downtown: Planning a Vibrant Town Centre Bylaws 2025-05 and 2025-13.

Minutes approved by: \_\_\_\_\_

**(3) Public Submissions**

<b>Name</b>	<b>Stance</b>	<b>Verbal</b>	<b>Written</b>
A'Court-Wills, Elliot	Opposed		X
Archer, Judy	Opposed		X
Adam, Darcee	Opposed		X
Akins, Caitlin	Opposed		X
Ali, Imran	Opposed		X
Ali, Mahrukh	Opposed		X
Ali, Shaigaan	Opposed		X
Amping, Barbara	Opposed		X
Anania, Joe	Opposed		X
Anderson, Rachael	Opposed		X
Anderson, Richard	Opposed		X
Angliss, Karen	Opposed		X
Anthony, Caitlin	Opposed		X
Anthony, Megan Rae	Opposed		X
Anthony, Raymond	Opposed		X
Appleton, Brett	Opposed		X
Arbutina, Marinela	Opposed		X
Archambault, Yvan	Opposed		X
Ares, Jacqueline	Opposed		X
Arlidge, Sue	Opposed		X
Armstrong, Michelle	Opposed		X
Arun, Ashwin	Opposed		X
Aube, Danielle	Opposed		X
Ashforth, Marijane	Opposed		X
Aurora, Robby	Opposed		X
Ayinipuly, Arun	Opposed		X
Babikov, Ivan	Opposed		X
Bagley, Ben	Opposed		X
Bagley, Jonathan	Opposed	X	X
Bagley, Sarah	Opposed		X
Baker, Liz	Opposed		X
Baker, Neil	Opposed		X
Bakstad, Barb	Opposed		X
Balabas, Jay	Opposed		X
Balharrey, Rick	Opposed		X
Bank, Adam	Opposed		X
Barker, Karen	Opposed		X
Barry, Donna	Opposed		X
Bartley, Patricia	Opposed		X
Bartley, Trish	Opposed		X

Minutes approved by: \_\_\_\_\_

Name	Stance	Verbal	Written
Baty, Cameron	Opposed		X
Baumberg, Paul	Opposed		X
Beaton, Carole	Opposed		X
Beaudoin, Marylene	Opposed		X
Beck, Sara	Opposed		X
Beckmann, Annely	Opposed		X
Belik, Laurie	Opposed		X
Bell, Astrid	Opposed		X
Berkenbosch, Kacie	Opposed		X
Berlina, Natalia	Opposed		X
Beswetherick, Jodi	Opposed		X
Biggings, Shawn	Opposed		X
Biggy, Dorothy	Opposed		X
Biggy, George	Opposed		X
Biggy, Theresa	Opposed		X
Biliau, Jonatan	In favour		X
Bilodeau, Brendon	Opposed		X
Bilodeau, Lana	Opposed		X
Birch, Brenda	Opposed		X
Bjorge, Susan	Opposed		X
Blackett, Donald J	Opposed		X
Blanchette, Hilary	Opposed		X
Block, Beverly	Opposed		X
Block, Clifton	Opposed		X
Bodell, Laura	Concerned		X
Bohlman, Byron	Concerned		X
Bohnsack, Reinhardt and Sharon	Opposed		X
Bonenfant, Evangeline	Opposed		X
Boone, Renee	Opposed		X
Booth, Karen	Opposed		X
Borutova, Kamila	Opposed		X
Bosch, Carolyn	Opposed		X
Bouchard, Julie	Opposed		X
Boucher, Darren	Opposed		X
Bouius, Monica	Opposed		X
Boundris, Eleni	Opposed		X
Boyd, Nicholas	Opposed		X
Boyle, Margaret M	Opposed		X
Bradley, Donna	Opposed		X
<del>Brandt, Steve</del>	<del>Opposed</del>		<del>X</del>
Bratland, Meredith	In favour		X

Minutes approved by: \_\_\_\_\_

Name	Stance	Verbal	Written
Bravo, Valentina	Opposed		X
Breeze, Claire	Opposed		X
Brese, Judy	Opposed		X
Bridge, Marjorie	Opposed		X
Brissenden, Mandy	Opposed		X
Bristow, Jean	Opposed		X
Brockmeyer, Renate	Opposed		X
Brookes, Rebecca	Opposed		X
Brouillette, Suzanne	Opposed		X
Brown, Debbie	Opposed		X
Brown, Duncan	Opposed		X
Brown, Meghann	Opposed		X
Brown, Nathan	Opposed	X	X
Brown, Rebekah	Opposed		X
Brown, Richard	Opposed	X	X
Brown, Tony	Opposed		X
Browne, Donna	Opposed		X
Bruce, Ian	Opposed		X
Brust, Karen	Opposed		X
Buchko, Sandra	Opposed		X
Buckle, Gayle	Opposed		X
Buckle, Howard	Opposed		X
Buckley, Martin	Opposed	X	X
Bullock, Stefan	In favour		X
Burgess, Launa	Opposed		X
Butler, Charles	Opposed		X
Butler, Chloe	Opposed		X
Byers, Michael	Opposed		X
Byford, Bruce	In favour		X
Caissie, Kayla	Opposed		X
Calder, Brian	Opposed		X
Calder, David	Opposed		X
Campbell, Brad	Opposed		X
Campbell, Wendy	Opposed		X
Campney, Jeff	Opposed		X
Carbert, Dave	Opposed		X
Carrier, Amanda	Opposed		X
Carrier, Cheryl	Opposed		X
Carrier, Richard	Opposed		X
Carrigy, Molly	Opposed		X
Cassie, Tyra	Opposed		X

Minutes approved by: \_\_\_\_\_

Name	Stance	Verbal	Written
Catley, Colleen	Opposed		X
Cavadias, Amara	Opposed		X
Challco, Astrid Paredes	Opposed		X
Chang, Candice	Opposed		X
Chapman, Ayrton	Opposed		X
Chartrand, Genevieve	Opposed		X
Chavda, Kashyap	Opposed		X
Chavda, Priyanka	Opposed		X
Chevais, Hannah	Opposed		X
Chouinard, Christine	Opposed		X
Christian, Denis	Opposed		X
Chrystie, Heather	In favour		X
Chute, Sarah	Opposed		X
Ciaramidaro, Carmelo	Opposed	X	X
Clapp, Sarah	Opposed		X
Clarahan, Geraldine	Opposed		X
Clark, Mike	Opposed		X
Colonello, Sean	Opposed		X
Comand, Linda	In favour		X
Comeau, Eugene T	Opposed		X
Comeau, Leila M	Opposed		X
Comighod, Rey	Opposed		X
Cooke, Kaela	Opposed		X
Cooper, Linda	Opposed		X
Cosgrove, Susan	Opposed		X
Coulter, Ashley	Opposed		X
Coulter, Rosemary	Opposed		X
Cowley Adam, Brennan	Opposed		X
Cowley, Dawn	Opposed		X
Craig, Ken	Opposed		X
Craig, Sandra	Opposed		X
Craig-Murphy, Morgan	Opposed		X
Crawford, Rudy	Opposed		X
Cregten, John	Opposed		X
Cregten, Linda	Opposed		X
Cummings, Debra	Opposed		X
Dabhi, Ajaysinh	Opposed		X
Dabhi, Manoharsinh	Opposed		X
Dabhi, Snehal	Opposed		X
Dalle, Naomi	Opposed		X
Dallin, Jill	Opposed		X

Minutes approved by: \_\_\_\_\_



Name	Stance	Verbal	Written
Daniels, Hayden	Opposed		X
Daniels, Juanita	Opposed		X
Dansereau, Marnie	Opposed		X
Darcy, Travis	Opposed		X
Dauenhauer, Monica	Opposed		X
Davis, John	Opposed		X
Davis, Lan	Opposed		X
Davis, Oona	Opposed		X
de Soto, Angela	Opposed		X
de Soto, Christine	Opposed		X
de Soto, Hannah	Opposed		X
de Soto, Jason	Opposed		X
de Soto, John	Opposed		X
de Soto, Paolo	Opposed		X
Deane, Catherine	Opposed		X
Deegan, Walter	Opposed		X
Delaney, Jim	Opposed		X
Delfs, Tracey	Opposed		X
Denman, Danielle	Opposed		X
Denton, Ian	Opposed		X
D'Entremont, Jennifer	Opposed		X
Denvick, Betty	Opposed		X
Deschamps, Melody	Opposed		X
Desjardins, Melanie	Opposed		X
Desmarais, Nathalie	Opposed		X
Diggins, Frank	Opposed		X
Dinelle, Luc	Opposed		X
Dobish, Lynsey	Opposed		X
Doig, Elle	Opposed		X
Dolson, Rhona	Opposed		X
Domenico, Kendra	Opposed		X
Dong, Tianhua	Opposed		X
Douglas, Alison	Opposed		X
Dowling, Karen	Opposed		X
Dowling, Sarah	Opposed		X
Dreas, Savannah	Opposed		X
Dube, Aundrea	Opposed		X
Dubeau, Lisa	Opposed		X
Dubitz, Leon Joseph	Opposed		X
Dubitz, Leon	Opposed		X
Dueck, Carri	Opposed		X

Minutes approved by: \_\_\_\_\_

Name	Stance	Verbal	Written
Duke, Glynis	Opposed		X
Durek, Pedro	Opposed		X
Eby, Lisa	Opposed		X
Edwards, Elena	Opposed		X
Edwards, Richard	Opposed		X
Eisenring, Esther	Opposed		X
Eisenring, Markus	Opposed		X
Elbourne, Jeremy	In favour	X	
Ellis, Michiko	Opposed		X
Ellis, Nathan	Opposed		X
Elson, Julie	Opposed		X
Engele, Dawn	Opposed		X
Enns, Benny	Opposed		X
Erlam, Travis	Opposed		X
Erskine, Stuart	Opposed		X
Evans, Brian	Opposed		X
Evans, Linda	Opposed	X	X
Ewans, Douglas	Opposed		X
Ewans-Jones, Lindsay	Opposed		X
Fafard, Mathieu	Opposed		X
Ferguson, Dana	Opposed		X
Ffoulkes-Jones, David	Opposed		X
Ffoulkes-Jones, Marlene	Opposed		X
Findlay, Robb	Opposed		X
Fischer, Darren and Shanyn	Opposed		X
Fish, Lyle	Opposed		X
Flad, Shayle	Opposed		X
Fletcher, Adam	Opposed		X
Fletcher, Brenda L	Opposed		X
Fletcher, Cody	Opposed		X
Foraie, Tammy	Opposed		X
Forbes-Anderson, Faye	Opposed		X
Forrest, Tannis	Opposed		X
Francisco, Ophelie	Opposed		X
Fraser, Cyd	Opposed		X
Fraser, Fiona	Opposed		X
Fraser, Niall	Opposed		X
Frezell, Adam	Opposed		X
Frezell, Dennis	Opposed		X
Frezell, Jodi	Opposed		X
Frezell, Kevin	Opposed		X

Minutes approved by: \_\_\_\_\_

Name	Stance	Verbal	Written
Frezell, Tanner	Opposed		X
Friesen, Betty L	Opposed		X
Frolick, Jon	Opposed		X
Fuhr, Jennifer	Opposed		X
Funke, Rhea	Opposed		X
Fyvie, Barb	Opposed		X
Gaillard, Gaye	Opposed		X
Gallaway, Danielle	Opposed		X
Gallon, Alexander G	Opposed		X
Game, Moira	Opposed		X
Garcia, Mark	Opposed		X
Garen, Sally	Concerned		X
Gauthier, Andrew	Opposed		X
Gauthier, Jaelyn	Opposed		X
Gautron, Lise	Opposed		X
Gayas, Benito	Opposed		X
Gerrard, Sharon	Opposed		X
Giannandrea, Amanda	Opposed		X
Giannotti, Alexander	Opposed		X
Gillespie, Ulrika	Opposed		X
Gittins, Michael	Opposed		X
Glazebrook, Kate	Opposed		X
Glynn, Jeffrey	Opposed		X
Go, Cheryl	Opposed		X
Godhani, Denis	Opposed		X
Godlien, Lisa	Opposed		X
Goldberg, Terence	In favour		X
Golomb, Curtis	Opposed		X
Gomme, Michelle	Opposed		X
Gordon, Amanda	Opposed		X
Gordon, Jonas	Opposed		X
Gordon, Mike	Concerned		X
Goryachev, Spartak	Opposed		X
Goss, Daraya	Opposed		X
Gosselin, Zoe	Opposed		X
Goutiere, Paul	Opposed		X
Grasmuck, Brian	Opposed		X
Gray, Ken	Opposed		X
Greenberg, Saul	Concerned		X
Grieser, Ana	Opposed		X
Groeneveld, Shannon	Opposed		X

Minutes approved by: \_\_\_\_\_

Name	Stance	Verbal	Written
Grossmith, Gail	In favour		X
Guenther, Jan	Opposed		X
Guinn, Haylie	Opposed		X
Hall, Wayne	Opposed		X
Halmos, Adrienne	Opposed		X
Halpin, Mark P	Opposed		X
Hamilton, Ian K	Opposed		X
Hannah, Neil	Opposed		X
Hansen, Clifford	Opposed		X
Hanson, Ross	Opposed		X
Hanzelka, Martina	Opposed		X
Hari, Harj and Marilyn	Opposed		X
Haslett, John	Opposed		X
Hawkins, Maria	Opposed		X
Hayhow, Ashley	Opposed		X
Held, Stephanie	Opposed		X
Henderson, Jeff	Opposed		X
Henderson, Kyle	Opposed		X
Henderson, Tracey	Concerned	X	X
Henkelman, Wendy	Opposed		X
Hennessey, Sean	Opposed		X
Henrion, Pascale	Opposed		X
Hepburn, Howard Graham	Opposed		X
Herrero, Jacob	Concerned		X
Herwig, Monika	Opposed		X
Hery, Christian	Opposed		X
Hettinga, Lana	Opposed		X
Hicks, Tracey	Opposed		X
Hill, Veronica	Opposed		X
Hillier, Megan	Opposed		X
Hinchelwood, Shannon	Opposed		X
Hinds, Catherine	Opposed		X
Holton, Dean John	Opposed		X
Holtrust, Lori	Opposed		X
Honsaker, Judy	Opposed		X
Hooper, Tommy	Opposed		X
Horbay, Geraldine	Opposed		X
Horbay, Leslie	Opposed		X
Horne, Sarah Spreen	Opposed		X
Hounsell, Evan	Opposed		X
Hovey-Smith, Liz	Opposed		X

Minutes approved by: \_\_\_\_\_

Name	Stance	Verbal	Written
Howes, Brian	Opposed		X
Hughes, Mallory	Opposed		X
Hunter, Bob	Opposed		X
Hutchings, Heath	Opposed		X
Hutchinson, Amy	In favour		X
Ibrahim, Nadja	Opposed		X
Innes, Haley	Opposed		X
Innes, Mark	Opposed		X
Innes, Rebecca	Opposed		X
Irvine, Kathi	In favour		X
Jackson, Roger	In favour	X	
Jacobs, Brad	Opposed		X
Jacobson, Twyla	Opposed		X
Jaggi, Albert	Opposed		X
Janzen, Aisling	Opposed		X
Jasoliya, Aniket	Opposed		X
Jasper, Matt	Opposed		X
Jean, Danielle	Opposed		X
Jenkins, Jessica	Opposed		X
Jenner, Brendon	Opposed		X
Jenson-Mann, Erika	In favour	X	
Jerez, Javiera	Opposed		X
Jocelyn, Terri	Opposed		X
Johnson, Bill	Opposed		X
Johnson, Cy and Carolann	Opposed		X
Johnson, Emily	Opposed		X
Johnston, Patricia	Opposed		X
Jones, Alyssa	Opposed		X
Jones, Cathy	Opposed	X	
Jones, Mike	Opposed		X
Jones, Peter	Opposed		X
Jones, Roger	In favour	X	
Jones, Sam	Opposed		X
Jones, Sophie	Opposed		X
Jordan, Tery	Opposed		X
Jovanovic, Sonja	Opposed		X
Jungen, Florian	In favour		X
Juravleff Boucher, Deb	Opposed		X
Jury-Fleming, Sandra	Opposed		X
Kamenka, Frank	Opposed		X
Kamenka-Taylor, Crystal	Opposed		X

Minutes approved by: \_\_\_\_\_

Name	Stance	Verbal	Written
Kanaroski, Katherine	Opposed		X
Kanaroski, Liz	Opposed		X
Kasper, Marianne	Opposed		X
Kavia, Mahesh	Opposed		X
Kearney, Colleen A	Opposed		X
Kennedy, Donna and Marsh	Opposed		X
Kennedy, Stephen Grant	Opposed		X
Kent, Kristal	Opposed		X
Keogh-Chin, Breeann	Opposed		X
Frank Kernick	In favour	X	
Kerwin, Edward P	Opposed		X
Kiebke, Deanna	Opposed		X
Kinash, Rose	Opposed		X
Kinnear, Katharine	Concerned		X
Klein, Hannah	Opposed		X
Klinkhamer, Don	Opposed		X
Kneller, Carrol	Opposed		X
Knowlden, Julia	Opposed		X
Knowlden, Valerie	Opposed		X
Knowles, Diane	Opposed		X
Knowles, Olivia	Opposed		X
Krasnodemski, Ronda	Opposed		X
Kravets, Daria	Opposed		X
Kreller, Matthew	Opposed		X
Krentz, Richard	Opposed		X
Krush, Wendy	Opposed		X
Labrosse, Julie	Opposed		X
Lagloire-Galipeau, Dominique	Opposed		X
Lam, Mich	In favour	X	
Lambert, Chris	Opposed		X
Landi, Donna	Opposed		X
Landi, Max	Opposed		X
Landi, Stephen	Opposed		X
Landi, Steve	Opposed		X
Lane, Sandra	Opposed		X
Lane, Sophie	Opposed		X
Langlois, Kerry	Opposed		X
Langlois, Ray	Opposed		X
Langshaw, Eric	Opposed		X
Laquinario-Garcia, Mariella	Opposed		X
Latulippe, Simmi	In favour		X

Minutes approved by: \_\_\_\_\_

Name	Stance	Verbal	Written
Latvala, Kay	Opposed		X
Latvala, Kimberley	Opposed		X
Laver, Liz	Opposed		X
Lavery, Rob	Opposed		X
Lavoie, Carrie	Opposed		X
Lavoie, Chris	Opposed		X
Lavoie, Marcel	Opposed		X
Lawrence, Lori	Opposed		X
Laycock, Jerome	In favour		X
Laythorpe, Wendy	Opposed		X
Le, Bich Lam	Opposed		X
Leatherman, Susan	Opposed		X
Leblanc, Debra	Opposed		X
Leblanc, Michel	Opposed		X
Lefroy, Michelle	Opposed		X
Leishman, Ana	Opposed		X
Leishman, Brian	Opposed		X
Lepage, Cecile	In favour		X
Levesque, Daniel	Opposed		X
Liang, Sharon	Opposed		X
Liesbeth, Kranabitter	Opposed		X
Limacher, Dan	Opposed		X
Limacher, Lori	Opposed		X
Lipinski, Eugene and Charon	Opposed		X
Litke, Matthew	Opposed		X
Little, Brett	Opposed		X
Livingstone, Donna	Opposed		X
Lock, Robert Graham	Opposed		X
Loewen, Liam	Opposed		X
Logan, Anne	Opposed		X
Lohnes, Lea	In favour	X	
Loranger, Richard	Opposed		X
Lorger, Max	Opposed		X
Lortscher, Cecilia	Opposed		X
Low, Petah	Opposed		X
Ludwig, Kyle	Opposed		X
Ludwig, Rachel	In favour	X	X
Luesink, Thomas	Opposed		X
Luka, Diane	Opposed		X
Lynn, John	Opposed		X
Lyons, Sabrina	Opposed		X

Minutes approved by: \_\_\_\_\_

Name	Stance	Verbal	Written
MacDonald, Christian	Opposed		X
Macdonald, Douglas	Opposed		X
MacDonald, John	Opposed		X
MacDonald, Kathryn	Opposed		X
MacLean, Bruce	Opposed		X
MacMillan, Kelly	Opposed		X
Macpherson, Patti	Opposed		X
Maier, Karina	Opposed		X
Majewski, Marla	Opposed		X
Majewski, Amelia	Opposed		X
Majewski, Arden	Opposed		X
Mann, David	Opposed		X
Margeson, Lloyd	Opposed		X
Margeson, Tracy	Opposed		X
Markov, Francis	Opposed		X
Marshall, Brian	Opposed		X
Marshall, Keith	Opposed		X
Martel, Lynn	Opposed		X
Martens, Jonah	Opposed		X
Martinat, Claudie	Opposed		X
Matamoros, Laura	Opposed		X
Matheson, Daisy	Opposed		X
Mathew, Ruth	Opposed		X
Mathews, Cindy	Opposed		X
Mathieu, Kristopher	In favour		X
Matthews, Brooke	Opposed		X
May, Jennifer	Opposed		X
Mayberry, Deb	Opposed		X
Mayer, Patti	Opposed		X
McAvoy, Douglas	Opposed		X
McCaffrey, Gavin	Opposed		X
McCaig, Sandy	In favour	X	
McConnery, Samantha	Opposed		X
McCulloch, Vick	Opposed		X
McCutcheon, Mary Lynne	Opposed		X
McDermott, Bridget	Opposed		X
McDougall, Paul	Opposed	X	
McGrath, Paul E	Opposed		X
McGregor, Amy	Opposed		X
Mchale, Lorraine	Opposed		X
McIsaac, Matt	Concerned		X

Minutes approved by: \_\_\_\_\_



Name	Stance	Verbal	Written
McIvor, Jim	Opposed		X
McKay, Cindy	Opposed		X
McKenna, Susan	Opposed		X
McLeod, Carol Manson	Opposed		X
McMahon, Gradey	Concerned	X	X
McManus, Nancy	Opposed		X
McMorrine, joAnne	Opposed		X
McMullen, Liz	Opposed		X
McNally, Angelia	Opposed		X
McNeil, Mitch	Opposed		X
McPherson, Christa	Opposed		X
McRae, Sam	Opposed		X
McTrowe, Bruce	Opposed		X
Meadows, Melanie	Opposed		X
Medina, Francisco	Opposed		X
Meggs, Kari	Opposed	X	X
Meggs, Renee	Opposed	X	X
Meggs, Sean	Opposed	X	X
Meier, Norbert	In favour		X
Meirelles, Beatriz	Opposed		X
Melnick, Katya	Opposed		X
Mickle, Don	Opposed		X
Mikols, Peter	Opposed		X
Miles, Dawnette	Opposed		X
Milliken, Dawson	Opposed		X
Milliken, Kevin	Opposed	X	X
Milliken, Logan	Opposed		X
Milliken, Tim	Opposed		X
Milliken, Yuki	Opposed		X
Moe, Vivian Emily	Opposed		X
Monheim, Angela	Opposed		X
Montealto, Aure Marie	Opposed		X
Montebello, Adrian	Opposed		X
Morin, Cheyenne	Opposed		X
Morin, Nancy	Opposed		X
Morris, Patti	In favour		X
Mousnier, Catherine	Opposed		X
Mtakula, Perciva	Opposed		X
Murphy, Brad	Opposed		X
Murphy, Dean	Opposed		X
Murphy, Jenna	Opposed		X

Minutes approved by: \_\_\_\_\_

Name	Stance	Verbal	Written
Murphy, Leah	Opposed		X
Murphy, Patsy and Jim	Concerned		X
Musienko, Denis	Opposed		X
Musil, Peter	Opposed	X	X
Nakahara, Naomi	Opposed		X
Nathan, Ahalya	Opposed		X
Needham, Laurel	Opposed		X
Neish, David	Opposed		X
Nell, Carol	Opposed		X
Nell, Gerry	Opposed		X
Nelson, Carole	Opposed		X
Nicks, Meg	Opposed		X
Niemiec, Kathleen	Opposed		X
Niemiec, Stanley	Opposed		X
Niemiec, Zachary	Opposed		X
Niro, Cadence	Opposed		X
Niu, Nathan	Opposed		X
Norcross, Jamie	Opposed		X
Norman, Sasha	In favour		X
Nunn, Lindsay	Opposed		X
Nunn, Steph	Opposed		X
O'Brien, Lorraine	Opposed		X
Oland, Brett	Concerned		X
Olsen, Chelsea	Opposed		X
Ong, Edmund	In favour	X	
O'Ritchie, Andrea	Opposed		X
Ordman, Beth (Hannah Ordman)	Opposed	X	X
Osbaldeston, Amy	Opposed		X
Osborne, Andrew	Opposed		X
Osterland, Tracey	Opposed		X
Ostwald, Krysta	Opposed		X
O'Toole, Elsbeth	Opposed		X
Ouellet, Jessyca	Opposed		X
Ouellette, Michelle	Opposed		X
Pabst, Andreas	Opposed		X
Pachmayr, Sabina	Concerned		X
Palidis, Susan	Opposed		X
Paquette, Barbara	Opposed		X
Paquette, Roland	Opposed		X
Pasemko, Joanne	Opposed		X
Pasemko, Ron	Opposed		X

Minutes approved by: \_\_\_\_\_

Name	Stance	Verbal	Written
Pasham, Priya	Opposed		X
Patel, Deepkumar	Opposed		X
Patel, Dharti	Opposed		X
Patel, Sunil	Opposed		X
Paul, Brad	Opposed		X
Paulsen, Guy	Opposed		X
Pearson, Jane	Opposed		X
Pearson, Val	Opposed		X
Peart, Jenn	Opposed		X
Perkins, Ethan	Opposed		X
Perkins, Tessa	Opposed		X
Perkins, Vicki	Opposed		X
Perner, Elsa	Opposed		X
Perry, Candice	Opposed		X
Pfister, Olivia	Opposed		X
Philipp, Ingrid	Opposed		X
Phillips, Alysha	Opposed		X
Philp, Noah	Opposed		X
Pianarosa, Albertina	Opposed		X
Piche, Fanny	Opposed		X
Pickard, Jeanne	Opposed		X
Pierce, Heather	Opposed		X
Pigott, Sloan	Opposed		X
Pillipow, Ken	Opposed		X
Piper, Alexandra	In favour		X
Pissot, Jim	Opposed		X
Podruzny, Tyson	Opposed		X
Pokol, Lou	Opposed		X
Poplawski, Joan	Opposed		X
Poplawski, Stan	Opposed		X
Porcari, Damian	Opposed		X
Porcari, Gilda Hauser	Opposed		X
Porter, Eric	Opposed		X
Pothaar, Mimi	Opposed		X
Pow, Richard	Opposed		X
Probst, Henry	Opposed		X
Protz, Doug	Opposed	X	X
Protz, Sherry	Opposed	X	X
Pullen, W Richard	Opposed		X
Pupetz, Justin	Opposed		X
Purchase, Sarah	In favour		X

Minutes approved by: \_\_\_\_\_

Name	Stance	Verbal	Written
Pyecroft, Jim	Opposed		X
Pyke, Natalie	Opposed		X
Rainville, Aaron	Opposed		X
Ram, Andrea	Opposed		X
Ramsay, Fiona	Opposed		X
Randall, Lauren	Opposed		X
Ratzlaff, Brooke and Dustin	Opposed		X
Reay, Bill	Opposed		X
Redois, Christian	Opposed		X
Reece, Danielle	Opposed		X
Reed, Kristen	Opposed		X
Reid, Chris	Opposed		X
Reid, Sharon	Opposed		X
Renfrew, Kimberlee	Opposed		X
Retzer, Hal	Opposed		X
Reyes, Lance	Opposed		X
Raynolds, Maria	Concerned	X	
Raynolds, Tracy	Concerned	X	
Rimstad, Carter	Opposed		X
Ritchie, John	In favour		X
Ritchie, Joshua	Opposed		X
Ritchie, Ken	Opposed		X
Roberts, Bree	Opposed		X
Robertson, Dale	Opposed		X
Robertson, Jeri-Lynn	Opposed		X
Robertson, Lauren	Opposed		X
Robertson, Leslie	Opposed		X
Robertson, Randle	Opposed		X
Robinson, Mackenzie	Opposed		X
Robinson, Terry	Opposed		X
Robitaille, Amber	Opposed		X
Rohn, Kevin	Opposed		X
Romanko, Daniel	Concerned		X
Rooney, Rochelle	Opposed		X
Roozendaal, Patricia	Opposed		X
Rosa, Jack	Opposed		X
Rosa, Kim	Opposed		X
Rosenstein, Mace & de la Fuente, Louise	In favour	X	
Ross, Fraser	Opposed		X
Roulet, Jillian	Opposed		X

Minutes approved by: \_\_\_\_\_

Name	Stance	Verbal	Written
Roussel, Kim	Opposed		X
Rubner, Daniel	Opposed		X
Sadasivaiah, Bhishaj	Opposed		X
Sadoway, Don	Opposed		X
Safarikova, Iveta	Opposed		X
Salisbury, Trevor	Opposed		X
Salter, Terry	Opposed		X
Sams, Nadja	Opposed		X
Sanchez, Diana	Opposed		X
Sanghakorn, Valentina	Opposed		X
Sapara, Mary Jane	Opposed		X
Saruwatari, Candice	Opposed		X
Schaetzle, Andrea	Opposed		X
Schamber, Ryan	Opposed		X
Scheel, Kathie	Opposed		X
Schlay, Donna	Opposed	X	
Schmidt, Alla Tchistiakova	Opposed		X
Schmidt, Hamish	Opposed		X
Schmidt, Maxence	Opposed		X
Schmidt, Philippe	Opposed		X
Scholten, Chloe	Opposed		X
Scholten, Julia	Opposed		X
Schovanek, Mia	Opposed		X
Schwabl, Alyssa	Opposed		X
Schwabl, Franz	Opposed		X
Schwabl, Lilyana	Opposed		X
Scothorne, Jenifer	Opposed		X
Scott, Cate	Opposed		X
Scott, Marney	Opposed		X
Scowcroft, Bria	Opposed		X
Scowcroft, Susan	Opposed		X
Seeley, Rob	In favour		X
Sellers, Deb	Opposed		X
Semenok, Landan	Opposed		X
Sexton, Emma	Opposed		X
Shah, Rushabh	Opposed		X
Shaw, Alison	Opposed		X
Shaw, Kenneth	Opposed		X
Shaw, Stephanie	Opposed		X
Shaw, William Andrew	Opposed		X
Shea, John	Opposed		X

Minutes approved by: \_\_\_\_\_

Name	Stance	Verbal	Written
Shenher, Brad	Opposed		X
Sime, Sharon	Opposed		X
Skiba, Joanna	Opposed		X
Skinner, Dave	Opposed		X
Skinner, Jacob	Opposed		X
Smuin, Ken	Opposed		X
Smuin, Suzanne	Opposed		X
Soltes, Susie	Opposed		X
Sosin, Stephanie	Opposed		X
Southwood, Kayode	Concerned		X
Spady, Betty	Opposed		X
Sparks, Dan	Neutral	X	
Sparrow, Chris, Talbot, Brian, and David, Cathy Anne	In favour	X	
Spicer, Brenda	Opposed		X
Springstead, Jessica	Opposed		X
Sproule, Chris	Opposed		X
Stabile, Louis	Opposed		X
Stanley, Laela	Opposed		X
Stark, Dave	Opposed		X
Starko, Gary	Opposed		X
Stefaroi, Tamara	Opposed		X
Steinberg, Lisa	Opposed		X
Stephen, Olivia	Opposed		X
Stermmann, Gordon	Opposed		X
Stettler, Silvia	In favour		X
Stewart, Shane	Opposed		X
Steyn, Alma	Opposed		X
Stimming, Ryan	Opposed		X
Stinson, Calla	Opposed		X
Stinson, Rhett	Opposed		X
Stratton, David	Opposed		X
Strohmaier, Ryan	Opposed		X
Strong, Holly	Opposed		X
Sugden, Melissa	Opposed		X
Sullivan, Katie	Opposed		X
Symington, Katherine	Opposed		X
Tahir, Adeel	Opposed		X
Tanguay, Marc	Opposed		X
Taylor, Alison	Opposed		X
Tegenkamp, Darlene	Opposed		X

Minutes approved by: \_\_\_\_\_

Name	Stance	Verbal	Written
Temple, Ralph	Opposed		X
Tepper, Laurie	Opposed		X
Tesre, Jennifer	Opposed		X
Tetley, Diane	Opposed		X
Thornton, Carol and Howard	Opposed	X	X
Thornton, Matthew	Opposed		X
Thurston, Junko	Opposed		X
Thygesen, Laura	Opposed		X
Tiemstra, Angela	Opposed		X
Timmins, Lionel Gale	Opposed		X
Tippe, David	Opposed		X
Tobler, Andy	Opposed		X
Torrington, Nicola	Opposed		X
Trofinuk, Mark	Opposed		X
Turcot, Michael	Opposed		X
Turner, Brian	Opposed		X
Tutt, Brenda	Opposed		X
Tuttle, Jaime	Opposed		X
Tweddell, Jen	In favour	X	X
Underschultz, Laura	Opposed		X
Unterasinger, Bella	Opposed		X
Urmatan, Reden	Opposed		X
Valentine, Charles	Opposed		X
Valentine, Nina	Opposed		X
Van der Merwe, Tineke	In favour	X	
Van Kessel, Tara	Opposed		X
Van Tramp, Sophie	Opposed		X
Vance, Chloe	Opposed		X
Vance, Robert	Opposed		X
Verkek, Blake	Opposed		X
Volek, Morag and Ben	Opposed		X
von Essen, Ute	Opposed		X
von Neudegg, Marcus	Opposed		X
Wachter, Michael	Opposed		X
Waddingham, Glenda	Concerned		X
Wahl, Mary	In favour		X
Walker, Heather	Opposed		X
Walker, Mark	Opposed		X
Walker, Stan	Opposed		X
Walter, Heather	In favour		X
Wanlin, Laure	Opposed		X

Minutes approved by: \_\_\_\_\_

Name	Stance	Verbal	Written
Wasdell, Caroline	Opposed		X
Watson, Jake	Opposed		X
Webster, Jeffery	Opposed		X
Weil, Kailee	Opposed		X
Welanc, Piotr	Opposed		X
Wells, Darcy	Opposed	X	X
Werner, Bonnie	Opposed		X
Weselowski, Bernadette	Opposed		X
Wester, Linda	Opposed		X
White, Johanne	Opposed		X
White, Johnathan	Opposed		X
Whitefiled, Jeff	In favour		X
Whitney, Mary Ellen	Opposed		X
Wiebe, Dwayne	Opposed		X
Wiebe, Veronique	Opposed		X
Willert, Ivan	Opposed		X
Willert, Marsha	Opposed		X
Williams, Lindsey	Opposed		X
Williamson, Shannon	Opposed		X
Wills, Harley	Opposed		X
Wilson, Philip	Opposed		X
Wilson, Terry	Opposed		X
Winz, Marianne	Opposed		X
Wollman, Ralf	Opposed		X
Wollner, Viktoria	Opposed		X
Wood, Anne E	Opposed		X
Wood, Brian	Opposed		X
Wood, Hilary	Opposed		X
Wood, Jennifer	Opposed		X
Wood, Mary	Opposed		X
Wong, Tony	Opposed		X
Wright, Andrew	Opposed		X
Wyczynski, Nicholas	Opposed		X
Wyman, Chris	Opposed		X
Wynia, Nigel	Opposed		X
Yamato, Tetsu	Opposed		X
Youngberg, Mel	Opposed		X
Yuda, Atsushi	Opposed		X
Zablonti-Schantz, Aleks	Opposed		X
Zeniuk, Jody	Opposed		X
Zeniuk, Leonard	Opposed		X

Minutes approved by: \_\_\_\_\_



Name	Stance	Verbal	Written
Zlata, Lisa	Opposed		X

The Municipal Clerk presented the names of those who provided written submissions into the record. These submissions are recorded in the list of public submissions above and are published in the record of public submissions for this meeting.

**Lunch Break 12:00 p.m. – 1:15 p.m.**

**(4) Closing Comments from Administration**

Administration did not provide any closing comments.

**(5) Council Questions of Administration**

Administration addressed questions of clarification from Council.

**(6) Adjournment of the Public Hearing**

Mayor Krausert adjourned the public hearing at 3:45 p.m.

- 116-2025      Moved by Mayor Krausert that Council amend the agenda by proceeding with item G2. Connect Downtown: Planning a Vibrant Town Centre Bylaws 2025-05 and 2025-13 before D. Approval of Minutes.

**CARRIED UNANIMOUSLY**

**G. BYLAW APPROVAL**

**2. Connect Downtown: Planning a Vibrant Town Centre Bylaws 2025-05 and 2025-13**

- 117-2025      Moved by Mayor Krausert that Council postpone second and third reading of Town Centre Area Redevelopment Plan Bylaw 2025-05 and Revised Land Use Bylaw Amendment 2025-13 – Changes to Variance Powers until a special meeting of council to be held on May 27, 2025.

**CARRIED UNANIMOUSLY**

**Meeting Break 3:48 p.m. – 4:15 p.m.**

**C. DELEGATIONS – none**

**D. APPROVAL OF MINUTES**

**1. Minutes of the April 1, 2025 Regular Meeting of Council**

- 118-2025      Moved by Mayor Krausert that Council approve the minutes of the April 1, 2025 regular meeting as presented.

**CARRIED UNANIMOUSLY**

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

**F. UNFINISHED BUSINESS – none**

Minutes approved by: \_\_\_\_\_

**G. BYLAW APPROVAL**

**1. Silvertip Block 9 Residential Development**

- 119-2025      Moved by Councillor Mah that Council postpone second and third reading of Municipal Development Plan Bylaw Amendment 2024-39 – Silvertip Block 9 Residential Development, Silvertip Area Structure Plan Bylaw Amendment 2024-40 Block 9 Residential Development, and Revised Land Use Bylaw Amendment 2024-20 – Silvertip Block 9 Residential Development until a special meeting of council to be held on May 27, 2025.

**CARRIED**

**In favour: Foubert, Graham, Marra, Mah, Hilstad, McCallum**

**Opposed: Krausert**

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

- 120-2025      Moved by Mayor Krausert that Council give first reading to the Revised Land Use Bylaw Amendment 2025-06 - Moustache Lands Direct Control District.

**CARRIED UNANIMOUSLY**

- 121-2025      Moved by Mayor Krausert that Council schedule a public hearing for the Revised Land Use Bylaw Amendment 2025-06 - Moustache Lands Direct Control District on June 3, 2025.

**CARRIED UNANIMOUSLY**

**H. NEW BUSINESS**

- 122-2025      Moved by Mayor Krausert that Council postpone the following items until a special meeting of council to be held on May 27, 2025:

- H1 CAP 7408 Climbing Gym Floor Replacement Budget Increase
- H2 Employment Compensation Policy HR-011
- H3 Time Away From Work Policy HR-007 Amendment
- H4 Policy Review

**CARRIED UNANIMOUSLY**

**I. REPORTS FROM ADMINISTRATION – none**

**J. NOTICES OF MOTION – none**

**K. CLOSED SESSION – none**

**L. ADJOURNMENT**

- 123-2025      Moved by Mayor Krausert that Council adjourn the May 6, 2025 regular council meeting at 4:28 p.m.

**CARRIED UNANIMOUSLY**

Minutes approved by: \_\_\_\_\_

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

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

Minutes approved by: \_\_\_\_\_

## TOWN OF CANMORE

### MINUTES

Special Meeting of Council  
Council Chamber at the Civic Centre, 902 – 7 Avenue  
**Tuesday, May 27, 2025 at 9:00 a.m.**

#### **COUNCIL MEMBERS PRESENT**

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

#### **COUNCIL MEMBERS ABSENT**

Joanna McCallum	Councillor – left the meeting at 11:35 a.m.
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#### **ADMINISTRATION PRESENT**

Sally Caudill	Chief Administrative Officer
Andreas Comeau	Acting General Manager of Municipal Infrastructure / Manager of Public Works
Scott McKay	General Manager of Municipal Services
Dustin Schinbein	General Manager of Corporate Services
Cheryl Hyde	Manager of the Municipal Clerk's Office
Josh Cairns	Senior Policy Planner
Harry Shnider	Manager of Planning and Development
Chelsey Gibbons	Manager of Finance
Jennica Collette	Development Planner
Jesse Renwick	Climbing Supervisor
Johanna Sauve	Manager of Human Resources
Adam Driedzic	Town Solicitor
Adam Robertson	Manager of Communications

Mayor Krausert called the May 27, 2025 special meeting to order at 9:08 a.m.

#### **A. CALL TO ORDER AND APPROVAL OF AGENDA**

##### **1. Land Acknowledgement**

##### **2. Agenda for the May 27, 2025 Special Meeting of Council**

124-2025

Moved by Mayor Krausert that Council approve the agenda for the May 27, 2025 special meeting as presented with one amendment:

- Add item K1 Judicial Review under Section K Closed Session.

**CARRIED UNANIMOUSLY**

**B. PUBLIC HEARINGS – none**

**C. DELEGATIONS – none**

**D. APPROVAL OF MINUTES**

- 125-2025      **1. Minutes of the April 22, 2025 Special Meeting of Council**  
Moved by Mayor Krausert that Council approve the minutes of the April 22, 2025 special meeting as presented.  
**CARRIED UNANIMOUSLY**
- 126-2025      **2. Minutes of the May 6, 2025 Regular Meeting of Council**  
Moved by Mayor Krausert that Council approve the minutes of the May 6, 2025 regular meeting as presented.  
**CARRIED UNANIMOUSLY**

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

**F. UNFINISHED BUSINESS – none**

**G. BYLAW APPROVAL**

- 127-2025      **1. Connect Downtown: Planning a Vibrant Town Centre**  
Moved by Mayor Krausert that Council postpone 2<sup>nd</sup> and 3<sup>rd</sup> readings of Town Centre Area Redevelopment Plan (“ARP”) Bylaw 2025-05 and Revised Land Use Bylaw Amendment 2025-13 – Changes to Variance Powers to the July 8, 2025 regular meeting of Council and direct administration to revise Bylaw 2025-05 for consideration at 2<sup>nd</sup> reading to incorporate the following amendments.
- 127A-2025      Moved by Mayor Krausert that Council amend motion 127-2025 by adding:  
“insert a section at an appropriate location indicating that the ARP is drafted with awareness that some properties within the ARP are subject to a restrictive covenant that restrict development and provide a map in the ARP showing the area to which the restrictive covenant applies.”  
**CARRIED UNANIMOUSLY**
- 127B-2025      Moved by Mayor Krausert that Council amend motion 127-2025 by adding:  
“change the ARP to indicate single residential use for the parts of the ARP to which the restrictive covenant applies.”  
**CARRIED**  
**In favour: Foubert, Graham, Marra, Krausert, Mah, Hilstad**  
**Opposed: McCallum**
- 127C-2025      Moved by Mayor Krausert that Council amend motion 127-2025 by adding:  
“remove all references to R4 zoning from the ARP except for Town owned land that if developed for housing will likely predominantly be non-market housing.”  
**DEFEATED**  
**In favour: Marra**  
**Opposed: Foubert, Graham, Krausert, Mah, Hilstad, McCallum**

Minutes approved by: \_\_\_\_\_

127D-2025                      Moved by Mayor Krausert that Council amend motion 127-2025 by adding:  
“change all references in the ARP to full year pedestrianization of Main Street  
from mandatory to optional, i.e. using language such as ‘potential year-round  
pedestrianization’ and replacing ‘will’ with ‘may’, while proceeding with a  
permanent seasonally pedestrianized Main Street from spring to fall.”

**CARRIED UNANIMOUSLY**

127E-2025                      Moved by Mayor Krausert that Council amend motion 127-2025 by adding:  
“remove some of the changes to Riverside Park so that the ARP will simply  
reflect an expanded area of what Riverside Park currently offers today plus  
some minor enhancements, i.e. removing space for small scale commercial uses  
or structures (e.g. cafes, food trucks); seasonal facilities such as skate or sports  
equipment rentals; and small ice skating trails, fire pits, and Crokicurl sheets in  
the winter.”

**CARRIED UNANIMOUSLY**

127F-2025                      Moved by Mayor Krausert that Council amend motion 127-2025 by adding:  
“change Eklof Park from Municipal Reserve to a classification that results in  
permanent protection of the green space.”

**CARRIED**

**In favour: Foubert, Graham, Marra, Krausert, Hilstad**

**Opposed: Mah, McCallum**

**Meeting Break 10:20 a.m. – 10:30 a.m.**

127G-2025                      Moved by Mayor Krausert that Council amend motion 127-2025 by adding:  
“to reduce impact of shadows, limit heights on Main and 10<sup>th</sup> Street frontages  
by adding a policy under ‘Land Use and Urban Design’ stating that buildings  
shall not exceed 2 storeys.”

127G1-2025                      Moved by Councillor McCallum that Council amend motion 127G-2025 by  
striking out “2 storeys” and substituting “2.5 storeys without variances”.

**CARRIED**

**In favour: Graham, Mah, Hilstad, McCallum**

**Opposed: Foubert, Marra, Krausert**

127G-2025                      The vote followed on motion 127G-2025 as amended: that Council amend  
motion 127-2025 by adding: “to reduce impact of shadows, limit heights on  
Main and 10<sup>th</sup> Street frontages by adding a policy under ‘Land Use and Urban  
Design’ stating that buildings shall not exceed ‘2.5 storeys without variances’”.

**CARRIED**

**In favour: Graham, Marra, Mah, Hilstad, McCallum**

**Opposed: Foubert, Krausert**

127H-2025                      Moved by Mayor Krausert that Council amend motion 127-2025 by adding:  
“clarify that there will be no net decrease in downtown public parking due to  
development on surface parking lots as there will be an equivalent increase in  
public parking elsewhere within the central downtown area, i.e. west of  
Policeman’s Creek.”

**CARRIED UNANIMOUSLY**

Minutes approved by: \_\_\_\_\_

127I-2025                      Moved by Mayor Krausert that Council amend motion 127-2025 by adding:  
“in s.8.2.1.2, change ‘should’ to ‘shall’ so that the section reads: ‘The need to  
incorporate public parking facilities into future developments on Town owned  
land shall be considered by the Town at the time of development.’”

**CARRIED UNANIMOUSLY**

127J-2025                      Moved by Mayor Krausert that Council amend motion 127-2025 by adding:  
“remove reference to any suggested location of a future parking facility as such  
will be determined in the future based upon circumstances at that time.”

**CARRIED UNANIMOUSLY**

127K-2025                      Moved by Mayor Krausert that Council amend motion 127-2025 by adding:  
“clarify on page 3 in the fourth paragraph under ‘Interpretation’ that some  
amendments to resolve conflicts between documents will need to be approved  
by council, i.e. those documents which council have previously approved.”

**CARRIED UNANIMOUSLY**

127L-2025                      Moved by Mayor Krausert that Council amend motion 127-2025 by adding:  
“on page 26 in the ‘Key Highlights’, change the wording of #8 to ‘Use of  
Town land for parking, parking structures, affordable housing and community-  
oriented uses.’”

**CARRIED UNANIMOUSLY**

**Meeting Break 11:21 a.m. – 11:30 a.m.**

127-2025                      The vote followed on motion 127-2025 as amended: that Council postpone  
second and third readings of Town Centre Area Redevelopment Plan (“ARP”)  
Bylaw 2025-05 and Revised Land Use Bylaw Amendment 2025-13 – Changes to  
Variance Powers to the July 8, 2025 regular meeting of Council and direct  
administration to revise Bylaw 2025-05 for consideration at second reading to  
incorporate the following amendments:

- insert a section at an appropriate location indicating that the ARP is  
drafted with awareness that some properties within the ARP are subject to  
a restrictive covenant that restrict development and provide a map in the  
ARP showing the area to which the restrictive covenant applies;
- change the ARP to indicate single residential use for the parts of the ARP  
to which the restrictive covenant applies;
- change all references in the ARP to full year pedestrianization of Main  
Street from mandatory to optional, i.e. using language such as ‘potential  
year-round pedestrianization’ and replacing ‘will’ with ‘may’, while  
proceeding with a permanent seasonally pedestrianized Main Street from  
spring to fall;
- remove some of the changes to Riverside Park so that the ARP will  
simply reflect an expanded area of what Riverside Park currently offers  
today plus some minor enhancements, i.e. removing space for small scale  
commercial uses or structures (e.g. cafes, food trucks); seasonal facilities  
such as skate or sports equipment rentals; and small ice skating trails, fire  
pits, and Crokicurl sheets in the winter;
- change Eklof Park from Municipal Reserve to a classification that results  
in permanent protection of the green space;

Minutes approved by: \_\_\_\_\_

- to reduce impact of shadows, limit heights on Main and 10<sup>th</sup> Street frontages by adding a policy under 'Land Use and Urban Design' stating that buildings shall not exceed '2.5 storeys without variances;
- clarify that there will be no net decrease in downtown public parking due to development on surface parking lots as there will be an equivalent increase in public parking elsewhere within the central downtown area, i.e. west of Policeman's Creek;
- in s.8.2.1.2, change 'should' to 'shall' so that the section reads: 'The need to incorporate public parking facilities into future developments on Town owned land shall be considered by the Town at the time of development.';
- remove reference to any suggested location of a future parking facility as such will be determined in the future based upon circumstances at that time;
- clarify on page 3 in the fourth paragraph under 'Interpretation' that some amendments to resolve conflicts between documents will need to be approved by council, i.e. those documents which council have previously approved;
- on page 26 in the 'Key Highlights', change the wording of #8 to 'Use of Town land for parking, parking structures, affordable housing and community-oriented uses.'

**CARRIED UNANIMOUSLY**

**Councillor McCallum left the meeting at 11:35 a.m.**

**2. Division of Class 1 Property Bylaw Amendment 2025-19**

128-2025 Moved by Mayor Krausert that Council give first reading to Division of Class 1 Property Bylaw Amendment 2025-19.

**CARRIED UNANIMOUSLY**

129-2025 Moved by Mayor Krausert that Council give second reading to Division of Class 1 Property Bylaw Amendment 2025-19.

**CARRIED UNANIMOUSLY**

130-2025 Moved by Mayor Krausert that Council give leave to go to third reading to Division of Class 1 Property Bylaw Amendment 2025-19.

**CARRIED UNANIMOUSLY**

131-2025 Moved by Mayor Krausert that Council give third reading to Division of Class 1 Property Bylaw Amendment 2025-19.

**CARRIED UNANIMOUSLY**

**Meeting Break 12:05 p.m. – 1:20 p.m.**

Minutes approved by: \_\_\_\_\_



**H. NEW BUSINESS**

**1. 2025 Livability Budget Amendments**

132-2025      Moved by Mayor Krausert that Council amend the Livability operating budget as presented.

**CARRIED**  
**In favour: Graham, Marra, Krausert, Mah, Hilstad, McCallum**  
**Opposed: Foubert**

133-2025      Moved by Mayor Krausert that Council fund the Transfer from Reserve for \$242,000 within the CCH Housing operating budget from the Vital Homes Reserve instead of the Livability Reserve.

**CARRIED UNANIMOUSLY**

134-2025      Moved by Mayor Krausert that Council cancel capital project CAP 7392 Housing in Palliser (2025).

**CARRIED UNANIMOUSLY**

135-2025      Moved by Mayor Krausert that Council cancel capital projects CAP 7406 Safety Management Solution, CAP 7430 Wildlife Exclusion Fence – Lions Park, CAP 7432 Playground Lifecycle – Carey, and CAP 7434 Cougar Creek Rink – Surface Replacement and bring these projects back for consideration with the 2026 budget amendment process.

**CARRIED UNANIMOUSLY**

**G. BYLAW APPROVAL – continued**

**3. 2025 Property Tax Rate Bylaw 2025-14**

136-2025      Moved by Mayor Krausert that Council give first reading to 2025 Property Tax Rate Bylaw 2025-14.

136A-2025      Moved by Mayor Krausert that Council amend motion 136-2025 by adding: in section 3 under “Alberta School Foundation Fund (ASFF), strike out “\$34,777,709 and substitute “\$34,777,039”.

**CARRIED UNANIMOUSLY**

136-2025      The vote followed on motion 136-2025 as amended that Council give first reading to 2025 Property Tax Rate Bylaw 2025-14 amended as follows: in section 3 under “Alberta School Foundation Fund (ASFF), strike out “\$34,777,709 and substitute “\$34,777,039”.

**CARRIED UNANIMOUSLY**

137-2025      Moved by Mayor Krausert that Council give second reading to 2025 Property Tax Rate Bylaw 2025-14, as amended.

**CARRIED UNANIMOUSLY**

138-2025      Moved by Mayor Krausert that Council give leave to go to third reading of 2025 Property Tax Rate Bylaw 2025-14, as amended.

**CARRIED UNANIMOUSLY**

Minutes approved by: \_\_\_\_\_

139-2025 Moved by Mayor Krausert that Council give third reading to 2025 Property Tax Rate Bylaw 2025-14, as amended.  
**CARRIED UNANIMOUSLY**

**4. Tax Penalty Bylaw Amendment 2025-15 – 2025 Grace Period**  
140-2025 Moved by Mayor Krausert that Council give first reading to Tax Penalty Bylaw Amendment 2025-15 – 2025 Grace Period.  
**CARRIED UNANIMOUSLY**

141-2025 Moved by Mayor Krausert that Council give second reading to Tax Penalty Bylaw Amendment 2025-15 – 2025 Grace Period.  
**CARRIED UNANIMOUSLY**

142-2025 Moved by Mayor Krausert that Council give leave to go to third reading of Tax Penalty Bylaw Amendment 2025-15 – 2025 Grace Period.  
**CARRIED UNANIMOUSLY**

143-2025 Moved by Mayor Krausert that Council give third reading to Tax Penalty Bylaw Amendment 2025-15 – 2025 Grace Period.  
**CARRIED UNANIMOUSLY**

**5. Silvertip Block 9 Residential Development**  
144-2025 Moved by Mayor Krausert that Council give second reading to Municipal Development Plan Bylaw Amendment 2024-39 – Silvertip Block 9 Residential Development.  
**CARRIED UNANIMOUSLY**

145-2025 Moved by Mayor Krausert that Council give third reading to Municipal Development Plan Bylaw Amendment 2024-39 – Silvertip Block 9 Residential Development.  
**CARRIED UNANIMOUSLY**

146-2025 Moved by Mayor Krausert that Council give second reading to Silvertip Area Structure Plan Bylaw Amendment 2024-40 Block 9 Residential Development.  
**CARRIED UNANIMOUSLY**

147-2025 Moved by Mayor Krausert that Council give third reading to Silvertip Area Structure Plan Bylaw Amendment 2024-40 Block 9 Residential Development.  
**CARRIED UNANIMOUSLY**

**Meeting Break 2:11 p.m. – 2:15 p.m.**

148-2025 Moved by Mayor Krausert that Council postpone second and third readings of Revised Land Use Bylaw Amendment 2024-20 – Silvertip Block 9 Residential Development to the July 8, 2025 regular meeting.  
**CARRIED**  
**In favour: Foubert, Marra, Krausert, Hilstad**  
**Opposed: Graham, Mah**

Minutes approved by: \_\_\_\_\_

**H. NEW BUSINESS – continued**

**2. CAP 7408 Climbing Gym Floor Replacement Budget Increase**

149-2025      Moved by Mayor Krausert that Council increase the budget for CAP 7408 – Elevation Place Climbing Gym Floor Replacement Project to \$197,000 with the additional \$32,000 funded from the Asset Rehab – Replacement Reserve.

**CARRIED UNANIMOUSLY**

**3. Employment Compensation Policy HR-011**

150-2025      Moved by Mayor Krausert that Council approve Employee Compensation Policy HR-011 as presented.

**CARRIED UNANIMOUSLY**

**4. Time Away From Work Policy HR-007 Amendment**

151-2025      Moved by Mayor Krausert that Council approve the Time Away From Work Policy HR-007 amended as presented.

**CARRIED UNANIMOUSLY**

**5. Policy Review**

152-2025      Moved by Mayor Krausert that Council approve the following policies as presented:

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

**CARRIED UNANIMOUSLY**

153-2025      Moved by Mayor Krausert that Council approve the following policies amended as presented:

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

**CARRIED UNANIMOUSLY**

**I. REPORTS FROM ADMINISTRATION – none**

**J. NOTICES OF MOTION – none**

Minutes approved by: \_\_\_\_\_

**K. CLOSED SESSION – none**

**1. Judicial Review**

- 154-2025      Moved by Mayor Krausert that Council close the meeting at 3:00 p.m.to prevent disclosure of solicitor-client privilege in accordance with section 27(1) of the Freedom of Information and Protection of Privacy Act.

**CARRIED UNANIMOUSLY**

Administration present at the closed session: Sally Caudill, Adam Driedzic, Andreas Comeau, Scott McKay, Dustin Schinbein, Cheryl Hyde, Adam Robertson.

- 155-2025      Moved by Mayor Krausert that Council return to the public meeting at 3:24 p.m.

**CARRIED UNANIMOUSLY**

**L. ADJOURNMENT**

- 156-2025      Moved by Mayor Krausert that Council adjourn the May 27, 2025 special meeting at 3:24 p.m.

**CARRIED UNANIMOUSLY**

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

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

Minutes approved by: \_\_\_\_\_

**TOWN OF CANMORE  
MINUTES**

Regular Meeting of Council  
Council Chamber at the Civic Centre, 902 – 7 Avenue  
**Tuesday, June 3, 2025 at 9:00 a.m.**

**COUNCIL MEMBERS PRESENT**

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

**COUNCIL MEMBERS ABSENT**

Joanna McCallum	Councillor
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**ADMINISTRATION PRESENT**

Sally Caudill	Chief Administrative Officer
Whitney Smithers	General Manager of Municipal Infrastructure
Scott McKay	General Manager of Municipal Services
Dustin Schinbein	General Manager of Corporate Services
Cheryl Hyde	Manager of the Municipal Clerk's Office (recorder)
Liz Pollock	Development Planner
Harry Shnider	Manager of Planning and Development
Caitlin Miller	Manager of Protective Services

Mayor Krausert called the June 3, 2025 regular meeting to order at 9:00 a.m.

**A. CALL TO ORDER AND APPROVAL OF AGENDA**

1. Land Acknowledgement
2. Agenda for the June 3, 2025 Regular Meeting of Council

157-2025      Moved by Mayor Krausert that Council approve the agenda for June 3, 2025 regular meeting as presented.

**CARRIED UNANIMOUSLY**

**B. PUBLIC HEARINGS**

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

**(1) Call to order**

Mayor Krausert called the public hearing to order for Bylaw 2025-06 at 9:05 a.m.

**(2) Administration Summary**

Administration provided a verbal briefing on the proposed bylaw.

**(3) Public Verbal Submissions**

**In favour**

Name	Verbal	Written
Mathieu, Kristopher (CCH Executive Director)	X	

**Neutral or Unstated**

Name	Verbal	Written
Chiles, Susanne	X	
Weller, Kayla		X

**Opposed – none**

**(4) Public Written Submissions**

The recording secretary read into the record the names of those who provided written submissions. These submissions are recorded in the list of public submissions above and are published in the record of public submissions for this meeting.

**(5) Closing Comments from Administration**

None.

**(6) Council Questions of Administration**

None.

**(7) Adjournment of the Public Hearing**

Mayor Krausert adjourned the public hearing at 9:15 a.m.

**Meeting Break 9:15 a.m. – 9:23 a.m.**

**C. DELEGATIONS - none**

**D. APPROVAL OF MINUTES – none**

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

**F. UNFINISHED BUSINESS – none**

**G. BYLAW APPROVAL**

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

158-2025      Moved by Mayor Krausert that Council give second reading to Revised Land Use Bylaw Amendment 2025-06 – Moustache Lands Direct Control District.

**CARRIED UNANIMOUSLY**

159-2025      Moved by Mayor Krausert that Council give third reading to Revised Land Use Bylaw Amendment 2025-06 – Moustache Lands Direct Control District.

**CARRIED UNANIMOUSLY**

Minutes approved by: \_\_\_\_\_

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

160-2025 Moved by Mayor Krausert that Council give first reading to Revised Land Use Bylaw Amendment 2025-22 – Vital Homes.

160A-2025 Moved by Mayor Krausert that Council amend motion 160-2025 by adding: amend section 6 a) by inserting “Section 12.2.0.3” between “Repealing” and “Section 12.2.0.4”.

**CARRIED UNANIMOUSLY**

160-2025 The vote followed on motion 160-2025: that Council give first reading to Revised Land Use Bylaw Amendment 2025-22 – Vital Homes amended as follows:

- amend section 6 a) by inserting “Section 12.2.0.3” between “Repealing” and “Section 12.2.0.4”.

**CARRIED UNANIMOUSLY**

161-2025 Moved by Mayor Krausert that Council schedule a public hearing for Revised Land Use Development Bylaw Amendment 2025-22 – Vital Homes on July 8, 2025.

**CARRIED UNANIMOUSLY**

**3. Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement**

162-2025 Moved by Mayor Krausert that Council give first reading to Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement.

**CARRIED UNANIMOUSLY**

163-2025 Moved by Mayor Krausert that Council schedule a public hearing for Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement for July 8, 2025.

**CARRIED UNANIMOUSLY**

**4. Manual Ballot Counting**

164-2025 Moved by Mayor Krausert that Council give first reading to Election Manual Ballot Counting Bylaw 2025-20.

**CARRIED UNANIMOUSLY**

165-2025 Moved by Mayor Krausert that Council give second reading to Election Manual Ballot Counting Bylaw 2025-20.

**CARRIED UNANIMOUSLY**

166-2025 Moved by Mayor Krausert that Council give leave to go to third reading of Election Manual Ballot Counting Bylaw 2025-20.

**CARRIED UNANIMOUSLY**

167-2025 Moved by Mayor Krausert that Council give third reading to Election Manual Ballot Counting Bylaw 2025-20.

**CARRIED UNANIMOUSLY**

Minutes approved by: \_\_\_\_\_

- 168-2025 Moved by Mayor Krausert 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.

**CARRIED UNANIMOUSLY**

#### **H. NEW BUSINESS**

##### **1. Benefits Policy HR-001**

- 169-2025 Moved by Mayor Krausert that Council approve the Benefits Policy HR-001 amended as presented.

**CARRIED UNANIMOUSLY**

- 169A-2025 Moved by Councillor Mah that Council amend motion 169-2025 by adding: amend section 19 by striking out “free” and substituting “discounted (40%)”.

**DEFEATED**

**In favor: Marra, Mah**

**Opposed: Foubert, Graham, Krausert, Hilstad**

- 169-2025 The vote followed on motion 169-2025: that Council approve the Benefits Policy HR-001 amended as presented.

**CARRIED**

**In favour: Foubert, Graham, Marra, Krausert, Hilstad**

**Opposed: Mah**

- 170-2025 Moved by Mayor Krausert that Council amend the agenda by moving item H5 Sister City Agreement between Sedona, AZ, USA and Canmore, AB, Canada to precede item H2.

**CARRIED UNANIMOUSLY**

##### **5. Sister City Agreement between Sedona, AZ, USA and Canmore, AB, Canada**

- 171-2025 Moved by Mayor Krausert that 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.

**CARRIED UNANIMOUSLY**

##### **2. Entrance Features in Municipal Right of Way Policy ENG-002**

- 172-2025 Moved by Mayor Krausert that Council approve the Entrance Features in Municipal Rights of Way Policy ENG-002 amended as presented.

**CARRIED UNANIMOUSLY**

##### **3. Sustainability Screening Policy PD-012 Repeal**

- 173-2025 Moved by Mayor Krausert that Council repeal Sustainability Screening Policy PD-012.

**CARRIED UNANIMOUSLY**

Minutes approved by: \_\_\_\_\_



- 174-2025                      **4. Collection of Fees and Levies Policy PD-001 Repeal**  
Moved by Mayor Krausert that Council repeal Collection of Levies and Fees Policy PD-001.

**CARRIED UNANIMOUSLY**

- 175-2025                      **6. Forest Resource Improvement Association of Alberta Regional FireSmart Coordinator Funding Grant**  
Moved by Mayor Krausert 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.

**CARRIED UNANIMOUSLY**

**I. REPORTS FROM ADMINISTRATION – none**

**J. NOTICES OF MOTION – none**

**K. CLOSED SESSION – none**

- 176-2025                      **L. ADJOURNMENT**  
Moved by Mayor Krausert that Council adjourn the June 3, 2025 regular meeting at 12:30 p.m.

**CARRIED UNANIMOUSLY**

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

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

Minutes approved by: \_\_\_\_\_



# Request for Decision

**DATE OF MEETING:** July 8, 2025 **AGENDA #:** F 1

**TO:** Council

**SUBJECT:** Silvertip Block 9 Residential Development

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

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

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

## EXECUTIVE SUMMARY

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

Municipal Development Plan Bylaw Amendment 2024-39 and Silvertip Area Structure Plan Bylaw Amendment 2024-40 received second and third readings on May 27, 2025, whereas the decision on Revised Land Use Bylaw Amendment 2024-20 was postponed to July 8, 2025.

Administration's analysis on Revised Land Use Bylaw Amendment 2024-20 was presented at first reading of these bylaws. Please see Attachment 1 for the Request for Decision and related attachments presented at first reading.

## RELEVANT COUNCIL DECISIONS

*May 6, 2025*

119-2025 Moved by Councillor Mah that Council postpone second and third reading of Municipal Development Plan Bylaw Amendment 2024-39 – Silvertip Block 9 Residential Development, Silvertip Area Structure Plan Bylaw Amendment 2024-40 Block 9 Residential Development, and Revised Land Use Bylaw Amendment 2024-20 – Silvertip Block 9 Residential Development until a special meeting of council to be held on May 27, 2025.

*May 27, 2025*

148-2025 Moved by Mayor Krausert that Council postpone second and third readings of Revised Land Use Bylaw Amendment 2024-20 – Silvertip Block 9 Residential Development to the July 8, 2025 regular meeting.

**ATTACHMENTS**

- 1) RFD and attachments 3 and 4 from the April 1, 2025 regular council meeting.

**AUTHORIZATION**

Approved by: Sally Caudill  
Chief Administrative Officer Date June 30, 2025



# Request for Decision

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

**TO:** Council

**SUBJECT:** Silvertip Block 9 Residential Development

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

**RECOMMENDATION:**

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

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

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

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

## EXECUTIVE SUMMARY

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

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

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

## DISCUSSION

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

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

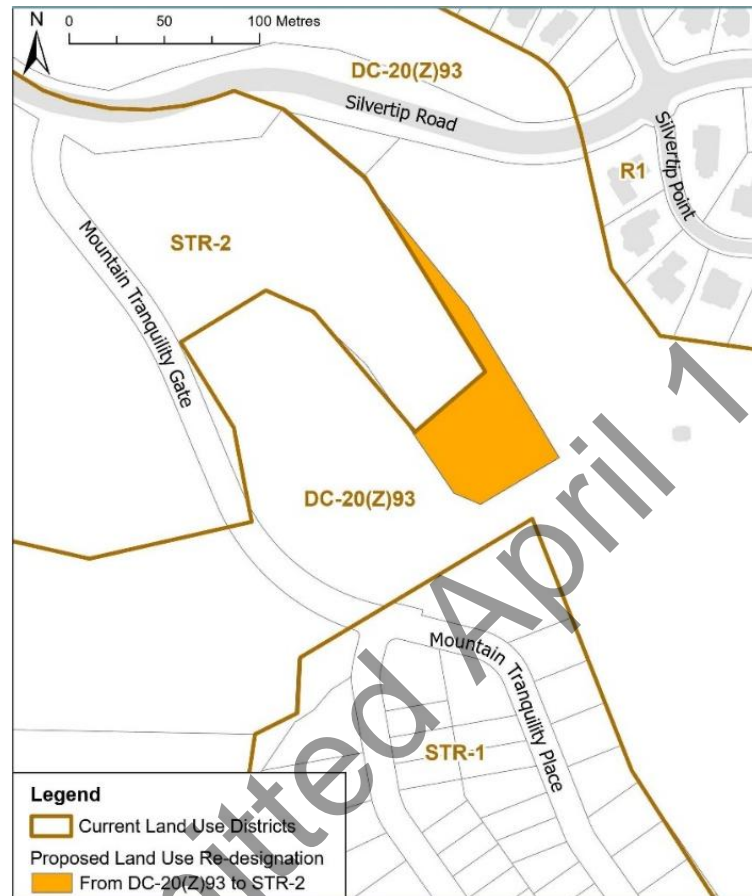


Figure 1: Subject Property showing Map Amendment to Land Use Bylaw

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

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

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

dwelling units, with 56 units less than 93 m<sup>2</sup> in size. The development would also have two levels of underground parking. The drawings also included four stacked townhouse dwellings varying between three and four storeys in height, however the developer has indicated that two storey dwelling units will be developed between the apartment building and the golf course. Site plans and proposed buildings will be conformed at the development permit stage, following Council's decision on these amendments.

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

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

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

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



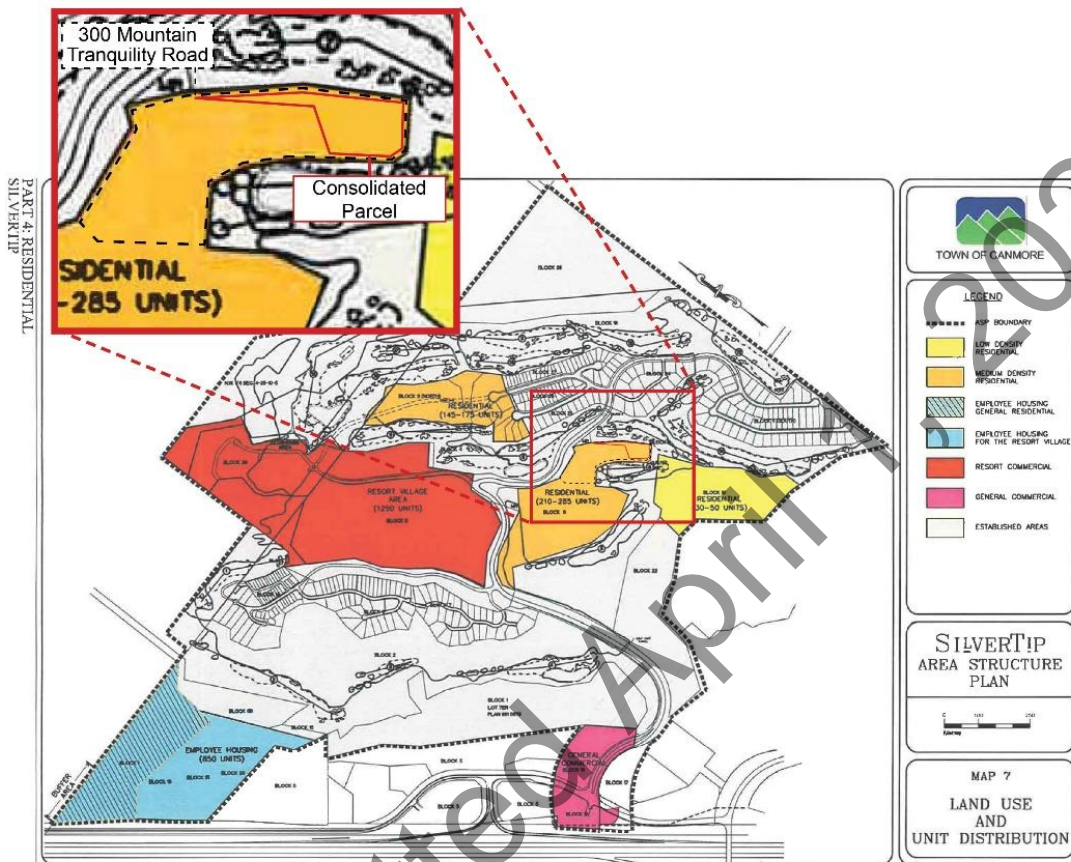


Figure 2: Silvertip Area Structure Plan Map 7 Proposed Change

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



Figure 3: Municipal Development Plan Map 2 Proposed Change

### ANALYSIS OF ALTERNATIVES

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

### FINANCIAL IMPACTS

There are no associated financial implications.

### INTEREST HOLDER ENGAGEMENT

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



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

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

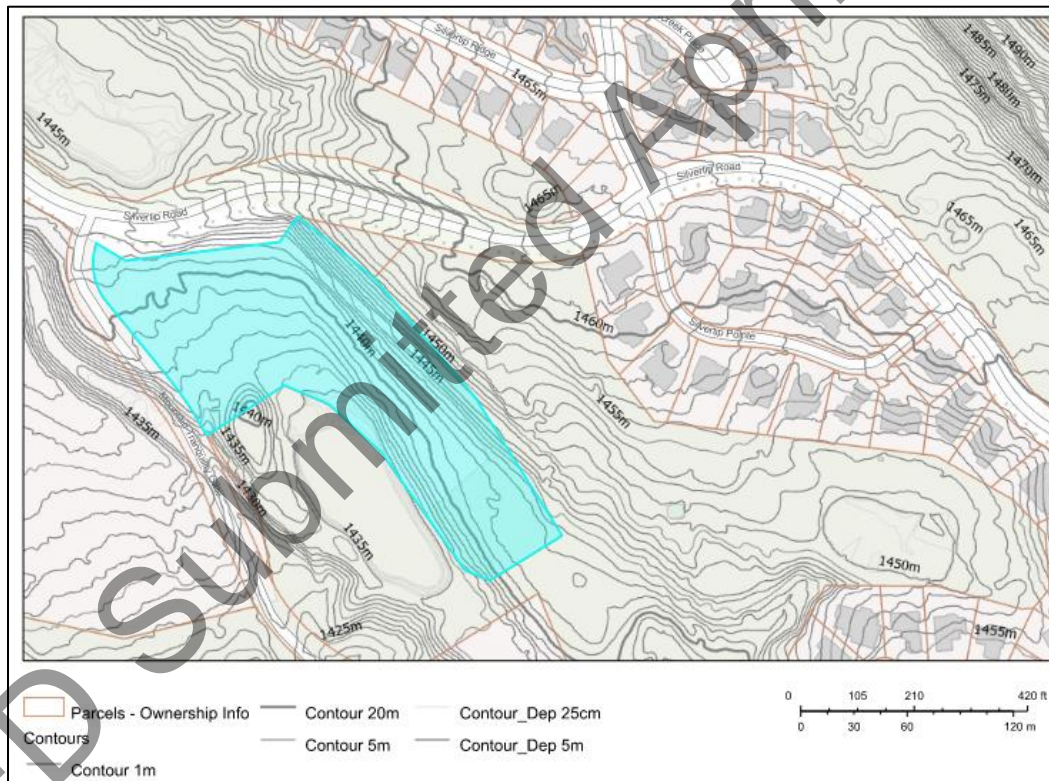


Figure 3: Contour Map of the Subject Property

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

#### ATTACHMENTS

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

#### AUTHORIZATION

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



## BYLAW 2024-20

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

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

#### TITLE

- 1 This bylaw shall be known as “Revised Land Use Bylaw Amendment 2024-20 – Silvertip Block 9 Residential Development.”

#### INTERPRETATION

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

#### PROVISIONS

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

#### ENACTMENT/TRANSITION

- 6 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 7 Schedule A forms part of this bylaw.
- 8 This bylaw comes into force on the date it is passed.

FIRST READING:

PUBLIC HEARING:

SECOND READING:

THIRD READING:

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

July 8, 2025 Regular Council Meeting

Approved on behalf of the Town of Canmore:

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

\_\_\_\_\_  
Date

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

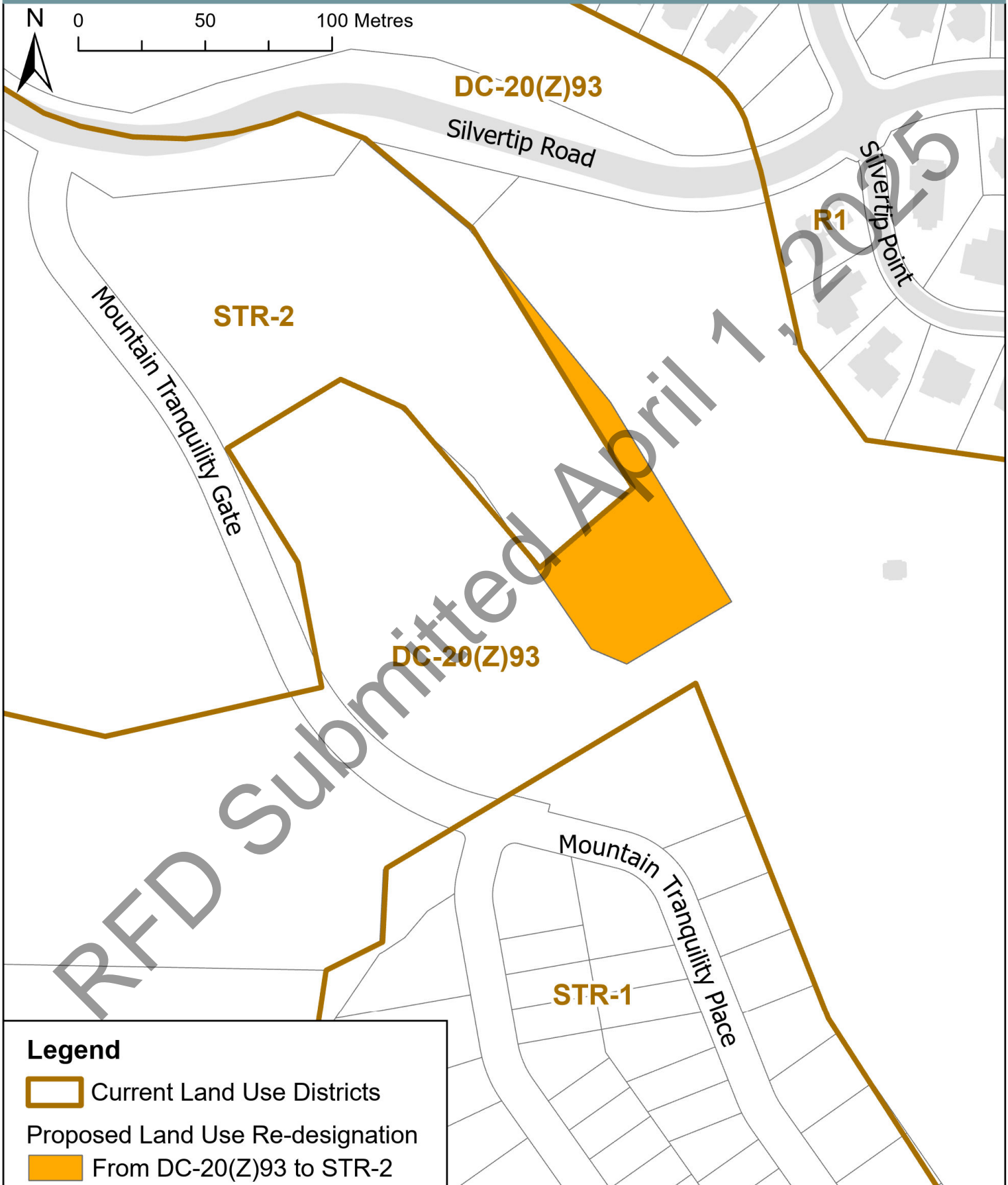
\_\_\_\_\_  
Date

RFD Submitted April 1, 2025

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

Page 2 of 2

# Schedule A: Bylaw 2024-20



### 3.17 STR-2 SILVERTIP COMPREHENSIVE RESIDENTIAL DISTRICT

#### Purpose

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

#### 3.17.1 Permitted Uses

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

#### 3.17.2 Discretionary Uses

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

#### 3.17.3 Regulations

3.17.3.1 The minimum front yard setback shall be 5.5 m.

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

3.17.3.3 The minimum rear yard setback shall be 5.5 m.

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

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



## 03 RESIDENTIAL LAND USE DISTRICTS

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

**3.17.4 Entry Level Housing Units**

- 3.17.4.1 A minimum proportion of 25% of all residential Dwelling Units approved and constructed within this district as part of any subdivision application approved by the Town of Canmore, shall be Entry Level Housing units, as defined by the Town of Canmore. Entry Level Housing units shall be included in the total maximum residential unit count described in the Silvertip ASP. However, where Entry Level units are accepted by the Town as PAH units, such units shall be exempted from the maximum residential units allowed for in the Silvertip ASP.
- 3.17.4.2 Within Lot 3, Block 9, Plan 041 1061, the number of Entry Level Housing units to be provided shall be determined at the time of a subdivision application for Lot 3, Block 9, Plan 041 1061, pursuant to Subsection 3.17.4.1 of this Bylaw.
- 3.17.4.3 In addition to those Entry Level Housing units required by Subsection 3.17.4.1 of this Bylaw, the required Entry Level Housing units deferred by approval from the Town of Canmore from Lot 1, Block 10, Plan 041 1061 shall be provided within this land use district within Lot 3, Block 9, Plan 041 1061.
- 3.17.4.4 Entry Level Housing units shall meet the following criteria as a minimum, or such alternate criteria as defined by the Town of Canmore:
  - a. Detached Dwelling with an Accessory Dwelling Unit, Attached [2020-16]
    - i. Unless otherwise specified herein, Entry Level Housing shall meet the requirements of the R1-B or R1-BE land use districts of this Bylaw;
    - ii. The average lot width within the entry level portion of the subdivision shall be no more than 13.0 m;
    - iii. Lots will be offered for sale for a selling period of 45 days to local residents of Canmore to criteria established in consultation with the Town of Canmore at the time of the review or approval of a tentative plan of subdivision by the Town;
    - iv. The sale of lots shall be accompanied by a commitment to build within six (6) months of a lot sale;
    - v. Entry level Detached Dwelling units shall comprise a primary unit of no more than 130 m<sup>2</sup> of GFA, and an Accessory Dwelling Unit, Attached of no more than 84 m<sup>2</sup> of GFA. The Accessory Dwelling Unit, Attached shall be constructed at the same time as the Detached Dwelling. [2020-16]
  - b. Entry Level Housing, Multi-Unit Residential
    - i. Multi-Unit Residential Entry Level Housing units approved by the Town of Canmore shall have a GFA of no less than 28 m<sup>2</sup> and no more than 93 m<sup>2</sup>.

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





# Request for Decision

**DATE OF MEETING:** July 8, 2025 **AGENDA #:** G 1

**TO:** Council

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

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

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

That Council give third reading to Revised Land Use Bylaw Amendment 2025-22 – Vital Homes.

That Council approve Vital Homes Policy PD-008 as presented.

## EXECUTIVE SUMMARY

Revised Land Use Bylaw Amendment 2025-22 – Vital Homes received first reading on June 3, 2025 and is the subject of a public hearing on July 8, 2025. The revised land use bylaw amendment is associated with amendments to Council's Vital Homes Policy PD-008.

## 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:

1. Put policy in the policy (i.e. not in the land use bylaw)
2. Give authority to the most suitable decision maker
3. Ensure reasonable benefit and flexibility for the Vital Homes program
4. Ensure reasonable bonusing pricing structure for Canmore Community Housing (CCH) and industry
5. Develop standardized, clear/transparent process and agreements with CCH
6. Consider additional incentives for industry (not just bonusing)

The review of section 12 of the revised land use bylaw, and of the Council Vital Homes Policy, was guided by the above considerations. Administration's analysis on both these matters was presented at first reading of the land use bylaw amendment. Please see attachment 1 for the request for decision, revised land use bylaw

amendment 2025-22 – Vital Homes, and redline revisions of revised land use bylaw 2018-22 presented at first reading.

**ATTACHMENTS**

- 1) RFD and attachments 1-3 from the June 3, 2025 regular council meeting.
- 2) Vital Homes Policy PD-008
- 3) Vital Homes Policy PD-008 - Redline

**AUTHORIZATION**

Approved by: Sally Caudill  
Chief Administrative Officer Date June 30, 2025



# 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: May 16, 2025

Submitted by: Whitney Smithers  
General Manager, Municipal  
Infrastructure      Date: May 21, 2025

Approved by: Sally Caudill  
Chief Administrative Officer      Date: May 27, 2025

RFD Submitted June 3, 2025



**BYLAW 2025-22**

**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 2025-22 – 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, GCHC 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~~ An 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 GCHC.~~

~~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 GCHC, 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 GCHC 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, **CCHG 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.

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

- 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 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:**

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) "~~B~~usiness ~~C~~ommunity" 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~~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,  
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~~partnership ~~A~~greement” refers to the terms which govern both partners (~~Housing P~~providers and the Vital Home unit owner or tenant) once a Vital Home unit has been purchased or rented,  
XXX-2025
- h) “~~P~~primary ~~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 Pprovider,  
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~~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.

#### 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:** July 8, 2025 **AGENDA #:** G 2

**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 second reading to Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement.

That Council give third reading to Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement.

## EXECUTIVE SUMMARY

Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement received first reading on June 3, 2025 and is the subject of a public hearing on July 8, 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 June 3, 2025 regular council meeting.

## AUTHORIZATION

Approved by: Sally Caudill  
Chief Administrative Officer

Date June 30, 2025



# 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 (HIIC) 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>

RFD submitted June 3, 2025



**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 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: \_\_\_\_\_

Page 3 of 3

## 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 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.

RFD submitted June 3, 2025



# Request for Decision

**DATE OF MEETING:** July 8, 2025 **AGENDA #:** G 3

**TO:** Council

**SUBJECT:** Connect Downtown: Planning a Vibrant Town Centre

**SUBMITTED BY:** Joshua Cairns, Senior Policy Planner

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

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

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

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

## EXECUTIVE SUMMARY

The Town Centre Area Redevelopment Plan (ARP) is a visionary 25-year plan that charts a pathway to a vibrant downtown. Administration's analysis on this matter was presented at first reading of this bylaw, along with supplementary information at the Special Meeting of Council on May 27, 2025.

This report provides an overview of revisions to the ARP that were drafted in response to Council direction at the Special Meeting on May 27, 2025, and provides additional information to support second and third readings of these bylaws.

## RELEVANT COUNCIL DIRECTION, POLICY OR BYLAWS

The Town Centre ARP (Bylaw 2025-05) and a supporting amendment to the Land Use Bylaw (Bylaw 2025-13) received first readings on April 1, 2025 and were the subject of a public hearing on May 6, 2025.

At the Special Meeting on May 27, 2025, Council postponed second and third readings of the bylaws to the July 8, 2025 Regular Meeting of Council and directed administration to draft revisions to the ARP that incorporate the following:

- insert a section at an appropriate location indicating that the ARP is drafted with awareness that some properties within the ARP are subject to a restrictive covenant that restrict development and provide a map in the ARP showing the area to which the restrictive covenant applies;
- change the ARP to indicate single residential use for the parts of the ARP to which the restrictive covenant applies;



- change all references in the ARP to full year pedestrianization of Main Street from mandatory to optional, i.e. using language such as ‘potential year-round pedestrianization’ and replacing ‘will’ with ‘may’, while proceeding with a permanent seasonally pedestrianized Main Street from spring to fall;
- remove some of the changes to Riverside Park so that the ARP will simply reflect an expanded area of what Riverside Park currently offers today plus some minor enhancements, i.e. removing space for small scale commercial uses or structures (e.g. cafes, food trucks); seasonal facilities such as skate or sports equipment rentals; and small ice skating trails, fire pits, and Crokicurl sheets in the winter;
- change Eklof Park from Municipal Reserve to a classification that results in permanent protection of the green space;
- to reduce impact of shadows, limit heights on Main and 10<sup>th</sup> Street frontages by adding a policy under ‘Land Use and Urban Design’ stating that buildings shall not exceed ‘2.5 storeys without variances’;
- clarify that there will be no net decrease in downtown public parking due to development on surface parking lots as there will be an equivalent increase in public parking elsewhere within the central downtown area, i.e. west of Policeman’s Creek;
- in s.8.2.1.2, change ‘should’ to ‘shall’ so that the section reads: ‘The need to incorporate public parking facilities into future developments on Town owned land shall be considered by the Town at the time of development.’;
- remove reference to any suggested location of a future parking facility as such will be determined in the future based upon circumstances at that time;
- clarify on page 3 in the fourth paragraph under ‘Interpretation’ that some amendments to resolve conflicts between documents will need to be approved by council, i.e. those documents which council have previously approved; and,
- on page 26 in the ‘Key Highlights’, change the wording of #8 to ‘Use of Town land for parking, parking structures, affordable housing and community-oriented uses’.

## DISCUSSION

In October 2023, “Connect Downtown” was launched – a planning process to create an Area Redevelopment Plan (ARP) for the Town Centre to guide the continued evolution of the area. Connect Downtown involved three public-facing phases of work spanning nearly 18 months. The resulting Town Centre Area Redevelopment Plan (ARP) Bylaw 2025-05, and a supporting amendment to the Land Use Bylaw (Bylaw 2025-13), were the subject of a public hearing on May 6, 2025 and Council consideration on May 27, 2025.

At the May 27, 2025 Special Meeting, Council passed a resolution to postpone second and third readings of Bylaw 2025-05 and Bylaw 2025-13 and directed Administration to prepare amendments to Bylaw 2025-05. The revised ARP is provided in Attachment 1 and a redline excerpt highlighting the revisions is provided in Attachment 2. An overview of the drafted amendments and Administration’s analysis is provided below for convenience and to support Council decision making.

### Restrictive Covenant

A restrictive covenant (caveat #141KG) was registered by the Town of Canmore in 1968 as it sought to control the initial development of bare land parcels now located in the northwest area of the ARP. The covenant generally limits the use of the lots to low-density development through a variety of restrictions (e.g.,

significant setbacks and limited building heights). The ARP identified higher density forms of development as appropriate for these properties.

Council directed Administration to identify the restrictive covenant in the ARP and add policy that would reflect its presence and allow for the retention of the lower-density form of development that presently exists in the area.

**Analysis:** Administration advises that restrictive covenants do not prevent a municipality from making changes to zoning or statutory plans that provide for other forms of development (Administration's analysis on this matter is provided in the May 27, 2025 Request for Decision). Administration further advises that retention of R1 zoning in this area would not be in alignment with policy in the Municipal Development Plan (e.g., Section 6.1.9 – prioritization of infill and redevelopment within walking distance to the Town Centre as well as areas with adequate infrastructure, access to transit services, and with aging housing stock), and limits the provision of affordable housing.

Should Council wish to proceed, Administration has drafted policy (Policy 4.1, pg. 42, ARP), a supporting map (Figure 4.10, ARP) for the Residential character area, and revised the Land Use Concept map to align with Council's resolution. The drafted amendments indicate that the properties subject to the covenant may retain their existing R1 zoning, rather than be subject to the zoning recommendation of the ARP for the rest of the Residential character area (i.e., R4).

#### Main Street – Building Heights

Administration was directed to draft policy for Chapter 4 of the ARP that would limit building heights to 2.5 storeys on the Main and 10 Street frontages without variances for the stated purpose of reducing shadow impacts.

**Analysis:** Administration recommends against policy that would impose a *strict* limit of 2.5 storeys in these areas for three primary reasons:

- The current Town Centre (TC) land use district and draft ARP achieve Council's intention (i.e., having a partial third storey and limiting shadowing of the public realm) through design guidelines, stepback requirements, as well as strict maximum building and eaveline heights. The imposition of a 2.5 storey limit in the ARP would be redundant and not necessarily deliver on the intended outcomes.
- Half storeys are defined in the Land Use Bylaw and generally require gabled or hip roofs. Policy that limits heights to 2.5 storeys would result in extremely limited variation in forms of development (e.g., all gabled roofs), limit the potential for innovative or enhanced design, and detract from the character of the Commercial Core – without necessarily achieving the intended outcome of minimizing shadows.
- A strict 2.5 storey height limit would result in unintended and potentially significant consequences. For example, the Land Use Bylaw (Section 7.7) allows for variances for development(s) to preserve or enhance historic resources. Similarly, the Canmore Hotel Direct Control District (Section 14.32) permits a building form and height that would not comply with a 2.5 storey limit but would support the preservation of the Canmore Hotel.

Administration has drafted amendments for Council's consideration that align with the intent of Council's motion without unduly restricting variation in building design or compromising the retention or enhancement of historic resources. Policy has been drafted for the Commercial Core character area (Building Design – Policy 7, pg. 38, ARP) that would discourage forms that exceed the appearance of 2.5 storeys on the Main and 10 Street frontages. Revisions are also proposed for Policy 4.1.1(5) (pg. 29, ARP) clarifying that additional height may be considered where it would preserve or enhance a historic resource – consistent with the Land Use Bylaw. Further, Council is advised that stepback requirements in the Town Centre land use district can be reassessed during implementation of the ARP (i.e., as part of the Land Use Bylaw amendment process) to ensure shadowing impacts can be minimized.

#### Main Street - Pedestrianization

Council directed administration to change references to the future redesign and pedestrianization of Main Street from mandatory to optional.

**Analysis:** Administration has replaced mandatory language with suggestive alternatives – for example, by replacing “shall” with “may” (Policy 8.1.2(7), pg. 94, ARP) – to align with Council's resolution and to better reflect that decisions around the redesign of Main Street may be determined at a future stage and when the redesign is a capital project – at which point there may be further community engagement. It is important to note that full pedestrianization supports the proposed reconfiguration of the adjacent streets to improve vehicular flow and movement through the downtown area and to support removal of certain traffic signals.

#### Parking

Council directed Administration to draft amendments regarding off-street parking to address concerns about future redevelopment of the surface parking lots and impacts that redevelopment may have on the supply of parking.

**Analysis:** Administration has drafted amendments to Policy 8.2.1.1 and 8.2.1.2 (pg. 97-98 of the ARP) in response to Council's direction and added additional language to the latter indicating that reductions in off-street parking facilities due to the redevelopment of the surface parking lots should be offset by the provision of other parking facilities to maintain access to the central downtown area by all modes. Administration has also amended the “Key Highlights” section (pg. 26 of the ARP) to acknowledge that Town land may also be used for parking facilities.

The prioritization and provision of public parking facilities in the central downtown area may come at the expense of significant affordable housing units, community facilities, and commercial space – and result in increasing congestion that would constrain function of the street network for vehicles. Careful consideration would need to be given to determining suitable locations for off-street parking to balance competing priorities, including maintaining good levels of access to downtown businesses, ensuring the continued function of the street network, and understanding the opportunity cost for the use of the land.

#### Eklof Park

Council directed Administration to “change Eklof Park from Municipal Reserve to a classification that results in permanent protection of the green space”.

**Analysis:** Administration advises that no change to the ARP is necessary to fully align with this direction.

The Municipal Government Act (MGA) specifies and defines designations that municipalities may use for certain lands it owns or intends to acquire. In accordance with the MGA, the municipal reserve (MR) designation may be used for a “public park” or “public recreation area”. This parcel of land would not meet the criteria for other designations. The treatment of Eklof Park as MR would also be consistent with the MGA; Council’s intent for the site to retain its function as green space; as well as the Town’s approach for designating other, similar spaces in Canmore. There is no alternative designation that would be applicable.

These designations are primarily intended to be tools that empower municipalities to acquire land through subdivision; designations of Town land may change with the direction of Council. However, any future pursuit of a different use on this parcel would require discharge of the MR designation. This would require a public hearing and Council approval – a process that would be required to discharge an MR designation from any open space within Canmore.

#### Riverside Park

Council asked Administration to remove certain policy direction for Riverside Park (e.g., small-scale commercial uses) to instead focus on an expanded park area featuring minor enhancements.

**Analysis:** Administration has amended the policy direction for Riverside Park by removing the policy references identified in Council’s resolution (Policy 7.1.2(3), pg. 76, ARP). There are no anticipated issues with the drafted amendments.

#### Interpretation

Council asked Administration to clarify under the Interpretation section of the ARP that amendments to certain documents to resolve policy conflicts may require Council approval.

**Analysis:** Administration has drafted an amendment clarifying that amending certain documents, as required, may require Council approval.

### **ANALYSIS OF ALTERNATIVES**

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

Administration is recommending the draft Town Centre ARP be adopted as presented with the proposed revisions. Further delays to adoption of the ARP will result in delays to other planning projects (either underway or preparing to launch) and may result in significant developments moving forward without being subject to the guidance provided in this plan.

### **FINANCIAL IMPACTS**

Administration has advised that retention of low density R1 zoning in the northwest area of the ARP may pose challenges for financing the necessary infrastructure and public amenities envisioned in the plan, resulting in delayed delivery and/or increased contributions from the Town and other sources (e.g., grants).

Administration’s analysis of the financial impacts of the broader ARP is provided in the Request for Decision from the April 1, 2025 regular council meeting.

#### COMMUNITY AND INTEREST HOLDER ENGAGEMENT

Administration’s summary of community and interest holder engagement is provided in the Request for Decision from the May 27, 2025 regular council meeting.

#### ATTACHMENTS

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

#### AUTHORIZATION

Submitted by:	Joshua Cairns Senior Policy Planner	Date	<u>June 9, 2025</u>
Approved by:	Harry Shnider Manager, Planning and Development	Date	<u>June 12, 2025</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date	<u>June 18, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date	<u>June 30, 2025</u>



## BYLAW 2025-05

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

---

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

#### TITLE

- 1 This bylaw shall be known as the “Town Centre Area Redevelopment Plan Bylaw 2025-05.”

#### PROVISIONS

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

#### ENACTMENT/TRANSITION

- 3 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 4 Schedule A forms part of this bylaw.
- 5 This bylaw comes into force on the date it is passed.

FIRST READING: April 1, 2025

PUBLIC HEARING: May 6, 2025

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date





# connect downtown

## Town Centre Area Redevelopment Plan

July 2025

## Publishing Information

### Title

Town Centre Area Redevelopment Plan  
Bylaw 2025-05

### Status

[Draft - July 2025]

### Author

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

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

### Acknowledgments

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



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# 1. Administration

# 1. Administration

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

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

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

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

## Authority

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

## Timeframe

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

## Limitations

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

## Amendments

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

## Interpretation

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

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

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

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

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

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

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

## Supporting Documents

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

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

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



## 2. Context



## 2. Context

### Location

#### Overview

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

#### Plan Area

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

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

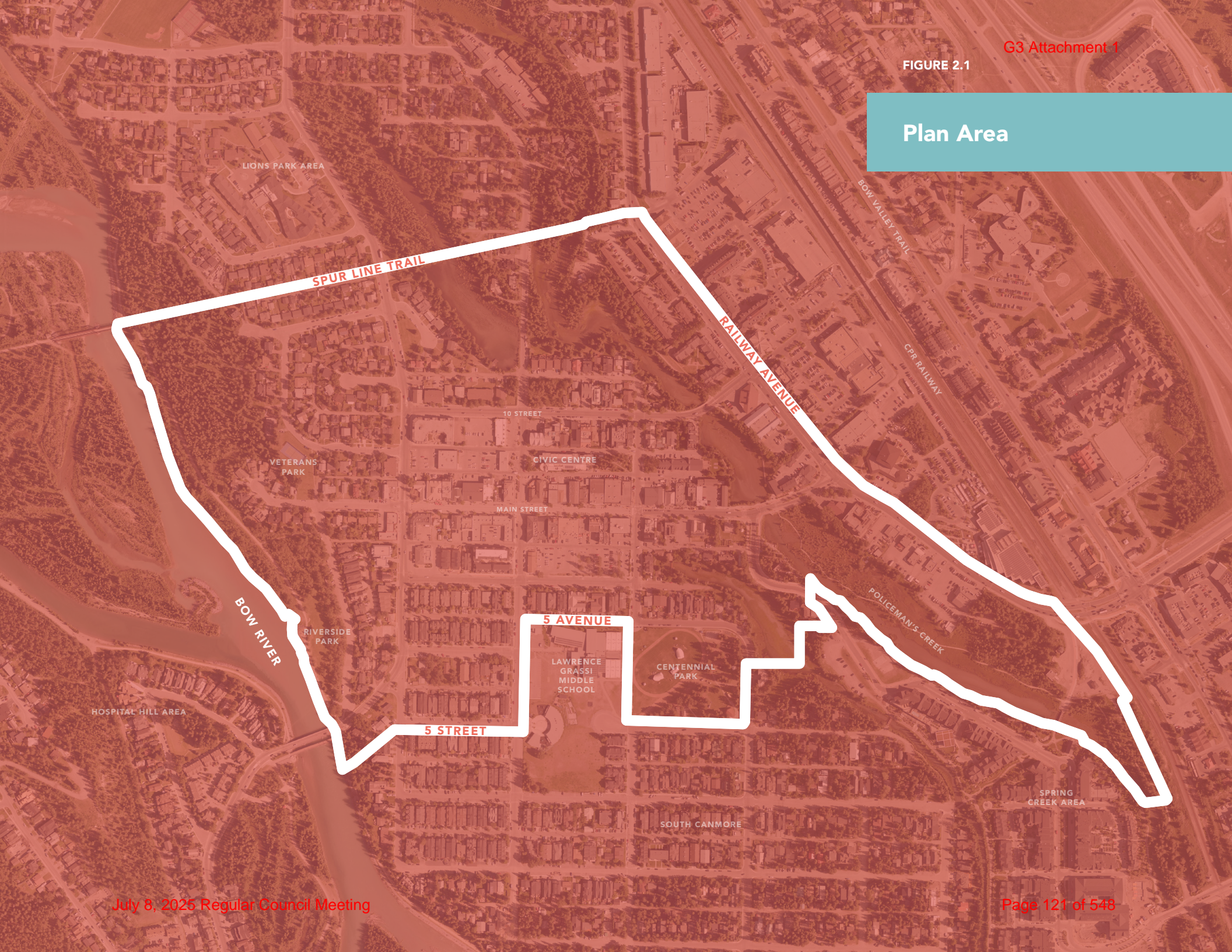
**The Town Centre [...] serves as the commercial core of Canmore with 179,362 sq. ft. of retail-specific floorspace. It boasts a dense and walkable urban form, with a strong concentration of retail, accommodations, food services and many local businesses.**

- Canmore Retail Gap Analysis (2023)



FIGURE 2.1

## Plan Area





## Development of Downtown

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

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

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

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

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



## Early Settlement & Growth

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

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

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

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

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



PHOTOGRAPHS FROM THE EARLY SETTLEMENT AND GROWTH PERIOD



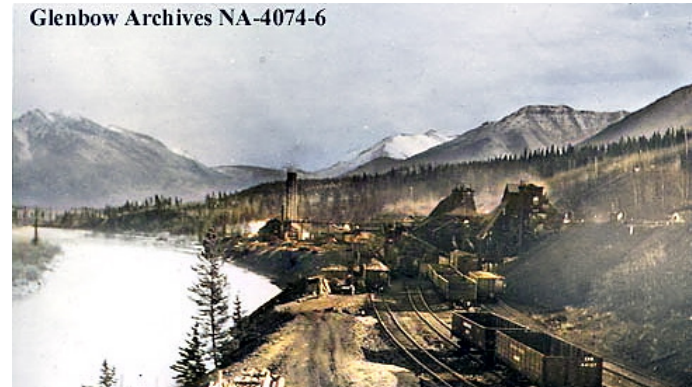
Ralph  
Connor  
Church  
(n.d.)



No. 1 Mine  
(1913-1920)

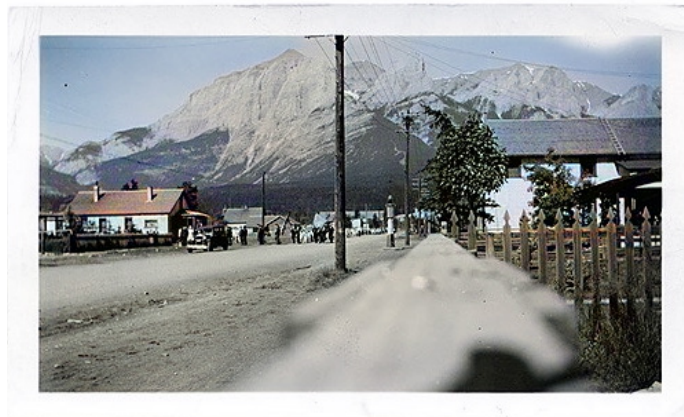


Miners  
Union Hall  
(n.d.)



No. 2 Mine  
(1920)

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



Main Street,  
looking  
west  
(1924)



## Rise of Tourism and Redevelopment Downtown

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

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

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

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





## Downtown Today

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

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



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



DOWNTOWN TODAY





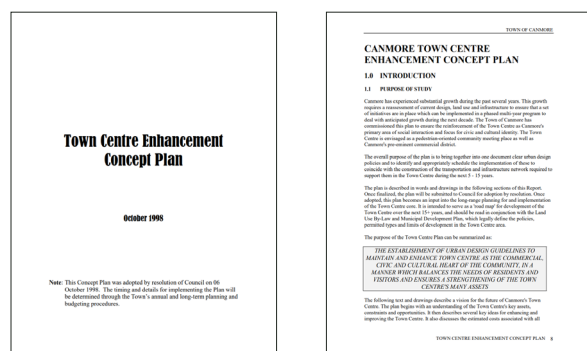
## Policy Context

### Town Centre Enhancement Concept Plan

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

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

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



### Town Centre Area Redevelopment Plan

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

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

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

## Planning Process

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

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

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

## How We Listened

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

## Flagship Events

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

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

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

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

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

**Vision**

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

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

Its residents move using safe and accessible connections, enjoying views of the mountains along the way. Visitors are welcomed and come downtown to experience a thriving mixed-use Town Centre in one of Canada's most beautiful settings.

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

**Core Values**

To create a vision for the future of downtown, we used a series of workshops to explore the values that are important to the community. These values inform our strategic planning, and together, they define the vision for the future of downtown Camrose. The values are: sustainable, resilient, inclusive, and vibrant. These values are the foundation for the vision of downtown Camrose in 2050.

**Big Ideas**

The following are the big ideas and implementation examples that will guide the future evolution of downtown Camrose in the year 2050. The big ideas are: sustainable, resilient, inclusive, and vibrant. These big ideas are the foundation for the vision of downtown Camrose in 2050.

- Sustainable**
  - Enhance nature and mountain views
  - From the Creek to the Sky
  - Response embraced
- Resilient**
  - Make downtown year-round
  - Create accessible and vibrant spaces
- Inclusive**
  - Distinct
  - Connected
  - Accessible
- Vibrant**
  - Make Main Street a Great Street

**connect downtown**

Options Phase - What We Heard

# 2050

**Who We Heard From**

The following represents a summary of who we heard from in the survey. Both in terms of what counts were most common and what counts were least common. The numbers in the donut chart below are percentages. These percentages are not reflective of the size of the respondent pool as a whole.

Age	Percentage
18-24	10%
25-34	10%
35-44	10%
45-54	10%
55-64	10%
65+	10%

**Opinion on a 4-hour shift**

Opinion	Percentage
Strongly Oppose	10%
Oppose	10%
Neutral	10%
Support	10%
Strongly Support	10%

**Opinion on a 4-hour shift**

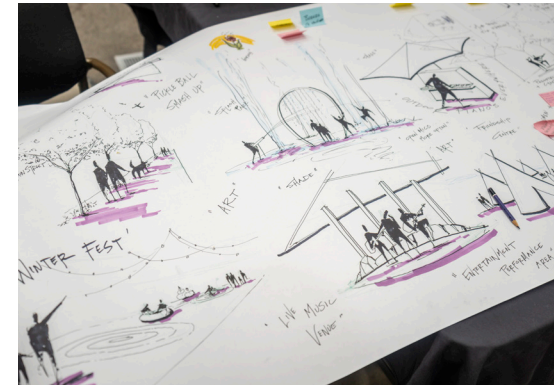
Opinion	Percentage
Strongly Oppose	10%
Oppose	10%
Neutral	10%
Support	10%
Strongly Support	10%

**Opinion on a 4-hour shift**

Opinion	Percentage
Strongly Oppose	10%
Oppose	10%
Neutral	10%
Support	10%
Strongly Support	10%



## "THE WARM UP" FLAGSHIP EVENT



## Engagement Timeline



## How We Shared

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

### Direct mailouts

### Website

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

### Social media (Facebook, X)

### Newsletters

### Newspaper advertisements (Rocky Mountain Outlook)

### Radio advertisements (Mountain FM)

### Large signage installed at key community locations

### Pamphlets distributed from downtown businesses

## Who We Heard From

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

### Community

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

### Interest Groups

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

### Indigenous Communities

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

## What We Heard

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

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

### Key themes included:

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



# 3. Vision



### 3. Vision

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

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

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

#### Components of the Vision

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





## Vision Statement

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

“

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

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

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

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

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

”

## Core Values

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

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

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

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

### The Six Core Values

Value

In 2050...

01

**Distinct**

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

02

**Connected**

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

03

**Vibrant**

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

Value

In 2050...

04

**Accessible**

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

05

**Inclusive**

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

06

**Resilient**

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

## Big Ideas

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

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

1



### Embrace Nature and Mountain Views

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

2



### Make Main Street a Great Street

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

3



### From the Creek to the Bow

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

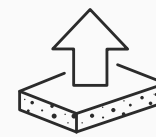
4



### Make Downtown Year-Round

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

5



### Repurpose Underused Spaces

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

6



### Create Accessible and Adaptable Spaces

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

7



### Housing for a More Diverse Population

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

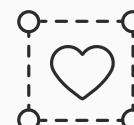
8



### A Distinct Character

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

9



### Create a Neighbourhood Heart

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

10



### A Low-Impact Community

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



## Achieving the Big Ideas

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

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

Big Idea	Highlights of the Plan
<b>1 Embrace Nature and Mountain Views</b>	<ul style="list-style-type: none"> <li>Limits building heights to three storeys along key corridors and adjacent to public spaces (Figures 4.1, 4.2)</li> <li>New design guidelines that will help further preserve and frame mountain views (Sections 4.1.4, 4.2.5)</li> <li>Incorporates functional natural elements and materials into the design of parks and open spaces (Section 7.1.1)</li> </ul>
<b>2 Make Main Street a Great Street</b>	<ul style="list-style-type: none"> <li>Envisions Main Street as a year-round, fully pedestrianized public space that features quality streetscape materials, public art, and winter-friendly design (Figure 8.1, Section 8.1.2)</li> <li>Identifies appropriate land uses and provides new design guidelines that will support a vibrant Commercial Core (Sections 4.1.4, 4.2)</li> </ul>
<b>3 From the Creek to the Bow</b>	<ul style="list-style-type: none"> <li>Extends the mixed-use area one block west to connect downtown to an expanded Riverside Park and the Bow River (Figures 4.1, 4.8)</li> <li>Identifies a new pathway adjacent to Veterans' Park that connects the heart of downtown to the Bow River (Figure 8.1)</li> <li>New wayfinding and signage program to improve connectivity to these spaces (Section 4.2.6)</li> </ul>
<b>4 Make Downtown Year-Round</b>	<ul style="list-style-type: none"> <li>Prioritizes new housing for permanent residents through controls on visitor accommodation in certain areas and using Town land for affordable housing (Sections 4.1.1, 4.1.3)</li> <li>New design guidelines support winter use, including continuous weather protection in commercial areas (Sections 4.1.4, 4.2)</li> <li>Emphasizes the role of lighting to increase safety in the evenings and to foster a sense of warmth and welcome in public spaces (Section 4.2.6)</li> <li>Proposes new plazas and public spaces that will provide infrastructure capable of supporting year-round programming and events (Section 7.2)</li> <li>Identifies the use of Town land in the Civic Corridor for community-oriented uses that can provide a year-round destination or benefit to residents (Section 4.1.4)</li> <li>Requires street-activating commercial uses on the ground floor throughout mixed-use areas and encourages second-floor commercial to further enliven the public realm (Section 4.1.4)</li> </ul>

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

## What It Could Look Like

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

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

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



### KEY HIGHLIGHTS

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

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



# 4.

## Land Use and Urban Design



## 4. Land Use and Urban Design

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

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

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

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

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

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

### Objectives

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

## 4.1 Land Use

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

### Policy

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

#### 4.1.1 General Policy

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

authority determines that their use is necessary.

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

#### 4.1.2 Density Bonusing

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

FIGURE 4.1

Land Use Concept

LEGEND

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

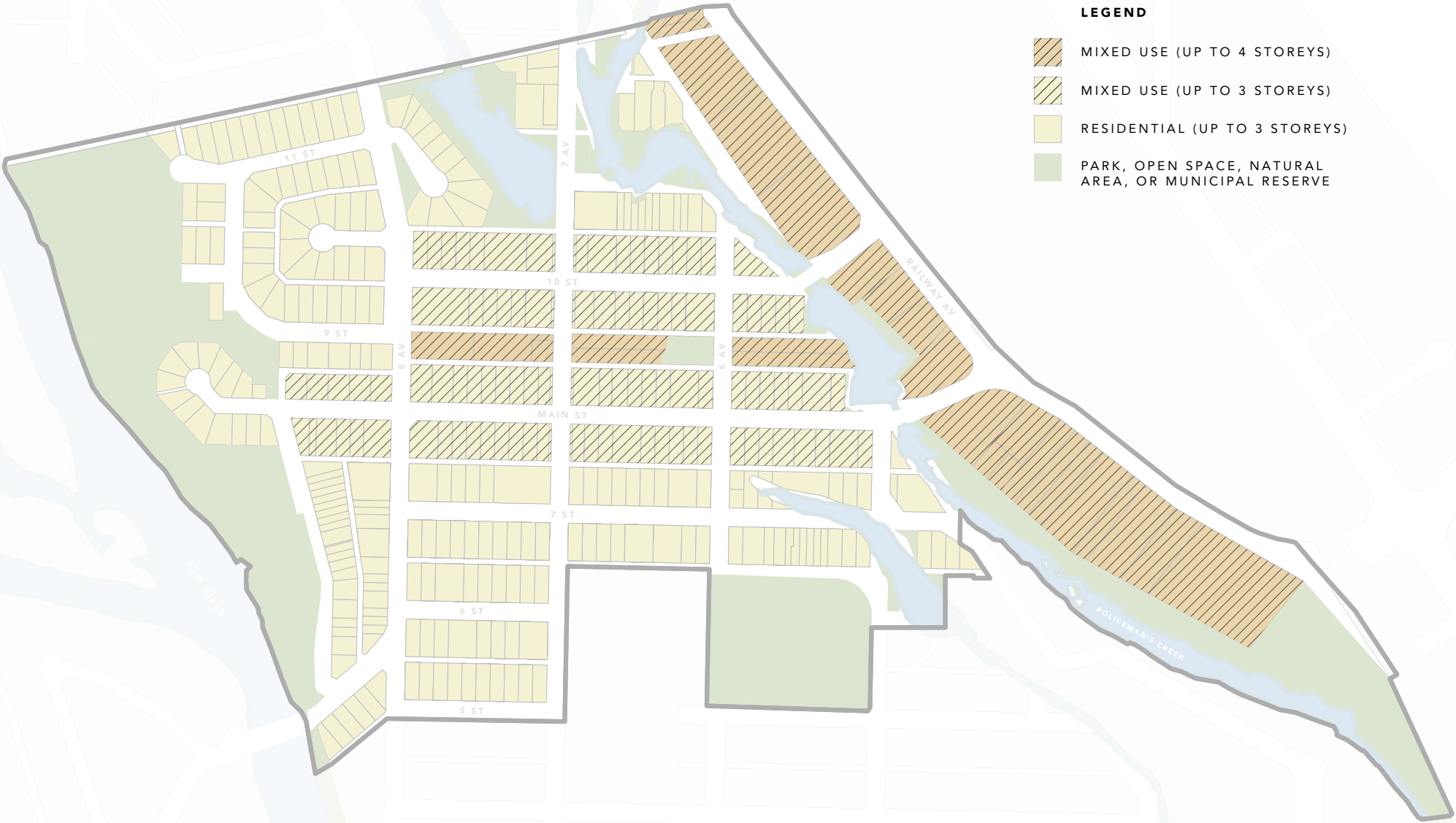


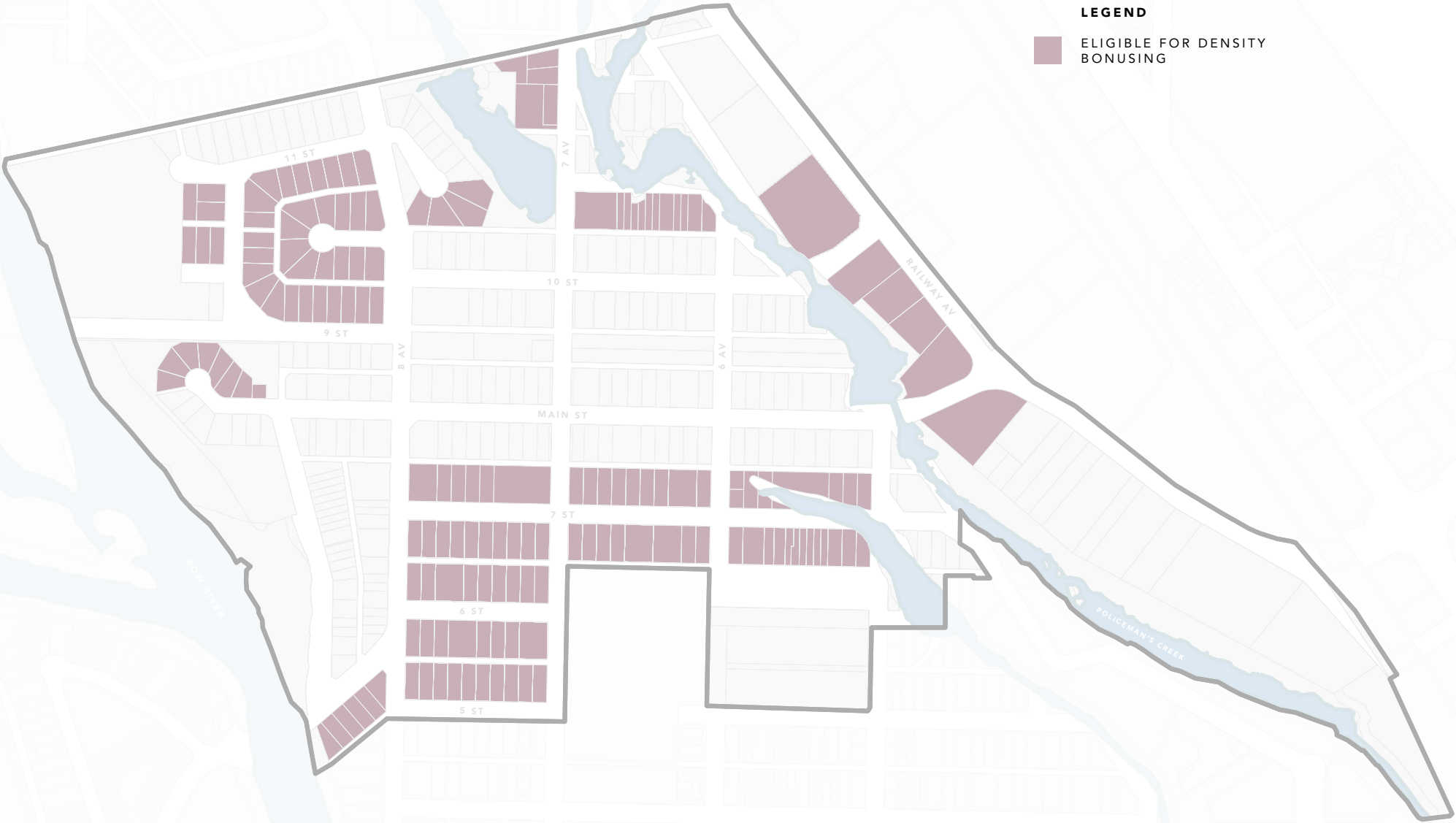


FIGURE 4.2

Density Bonusing

LEGEND

ELIGIBLE FOR DENSITY  
BONUSING

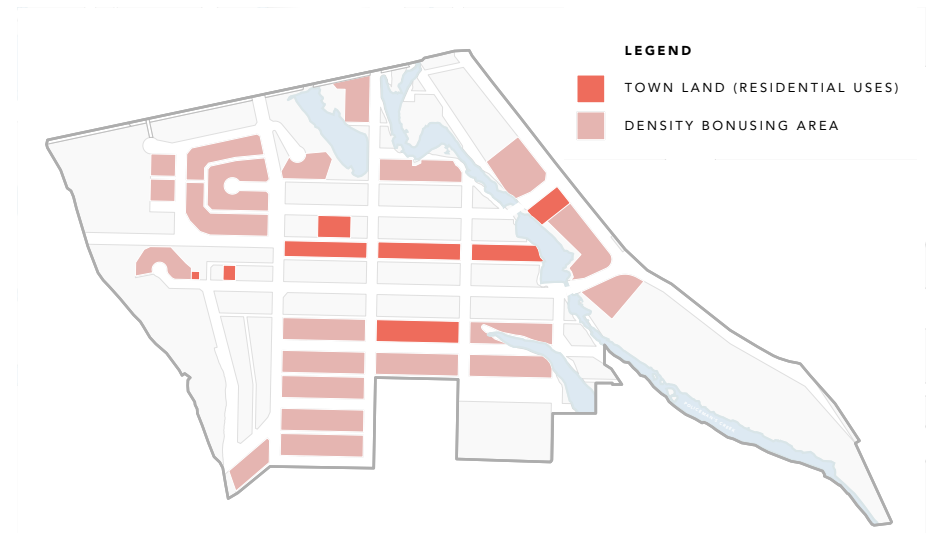




#### 4.1.3 Housing

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

FIGURE 4.3 - AFFORDABLE HOUSING FOCUS AREAS



4.1.4 Character Areas

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

FIGURE 4.4

Character Areas

LEGEND

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

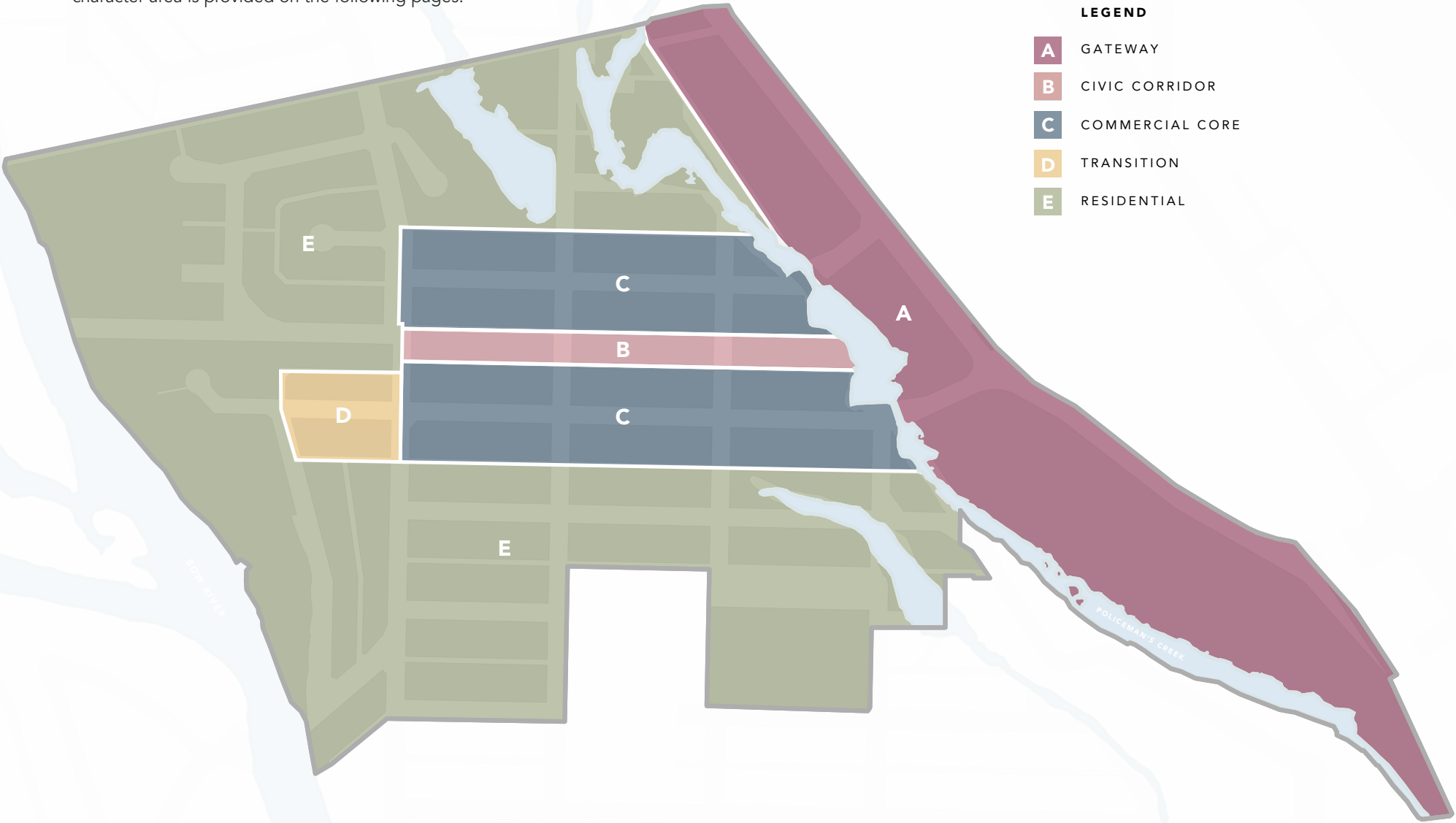
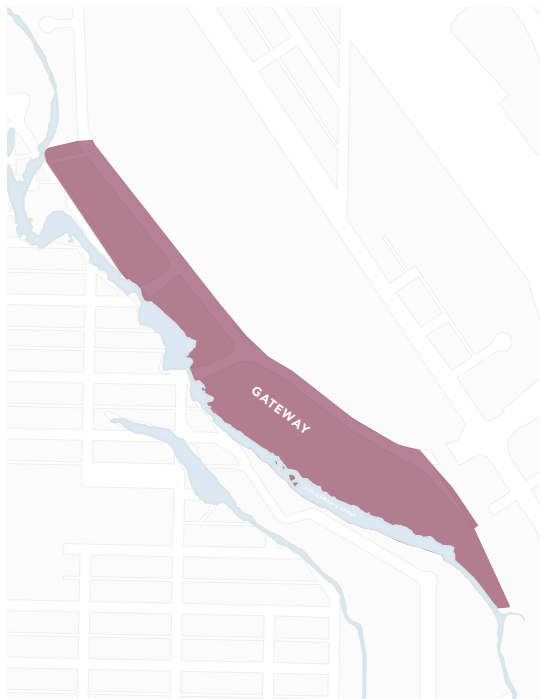


FIGURE 4.5 - GATEWAY AREA



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

## Gateway

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

### Uses

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

### Building Design

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

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

8. Corner lots should treat Railway Avenue, 8 Street, and 10 Street as equally important front facades with a continuous commercial frontage on both adjoining streets.
9. The rear of sites fronting Policeman's Creek and the current or future active transportation network should be animated with commercial uses, patio space, or other active uses.
10. Public access should be provided from the street(s) to the rear of the site to connect to the existing or future active transportation network.
11. Buildings with long frontages should incorporate a high degree of articulation, ground-floor visual permeability, and/or recessed setbacks to break up expanses of wall planes on Railway Avenue.
12. Upper storeys should be designed to reduce apparent massing and minimize shadowing on the public realm on Railway Avenue, 8 Street, and 10 Street. Terraced step backs are encouraged for portions of buildings facing Policeman's Creek.
13. Vehicle access should be in accordance with Section 8.2.1. For sites with property frontages less than 20 metres and where a parking structure is accessed directly from Railway Avenue, the parking structure(s) should be set back at least 5.5 metres from the nearest edge of sidewalk.
14. One expanded side yard setback of at least 7.5 metres should be provided on properties with frontages 20 metres or greater on Railway Avenue to improve pocket views of the mountains and solar exposure on the sidewalk. Private driveways or lanes may be located within this setback. Corner properties with dual street frontages may be exempt from this requirement.
15. For development(s) receiving additional height or density through density bonusing, design measures should be implemented to reduce the apparent massing of the building and impacts on the public realm. Building heights should not exceed 16.0 metres and five storeys.
16. Existing mature trees with trunks located within or near required setbacks should be retained with consideration of FireSmart principles. Relaxations to front or rear yard setbacks should be considered to support tree retention.

FIGURE 4.6 - CIVIC CORRIDOR



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

## Civic Corridor

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

### Uses

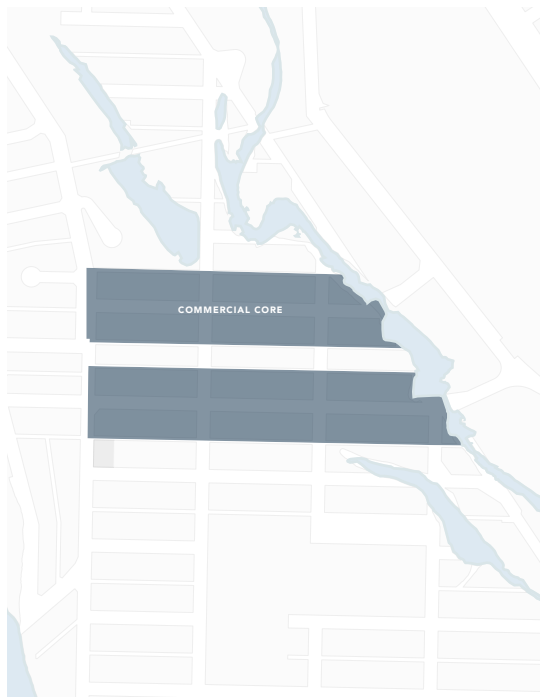
1. Uses that provide civic, arts, cultural, recreational or other community-oriented functions or spaces should be permitted and encouraged.
2. Uses that support year-round demand and interest should be encouraged, such as an indoor market hall, event space, or recreation facility.
3. Affordable housing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

### Building Design

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



FIGURE 4.7 - COMMERCIAL CORE



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

## Commercial Core

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

### Uses

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

### Building Design

6. Properties within the Commercial Core should be zoned Town Centre (TC) District.
7. To preserve solar exposure, views of the mountains, and maintain a sense of openness, development(s):
  - shall not exceed a maximum building height of 11.0 metres;
  - should generally not exceed 2.5 storeys on the Main and 10 Street frontages; and,

- should reduce massing of the third storey through stepbacks or other design measures.
8. Development(s) with residential uses should support the creation of more attainable and diverse residential units. A minimum density of 68 units/hectare should be provided in support of this objective.
  9. The minimum density permitted in the Town Centre (TC) District should be reduced from the current requirement of 1.25 FAR to allow for single-storey commercial development(s).
  10. Commercial units should feature human-scale design and contribute to the distinct character of downtown. Measures should include reduced commercial unit frontages (e.g., less than 15 metres in width) and floor areas (e.g., less than 350 sq. metres per unit).
  11. Development(s) on an activated lane (Figure 8.1) shall provide dual frontages that achieve a similar standard of design. The rear of the site fronting an activated lane shall be animated with building entrances, commercial uses, strong pedestrian features, and a pedestrian-scale design.
  12. Buildings should exemplify an exceptional standard of design, acknowledging the significance of the area and its role as an economic driver and destination for residents and visitors.
  13. Continuous weather protection or awnings should span the entire width of building

frontages and, at minimum, the depth of the front yard setback. Such structures may encroach in the street right-of-way, at the discretion of the development authority, to ensure adequate sheltering of pedestrian infrastructure.

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

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

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



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

FIGURE 4.8 - TRANSITION AREA



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

## Transition

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

### Uses

1. Residential and small-scale, pedestrian-oriented commercial uses (e.g., cafés, boutique retail, barbers, etc.) should be permitted within mixed-use developments.
2. Commercial unit(s) shall be provided on the ground floor.
3. Alternative uses that offer community-oriented benefits, amenities, or functions should be considered for the Scout Hall site (914 Main Street).
6. Development(s) should provide minimum setbacks of:
  - provide commercial uses on the ground floor that occupy between 40% and 80% of the street frontage; and,
  - provide landscaping along at least 50% of the front facade and at least 25% of the site area.

### Building Design

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

per hectare;

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

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

FIGURE 4.9 - RESIDENTIAL AREA



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

## Residential

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

### Uses

1. Residential uses should be permitted.
2. Small-scale, neighbourhood-oriented commercial uses should be allowed as discretionary uses on the ground floor.
3. Sites with existing non-residential uses (834 7 Street and 901 8 Avenue) may retain their existing zoning (TC). However, rezoning these properties in alignment with the Residential character area should be encouraged.
5. Buildings shall be designed to contribute to a residential neighbourhood character, which should include measures such as:
  - providing ground floor residential units with outdoor space and direct access to the street;
  - enclosing parkades with garage doors;
  - orienting units to maximize privacy with consideration for full build out of the Residential character area;
  - limiting ground floor residential units to be at a maximum of 1.0 metre above the finished grade; and,
  - avoiding the use of false eavelines.
6. Development(s) should support the creation of more attainable and diverse residential units. A minimum density of 68 units/hectare should be provided in support of this objective.

### Building Design

4. Properties within the Residential character area should be zoned Residential Medium Density (R4) District, which may be amended to align with the vision of this plan.
- 4.1. Despite the above, properties subject to a restrictive covenant registered by way of caveat #141KG (Figure 4.10) may retain their existing R1 zoning and be subject to the regulations of that district.

7. Reduced rear yard setbacks and landscaping requirements from current R4 requirements should be supported to allow for more design flexibility and residential units while retaining space for a laneway driveway and garage. Rear yard setbacks should be a minimum 5.5 metres and at least 30% of the site area should be landscaped.
8. More varied or dynamic roof designs should be encouraged through an alternative height calculation, where height is defined from the top of the parapet or the midpoint of a sloped roof.
9. Development(s) receiving bonus height or density and proposing a fourth storey (Section 4.1.2) should:
  - limit building heights, provide setbacks to the upper storeys, and employ other design measures to reduce building massing and minimize shadowing to the satisfaction of the development authority;
  - maintain a sense of openness to the mountains from the street to the extent possible, consistent with the intent of Section 4.1.2; and,
  - provide a minimum rear yard setback of 3.5 metres.
10. An expanded setback shall be provided on the southeast corner of 1 Riverview Place and on the northwest corner of 917 Main Street to facilitate a strong visual connection from the Transition Area to the future northern extent of Riverside Park.
11. Consideration should be given to allowing additional height or density on 1 Riverview Place where land along the eastern property line is proposed to be dedicated to the Town to facilitate a strong connection to Riverside Park.
12. Mature trees located within required setbacks should be preserved where possible. To support tree retention, relaxations to front or rear yard setback requirements may be considered.

FIGURE 4.10 - RESTRICTIVE COVENANT AREA



Map highlighting the properties that may be subject to the restrictive covenant (for information purposes only).



TABLE 4.1 - ZONING RECOMMENDATIONS FOR EACH CHARACTER AREA<sup>1</sup>

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

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

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

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

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



## 4.2 Urban Design

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

### Policy

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

#### 4.2.1 General Policy

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





#### 4.2.2 Architectural Style

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

### 4.2.3 Palette

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

#### Rock

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

#### Wood

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

#### Coal

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

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

#### Reference Material

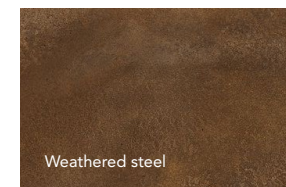
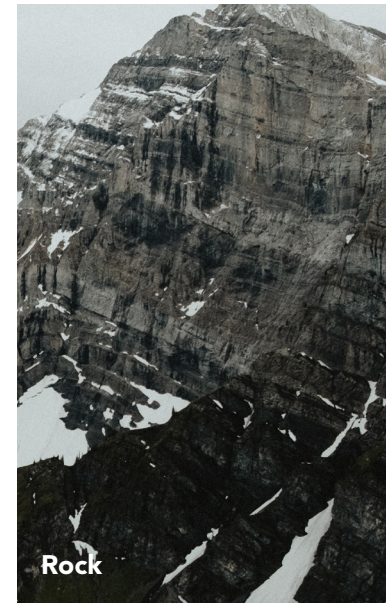
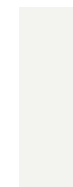
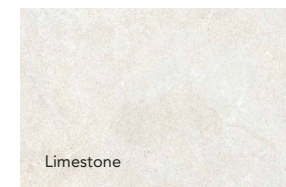
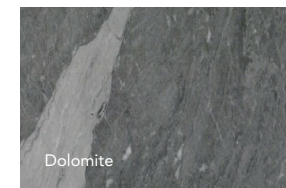
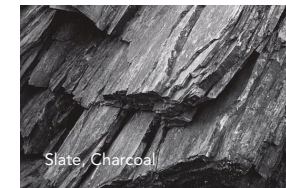
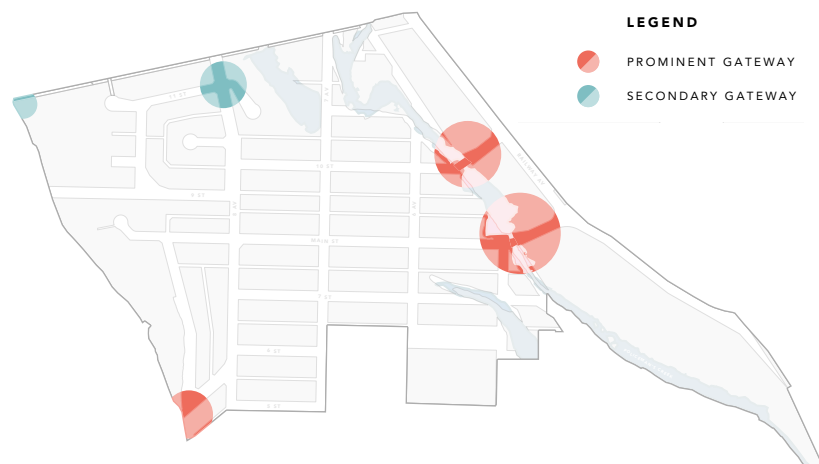




FIGURE 4.11 - GATEWAY LOCATIONS



#### 4.2.4 Gateways

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

1. A series of prominent gateways that feature visual enhancements in the public and private realm should be established at key points of arrival in the areas generally shown in Figure 4.11.
2. Enhancements in the public realm should respond to the area's intended function and context:
  - **Prominent gateways** should feature more intensive enhancements, such as custom lighting, architectural features, landscaping, road narrowing, landscaped central medians, public spaces, landscape features, or public art.
  - **Secondary gateways** should feature smaller-scale enhancements, such as public art, signage, or landscaping elements.
3. Buildings should respond to their unique setting in gateway areas (Figure 4.11) and activate the street through various strategies, including a higher standard of design, expanded setbacks, public/private patio space, and/or hosting public art.
4. Development(s) on Railway Avenue with additional frontage on 8 Street or 10 Street should provide a minimum 6.0 metres setback on the ground floor along both street frontages to create a sense of openness, visual connection to the Commercial Core, space for seating and patios, and an expanded public realm.

#### 4.2.5 Views

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

1. In accordance with the Land Use Concept (Figure 4.1) and Density Bonusing (Figure 4.2), buildings should generally be limited to 3 storeys along key corridors and adjacent to public spaces to maintain a sense of openness and connection to the mountains.
2. Development(s) on select corner lots, as identified in Figure 4.12, shall further reduce building massing and preserve mountain views by:
  - providing a minimum 2.0 metres terraced stepback on the second floor along the frontages identified in Figure 4.12; and,
  - providing a view study at time of rezoning and/or development permit and demonstrating how the design of the entire development maintains a sense of openness and mitigates impacts on views to the mountains. Additional design controls may be required, such as reducing heights or storeys, changing roof slope or orientation, increasing setbacks or stepbacks.
3. Despite 4.2.5(2), alternative solutions may be considered where the development authority is satisfied that the proposed design would achieve a similar or superior outcome with respect to the intent of Section 4.2.5.
4. Pocket views from Railway Avenue shall be created through expanded sideyard setbacks, consistent with Section 4.1.4.

FIGURE 4.12 - ADDITIONAL REQUIREMENTS TO PRESERVE VIEWS



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



## 4.2.6 Urban Elements

### Lighting

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



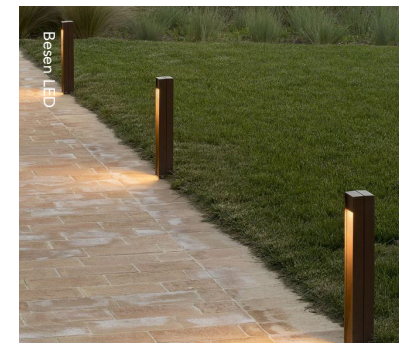
Domus light standard



Sample layering of site-specific lighting



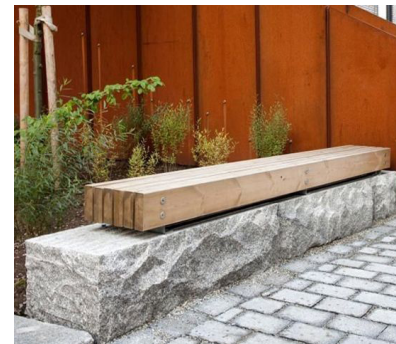
Site-specific, dark sky lighting along a pedestrian crossing



Sample of soft, dark sky pathway lighting

## Seating

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







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

### Streetscape Materials

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

The treatment should:

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

## Wayfinding & Signage

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

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



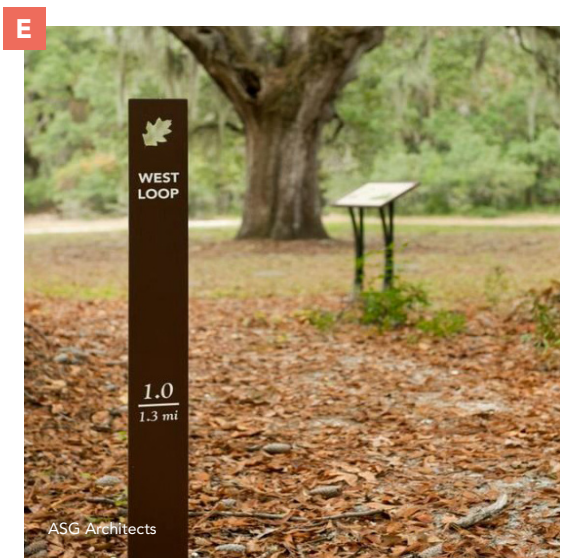
26. The Town's trail signage program should be updated to improve user experience and align with the palette for downtown (Section 4.2.3).
27. A hierarchy of wayfinding signage should be developed and installed to convey varying levels of information tailored to the user based on their location in the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

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

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



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



## Landscaping

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

## Bike Racks

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

## Washrooms

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

## Public Art

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



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



# 5.

## Arts, Culture, and Heritage



## 5. Arts, Culture, and Heritage

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

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

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

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

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

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




### Objectives

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

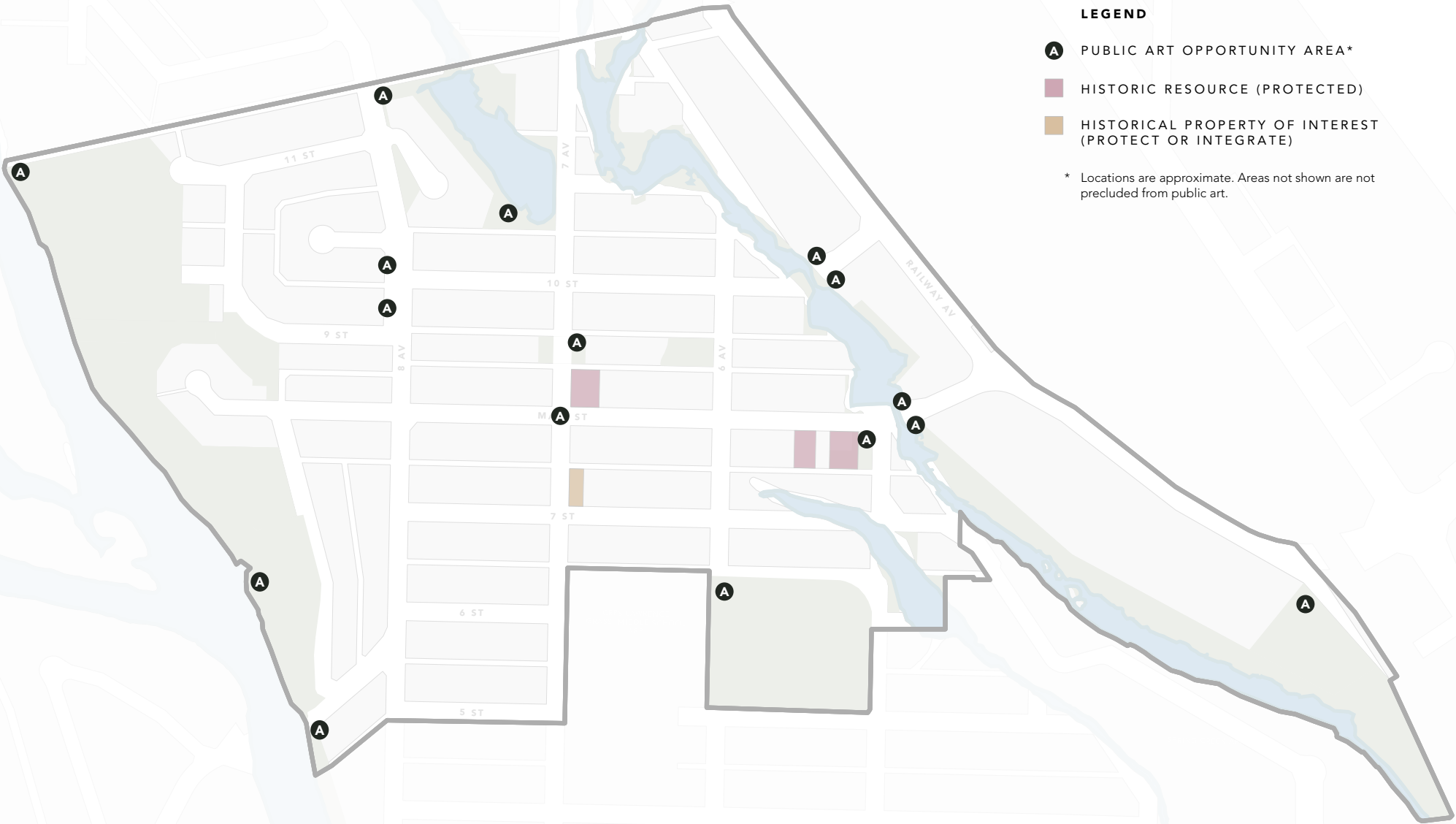
FIGURE 5.1

# Future Arts, Culture, and Heritage Assets

LEGEND

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

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





## 5.1 Arts, Culture, and Heritage

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

### Policy

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

#### 5.1.1 Land Use and Development

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

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

#### 5.1.2 Public Art and Placemaking

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

**A B C**

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

**D**

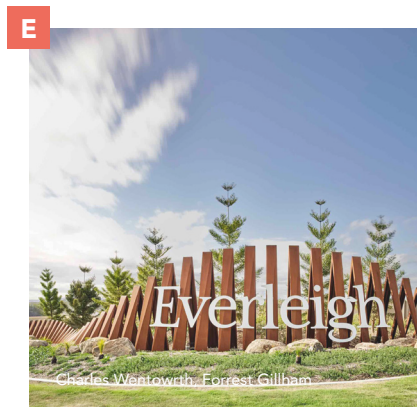
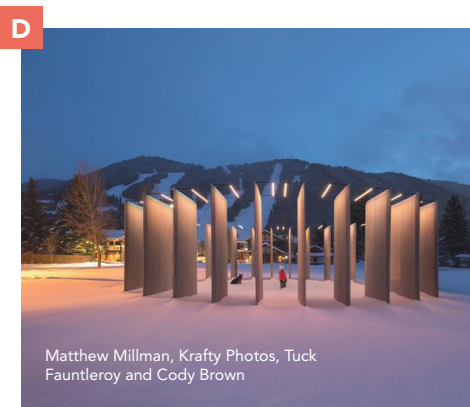
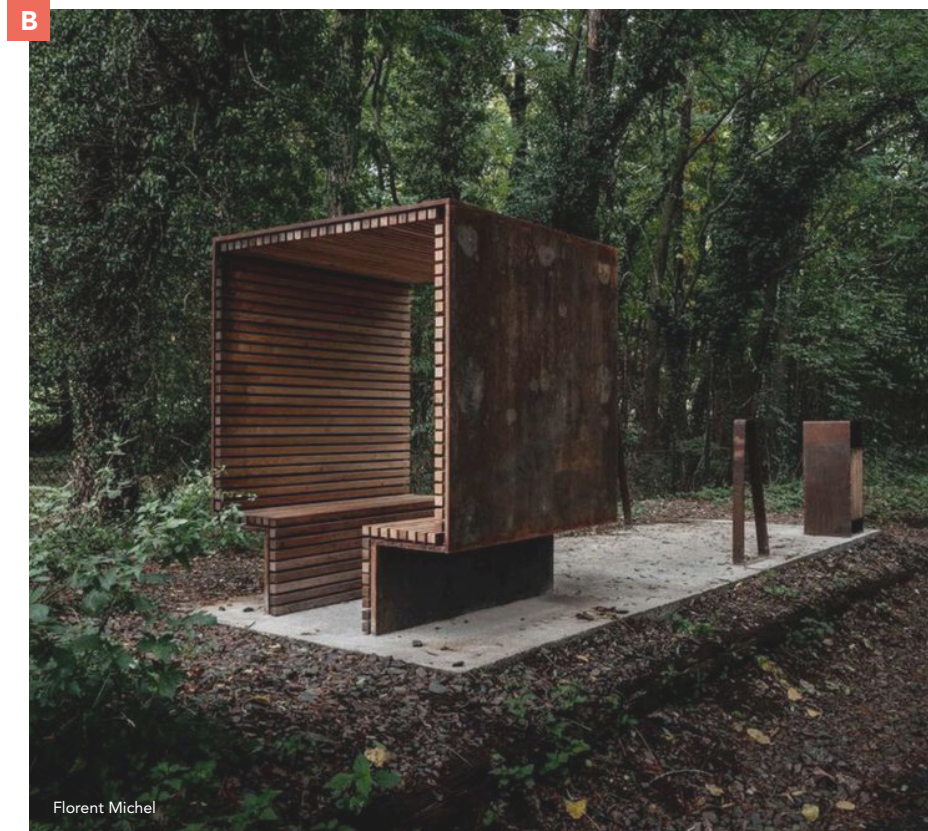
Public art that can also function as a place of gathering and play.

**E**

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

**F**

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





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

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



Seating playing a subtle public art or placemaking function.



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

# 6.

## Environment, Climate Change, and Resilience

## 6. Environment, Climate Change, and Resilience

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

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

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

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

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

### Objectives

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



## 6.1 Environment & Wildlife

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

### Policy

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

#### 6.1.1 General Policy

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

#### 6.1.2 Water Resources

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

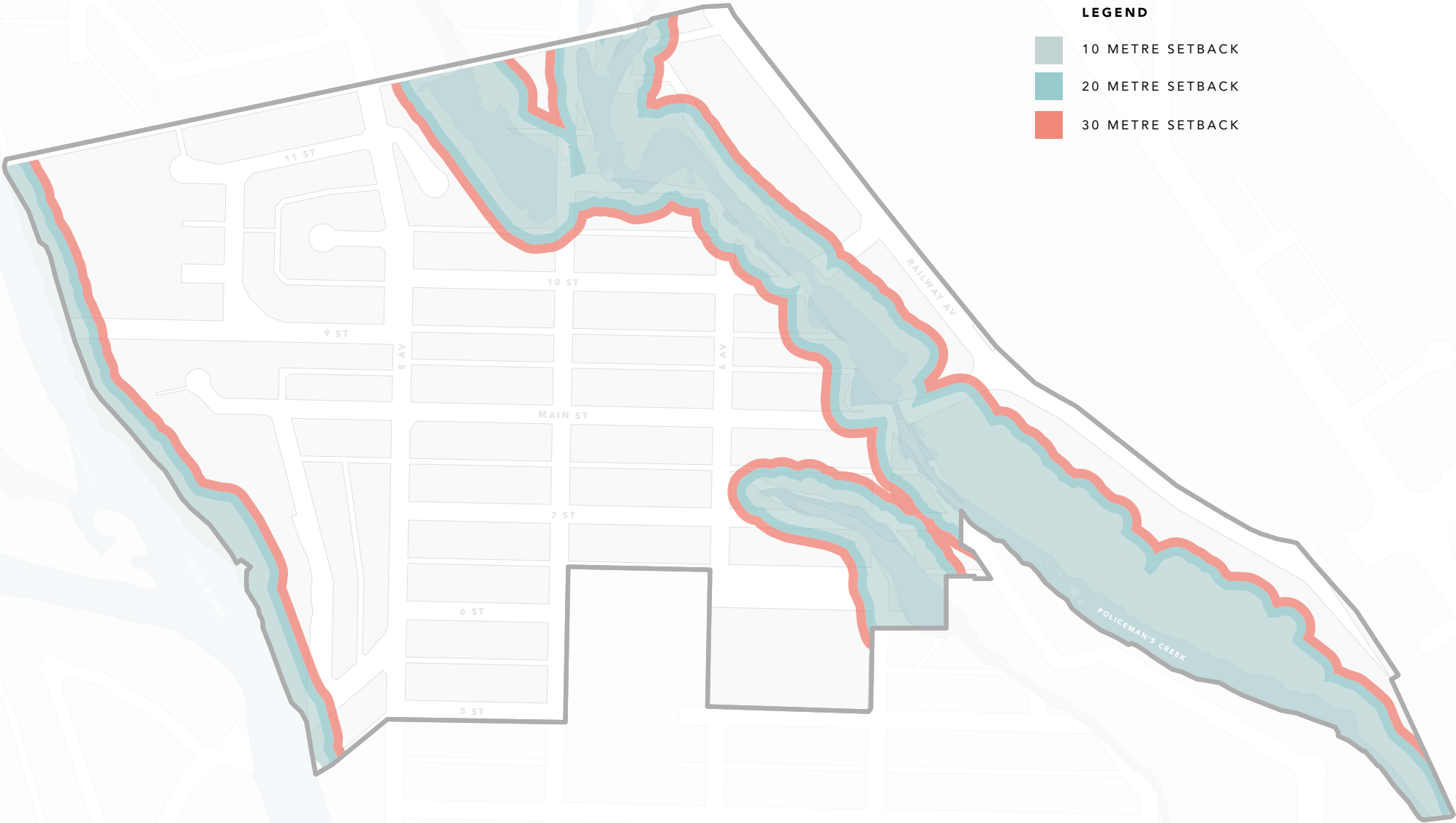
2. In accordance with the recommendations of the *Environmental Impact Statement - Downtown Canmore Area Redevelopment Plan*, buildings and structures (as specified in the *Land Use Bylaw*) within the plan area shall be set back from Spring Creek, Policeman's Creek, Bow River, and all other naturally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

FIGURE 6.1

Setbacks from  
Presumed Top of Bank

LEGEND

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



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

### 6.1.3 Wildlife, Habitat, and Ecology

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





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

## 6.2 Climate and Resilience

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

### Policy

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

#### 6.2.1 Building and Site Design

1. Energy efficient buildings that exceed *Alberta Building Code* requirements should be incentivized through tools such as density bonusing, consistent with Section 4.1.2.
2. Development(s) should select building materials with lower levels of embodied carbon wherever possible.
3. In alignment with the recommendations of the *Climate Emergency Action Plan*, municipal and non-market affordable housing buildings should:
  - achieve near net zero emissions or a similar high green building standard, with consideration for the short- and long-term affordability of any residential units; and,
  - be constructed to be solar ready with building and roof orientations suitable for rooftop and siding solar options where feasible.
4. Buildings shall be designed to support widespread electric vehicle (EV) adoption, including the pre-wiring of parking spaces for EV charging in accordance with Section 8.2.1.
5. Applicants should incorporate climate resilience into planning and design of development(s), considering future climate projections and local environmental conditions. This may include:
  - minimizing urban heat island through shade trees and softscaping;
  - designing buildings and landscapes to minimize risks related to fire, flooding, wind, and extreme temperatures;
  - orienting and designing buildings for passive solar heating in winter and passive cooling in summer to reduce energy demand and dependency on mechanical HVAC systems; and,
  - using air source heat pumps, geocooling, or district heating/cooling.
6. Misting stations and/or interactive, seasonal water features should be considered in the design of plazas and other public spaces to support summer use and resiliency to extreme heat.





### 6.2.2 FireSmart and Wildfire Risk

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

### 6.2.3 Emergency Management and Response

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

# 7.

## Parks, Open Spaces, and Recreation

## 7. Parks, Open Spaces, and Recreation

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

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

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

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

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

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

### Objectives

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

FIGURE 7.1

# Future Parks and Open Spaces Network

LEGEND

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

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





## 7.1 Parks & Recreation

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

### Policy

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

#### 7.1.1 General Policy

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

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

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



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





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

### 7.1.2 Regional Parks

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

— Open Space and Trails Plan (2021)

#### Centennial Park

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



### Riverside Park

3. Riverside Park should provide year-round passive, non-intensive recreational amenities for both residents and visitors. Features and amenities may include:
  - open areas for passive use;
  - natural plazas that emphasize softscaping, natural materials (e.g., boulders, logs) and opportunities for people to sit, gather, picnic, or connect with nature and scenery;
  - small natural or constructed amphitheatre or stage for performance opportunities;
  - public art installations;
  - opportunities for learning (e.g., indigenous culture, natural history); and/or,
  - drinking water and public washroom facilities.
4. Riverside Park should be expanded to include the Town parcel to the north to accommodate future growth and improve integration with the Commercial Core, as generally shown in Figure 7.1. The design should be informed, in part, by the completion of an assessment as outlined in the *Environmental Impact Statement - Downtown Canmore Area Redevelopment Plan*.
5. Existing trees should only be removed to the extent necessary to facilitate the desired park design and to reasonably manage wildfire risk. A landscaped buffer should be provided along the northern boundary in areas adjacent to residential uses as identified in the Land Use Concept.
6. Non-vehicular modes of transportation, such as walking and cycling, should be prioritized for future park access. A sidewalk should be provided along 8 Street and River Road to improve access to the park.
7. Limited short-term parking should be provided in the vicinity.

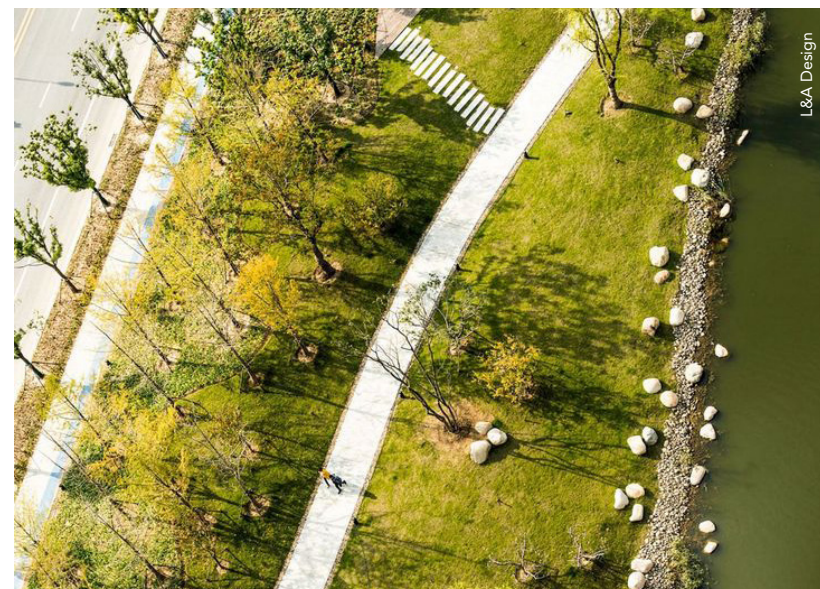




FIGURE 7.2 - AREAS OF FUTURE REGIONAL PARK



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

### Future Regional Park

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

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

### 7.1.3 Neighbourhood Parks

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

— Open Space and Trails Plan (2021)



### Friendship Park

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

### Veterans Park

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



#### 7.1.4 Natural Areas

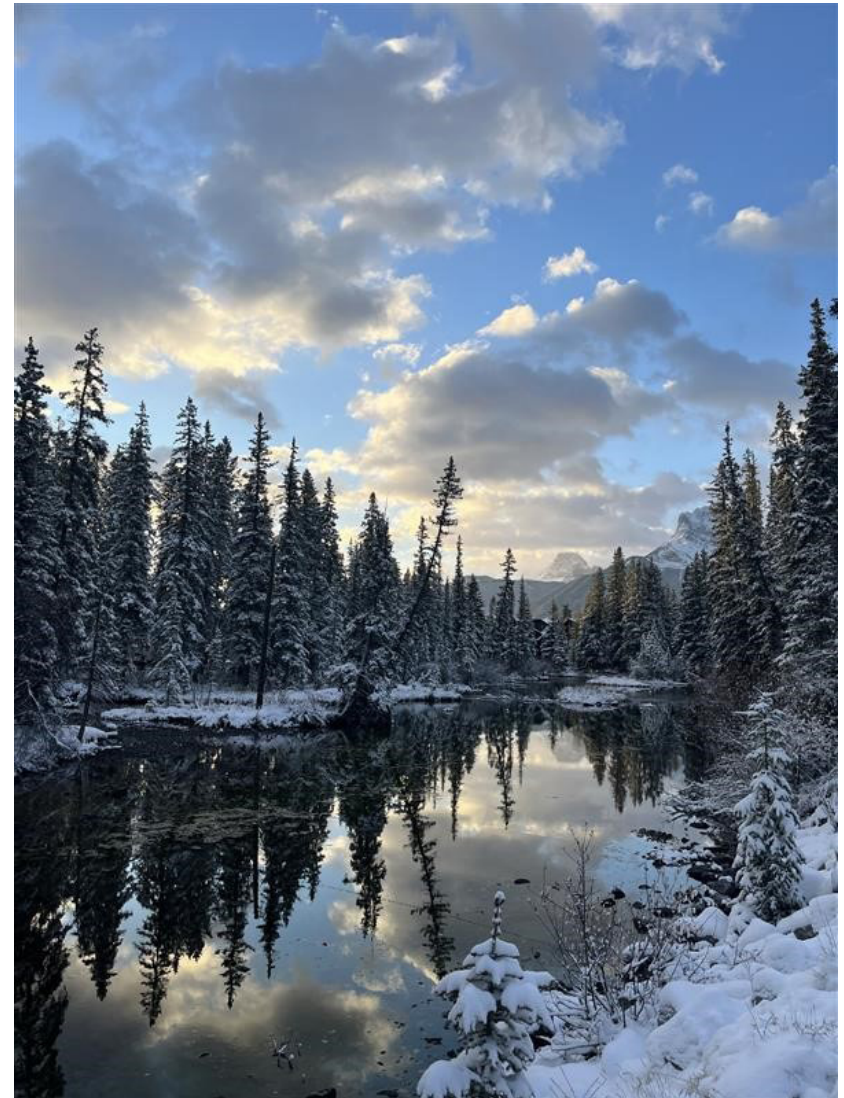
*"Natural areas maintain the aesthetics of community by retaining natural features, mature and diverse landscapes. They protect environment quality by erosion control, watershed and groundwater protection, and noise abatement. They contribute to physical, emotional, and spiritual well-being of residents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

— Open Space and Trails Plan (2021)

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

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

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





### 7.1.5 Municipal Reserves

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

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

### Eklof Park

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

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

### Future Municipal Reserves

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

## 7.2 Enhanced Open Spaces

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

### Policy

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

#### 7.2.1 General Policy

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

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

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



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





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



FIGURE 7.3 - CONCEPTUAL ALLOCATION OF SPACE FOR THE CENTRAL PLAZA

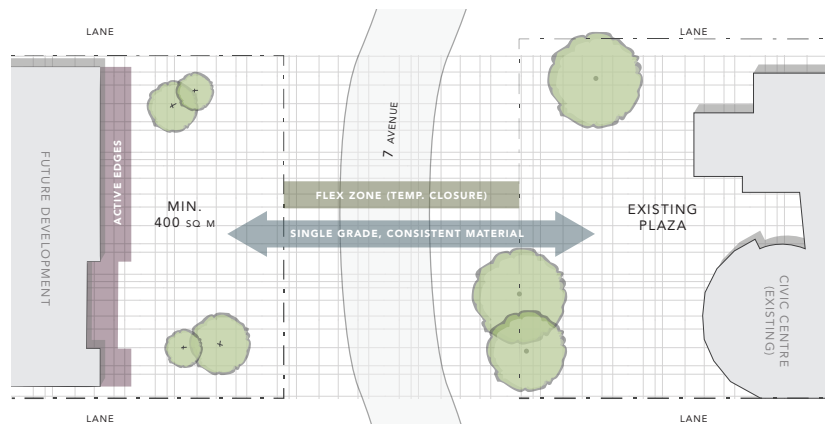


FIGURE 7.4 - ARTISTIC INTERPRETATION OF THE CENTRAL PLAZA AND CIVIC CORRIDOR (LOOKING SW)



## 7.2.2 Plazas

### Central Plaza

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





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

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

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

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



### Downtown Pond

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

FIGURE 7.5 - GENERAL AREA OF DOWNTOWN POND & OPEN SPACE



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



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

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

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

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



# 8.

## Transportation and Mobility

## 8. Transportation and Mobility

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

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

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

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

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

### Objectives

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

# Travel Mode Targets

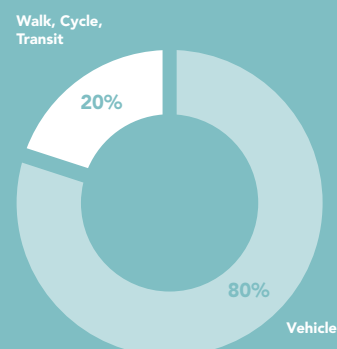
**Fundamental changes in travel patterns and demands are needed to accommodate a significant portion of trips by walking, cycling and transit in downtown Canmore. This mode shift will also provide the added benefit of enhanced liveability, sustainability, resilience, and vibrancy of the area.**

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

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

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

2017 Mode Share (Observed)



2030 Mode Share (2018 ITP)

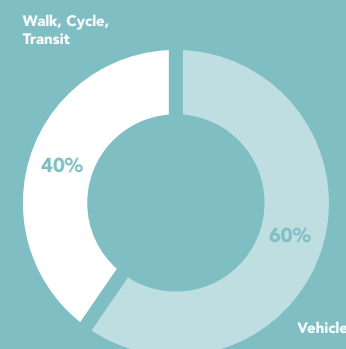




FIGURE 8.1

# Active Transportation Network

LEGEND

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

Locations may be considered approximate and subject to change.

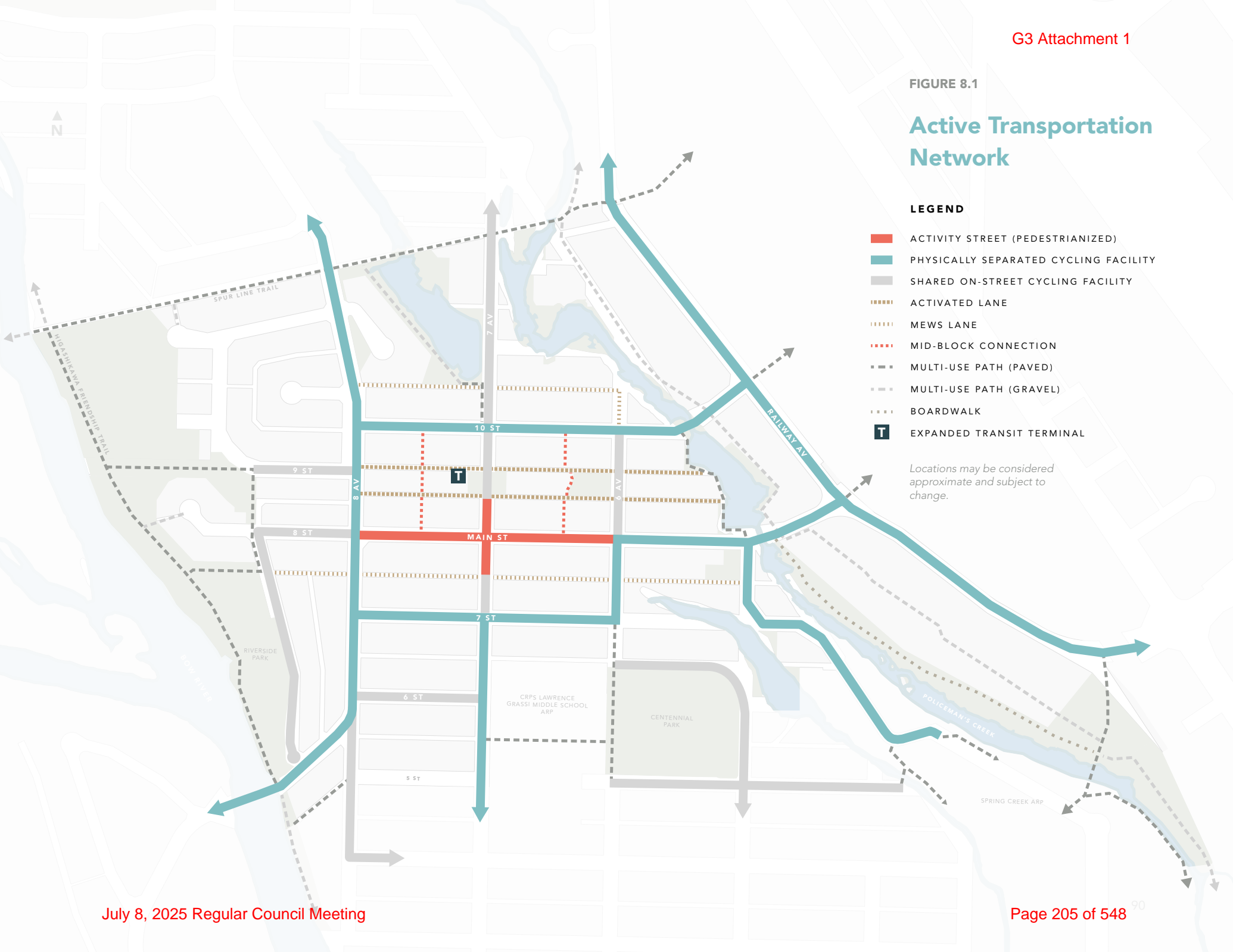


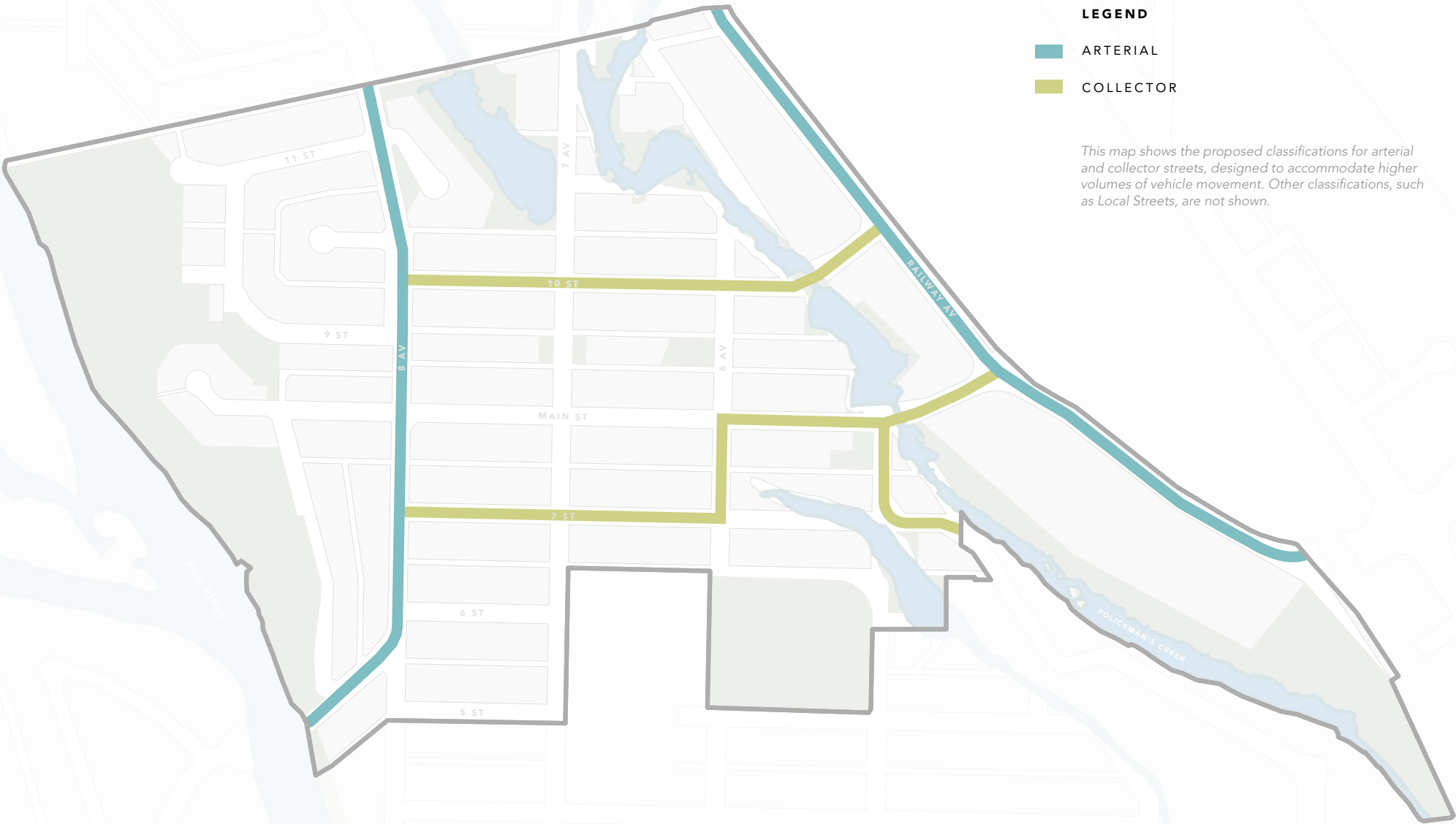
FIGURE 8.2

# Major Street Network

LEGEND

- ARTERIAL
- COLLECTOR

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



## 8.1 Streets

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

### Policy

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

#### 8.1.1 General Policy

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

#### 8.1.2 Street Design

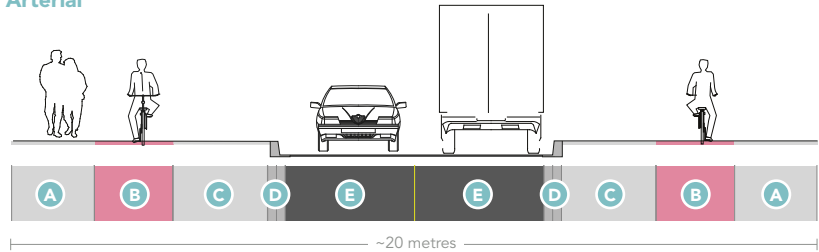
1. Streets and sidewalks should be designed to support the goal of universal accessibility through measures outlined in the *Engineering Design and Construction Guidelines*.

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

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

FIGURE 8.3 - CONCEPTUAL CROSS-SECTIONS FOR TYPICAL CONDITIONS

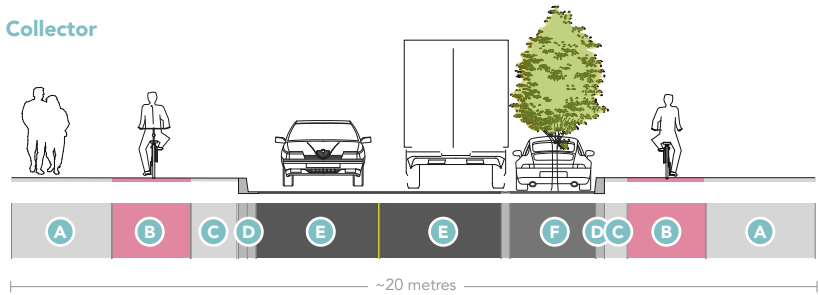
Arterial



LEGEND

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

Collector



Local

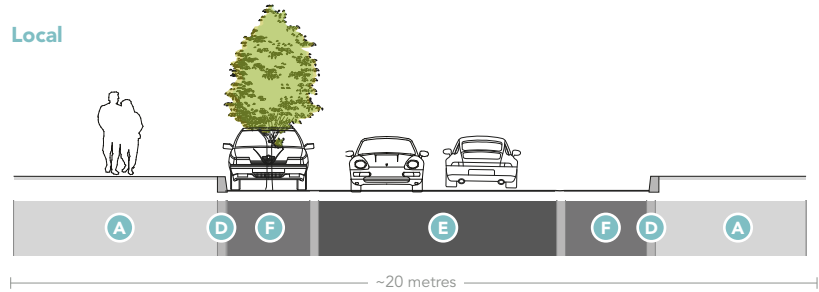
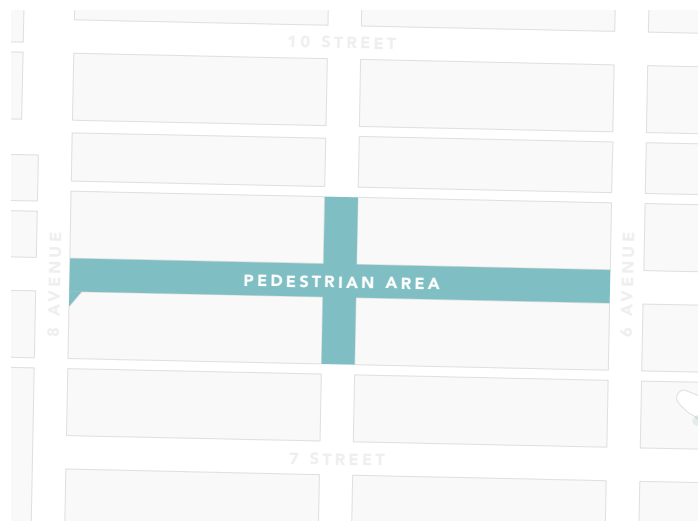




FIGURE 8.4 - PROPOSED EXTENT OF POTENTIAL PEDESTRIAN AREA



Main Street during seasonal (summer) pedestrianization.

## Main Street

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

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

FIGURE 8.5 - ARTISTIC INTERPRETATION OF A PEDESTRIANIZED MAIN STREET



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





Example of an activated lane.



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

### 8.1.3 Lanes

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

#### Activated Lanes

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

#### Mews Lanes

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

## 8.2 Parking

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

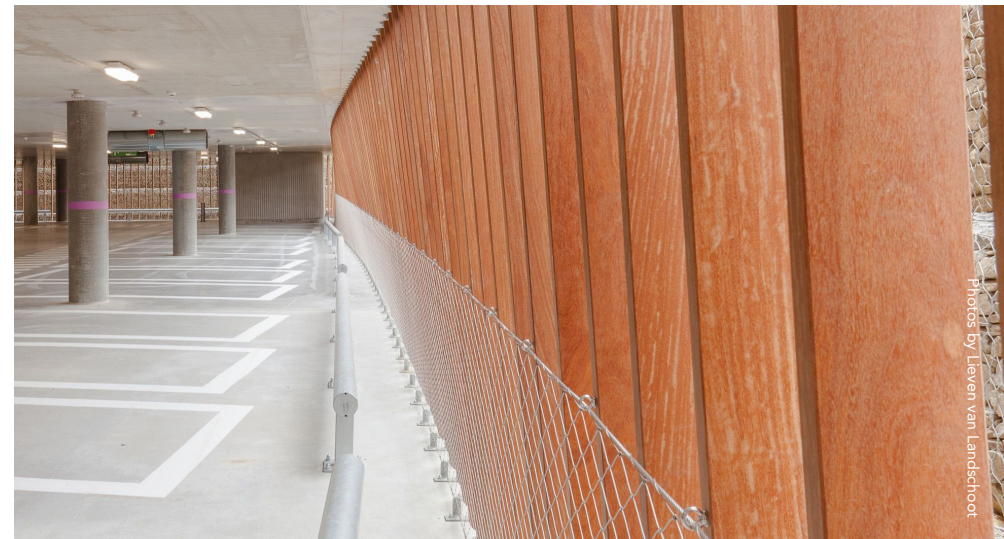
### Policy

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

#### 8.2.1 Off-street parking

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

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



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



2. The need to incorporate public parking facilities into future developments on Town land shall be considered by the Town at the time of development. Any reduction in off-street public parking facilities that may result from redevelopment of the surface parking lot(s) on Town land in the Commercial Core and Civic Corridor should be offset by the provision of other public parking facilities to maintain access to the central downtown area by all modes.
3. Active transportation options and transit connections should be integrated with public parking facilities within and/or near downtown.
4. Off-street parking regulations, including parking minimums, should be regularly reviewed and updated to support redevelopment and ensure parking supply can be responsive to changing market conditions and demand over time.
5. The existing *Parking Cash-in-lieu Policy* should be updated to encourage broader uptake, support redevelopment, ensure function of the transportation network, and to adequately fund parking facilities.

Updates should consider:

- reducing the per stall cash-in-lieu fee;
  - further reducing or waiving the cash-in-lieu fee for development(s) that provide a desired mid-block connection (Section 8.3.1) or non-market affordable housing;
  - expanding the policy's applicability to the entire plan area; and,
  - requiring development(s) in the Commercial Core with frontage on an activated lane to participate in the cash-in-lieu program.
6. To avoid spillover and demand for on-street parking and residential parking permits, applicants should consider projected parking demand in their calculation and provision of off-street parking as part of any development(s).

7. 100% of parking spaces for residential, visitor accommodation, and hostel uses and 20% of parking spaces for all other uses shall be pre-wired for electric vehicle chargers.
8. Parking should be accessed from lanes or private driveways. Where a lane or private driveway does not exist, access should be provided from the lesser street classification or the creation of a new lane or private driveway at the discretion of the development authority.
9. The provision of and access to off-street parking along activated lanes (Section 8.1.3) shall not compromise or come at the expense of the design or function of the private/public realm, the intent of activated lanes, or the provision of attractive, animated, and functional commercial units and frontages on the activated lane in the Commercial Core.

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

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

registered to ensure future development(s) on adjacent properties can use the private driveway for their parking access;

- where an adjacent property has provided a private driveway and agreement for access, developments shall provide access to their parking via the existing private driveway; and,
- land assemblies are encouraged to facilitate consolidated access.

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

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

### 8.2.2 On-street parking

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

### 8.2.3 Bicycle parking

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



## 8.3 Mobility

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

### Policy

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

#### 8.3.1 Active Transportation

##### Street Network and Design

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

Design features should include:

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

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

##### Multi-use Pathways and Trails

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





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

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



### Mid-block Connections

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

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

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



### 8.3.2 Transit

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



Photo by Opta About



# 9.

## Servicing



## 9. Servicing

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

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

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

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

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

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

### Objectives

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

## 9.1 Stormwater

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

### Policy

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

#### 9.1.1 Stormwater Management

1. Development(s) shall manage stormwater on site by capturing, retaining, and infiltrating runoff up to and including the 1:5 year storm event at minimum.
2. Development(s) on parcels identified in Figure 9.1 that are adjacent to the 1:100 year stormwater trap lows shall comply with the minimum building opening elevations specified in Figure 9.1.
3. Any modifications to existing grades shall accommodate existing overland flow routes, as shown in Figure 9.2.
4. Low Impact Development (LID) infrastructure should:
  - be installed adjacent to asphalt pathways which abut natural watercourses to improve water quality, reduce runoff temperatures, and reduce environmental and ecological impacts;
  - be utilized within street cross sections wherever feasible at the locations conceptually identified in Figure 4.3 and Section 4.5 of the *Stormwater Management Feasibility Study*; and,
  - be implemented where overland spill locations discharge directly into natural watercourses, as illustrated in Figure 4.2 of the *Stormwater Management Feasibility Study*.
5. Naturalized methods of LID infrastructure with surface expression, such as natural wetlands and bioswales, should be prioritized where feasible to provide co-benefits and contribute to the desire to integrate nature into the public realm.
6. Overland spill locations that discharge across private lands should be rerouted onto public land, if possible; otherwise, they should be formalized via overland drainage rights-of-way.



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

FIGURE 9.1

# Stormwater Trap Lows

LEGEND

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

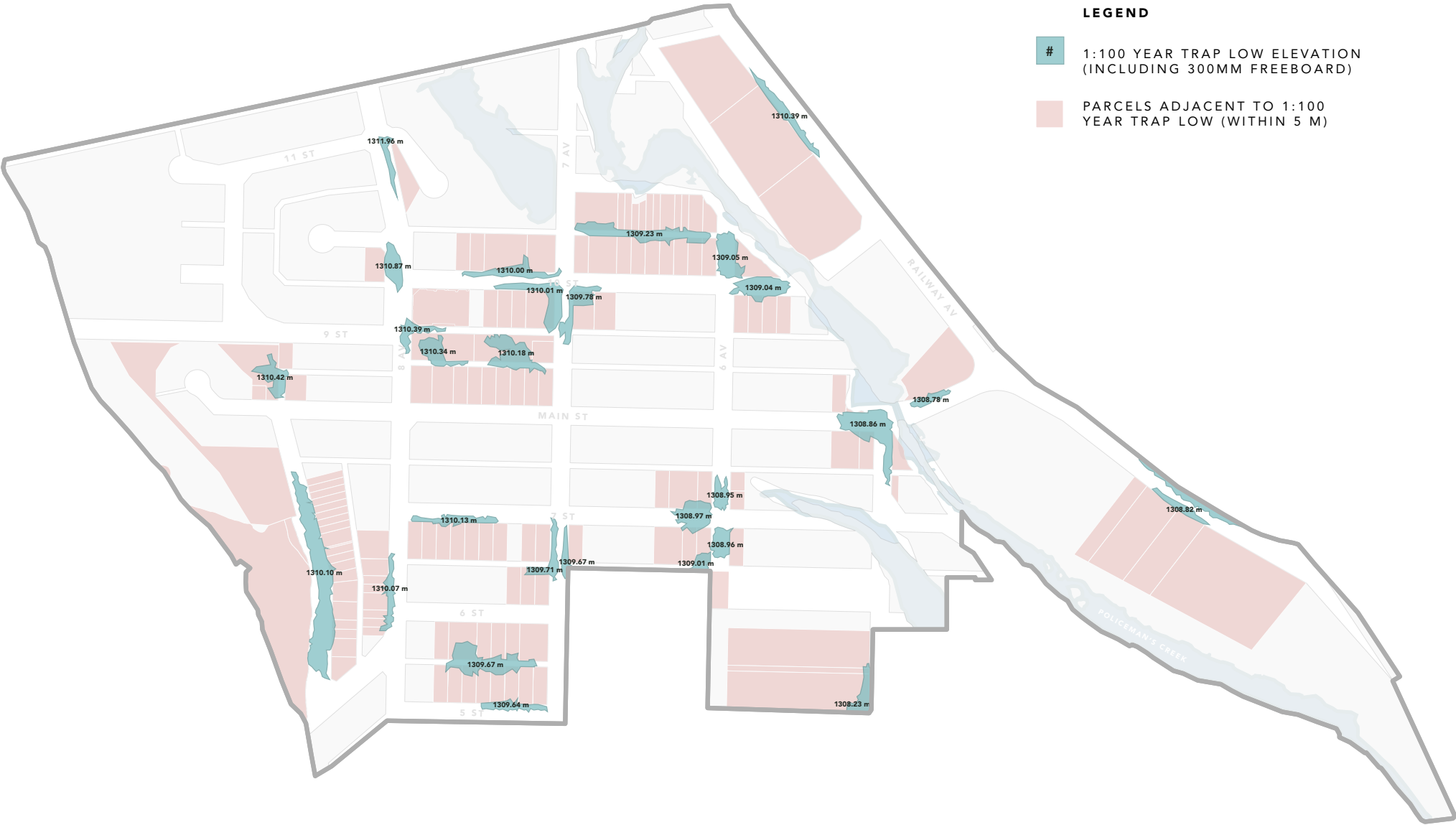


FIGURE 9.2

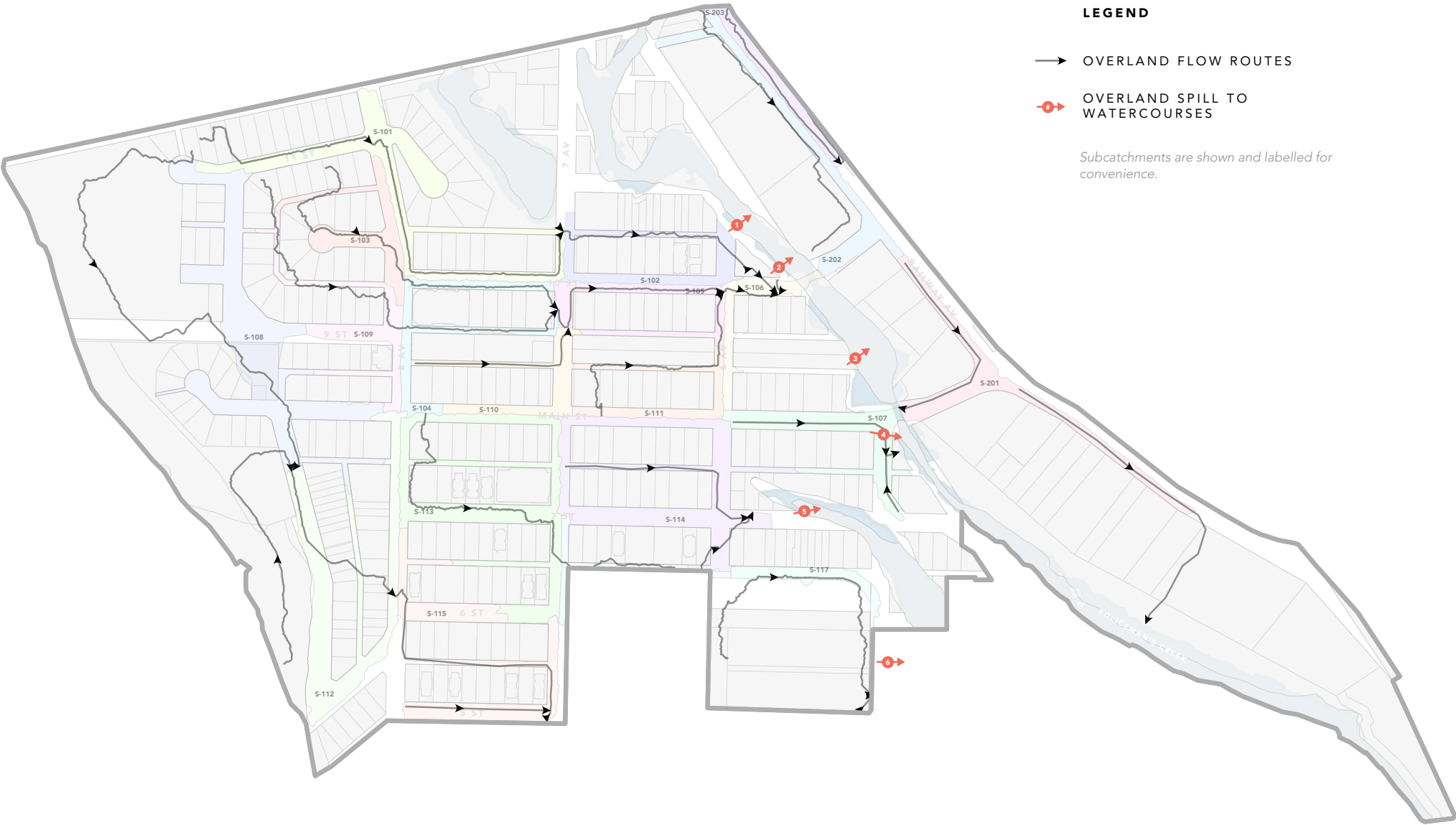
Overland Flow Routes

LEGEND

→ OVERLAND FLOW ROUTES

➔ OVERLAND SPILL TO WATERCOURSES

Subcatchments are shown and labelled for convenience.





## 9.2 Utilities

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

### Policy

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

#### 9.2.1 General Policy

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

#### 9.2.2 Water

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

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

#### 9.2.3 Sanitary

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

#### 9.2.4 Shallow Utilities

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

# 10. Implementation

## 10. Implementation

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

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

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

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

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

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

### Objectives

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

## 10.1 Implementation Table

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

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

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

## Understanding the Actions

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

### Role

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

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

### Lead

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

### Timing

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

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



## Cost

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

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

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

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

## IMPLEMENTATION TABLE

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

## IMPLEMENTATION TABLE (continued)

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

## IMPLEMENTATION TABLE (continued)

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



# A.

## Appendix

A.1 Definitions

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

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

Terms

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





## Amendments

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

## Interpretation

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

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

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

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

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

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

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

## Supporting Documents

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

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

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



## What It Could Look Like

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

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

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



### KEY HIGHLIGHTS

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

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

## 4.1 Land Use

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

### Policy

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

#### 4.1.1 General Policy

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

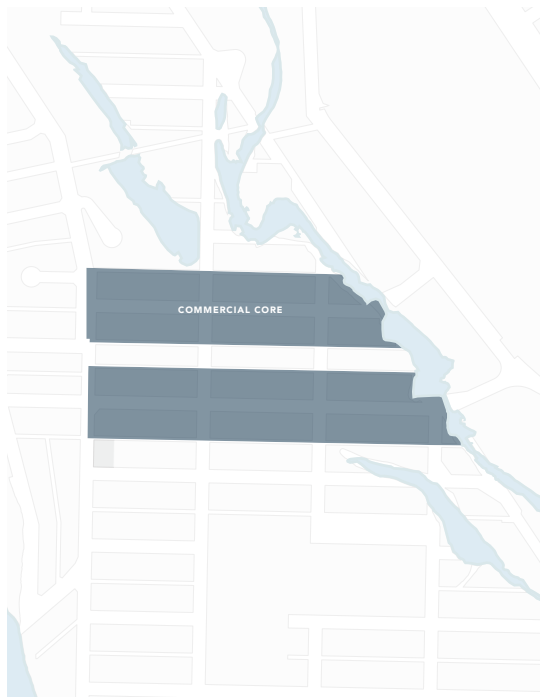
authority determines that their use is necessary.

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

#### 4.1.2 Density Bonusing

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

FIGURE 4.7 - COMMERCIAL CORE



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

## Commercial Core

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

### Uses

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

### Building Design

6. Properties within the Commercial Core should be zoned Town Centre (TC) District.
7. To preserve solar exposure, views of the mountains, and maintain a sense of openness, development(s): ~~shall not exceed 11.0 metre building heights and should reduce massing of the third storey through stepbacks or other design measures:~~
  - shall not exceed a maximum building height of 11.0 metres;
  - should generally not exceed 2.5 storeys



- on the Main and 10 Street frontages; and,
- should reduce massing of the third storey through stepbacks or other design measures.
8. Development(s) with residential uses should support the creation of more attainable and diverse residential units. A minimum density of 68 units/hectare should be provided in support of this objective.
  9. The minimum density permitted in the Town Centre (TC) District should be reduced from the current requirement of 1.25 FAR to allow for single-storey commercial development(s).
  10. Commercial units should feature human-scale design and contribute to the distinct character of downtown. Measures should include reduced commercial unit frontages (e.g., less than 15 metres in width) and floor areas (e.g., less than 350 sq. metres per unit).
  11. Development(s) on an activated lane (Figure 8.1) shall provide dual frontages that achieve a similar standard of design. The rear of the site fronting an activated lane shall be animated with building entrances, commercial uses, strong pedestrian features, and a pedestrian-scale design.
  12. Buildings should exemplify an exceptional standard of design, acknowledging the significance of the area and its role as an economic driver and destination for residents and visitors.
  13. Continuous weather protection or awnings should span the entire width of building frontages and, at minimum, the depth of the front yard setback. Such structures may encroach in the street right-of-way, at the discretion of the development authority, to ensure adequate sheltering of pedestrian infrastructure.
  14. Patio space for commercial uses, such as restaurants, should be encouraged on the upper storeys to further enliven the street and on activated lanes (Figure 8.1).
  15. Ground floors should not be raised above finished grade to support accessibility, permeability, and an attractive and functional interface with the street.
  16. Small encroachments into the maximum building height for safety and egress elements—such as railings, guardrails, and access structures—should be permitted to encourage rooftop patios or terraces.
  17. Development(s) on 10 Street should reinforce the street's distinct character through:
    - variation in building design to create visual interest; and,
    - facade articulation to allow space for patios, landscaping, and tree retention.

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

percent of frontage to offset loss of buildable area.

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



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



FIGURE 4.9 - RESIDENTIAL AREA



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

## Residential

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

### Uses

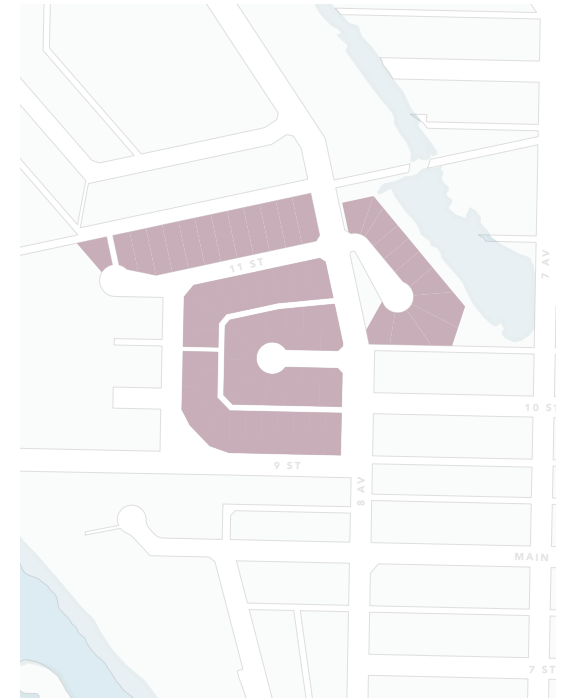
1. Residential uses should be permitted.
2. Small-scale, neighbourhood-oriented commercial uses should be allowed as discretionary uses on the ground floor.
3. Sites with existing non-residential uses (834 7 Street and 901 8 Avenue) may retain their existing zoning (TC). However, rezoning these properties in alignment with the Residential character area should be encouraged.
5. Buildings shall be designed to contribute to a residential neighbourhood character, which should include measures such as:
  - providing ground floor residential units with outdoor space and direct access to the street;
  - enclosing parkades with garage doors;
  - orienting units to maximize privacy with consideration for full build out of the Residential character area;
  - limiting ground floor residential units to be at a maximum of 1.0 metre above the finished grade; and,
  - avoiding the use of false eavelines.
6. Development(s) should support the creation of more attainable and diverse residential units. A minimum density of 68 units/hectare should be provided in support of this objective.

### Building Design

4. Properties within the Residential character area should be zoned Residential Medium Density (R4) District, which may be amended to align with the vision of this plan.
- 4.1. Despite the above, properties subject to a restrictive covenant registered by way of caveat #141KG (Figure 4.10) may retain their existing R1 zoning and be subject to the regulations of that district.

7. Reduced rear yard setbacks and landscaping requirements from current R4 requirements should be supported to allow for more design flexibility and residential units while retaining space for a laneway driveway and garage. Rear yard setbacks should be a minimum 5.5 metres and at least 30% of the site area should be landscaped.
8. More varied or dynamic roof designs should be encouraged through an alternative height calculation, where height is defined from the top of the parapet or the midpoint of a sloped roof.
9. Development(s) receiving bonus height or density and proposing a fourth storey (Section 4.1.2) should:
  - limit building heights, provide setbacks to the upper storeys, and employ other design measures to reduce building massing and minimize shadowing to the satisfaction of the development authority;
  - maintain a sense of openness to the mountains from the street to the extent possible, consistent with the intent of Section 4.1.2; and,
  - provide a minimum rear yard setback of 3.5 metres.
10. An expanded setback shall be provided on the southeast corner of 1 Riverview Place and on the northwest corner of 917 Main Street to facilitate a strong visual connection from the Transition Area to the future northern extent of Riverside Park.
11. Consideration should be given to allowing additional height or density on 1 Riverview Place where land along the eastern property line is proposed to be dedicated to the Town to facilitate a strong connection to Riverside Park.
12. Mature trees located within required setbacks should be preserved where possible. To support tree retention, relaxations to front or rear yard setback requirements may be considered.

FIGURE 4.10 - RESTRICTIVE COVENANT AREA



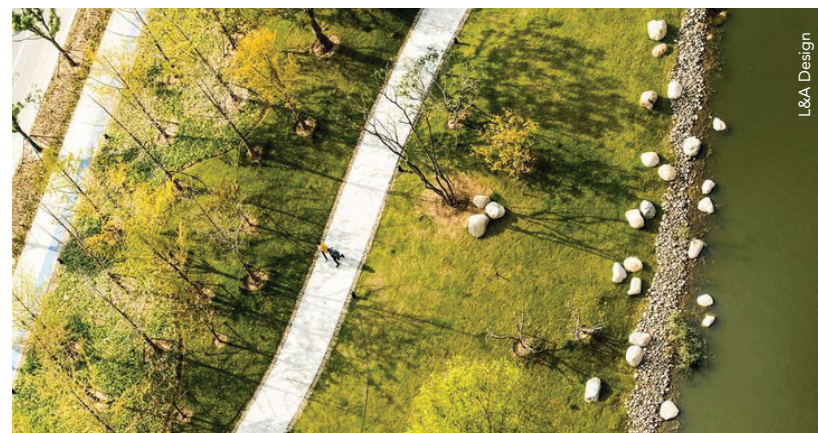
Map highlighting the properties that may be subject to the restrictive covenant (for information purposes only).

### Riverside Park

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

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

7. Limited short-term parking should be provided in the vicinity.



## 8. Transportation and Mobility

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

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

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

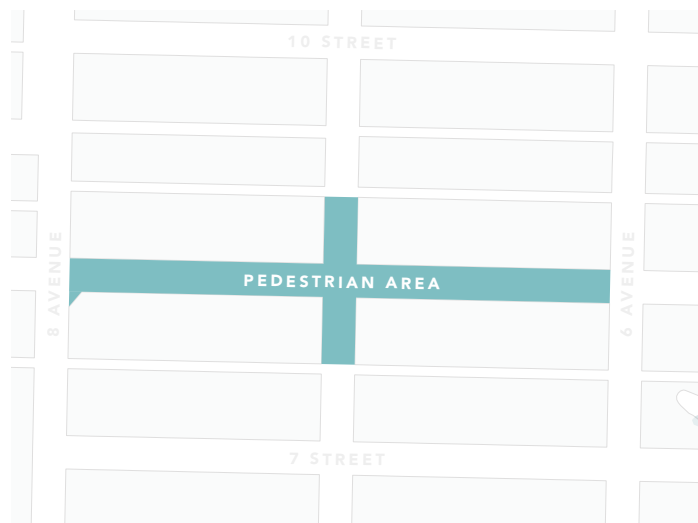
inclusive, and people-friendly environment that can overcome its current constraints. It envisions a **redesigned, and potentially** pedestrianized, Main Street that can accommodate more people and support a reconfiguration of the surrounding street network in accordance with the *ITP*—improving vehicular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

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

### Objectives

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



FIGURE 8.4 - PROPOSED EXTENT OF **POTENTIAL** PEDESTRIAN AREA

Main Street during seasonal (summer) pedestrianization.

## Main Street

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

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

## 8.2 Parking

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

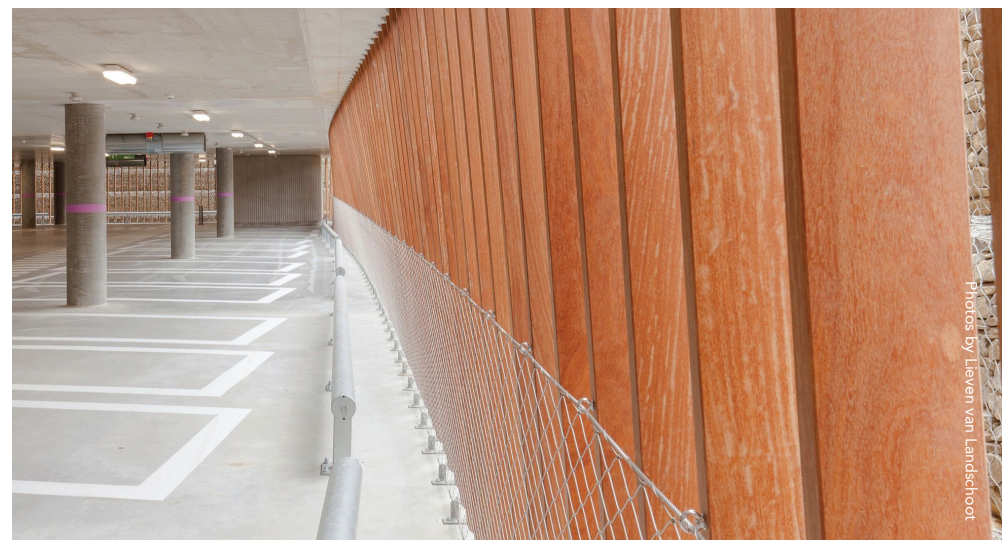
### Policy

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

#### 8.2.1 Off-street parking

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

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



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

2. The need to incorporate public parking facilities into future developments on Town land ~~should~~ shall be considered by the Town at the time of development. Any reduction in off-street public parking facilities that may result from redevelopment of the surface parking lot(s) on Town land in the Commercial Core and Civic Corridor should be offset by the provision of other public parking facilities to maintain access to the central downtown area by all modes.
3. Active transportation options and transit connections should be integrated with public parking facilities within and/or near downtown.
4. Off-street parking regulations, including parking minimums, should be regularly reviewed and updated to support redevelopment and ensure parking supply can be responsive to changing market conditions and demand over time.
5. The existing *Parking Cash-in-lieu Policy* should be updated to encourage broader uptake, support redevelopment, ensure function of the transportation network, and to adequately fund parking facilities.

Updates should consider:

- reducing the per stall cash-in-lieu fee;
  - further reducing or waiving the cash-in-lieu fee for development(s) that provide a desired mid-block connection (Section 8.3.1) or non-market affordable housing;
  - expanding the policy's applicability to the entire plan area; and,
  - requiring development(s) in the Commercial Core with frontage on an activated lane to participate in the cash-in-lieu program.
6. To avoid spillover and demand for on-street parking and residential parking permits, applicants should consider projected parking demand in their calculation and provision of off-street parking as part of any development(s).

7. 100% of parking spaces for residential, visitor accommodation, and hostel uses and 20% of parking spaces for all other uses shall be pre-wired for electric vehicle chargers.
8. Parking should be accessed from lanes or private driveways. Where a lane or private driveway does not exist, access should be provided from the lesser street classification or the creation of a new lane or private driveway at the discretion of the development authority.
9. The provision of and access to off-street parking along activated lanes (Section 8.1.3) shall not compromise or come at the expense of the design or function of the private/public realm, the intent of activated lanes, or the provision of attractive, animated, and functional commercial units and frontages on the activated lane in the Commercial Core.

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

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



## BYLAW 2025-13

### 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 2025-13 – Changes to Variance Powers.”

#### INTERPRETATION

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

#### PROVISIONS

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

#### ENACTMENT/TRANSITION

- 5 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 6 This bylaw comes into force on the date it is passed.

FIRST READING: April 1, 2025

PUBLIC HEARING: May 6, 2025

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



## 01 ADMINISTRATION

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

**1.10.6 Development Permits for Historic Resources**

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

**1.11 CONDITIONS ATTACHED TO A DEVELOPMENT PERMIT**

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

# Project Report

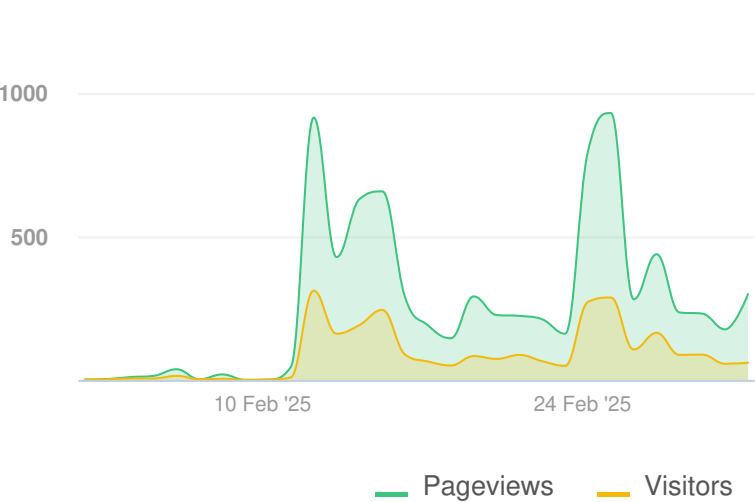
01 February 2025 - 02 March 2025

# MyCanmore

## Connect Downtown: Planning a Vibrant Town Centre



### Visitors Summary

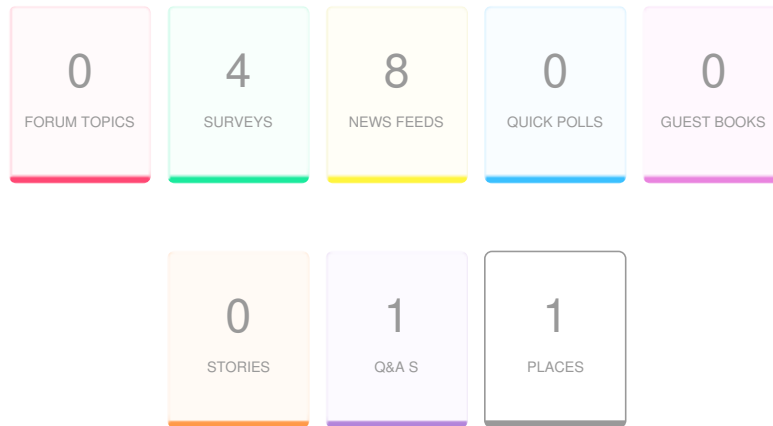


### Highlights

TOTAL VISITS	MAX VISITORS PER DAY	
3.4 k	311	
NEW REGISTRATIONS		
4		
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
623	1.5 k	2.2 k

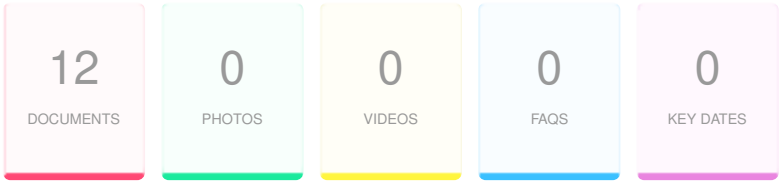
Aware Participants	2,221	Engaged Participants	623
Aware Actions Performed	Participants	Engaged Actions Performed	RegisteredUnverifiedAnonymous
Visited a Project or Tool Page	2,221		
Informed Participants	1,524	Contributed on Forums	000
Informed Actions Performed	Participants	Participated in Surveys	60622
Viewed a video		Contributed to Newsfeeds	000
0Viewed a photo	0	Participated in Quick Polls	000
Downloaded a document	1,061	Posted on Guestbooks	000
Visited the Key Dates page		Contributed to Stories	000
0Visited an FAQ list Page		Asked Questions	010
0Visited Instagram Page	0	Placed Pins on Places	000
Visited Multiple Project Pages	743	Contributed to Ideas	000
Contributed to a tool (engaged)	623		

## ENGAGEMENT TOOLS SUMMARY



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

INFORMATION WIDGET SUMMARY



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



## QANDA

### Ask a Question

Visitors <b>20</b>	Contributors <b>1</b>	CONTRIBUTIONS <b>1</b>
--------------------	-----------------------	------------------------

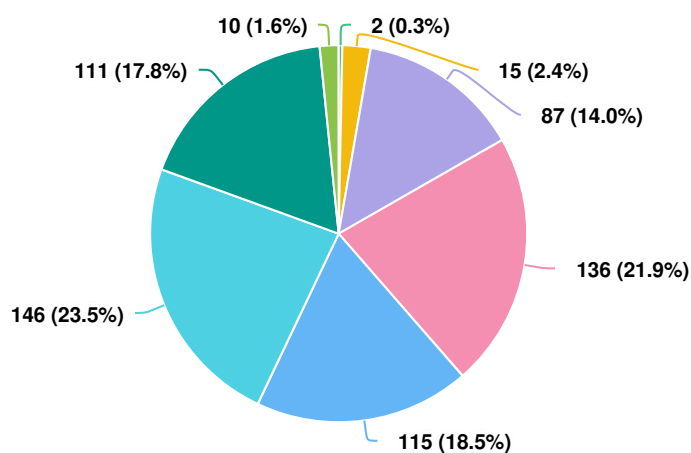
No Responses

## ENGAGEMENT TOOL: SURVEY TOOL

### Draft Plan Survey

Visitors **1031**CONTRIBUTIONS **622**

#### How old are you?



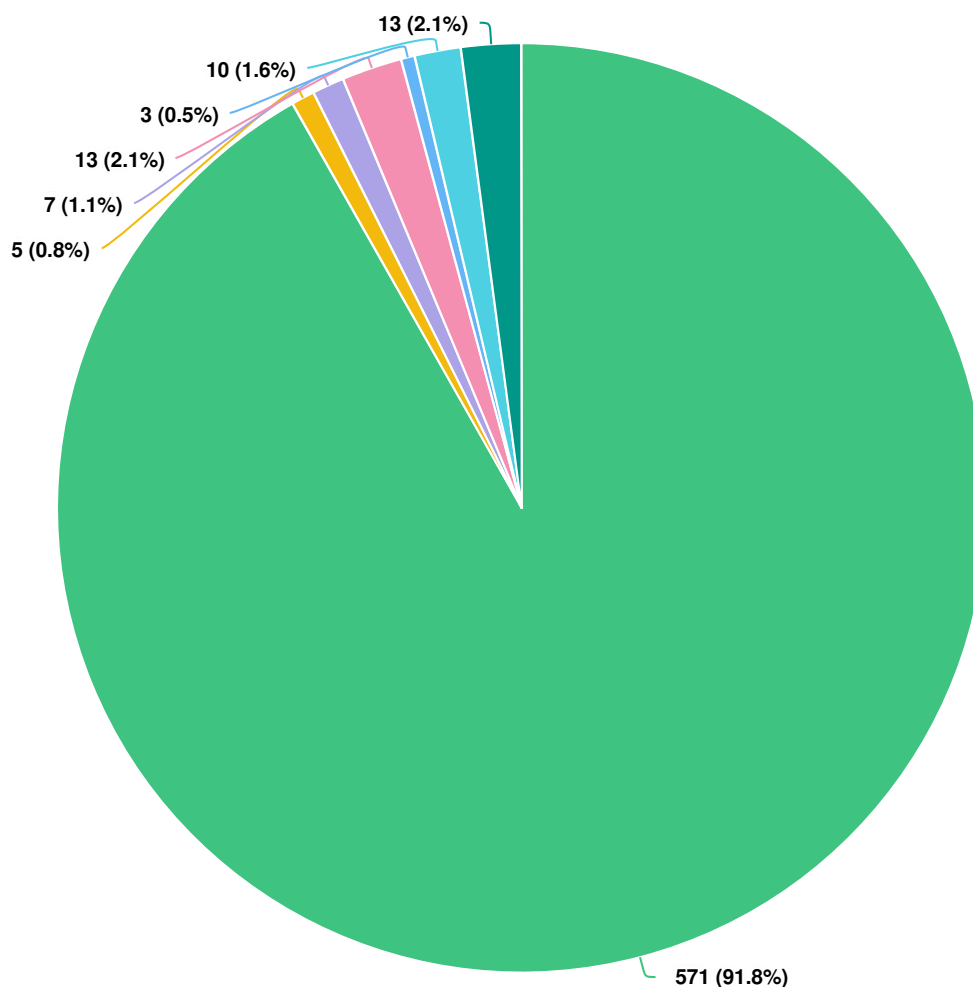
#### Question options

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

Mandatory Question (622 response(s))

Question type: Dropdown Question

## Where do you call home?



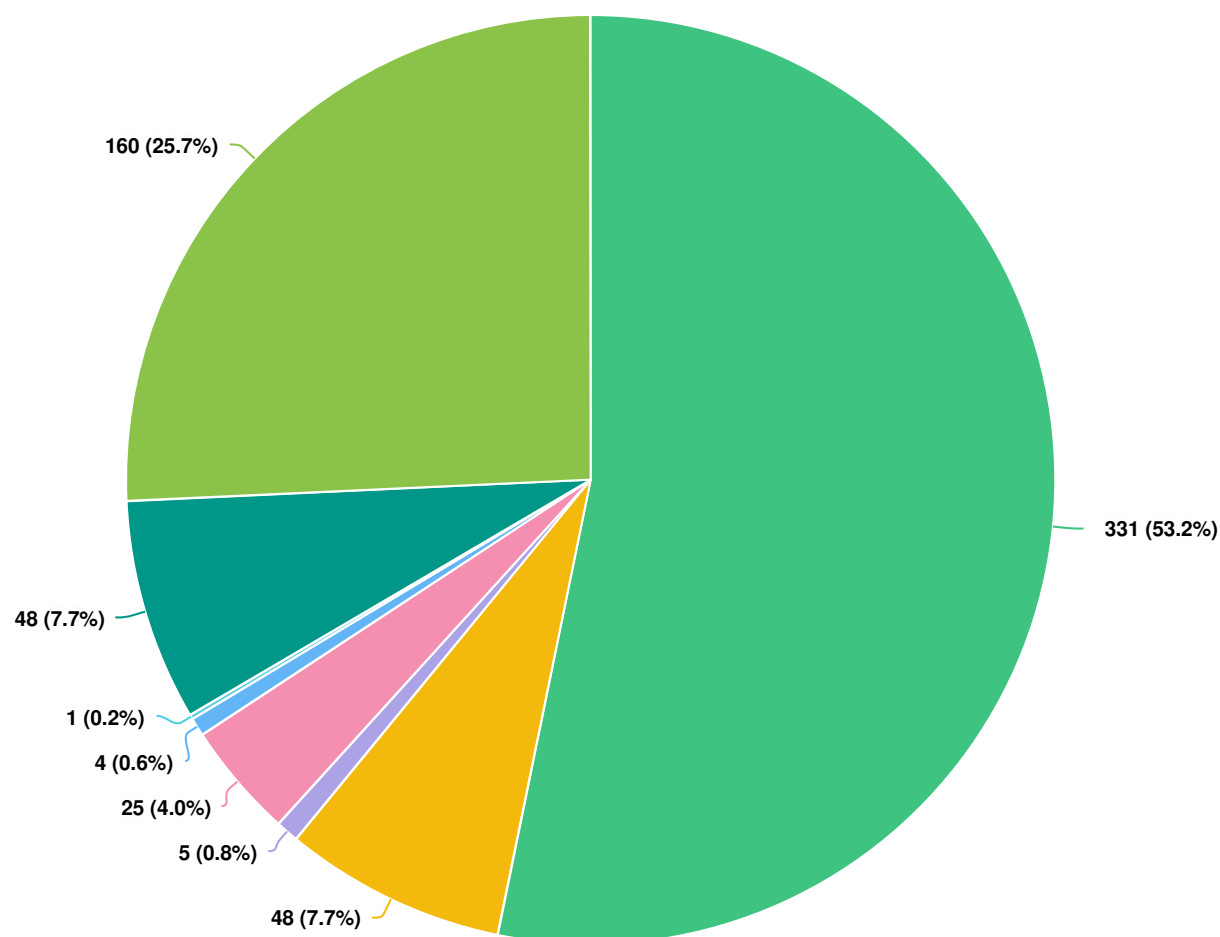
## Question options

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

Mandatory Question (622 response(s))

Question type: Dropdown Question

## Where do you work?



## Question options

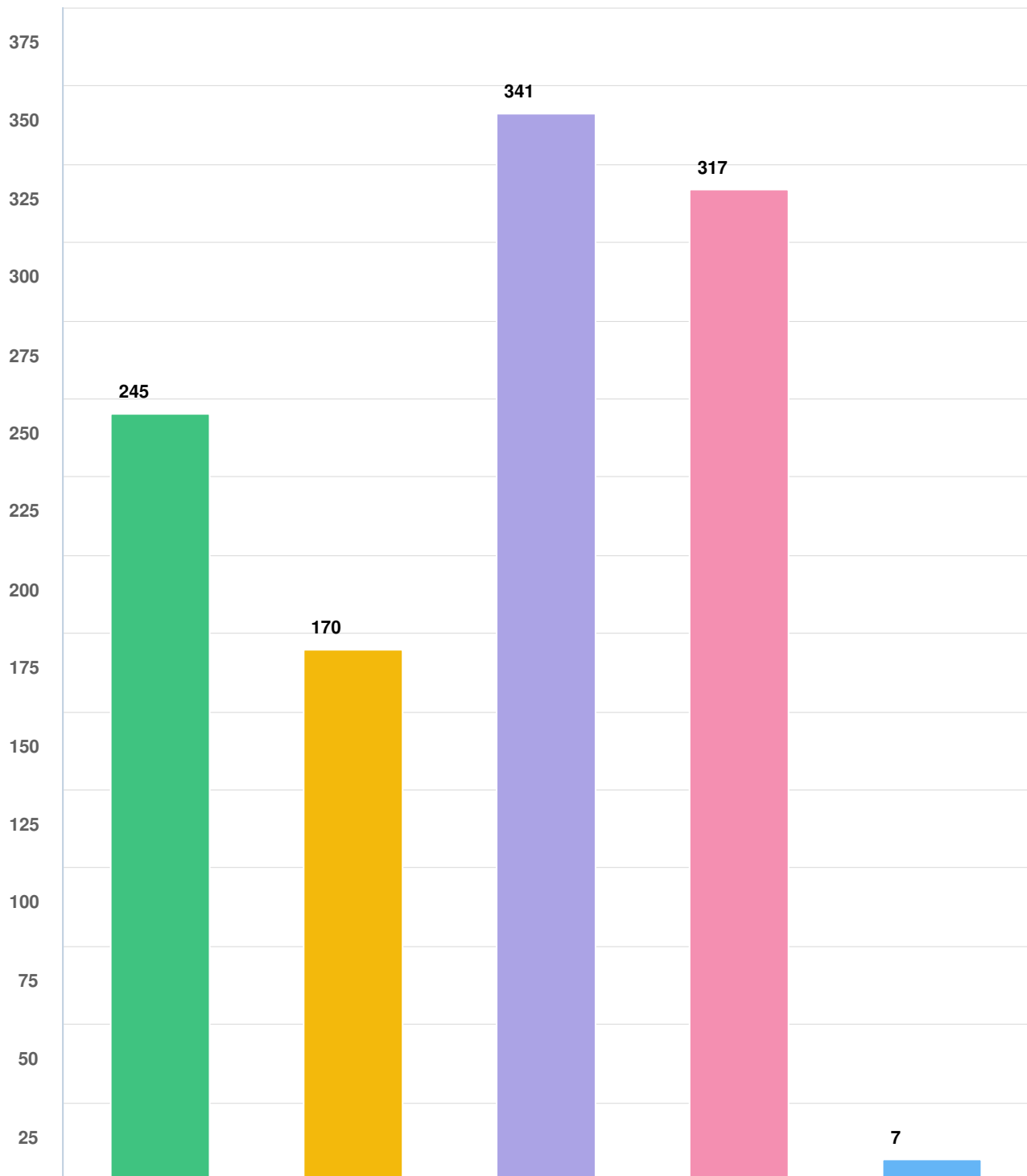
● Canmore 
 ● Banff 
 ● MD of Bighorn 
 ● Calgary 
 ● Minî Thnî 
 ● Cochrane 
 ● Prefer not to say 
 ● Other (please specify)

Mandatory Question (622 response(s))

Question type: Dropdown Question



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

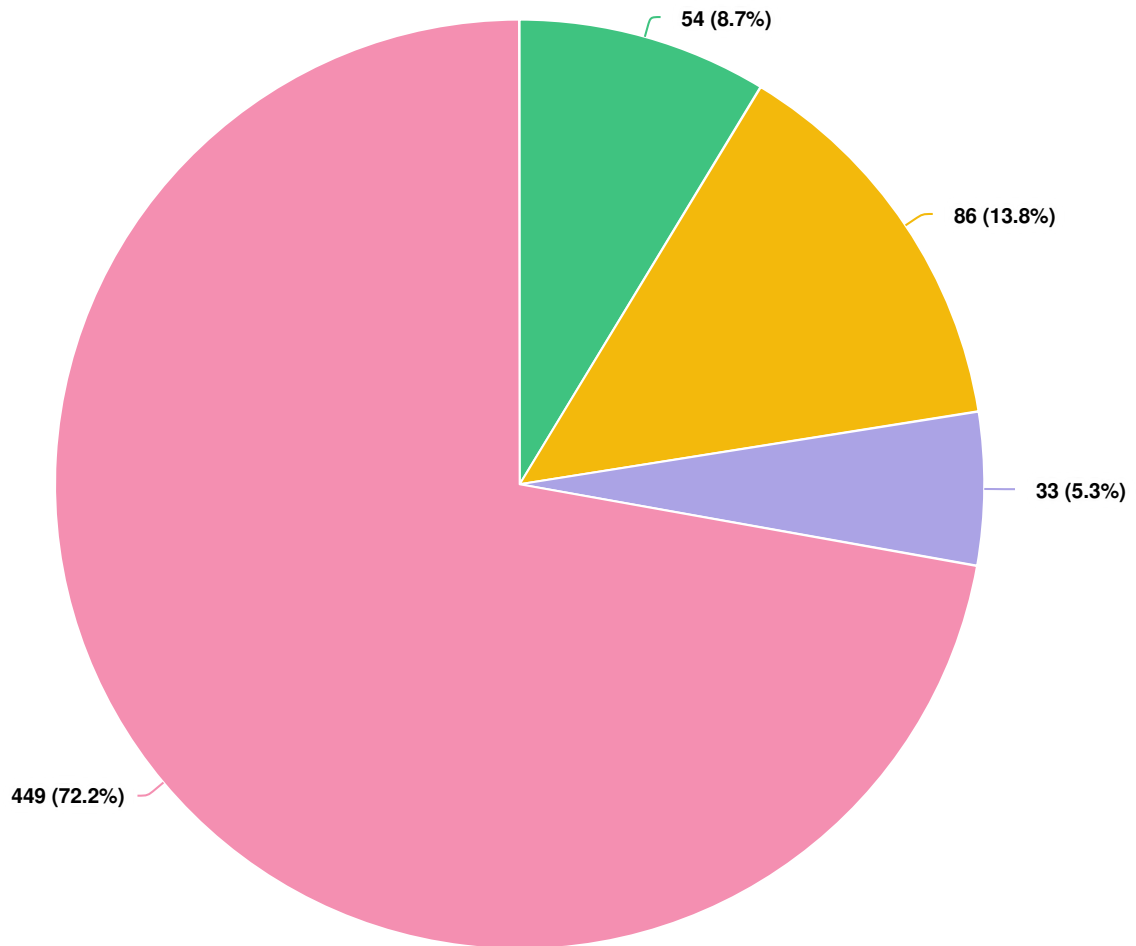
**Question options**

☐ I live here ☐ I work here ☐ I travel through here ☐ I visit here ☐ None of the above

Mandatory Question (622 response(s))

Question type: Checkbox Question

## Do you own or operate a business?



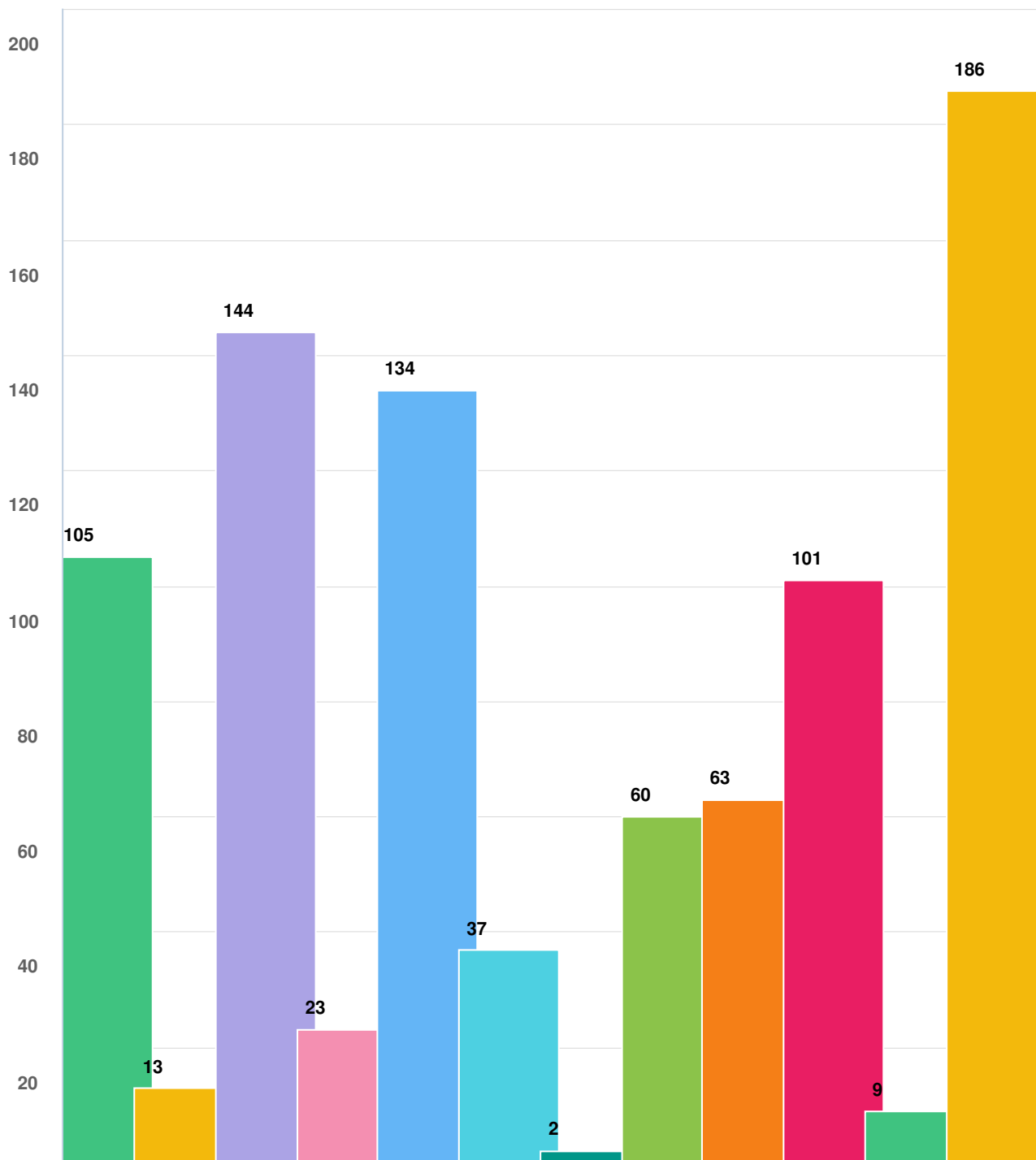
## Question options

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

Mandatory Question (622 response(s))

Question type: Dropdown Question

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



## Question options

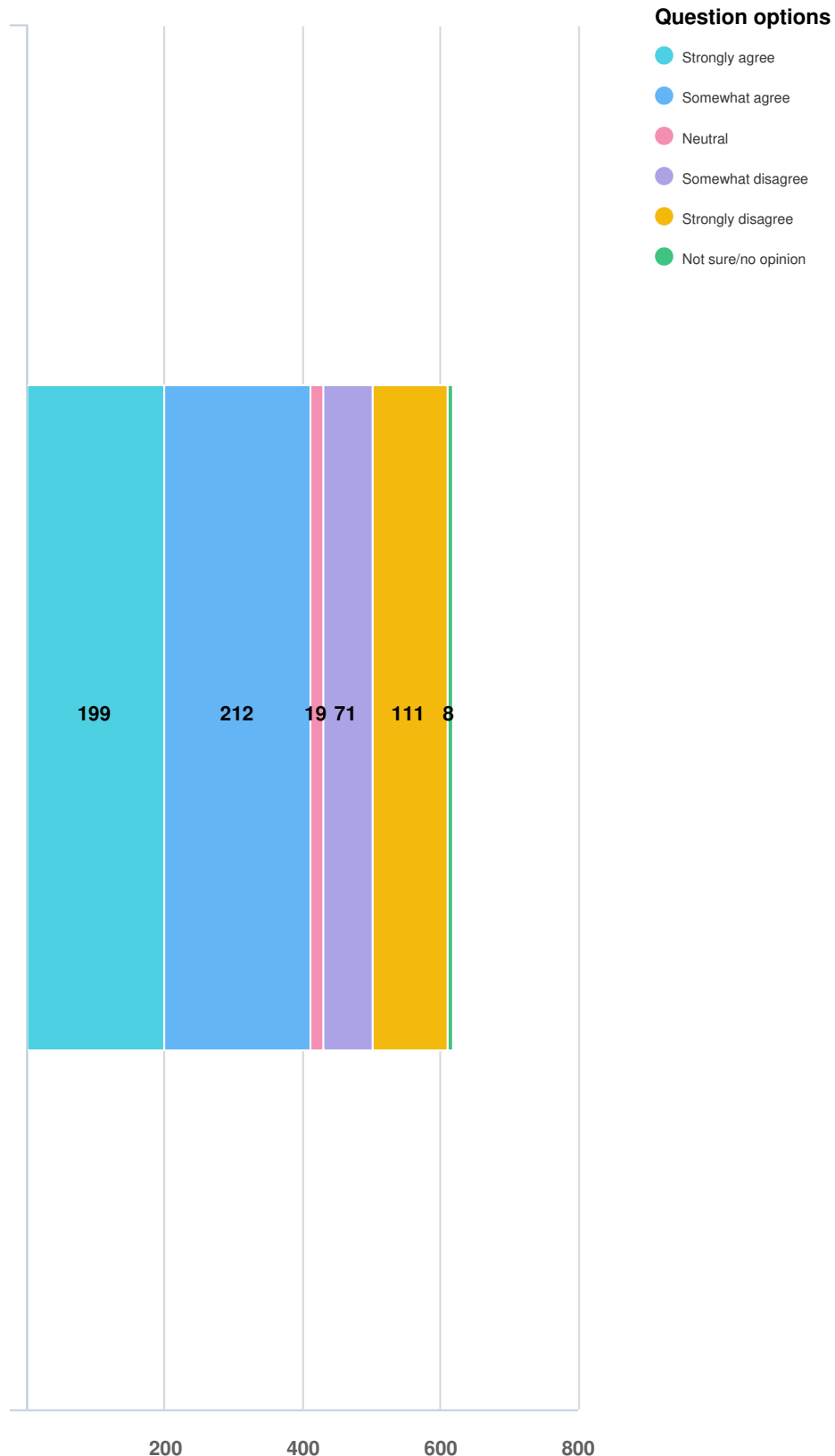
MyCanmore Signage The Rocky Mountain Outlook Mountain FM Word of mouth Postcard  
 Web search Town of Canmore website Newsletter Email The Warm Up Social media

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

Question type: Checkbox Question

## What do you think about this statement?

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



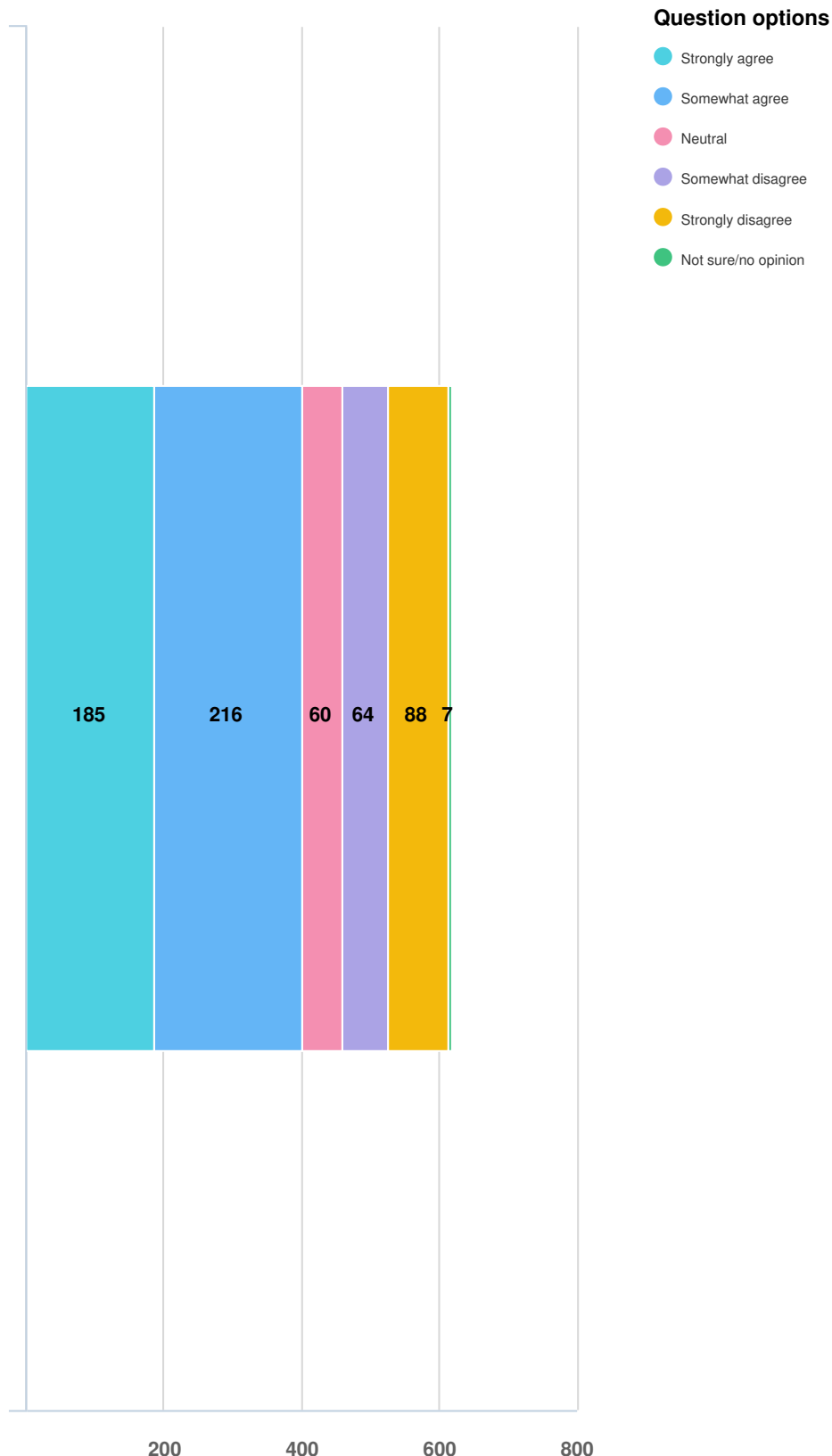
Optional question (620 response(s), 2 skipped)

Question type: Likert Question



### What do you think about this statement?

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

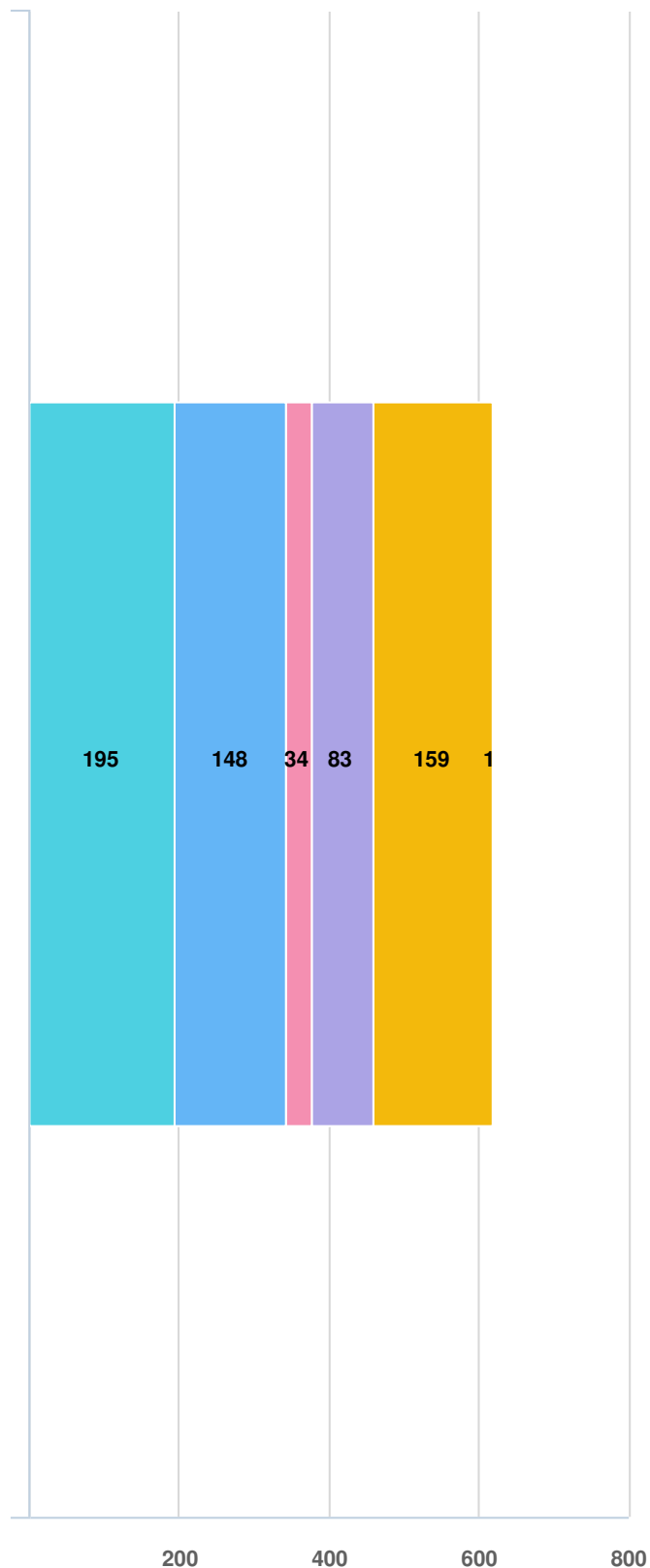


Optional question (620 response(s), 2 skipped)

Question type: Likert Question

### What do you think about this statement?

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



#### Question options

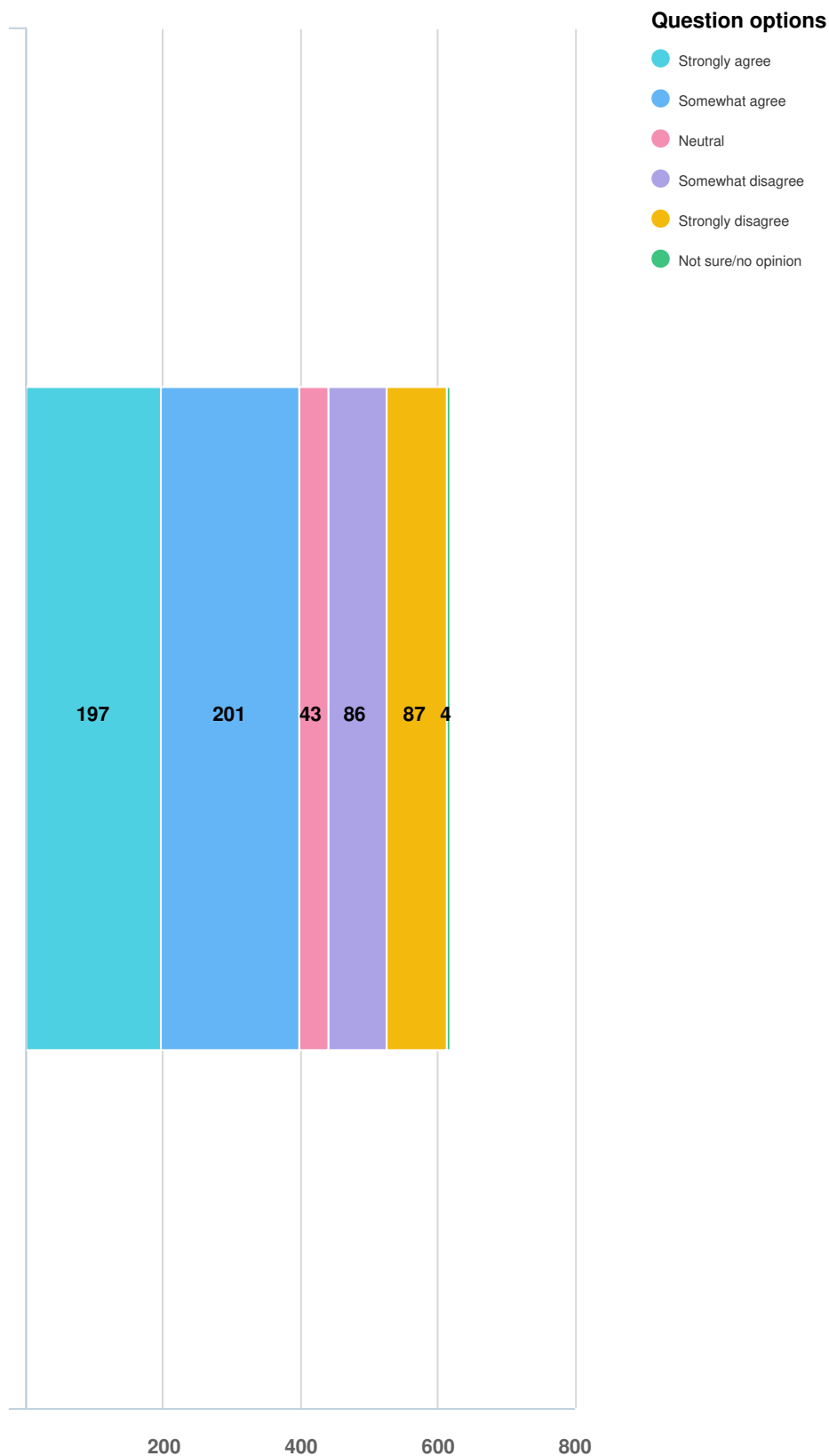
- Strongly agree
- Somewhat agree
- Neutral
- Somewhat disagree
- Strongly disagree
- Not sure/no opinion

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

Question type: Likert Question

### What do you think about this statement?

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

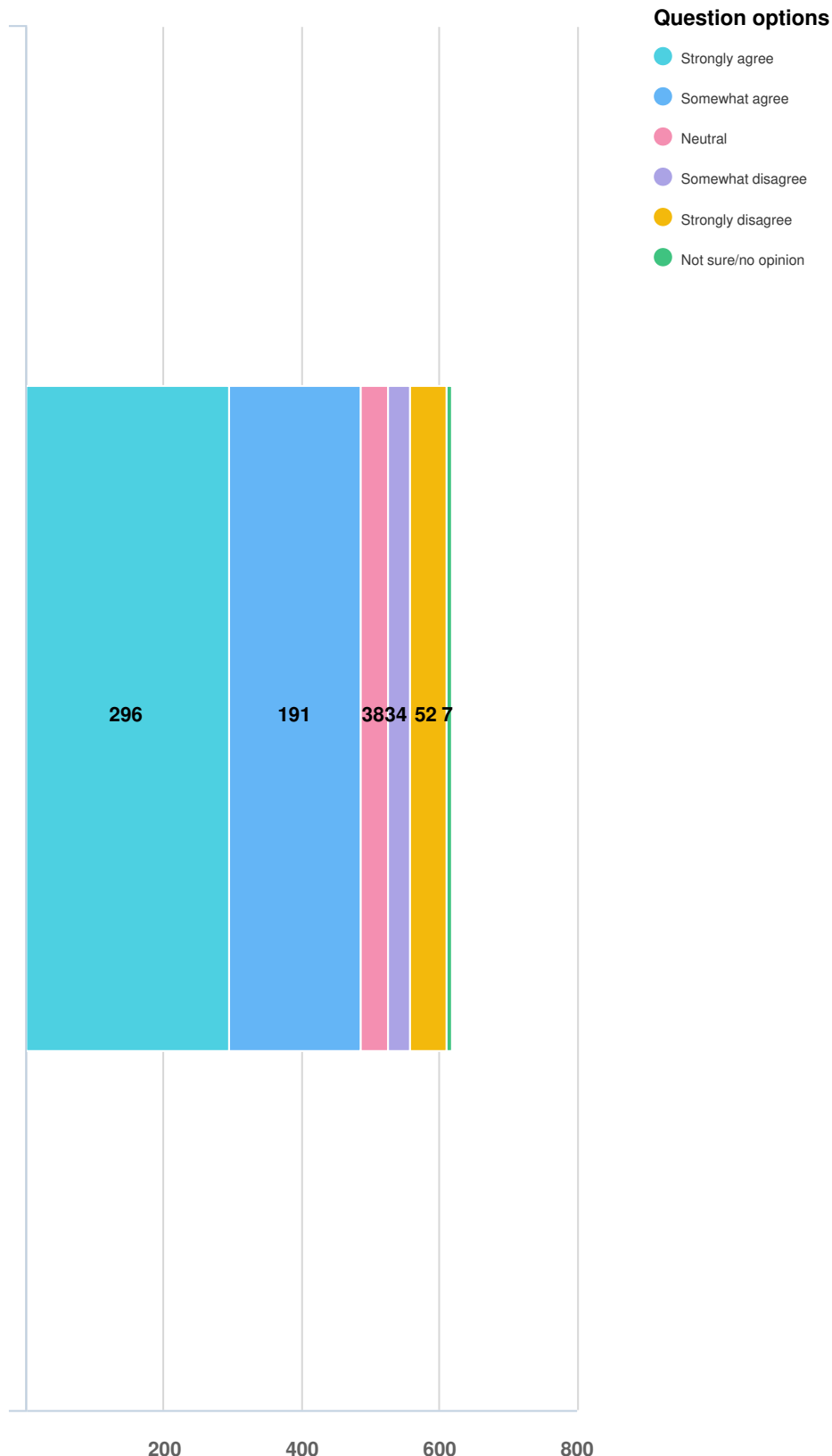


Optional question (618 response(s), 4 skipped)

Question type: Likert Question

### What do you think about this statement?

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



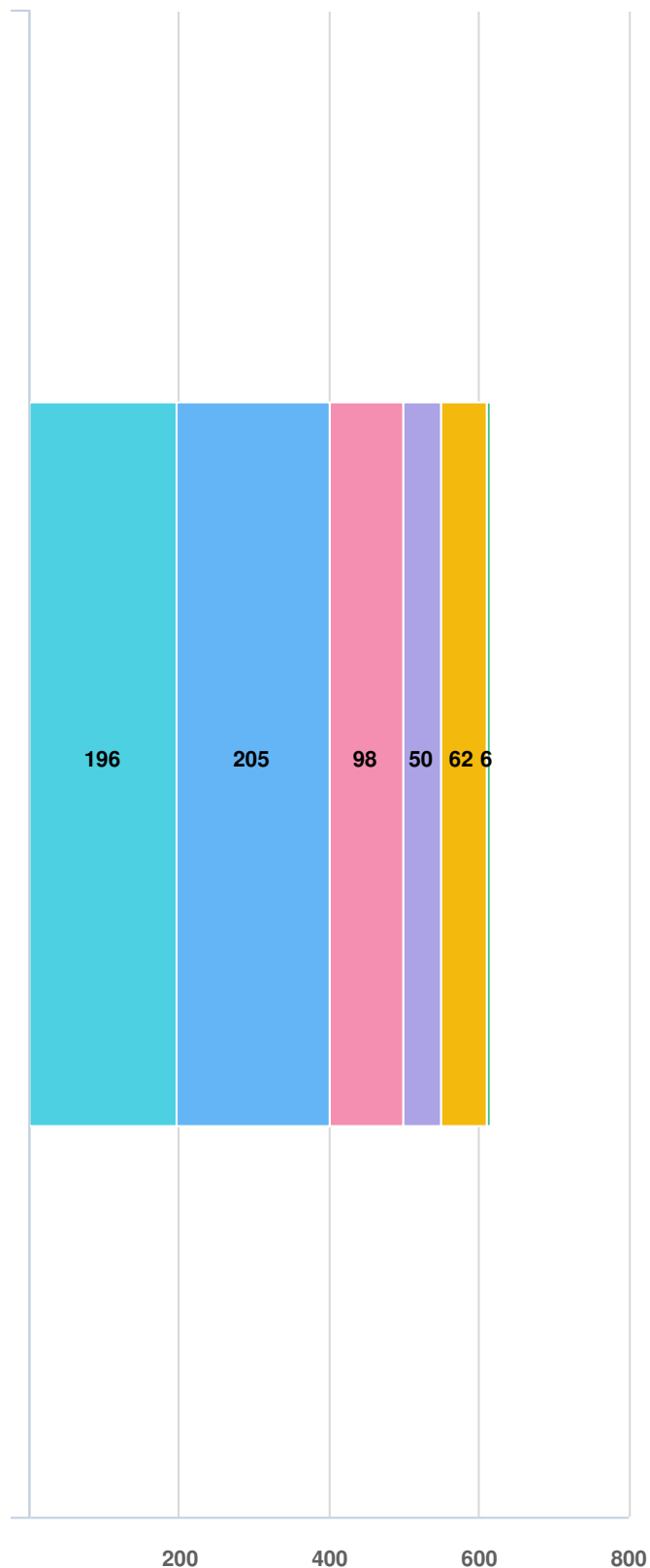
Optional question (618 response(s), 4 skipped)

Question type: Likert Question



### What do you think about this statement?

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



#### Question options

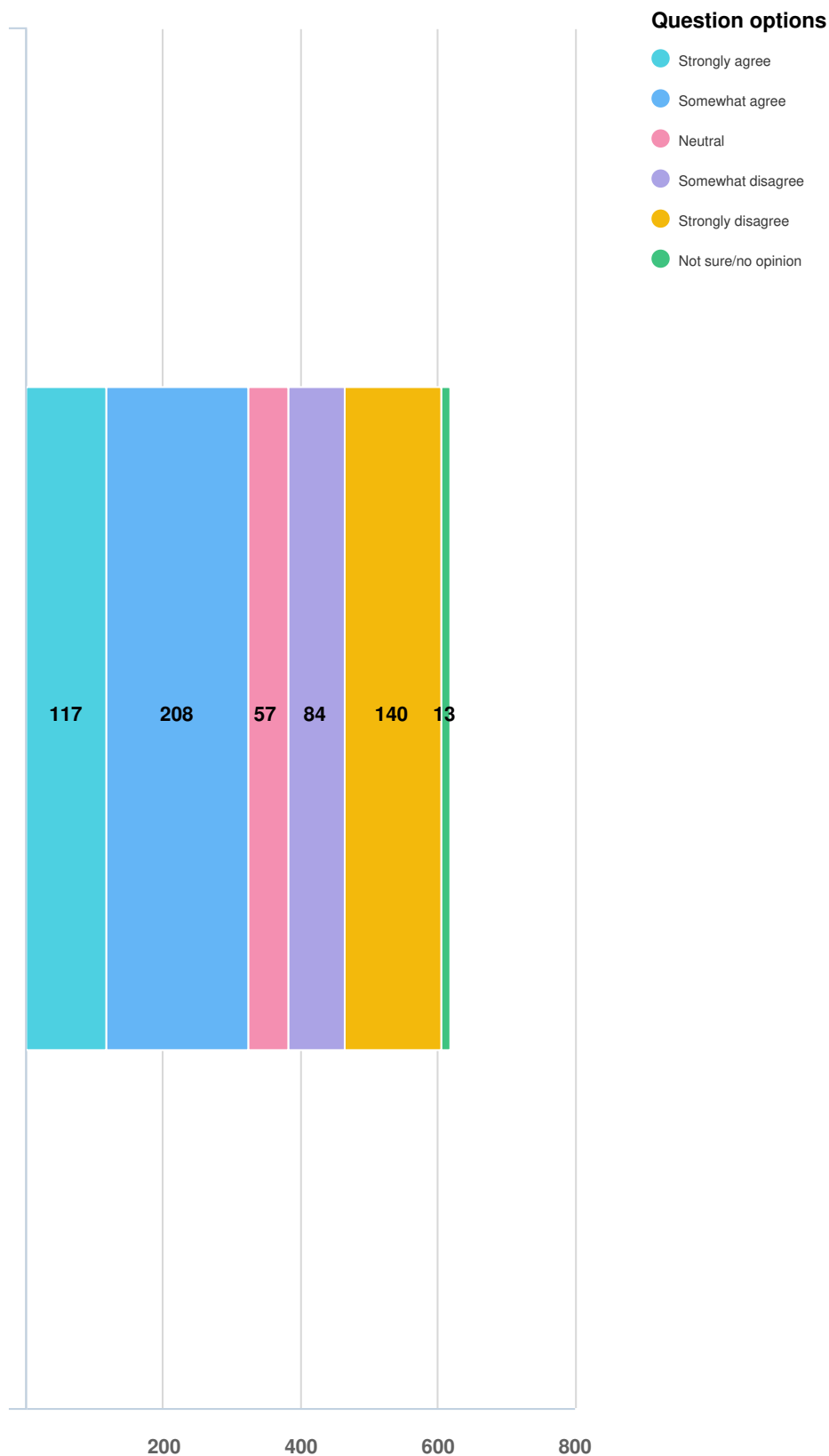
- Strongly agree
- Somewhat agree
- Neutral
- Somewhat disagree
- Strongly disagree
- Not sure/no opinion

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

Question type: Likert Question

### What do you think about this statement?

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

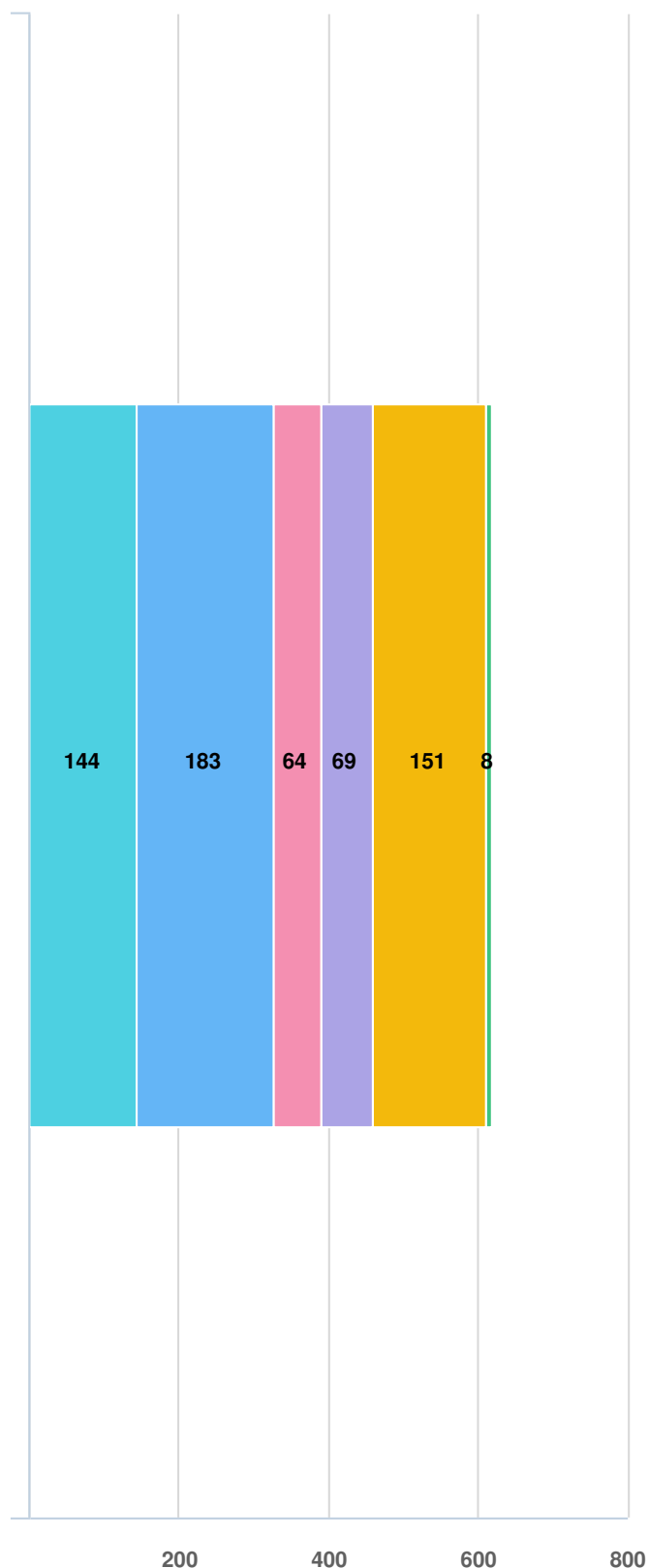


Optional question (619 response(s), 3 skipped)

Question type: Likert Question

### What do you think about this statement?

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



#### Question options

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

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

Question type: Likert Question



# Request for Decision

**DATE OF MEETING:** July 8, 2025 **AGENDA #:** G 4

**TO:** Council

**SUBJECT:** Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation

**SUBMITTED BY:** Eleanor Miclette, Manager of Economic Development

**RECOMMENDATION:** That Council give first reading to Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation.

That Council schedule a public hearing for Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation on September 2, 2025.

## EXECUTIVE SUMMARY

By way of motion 246-2024, administration was directed to return with recommended amendments that would align Visitor Accommodation Business Licensing requirements with Tourist Home Business Licensing requirements. Administration collaborated with industry, industry associations, and internal interest holders to craft recommended amendments, assess the opportunities and challenges, and identify areas where capacity needs to be bolstered to operationalize bylaw amendments (if approved).

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The Business Registry Licence Bylaw is permitted under the Municipal Government Act, Part 2, Division 1, Section 8.

### Relevant Council Motions:

- 16-2024 That Council accept the Livability Taskforce recommendations for information as presented and direct administration to develop an implementation plan.
- 244-2024 That Council give third reading to Business Registry Bylaw Amendment 2024-27- Omnibus
- 246-2024 That Council direct administration to return with recommended amendments to the Business Registry Licence Bylaw that explore requiring all individually titled visitor accommodation units to obtain a business licence and that the display of the licence be subject to the same requirements as tourist homes and that administration include any additional resources required to process the anticipated increase in business licences as an option for Council as part of the 2025/2026 budget process.

## DISCUSSION

The November 4<sup>th</sup> omnibus amendments to the Business Registry Bylaw 2024-27 included the implementation of business licensing requirements for Tourist Homes as recommended by the Livability Task Force. Council subsequently directed Administration to bring back bylaw amendments that would align the approach to licensing Visitor Accommodations with that of Tourist Homes.



Canmore features a unique blend of Visitor Accommodation types, including traditional hotels and motels where all visitor accommodation units and common space is owned by one entity, and a condo-hotel model, where individual units are separately owned. Under the current framework, Visitor Accommodation owners may operate their own business or have their units managed by a third-party property management company under a single business licence.

Currently, Visitor Accommodations comprise 1,452 individual tax rolls, which translates into 389 business licences under the existing licensing model. If the process were aligned with the licensing requirements for Tourist Homes, where each titled unit is required to hold an individual business licence, it would result in an additional 1,063 new business licences. This figure does not include units currently under construction, such as those along Bow Valley Trail.

### **Benefits of aligning business licence requirements:**

Through analysis and internal and external review, the following benefits of alignment have been identified:

- **Consistency and Clarity for Operators:** Uniform regulations provide clarity for property and business owners to understand and comply with municipal regulations. The alignment reduces confusion and helps eliminate ambiguity between Visitor Accommodation and Tourist Home categories.
- **Effective Enforcement:** Establishing a consistent permitting process will support more efficient enforcement, enabling reliable public reporting and thorough investigations.
- **Fairness and Equity:** Ensures equitable treatment of all short-term rental operators, avoiding preferential treatment based on property type or ownership structure, and promoting a level playing field across the accommodation sector.
- **Improves Regulatory Oversight:** Streamlining the licensing process allows for better enforcement, improved monitoring of short-term rental impacts on housing availability and neighbourhood dynamics, and more effective data collection to track compliance and trends.
- **Revenue Generation:** By ensuring all short-term accommodations contribute equally through licensing, additional revenue can be directed toward economic development initiatives such as business training, labour market assessments, and sector-specific support programming.

At \$150 per license, the revenue generated by 1,063 licences = \$159,450.

### **Challenges identified through interest holder consultation:**

Consultation with key interest holders, including Tourism Canmore Kananaskis, Canmore Hotel and Lodging Association, several property management companies, and internal departments, has identified the following potential challenges:

- **Resistance from Industry Interest Holders:** Businesses currently operating within the Visitor Accommodation model may view new regulations as a threat to their operational flexibility or competitive positioning.
- **Perception Concerns:** Increased regulations on a key sector may be interpreted by other levels of government or external partners as a signal that Canmore is not supportive of one of its major economic drivers.
- **Administrative Burden for Property Owners and Managers:** Without proper systems and support, the transition to a unit-based licensing model may significantly increase the administrative workload for both individual owners, property managers and town administration.

- **Administrative Burden for Town Departments:** An increase in the number of required business licences will result in a greater administrative workload across multiple departments. The most notable impacts are expected within the Business Registry and Finance teams, particularly at the Front Desk and in Accounts Receivable.
- **Pushback from Existing Owners and Investors:** Owners who purchased under previous interpretations may express opposition to the shift, especially if they perceive that the policy impacts their investment returns.
- **Licensing Complexity and Accountability in Fractional Ownership:** Units with multiple fractional owners (e.g., quarter-share arrangements) might create challenges for business licensing as not all owners opt to run their share as a “business”. This can lead to issues related to compliance and enforcement.

Based on the review of challenges and benefits, Administration recommends aligning business licence requirements for Visitor Accommodation with those of Tourist Homes, as most of the identified challenges can be addressed through the following mitigations.

To address the identified challenges, the following mitigation strategies have been identified:

- **Phased implementation:** Require new developments and newly listed properties to comply immediately with individual licensing, and transition existing businesses at their business licence renewal date.
- **Bulk Licensing Option:** Offer property management companies the opportunity to obtain the license on behalf of individual owners through a simplified process. Work with a few management companies to test and refine the new system before its full implementation (if approved) at the renewal date (January 1, 2026).
- **Education and Support:** Implement an outreach and education campaign targeting individual unit owners, condo boards, realtors, property managers, etc. Additionally, increase part-time business registry coordinator staff hours to full-time to ensure dedicated inquiry support and improve processing timelines. It should be noted that while current staffing levels in Finance may absorb some of the initial workload, the cumulative impact over time may contribute to future staffing or resource requests to maintain service levels and support efficient operations.
- **Fractional Ownership:** Fractional ownership models—such as quarter-share arrangements—present unique licensing challenges due to multiple individuals having rights to operate a single unit. As fractional owners operate as individual businesses, Administration recommends the following approach:
  - Administration recommends treating each fractional owner as an individual business operator, similar to tenants in a co-working space. Under this approach, each owner would be required to obtain an individual business licence if they intend to use the property for rental purposes during their period of ownership or use.
  - To reduce barriers for lower-volume operators, those who can demonstrate gross rental revenues under \$30,000 per annum would be eligible to apply for a micro business licence, consistent with existing provisions in the Business Registry Bylaw.

This approach maintains fairness and accountability while recognizing the diverse business models in Canmore's Visitor Accommodation landscape.

#### Other Recommended Bylaw Amendments:

Two additional amendments are recommended and have been included in the bylaw for approval.

1. Updates to the definition of short-term licences timelines to align with Schedule A

2. Removal of “and on or before September 30” in clause 26, to simplify language that aligns with the 2024 bylaw updates.

#### **ANALYSIS OF ALTERNATIVES**

N/A

#### **FINANCIAL IMPACTS**

Based on the estimated 1,063 new licences to be generated, revenue is anticipated to be \$159,450. Not counting new development coming on board in 2025 and onwards. This revenue estimate was revised since the finance committee meeting, after further analysis of current licence holders. Revenue will be directed to the Economic Development Reserve which is used to fund economic development initiatives and/or programs.

Increasing Business Registry Coordinators' hours by 0.5 FTE, increasing from part-time to full-time hours. The cost of this would be approximately \$42,470.

#### **INTEREST HOLDER ENGAGEMENT**

External Interest Holder:

- Canmore Hotel and Lodging Association
- Tourism Canmore Kananaskis
- Four property management companies

Internal Interest Holders

- Municipal Enforcement, Finance, Communications, Business Registry
- Legal Council

#### **ATTACHMENTS**

- 1) Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation
- 2) Business Registry Bylaw 2015-02 Consolidated – Redline

#### **AUTHORIZATION**

Submitted by:	Eleanor Milette Manager of Economic Development	Date:	<u>June 6, 2025</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date:	<u>June 18, 2025</u>
Approved by:	Caitlin Miller Manager of Protective Services	Date:	<u>June 12, 2025</u>
Approved by:	Scott McKay General Manager, Municipal Services	Date:	<u>June 17, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>July 2, 2025</u>





## BYLAW 2025-24

### A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO AMEND BUSINESS REGISTRY LICENCE BYLAW 2015-02

---

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 “Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation.”

#### INTERPRETATION

- 2 Words defined in Bylaw 2015-02 shall have the same meaning when used in this bylaw.

#### PROVISIONS

- 3 Bylaw 2015-02 is amended by this bylaw.
- 4 Section 5 is amended as follows:
  - a) subsection y) is amended by inserting “, Visitor Accommodations,” between “Tourist Homes” and “and vacation rentals”;
  - b) subsection cc) i) is amended by striking out “three” and substituting “two”;
  - c) the following is added after section kk)
    - ll) “Visitor Accommodation” has the same meaning as set out in the Town of Canmore Land Use Bylaw.
- 5 Section 10.2 is amended by
  - a) inserting “or Visitor Accommodation” between “operates a property as a Tourist Home” and “must obtain”,
  - b) inserting “individual titled” between “for each” and “Tourist Home”,
  - c) inserting “or Visitor Accommodation” between “Tourist Home” and “location”,
  - d) inserting “or unit” between “location” and “and pay”.
- 6 Section 26 is amended by striking out “an on or before September 30”.
- 7 Section 34 is amended by
  - a) striking out “or” and substituting “and”,



b) inserting “, including Visitor Accommodation” between “Tourist Homes” and “of the Licensee”.

8 Section 34.1 is amended by

a) inserting “Visitor Accommodation and” before “Tourist Homes”,

b) striking out “Advertising, including on any Rental Platforms, and such” and substituting “online Advertising, including on Rental Platforms, and the”.

9 Schedule A is amended by

a) striking out “rooms” and substituting “units”,

b) inserting a row “Visitor Accommodation” after “Tourist Home”,

c) inserting a row “Condo Hotel unit \$150” after “Visitor Accommodation”,

d) striking out “1” and substituting “2” after “Hotels, Motels, Inns, Hostels”.

#### **ENACTMENT/TRANSITION**

10 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.

11 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 2



## BYLAW 2015-02

Office Consolation current as of November 8, 2024

### A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR BUSINESS REGISTRY LICENCING

---

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 “Business Registry Licence Bylaw 2015-02.”

#### PURPOSE

- 2 The purpose of this bylaw is to create a registry of Businesses operating in the Town of Canmore in order to identify and understand Business activity in the municipality.
- 3 The revenues generated from Business Registry licensing fees shall be allocated to the economic development reserve and utilized as determined by Council.

2024-27

#### INTERPRETATION

- 4 Words which have been defined in the *Municipal Government Act*, the *Peace Officer Act* and the *Interpretation Act* shall have the same meaning when used in this bylaw.

- 5 In this bylaw:

- a) “Advertise” or “Advertisement” means to promote, describe or publicize merchandise or services in a public forum, including but not limited to commercial vehicles, newspapers, flyers, radio, television, fax communications or internet communications, however created and distributed;

2024-27

- b) “Agent” means a person hired to represent another person or a commercial Business;

- c) “Applicant” means a person who applies for a Business Registry Licence or a renewal of the Business Registry Licence in accordance with this bylaw;

2021-01

- d) “Application” means a written application submitted to the Town of Canmore for a Business Registry Licence or a renewal of a Business Registry Licence, in accordance with this bylaw;

2021-01

- e) “Bed and Breakfast” has the same meaning as set out in the Town of Canmore Land Use Bylaw;

2024-27

- f) “Business” means:

- i) a commercial, merchandising, marketing or industrial activity or undertaking that invoices for goods or services;
- ii) a commercial, merchandising, marketing or industrial activity or undertaking that invoices for goods or services;
- iii) a profession, trade, occupation, calling or employment; or

- iv) an activity providing goods or services, whether or not for profit and however organized or formed, including a co-operative or association of persons;
- g) “Business Premises” means a location, building, or establishment where a place of Business, commercial or industrial activity is undertaken or where professional, personal or other services are provided to the public, typically for monetary gain including but not limited to any store, office, warehouse, residence, yard or other place occupied for the purpose of carrying on a Business that is an approved use under the Town’s Land Use Bylaw;  
2021-01; 2024-27
- h) “Business Registry” means a list of all Businesses that have been issued a Business Registry Licence;
- i) “Business Registry Licence” means a licence issued in accordance with this bylaw;
- j) “Business Registry Coordinator” means a person hired to administer and issue Business Registry Licences as designated by the chief administrative officer;  
2024-27
- k) “Busker” means a person who performs entertainment in a public place while soliciting money;
- l) “Carry On” means conduct, operate, perform, keep, hold, occupy, deal in, or use, for gain, whether as principal or Agent;
- m) *Repealed 2024-27*
- n) “Dwelling Unit” has the same meaning as set out in the Town of Canmore Land Use Bylaw as amended;  
2021-01; 2024-27
- o) “General Contractor” means the owner of a Business who enters into contracts for the erection, alteration, construction, repair of buildings or structures of any kind and includes any owner of property who supervises the erection, construction, alteration and repair of buildings or structures where a General Contractor is not engaged in such a project;
- p) “Hawker” means any person who, whether as principal or Agent, goes from door to door selling or offering for sale any merchandise or service, or both, to any person and who is not a wholesale or retail dealer in that merchandise or service, and who does not have a permanent place of Business in the Town;
- q) “Home Occupation – Class 1” has the same meaning as set out in the Town of Canmore Land Use Bylaw;  
2021-01; 2024-27
- r) “Home Occupation – Class 2” has the same meaning as set out in the Town of Canmore Land Use Bylaw;  
2021-01; 2024-27
- s) “Independent Contractors” means a person contracted to perform work for another entity as a non-employee;  
2024-27

- t) "Licensee" means the holder of a Business Registry Licence;
- u) "Micro-Business" means a Business earning less than \$30,000 a year in gross annual revenue; including but not limited to a Business without material expenditure of time, with a single product or service;
- v) "Non-Resident Business" means a Business that carries on activities, in whole or in part, within the Town, but
- i) does not maintain a permanent place of Business within Canmore, or
  - ii) does not maintain a permanent place of Business in a neighbouring jurisdiction where that jurisdiction has an inter-municipal service agreement with the Town of Canmore;
- w) "Peace Officer" means
- i) A person appointed as a bylaw enforcement officer pursuant to the Municipal Government Act,
  - ii) a person appointed as a Peace Officer pursuant to the Peace Officer Act, or
  - iii) a police officer;
- x) "Private Client" means an individual or entity that receives personalized financial, legal, or professional services tailored to their specific needs in exchange for financial compensation;
- y) "Rental Platform" means an online service or marketplace that facilitates the listing, discovery, and booking of rental properties, such as Tourist Homes, Visitor Accommodations, and vacation rentals, for short-term periods typically ranging from a single night to several weeks;
- z) "Resident Business" means a Business that:
- i) maintains a permanent place of Business within the boundaries of the Town; or
  - ii) maintains a permanent place of Business in a neighbouring jurisdiction where that jurisdiction has an inter-municipal service agreement with the Town of Canmore;
- aa) *Repealed 2024-27*
- bb) "Sub-Contractor" means a person hired by a General Contractor to provide goods or services in relation to a particular trade, project or contract;
- cc) "Temporary Licence" means a Business Registry Licence issued to a Non-Resident Business for one of the following time periods:
- i) ~~three-two~~ days;
  - ii) one month;
  - iii) three months;
  - iv) six months;
- dd) "Tourist Home" has the same meaning as set out in the Town of Canmore Land Use Bylaw;
- ee) "Town" means the Town of Canmore in the Province of Alberta or the land lying within the corporate limits of the Town, as the context requires;

- ff) "Town-Approved Event" means an event that utilizes Town property with approval from the Town, which may include a facility rental agreement and/or a Community Event Permit;  
2024-27
- gg) "Umbrella Rider" means an annual fee paid by a licensed Resident Business to allow one or more other Businesses to be carried out on the Licensee's Business Premises for a maximum of three (3) consecutive days without the other Business having to purchase a separate Business Registry Licence;  
2024-27
- hh) "Vendor" means any person who, whether as a principal or Agent, offers or exposes for sale to any other person, processed or unprocessed foodstuffs, services, or retail items from:
- i) a push-cart, wagon, or other wheeled or skidded vehicle; or
  - ii) a mobile preparation unit; or
  - iii) a stall, booth, table or space;
- ii) "Violation Tag" means a municipal tag or similar document issued by a Peace Officer in relation to an offence under this bylaw;
- jj) "Violation Ticket" means a ticket issued pursuant to the Provincial Offences Procedures Act, as amended, and the regulations thereunder;
- kk) "Voluntary Registration" means a profession, organization, society, charity or non-profit that is exempt from requiring a Business license as per the Municipal Government Act, their professional governing Act, or this bylaw that voluntarily registers for a Business Registry Licence;
- ll) "Visitor Accommodation" has the same meaning as set out in the Town of Canmore Land Use Bylaw.

2025-24

## DUTIES OF THE BUSINESS REGISTRY COORDINATOR

6 The Business Registry Coordinator shall:

- a) grant and renew Business Registry Licences;
- b) maintain appropriate records pertaining to the licensing of Businesses, infractions of this bylaw, and generally all matters arising out of the Application; and
- c) enforce this bylaw.

2021-01; 2024-27

7 The Business Registry Coordinator may refuse to grant and renew a Business Registry Licence if, in their determination:

- a) the Applicant is in breach of this or any other bylaw of the Town, or any applicable municipal, provincial, or federal statute or regulation; or



- b) the Applicant does not hold current and valid municipal, provincial or federal permits, approvals, licences, clearances or insurances as required by the relevant municipal, provincial or federal bylaws, statutes or regulations.

2021-01; 2024-27

- 8 When an Application has been refused, the Business Registry Coordinator shall provide written reasons for the refusal.

## REGISTRATION PROVISIONS

- 9 Except as otherwise provided for in this bylaw, no person shall Carry On any Business in the Town without first having obtained a Business Registry Licence for the Business prior to the first day of operation.

2021-01

- 9.1 All Independent Contractors that Carry On Business in the Town must hold and maintain a valid Business Registry Licence.

2024-27

- 10 An owner of a Business shall obtain a Business Registry Licence for each physical address, premises, or location where the Business is carried on within the Town, and a separate fee shall be paid for each location's licence.

2021-01

- 10.1 Businesses that do not require a development permit may be subject to additional conditions, including but not limited to proof of liability insurance and pre-approved route of operation on public roads.

2021-01

- 10.2 The owner of a property who offers or operates the property as a Tourist Home or Visitor Accommodation must obtain a separate Business Registry Licence for each individual titled Tourist Home or Visitor Accommodation location or unit and pay a separate fee for each licence.

2024-27; 2025-24

- 11 When one owner is carrying on more than one Business from the same premises, the owner shall obtain a separate Business Registry Licence for each Business.

- 12 When two or more owners are carrying out separate Businesses from the same premises:

- a) each owner shall obtain a Business Registry Licence for each Business, or
- b) one of the owners shall add an Umbrella Rider to their existing Business Registry Licence if applicable in accordance with section 15 of this bylaw.

2021-01

- 13 An Umbrella Rider may be added to an existing resident Business Registry Licence to allow one or more separate Businesses to be carried out on the Business Premises without obtaining separate Business Registry Licences for a maximum of 3 consecutive days.

- 14 *Repealed 2021-01*

- 15 Umbrella Riders shall not apply to:

- a) Businesses that Advertise their goods or services as being provided from the licensed Business' premises for a period of time greater than 3 days;
- b) maintenance, repair and construction services; or
- c) Businesses carried out as part of a Town-Approved Event.

2021-01; 2024-27

16 When a Business is carried out as part of a Town-Approved Event:

- a) the owner shall obtain a Business Registry Licence, or
- b) the organizer of a Town-Approved Event shall obtain one Business Registry events licence to allow one or more separate Businesses to be carried out as part of the event.

2021-01; 2024-27

17 When two or more owners are carrying out separate Businesses from the same premises or for the same construction project or Town-Approved Event:

- a) a Business owner is responsible for ensuring that all separate Businesses being carried out on their Business Premises hold a valid Business Registry Licence or are included under the owner's Umbrella Rider, or events licence;
- b) a General Contractor is responsible for ensuring that all of their Sub-Contractors hold a valid Business Registry Licence;
- c) the organizer of a Town-Approved Event is responsible for ensuring all separate Business being carried out as part of the event hold a valid Business Registry Licence or are included under the organizer's Business Registry special events licence; and
- c.1) the organizer of a film production or a photoshoot conducted within the Town is responsible for ensuring all separate Businesses being carried out as part of the film production or photoshoot hold a valid Business Registry Licence.

2021-01; 2024-27

18 A Business shall be exempted from the requirements of this bylaw if:

- a) the Business is carried on by the Town, the government of Canada or the Province of Alberta;
- b) the Business provides goods or services exclusively to the Town, the government of Canada or the Province of Alberta;
- c) the Business provides written proof that they are exempt under a statute of Canada or the Province of Alberta;
- d) the Business is covered under the Umbrella Rider of another Business; or
- e) the Business is covered under a special event Business Registry Licence obtained by an event organizer.

2024-27

2024-27

f) *Repealed 2021-01*

- 19 A Business shall be exempted from all provisions of this bylaw except for the requirement to obtain a licence to cover Business activities held as part of a Town-Approved Event if:

2024-27

- a) the Business has been exempted by the Town from municipal property taxation; or
- b) the Business is a registered charitable or non-profit organization.

20 *Repealed 2021-01*

- 20.1 The Applicant is solely responsible for ensuring that all municipal, provincial and/or federal approvals (which may include but not be limited to those provided by Alberta Public Health, Fire, Police, Building Inspector, Alberta Liquor and Gaming Commission, or Alberta Motor Vehicle Industry Council) that are required for the carrying out of any Business, trade, or occupation have been received prior to operating of the Business and are maintained in good standing throughout the duration of the term of the Business licence and any renewal thereof.

2021-01

- 20.2 Copies of all such licences, permits and approvals referred to in section 20.1 must be provided to the Business Registry Coordinator or a Peace Officer upon request.

2021-01; 2024-27

- 21 A Business Registry Licence shall not be transferred from one person to another, and a new Business Registry Licence shall be required upon transfer of Business ownership.

2021-01; 2024-27

- 21.1 When a Business has been transferred from one person to another, the Applicant must provide evidence of a transfer or assignment of the interests of the existing Licensee or of the location of the Business.

2021-01

- 21.2 Buskers must be in possession of a Business Registry Licence and must comply with all busking conditions and locations set out in the Town's busking permit.

2021-01; 2024-27

- 22 The holder of a Business Registry Licence is required to comply with all Town bylaws and all applicable provincial or federal acts, regulations, standards, and codes.

2024-27

- 22.1 The Business owner or holder of the Business Registry Licence is responsible for notifying the Business Registry Coordinator of any changes to the Business, including physical location, mailing address, primary contact, Business owner, Business name, or Business phone number, mailing address or website and for paying fees in accordance with Schedule A.

2021-01; 2024-27

- 22.2 If the Business undergoes a change in its Business Registry Licence category, for example, transitioning from a Home Occupation to a Resident Business category, the Business owner must submit an Application for the new category of licence.

2024-27

- 22.3 If applicable, Business Registry Licence fees already paid for the current licence year may be applied towards the fee for the new licence category subject to the following:

- a) where the new licence fees are higher than the fees already paid for the year, the Business owner will be responsible for paying the difference in fees; and

- b) where the new licence fees are lower than the fees already paid for the year, the difference in licence fees remains non-refundable.

2024-27

- 22.4 A Business owner is responsible for notifying the Business Registry Coordinator if their Business ceases to operate within Canmore and is subject to paying any outstanding licence fees prior to the licence being cancelled.

2021-01

## APPLICATION AND FEES

- 23 An Applicant for a Business Registry Licence shall complete an Application on the approved form, furnishing such information as the form shall require and such additional information as the Business Registry Coordinator may reasonably require.

2024-27

- 24 A Business Registry Licence or the renewal of a Business Registry Licence shall not be issued by the Business Registry Coordinator until the fees set out in Schedule A are received by the Town.

2021-01; 2024-27

- 25 Any Business, except for a Business that has been issued a Temporary Licence, Micro-Businesses, Home Occupation – Class 2, or a Bed and Breakfast Business Registry Licence holder, that renews an existing Business Registry Licence, or that commences Business on or after January 1 and on or before June 30 shall pay the full amount of the Business Registry Licence fee provided for in Schedule A.

2024-27

- 26 Any Business, except for a Business that has been issued a Temporary Licence, Micro-Businesses, Home Occupation – Class 2, or a Bed and Breakfast Business Registry Licence holder, that commences Business on or after July 1 ~~and on or before September 30~~ shall pay 50% of the annual Business Registry Licence fee provided for in Schedule A.

2021-01; 2024-27; ~~2025-24~~

- 27 *Repealed 2024-27*

- 28 A Non-Resident Business shall pay a non-resident Business Registry Licence fee provided for in Schedule A, in addition to any other category that may apply to the Business.

2024-27

- 29 If an Applicant for a Home Occupation – Class 1, Home Occupation – Class 2, or Businesses operating in a co-working space completes a Business Registry License application confirming a gross annual revenue of less than \$30,000, the Applicant is eligible to pay the Micro-Business Licence fee set out in Schedule A.

2021-01; 2024-27

- 29.1 The Business Registry Coordinator may request, and the Applicant shall provide, upon request, any further documentation deemed necessary by the Business Registry Coordinator.

2021-01; 2024-27

- 30 Any Business exempted from this bylaw may voluntarily obtain a Business Registry Licence by completing the Application and paying the applicable fee in accordance with Schedule A.

- 31 *Repealed 2024-27*

- 32 Out-of-Town contractors who receive payment for services such as providing educational, training or leadership development services to registered not-for-profits sports organizations may qualify for the residential license fee in accordance with Schedule A under the following conditions:

- a) the Application is accompanied by a letter confirming the not-for-profit status of the sports organization under the Societies Act; and
- b) they do not provide services to for-profit organizations or Private Clients in the Town.

2024-27

### TERM OF LICENCE

- 33 Each licence issued pursuant to this bylaw shall ~~expire~~ at midnight on the 31<sup>st</sup> day of December in the calendar year for which such licence was issued except for:
  - a) Business Registry Licences issued to Home Occupations – Class 2, which will expire on the same date as the development permit; and
  - b) Temporary Licences, which will expire on midnight on the expiry date on the Business Registry Licence.

2024-27

### POSTING OR PRODUCTION OF LICENCE

- 34 All licences issued pursuant to this bylaw shall be posted in a conspicuous place on the Business Premises ~~or and~~ Tourist Homes, including Visitor Accommodation, of the Licensee so as to be clearly visible to the public.
  - 34.1 Visitor Accommodations and Tourist Homes must include the Town of Canmore Business Registry Licence number in all Advertising, including on any Rental Platforms, and such online Advertising, including on Rental Platforms, and the Business Registry Licence number must be immediately visible to any member of the public.
- 35 For those Businesses that are not carried on at a fixed location or whose Business Premises are not in Town, the licence must be:
  - a) carried on the person of the Licensee; or
  - b) carried in or on the vehicle or apparatus from which such Business is conducted; or
  - b.1) available for immediate viewing on a digital device; and
  - c) shown to a Peace Officer, Business Registry Coordinator or members of the public upon demand.

2024-27; 2025-24

2024-27; 2025-24

2024-27

2021-01

2021-01; 2024-27

- 36 All licences issued pursuant to this bylaw remain the property of the Town.

### INSPECTION AND ENFORCEMENT

- 37 Any person who contravenes a provision of this bylaw is guilty of an offence and shall be liable for a penalty of \$250.00 for a first offence, \$500.00 for a second offence, and \$1,000.00 for third or subsequent offences, plus the applicable licence fee in accordance with Schedule A.
  - 37.1 Notwithstanding section 37, any person operating a Tourist Home as a Business in an area



not permitted by the Land Use Bylaw is in contravention of this bylaw and is guilty of an offence and is liable for the following penalties: first offence within a calendar year \$2,500, second offence \$5,000, and \$10,000 for third or subsequent offences.

2024-27

- 38 Notwithstanding section 37, any person who provides false information for the purpose of qualifying for a Micro-Business Licence fee in accordance with section 29 shall be liable for a minimum penalty of \$1,500.00 plus the applicable licence fee in accordance with Schedule A.

2021-01; 2024-27

- 39 A Peace Officer or Business Registry Coordinator shall at all reasonable times have the right to enter upon any licensed premises under the provisions of this bylaw for the purpose of inspection or for the purpose of ascertaining compliance with the provisions of this bylaw.

2024-27

- 40 A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person who the officer has reasonable and probable grounds to believe has contravened any provision of the bylaw.

2024-27

- 41 A Violation Tag may be issued to such person:

- a) personally,
- b) by mailing a copy to such person at their last known address, or
- c) by email to their last known email address on file.

2021-01; 2024-27

- 42 The Violation Tag shall be in a form approved by the Peace Officer and shall state:

- a) the name of the defendant,
- b) the nature of the offence,
- c) the appropriate penalty for the offence as specified in the bylaw,
- d) that the penalty shall be paid within 30 days of the issuance of the Violation Tag, and
- e) any other information as may be required by the Peace Officer.

2024-27

- 43 Where a contravention of this bylaw is of a continuing nature, further Violation Tags may be issued by the Peace Officer, provided however, that no more than one Violation Tag shall be issued for each day that the contravention continues.

2024-27

- 44 Where a Violation Tag is issued, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified on the Violation Tag.

2024-27

- 45 Notwithstanding section 40 of this bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedures Act*, as amended, to any person who a Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.

- 46 Where the penalty specified on a Violation Tag has not been paid within the prescribed time, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the Provincial Offences Procedure Act, as amended. 2024-27
- 47 In addition to issuing a Violation Tag or Ticket, a Peace Officer or Business Registry Coordinator may revoke the Business Registry Licence if, in the Peace Officer's or Business Registry Coordinator's determination: 2024-27
- a) the Business was improperly licensed,
  - b) the requirements of this bylaw have not been complied with,
  - c) the Business has changed to the extent that a new Application for the Business Registry Licence would be refused, or
  - d) the Business is in contravention of Town bylaws, safety or fire codes, health regulations or any other federal, provincial or municipal requirement.
- 48 Notwithstanding section 47, where a person or Business is found to be in contravention of any of the provisions of this or any other bylaw, a Peace Officer or Business Registry Coordinator may temporarily suspend the Business licence until such time as the contraventions are rectified. 2024-27
- 49 Notice of the suspending or revoking of a Business Registry Licence shall be given to the applicable Licensee by:
- a) delivery of a notice to the email address or physically mailing to the address shown on the Application for licence, or
  - b) sending a notice by any method allowing for receipt signature to the address shown on the Business Registry Licence account. 2024-27
- 50 When a Business is cancelled and the Business' account is deactivated from the registry, the Applicant is not entitled to any refund of registration fees unless an Applicant has paid for a Business Registry Licence while awaiting approval for another Town permit, and that permit is refused. 2024-27
- 50.1 Any Advertising of Businesses within the Town shall be deemed to be prima facie proof of the fact that the person is carrying on or operating any such Business. 2021-01; 2024-27
- 50.2 Any physical evidence of Business Advertisement or Business activity within a Business Premises shall be considered prima facie proof that the person is carrying on or operating such Business. 2024-27

## DECISION REVIEW

- 51 Where a person disputes the decision of a Peace Officer or Business Registry Coordinator with respect to the requirement to obtain a Business Registry Licence, or where a person disputes the decision of a Peace Officer or Business Registry Coordinator to refuse, revoke or suspend the

person's Business Registry Licence, that person may in writing request the Enforcement Appeal Review Committee to review the decision.

2022-11

52 *Repealed 2022-11*

53 When a request to review has been submitted, the Business in question may remain licensed until a final determination is made by the Enforcement Appeal Review Committee.

2022-11

## VIOLATIONS

54 In prosecution for a contravention of this bylaw -proof of one transaction in or with the Business, or that the Business has been Advertised is sufficient to establish that a person is engaged in or operates the Business.

2024-27

## ENACTMENT/TRANSITION

55 Council shall hold a public hearing that follows the process set out in the Municipal Government Act regarding public hearings prior to second reading of any bylaw intended to amend Schedule A of this bylaw.

56 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.

57 Schedule A forms part of this bylaw.

58 Bylaw 2010-14 and its amendments are repealed.

59 This bylaw shall come into force on May 1, 2015.

## OFFICE CONSOLIDATION

This document is a consolidation of a bylaw with one or more amending bylaws. Anyone making use of this consolidation is reminded that it has no legislative sanction. Amendments have been included for convenience of reference only. The approved bylaws should be consulted for all purposes of interpreting and applying the law.

Bylaws included in this consolidation:

2015-02	Business Registry Bylaw
2021-02	Business Registry Bylaw Amendment – Omnibus
2022-11	Enforcement Appeal Review Committee
2024-27	Business Registry Bylaw Amendment – <del>2</del> Omnibus
<u>2025-24</u>	<u>Business Registry Bylaw Amendment – Visitor Accommodation</u>

## SCHEDULE A – BUSINESS REGISTRY LICENCE FEES

2021-01; 2024-27; 2025-24

Accommodations based on the number of <del>rooms</del> units	
Bed and Breakfast	\$150
Tourist Home	\$150
<u>Visitor Accommodation:</u>	
• <u>Condo Hotel unit</u>	<u>\$150</u>
• Hotels, Motels, Inns, Hostels: <del>42</del> -49 <del>rooms</del> units	\$225
• Hotels, Motels, Inns, Hostels: 50 – 100 <del>rooms</del> units	\$375
• Hotels, Motels, Inns, Hostels: 100 + <del>rooms</del> units	\$600
Construction & Development	
Contractor/Trade Person	\$150
Builder: < 15 units/year	\$375
Builder: > 15 units/year	\$600
Developer & Commercial/Industrial	\$1200
General	
Auto Dealership	\$600
Banking & Commercial Lending Institutions	\$600
Busker	\$40
Golf Courses	\$600
Home Occupation Class 1 and Class 2	\$150
Micro-Business	\$40
Property Management	\$600
Real Estate Brokers	\$600
Umbrella Rider	50% of the applicable Business Registry fee to a maximum of \$300
Voluntary Registration for Exempt Businesses	\$40
Hawkers and Vendors	
1 day	\$25
2-3 days	\$50

1 year	\$150

<b>Non-Resident Business</b>	
Annual Licence	\$600
Temporary Licence: 2 days	\$50
Temporary Licence: 1 month	\$150
Temporary Licence: 3 months	\$200
Temporary Licence: 6 months	\$300
<b>Restaurants &amp; Bars (excludes outdoor patio seating)</b>	
Restaurants: 0 - 35 seats	\$150
Restaurants: 36 - 69 seats	\$375
Restaurants: >69 seats	\$600
<b>Retail/ Commercial/ Wholesale/Industrial</b>	
Resident Business: <300 sq.m	\$150
Resident Business: 300 sq. m to 1,500 sq.m	\$375
Resident Business: > 1,500 sq. m.	\$1200
Gasoline Retail	\$375
<b>Special Events</b>	\$75 per day





# Request for Decision

**DATE OF MEETING:** July 8, 2025 **Agenda #: H 1**

**TO:** Council

**SUBJECT:** Moustache Lands Development – Next Steps

**SUBMITTED BY:** Whitney Smithers, General Manager of Municipal Infrastructure

**RECOMMENDATION:** That Council approve the YWCA Banff as the housing developer and operator responsible the fundraising, design and construction of the Moustache Lands Affordable Housing project.

That Council direct administration to draft a 99-year land agreement with the YWCA for the Moustache Lands Site 7, and that administration return to Council with the agreement for approval.

That the terms of the land agreement include eligibility criteria and prioritization of affordable housing units related to income and/or asset limits, age, and a connection to Canmore through employment and/or residency.

That Council direct administration to work with the YWCA to report back to Council by no later than the end of 2025 on the conditions of the land agreement and project status.

## EXECUTIVE SUMMARY

The Town continues to advance the development of the Palliser Lands (the Moustache Lands) for the purpose of provision of affordable housing for the community. A feasibility study to determine the best mix of housing and commercial uses for the site was completed and presented to Council on June 17, 2025. This report provides recommendations on next steps.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

On April 18, 2023, the Town of Canmore and the Alberta Social Housing Corporation entered into an agreement to reserve the Moustache Lands for a three-year period, during which the Town would prepare an affordable housing project proposal for development of the lands, pursue funding commitments, secure required permits and approvals, and commence construction activities.

On June 3, 2023, Council approved the Housing Action Plan. One initiative in the Plan was the Development of recently acquired provincial lands in the Palliser area (known locally as the Moustache Lands).

On November 7, 2023, Council gave second and third readings to the Palliser Area Structure Plan Bylaw 2023-22, which put in place land use policies for the Moustache Lands.

On February 4, 2025, Council approved a new capital project (CAP 7389) for \$237,485 for a feasibility study for the development of the Palliser (Moustache) Lands, to be funded by a transfer of \$47,505 from CAP7327 Housing Action Plan, and by grant funding of \$189,980 from the Federation of Canadian Municipalities (FCM) Sustainable Affordable Housing Program.

On June 3, 2025, Council gave second and third readings to the Moustache Lands Direct Control District Revised Land Use Bylaw amendment 2025-06.

## DISCUSSION

In 2023, the Town secured a consulting team to deliver an affordable housing project proposal in accordance with the Land Reservation Agreement with the province. The consulting team completed a preliminary analysis of the site including workshops with Council and administration and used that analysis to create an overall development concept that included circulation, parking, amenity spaces and the layout of residential and commercial units, along with a preliminary financial analysis. The initial concept included six, 6-storey buildings offering approximately 330 non-market affordable rental units mixed with around 2,500 square metres of commercial/retail opportunities that could include café's, markets, and local retail, and neighbourhood support services. This concept was used as the basis for a grant application to the Federation of Canadian Municipalities to undertake a feasibility study for the project. The Town was successful in the grant application.

The purpose of the feasibility study was to refine the program and financial analysis for the site to develop a detailed, viable project proposal that will ultimately be developed in collaboration with a housing provider. The feasibility study built off of the initial development concept, and delivered a more detailed assessment considering:

- Number and types of affordable housing units,
- Canmore populations to be supported through housing and/or programs
- Commercial/Retail/Social Enterprise options
- Funding Opportunities
- Alignment with the Palliser Trail ASP

The feasibility study is included as Attachment 1 of this report.

In order to produce this level of assessment, the YWCA Banff was invited to participate in the project team. The YWCA's depth of knowledge of housing and program delivery, and of the needs of the Canmore population, delivered valuable insight to the feasibility study.

The refined development concept that resulted from the feasibility study includes 270 affordable units in four, 6-storey buildings (with the potential for another 60 unit in a fifth building) and 2,500 square metres of community hub and retail space. The study anticipated 215 of the initial 270 affordable units would be rented at 63% of mid-market rent (MMR), and 55 units at 79% of MMR. More detail can be found in Attachment 1 – Feasibility Study.

Monthly Rental Rate Comparisons			
	63% of MMR	79% of MMR	MMR
<b>Studio</b>	853	1060	1363
<b>1-bed</b>	1139	1464	1854
<b>2-bed</b>	1370	1864	2360
<b>3-bed</b>	2000	2349	2974

### Housing Developer and Operator

Administration recommends that the YWCA Banff be approved as the developer and operator of the Moustache Lands development. They have served critical needs of the Bow Valley community in housing and violence prevention, from Lake Louise to Mîni Thnî, since 1912, and have a vision for the Moustache Lands to serve Canmore residents by supporting them within their community. The YWCA has been working towards a location in Canmore since 2015, for the purpose of meeting the needs of our community. Their vision and goals strongly align with the Town's priorities and needs for this important site.

YWCA Banff is the largest affordable housing provider with wraparound supports in the Bow Valley. They are subject matter experts in this area, with operating models, funding and fundraising mechanisms to ensure successful delivery of this critical housing supply for the community. More information on the YWCA's commitment to realizing this development, including submissions from some of their supporters, can be found in Attachment 2.

The Town of Canmore and Canmore Community Housing do not have the resources to take on a project of this magnitude within the ambitious timelines that have been set for this development. Further, the YWCA brings unique, proven capacity to fundraise for this development. As an example, Attachment 2 includes letters provided by the YWCA that demonstrate two of the commitments they've received to support this development. Given the budget and funding constraints of the National Housing Strategy, if the Town or CCH were to be the developer/operator of the Moustache lands, it would likely limit the development to a modest number of stacked townhomes.

### Long Term Land Agreement

The terms of the land agreement are an important consideration for both the Town and the YWCA. In addition to demonstrating a commitment to make a difference in the community, a land agreement that spans a significant duration supports the YWCA's fundraising efforts. For this reason, Administration is proposing a 99-year land agreement. The Town would retain title to the lands, similar to National Parks leases, other public lands dispositions, and the programs operated by Canmore Community Housing Corporation. This retention of title would enable the Town to maintain requirements for use and occupancy of the lands. It is proposed that the land agreement would include eligibility requirements to ensure that housing created through the agreement serves Canmore residents.

A long-term agreement will enable funding, land development and operation of the finished project. The Town supporting this long-term agreement demonstrates a commitment to inclusivity and building relationships in the community, both with the YWCA and with the populations they serve. The land agreement would be brought back to Council for approval.

**Next Steps for YWCA Banff**

If Council approves the YWCA Banff as the lead Housing Developer and Operator, their short-term next steps will be as follows:

- Design development work – with associated deliverable of a development permit for the whole site, and a building permit for at least one building.
- Execute land agreement with the Town.
- Develop funding scenarios for the project including a fund development road map (ex. capital campaign and grants such as FCM, CMHC).
- Determine project phasing based on funding scenarios.

**Next Steps for the Town**

Should Council approve the recommendations contained in this report, Administration will continue to work with the YWCA to draft the land agreement, and to work in an advisory capacity to provide feedback on the detailed design of the project regarding alignment with the needs of the community. It is anticipated that Council will continue to be updated on the status of the project.

Acting as the development authority, Administration would also review and provide approvals for the development and building permits for the project.

**ANALYSIS OF ALTERNATIVES**

N/A

**FINANCIAL IMPACTS**

Should Council decide to proceed with a partnership with the YWCA, the next phase of the project – design development – would be advanced by the YWCA, with the Town participating as an interest holder as needed. Under this scenario, additional funding from the Town is not anticipated.

**INTEREST HOLDER ENGAGEMENT**

The project team engaged an Advisory Committee to co-create the vision, guiding principles, big ideas and to help refine the project concept design upon which the feasibility analysis was based. The team held three Advisory Committee meetings that included representatives from YWCA, CCH, BVRH, Îyârhe Nakoda, CYAN, Rocky Mountain Adaptive, Town of Canmore, and local businesses. The final concept was heavily influenced by the Advisory Committee. The team hosted a public information session (online) to share the process and status of the feasibility study, sharing what we've heard, and that study determines the project scale and program recommendations that will be brought back to Council in the spring. It also included that at that phase, we were looking at the mix of housing providers that will participate and number and type of affordable housing units, along with commercial, retail, and social enterprise options.

**ATTACHMENTS**

- 1) Feasibility Study
- 2) YWCA – support for Moustache Lands

**AUTHORIZATION**

Approved by:	Chelsey Gibbons Manager of Financial Services	Date: <u>July 2, 2025</u>
Submitted and Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>July 2, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>July 2, 2025</u>



# Moustache Lands

## Canmore Palliser Area Feasibility Council Report Draft Town of Canmore

May 9, 2025

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Presented by the groundcubed (G3) collaborative team:



## INTRODUCTION

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Successive Council Strategic Plans have consistently prioritized affordability, climate action, mode shift, and complete communities. The current Council Strategic Plan has the following goals:

1. *Livability*: Canmore is a place where all residents can thrive.
2. *Environment*: Canmore is a recognized leader in managing human impact on our environment.
3. *Relationships*: Respectful, authentic relationships are the foundation for our future success.

Canmore continues to struggle with housing accessibility and affordability for the local population. Canmore is on the frontlines of finding solutions to the housing crisis that many Canadian and North American communities face.

According to the 2021 census, Canmore has the highest wealth inequality level in the country. Due to its location within the same valley as the entrance to Banff National Park, there is an extremely high cost for housing - driven by high demand and low availability. The development footprint of the Canmore community is further limited by the location in the Bow Valley, nestled amongst the Rocky Mountains. Responsibility for stewardship of this special place also demands that growth be restricted not to jeopardize vital environmentally sensitive areas. Taken as a whole, Canmore has a restricted footprint, highly sought-after housing, and prices that rival Toronto and Vancouver for rental and ownership opportunities.

A number of factors impacting Canmore include:

- A growing proportion of non-owner-occupied dwellings – substantially higher than provincial average. Statistics Canada data indicates 8% of homes in Alberta are non-owner occupied compared to 26% of homes in Canmore being non-owner occupied
- An increased proportion of households renting versus owning from 29% in 2011 to 34% in 2021
- An increased proportion of households spending more than 30% of income on shelter costs.
- Monthly shelter costs have increased by 65% since 2006 and are 37% higher than the Alberta average. Shelter costs for owners include mortgage payments, property tax, and utilities and for renters, rent and utilities
- Average property values have increased by 80% since 2006 and are twice as high as the Alberta average

In response to the above, the Town of Canmore is taking action to provide affordable housing through specific objectives:

- Accelerate development of non-market and affordable housing
- Creative, bold approaches to housing delivery
- Further the Town's livability objectives
- Leverage capacity to deliver housing

## PROGRAM

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In 2023, the Town of Canmore and Province of Alberta negotiated a land reservation agreement, allocating a 2.3 ha provincially owned site, known as the Moustache Lands, for an affordable housing development. The agreement included a handful of conditions including completed design, pursuing funding applications and securing required approvals for a building permit. It also included a three-year timeline to complete them. To position the project to be able to meet the conditions of the Land Transfer Agreement, the Town of Canmore engaged the groundcubed (G3) consulting team to identify a design concept for the site, perform an expedited feasibility analysis and prepare capital funding applications. The overall program for the site included identifying an appropriate mix of affordable housing units, support programming and commercial units that would be financially viable. In addition, the G3 team worked with the Town of Canmore to secure a grant to cover 80% of the fees for the feasibility study with a focus on meeting the requirements of three affordable funding programs, summarized below. Upon completion of the study, G3 anticipates applying for capital funding to a mix of these programs.

The initial test fit design included 6 buildings with a total of 330 residential units and 27,000 sf of commercial retail. The following program presented includes 4 larger buildings with a total of 270 residential units and the commercial retail space. This site has the potential to add one additional building (for future development) bringing the total units back up to 330 +/- . This full build out is currently not feasible with the projected available funding but can be a future opportunity for the Town to pursue.

There are three primary funding programs that will be pursued:

### FEDERATION OF CANADIAN MUNICIPALITIES (FCM) - *Sustainable Affordable Housing Program*

FCM provides a mix of grant and long-term repayable loan funding for viable affordable housing projects. Their focus is achieving meaningful levels of affordability combined with high levels of sustainability. They offer the largest allocation of grant funding at the capital stage. Operating funding is not available through this program.

### CANADA MORTGAGE & HOUSING CORPORATION (CMHC), *Affordable Housing Program*

CMHC also provides a mix grant and long-term repayable loans and their funding can be stacked with FCM's program. In addition to meaningful levels of affordability, CMHC focuses on sustainability and accessibility. Operating funding is not available through this program either.

### ALBERTA AFFORDABLE HOUSING PARTNERSHIP PROGRAM (AAHPP)

The Province of Alberta offers land donations and funding grants for units of new affordable housing focusing on projects that have received funding through other stackable sources like FCM and CMHC.

The three targeted funding programs follow similar criteria to determine how effective an affordable housing project is and the likelihood of it being successful. The feasibility program was designed to inform

seven specific criteria that are common amongst funding programs and sufficient to inform the viability of a project. The following outline summarizes the activities completed by the G3 team with a focus on the aspects most important to FCM who have provided the majority of the feasibility funding to date. Functionally, satisfying FCM's application criteria positions a project to be eligible for the affordable housing funding that is available from CMHC and the Province of Alberta.

## AREAS OF EVALUATION

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### CRITERIA 1: STAKEHOLDER INFORMED DESIGN

**FUNDING CRITERIA:** The process should clearly demonstrate a commitment to engaging stakeholders and building support through ongoing engagement from the earliest stages, including feedback representing potential future residents.

Applications will be evaluated on the comprehensiveness of stakeholder participation in the project planning, design, execution, residents, neighbors, community associations, citizen groups as well as council and municipal staff. A strong emphasis on actively building broad public support by promoting understanding of reasons for site/project selection, trade-offs and long-term benefits, and collected feedback on project design.

#### **OUR RESPONSE:**

As a pre-condition of the feasibility analysis, the project team reached out to a variety of affordable housing providers in the Bow Valley to get a sense of the affordable housing needs in the region, the capacity of interested housing providers, the range of experience in affordable housing development and delivery, experience providing support services, history of fostering social enterprises, experience with commercial retail units and opportunities to contribute capital to the project. Due to their history of collaboration with a broad selection of housing providers in the Bow Valley, recent affordable development experience, current operation of workforce housing and commercial retail space in existing operations, and reputation for raising funding, the YWCA-Banff was recommended as the lead provider around which this feasibility analysis has been undertaken. The YWCA demonstrated a comprehensive understanding of the range of populations supported through housing or programming, and social enterprise aspirations in the valley.

In addition to an Advisory Committee process to inform the project, individual meetings were held to gain a deeper understanding of needs for different organizations and businesses that may be interested in a project like the Moustache Lands.

One-on-one meetings in addition to other engagement:

- YWCA, 10+ meetings
- CCHC, 2 meetings
- BVCH, 1 meeting
- Rocky Mountain Adaptive, 1 meeting

- Local Businesses, 6 meetings

Recognizing the condensed timeline to complete the feasibility analysis, an Advisory Team was directly engaged at the outset to co-create the vision, guiding principles, big ideas and to help refine the project concept design upon which the feasibility analysis was based. The following process was followed to inform the program:

**Session 1:** Test Initial Site Analysis, Vision, Guiding Principles, Big Ideas

**Session 2:** Review the initial concept, provide input and refine ideas

**Session 3:** Review the refined concept and provide final feedback

Concurrent to G3's work with the Advisory Team, the YWCA-Banff conducted focused conversations within their networks and partners to inform the YWCA's needs and opportunities for the feasibility study.

Through three review and feedback sessions with the Advisory committee, the project consultant team gathered big ideas and aspirations for the project, ensured alignment with the Palliser Areas Structure Plan (ASP), and took inspiration from these elements in generating the following 5 design principles:

**A Flexible Network of Support:** The project team has incorporated purpose-built, secure amenity and services for residents acting as a foundation of support. Each building includes retail and social enterprise uses on the ground floor, with the retail surrounding the central open space intended to create a village feel. Each building also includes bike storage areas adjacent to residential entries.

**Inclusivity, Diversity, Equity & Accessibility:** The project team has designed a majority of the residential units and all the common areas as inclusive and accessible, focusing on the removal of barriers to access the site experience that is welcoming regardless of a person's ethnicity, culture, level of ability, or requirement for assistance. The overall design also considered trauma-informed design attributes to enhance livability for residents.

**Connection to the Land:** The design focuses on fostering connection to the surrounding natural environment through environmentally sensitive design that appreciates the unique siting condition - using open space and building orientation that maintains and celebrates sun exposure and mountain views. The current design consists of four buildings oriented to take advantage of the summer shade and the winter sun. Each building consists of sloping roofs sliding in the opposite direction that creates a shaded communal space on an alternate level. The site is surrounded by mountains views on all directions that plays a vital role in building orientation and articulation.

**A Celebration of People & Place:** The project team has heard the need of a dynamic, diverse, and healthy environment - a place that thrives and attracts a wide range of people through local business offerings, high-quality public places, and gathering areas that encourage interaction. Architectural design for the Moustache Lands takes inspiration from Canmore's striking landscape, texture of Rocky Mountains, it's diverse people and rich cultural history.

**Walking/Biking as Transportation:** The design encourages vehicle use reduction through purposeful focus on pedestrians and cyclists first - providing access and circulation throughout the site and includes a central bike storage area to enhance the vibrant street-level offerings and the presence of people.



The initial design concept reflected the YWCA's Functional Program and included preparation of capital and operating budgets and financial analysis. The Functional Program continued as the baseline for the development with changes made to reflect financial considerations with an ongoing goal of incorporating as many of the original aspirations as possible. Further refinement took place as the interest holder engagement sessions unfolded and provided guidance as to the evolution of the design and programming.

In addition to the Advisory Team feedback sessions, the design iterations were tested and updated with input from the YWCAs housing team that brought a significant user perspective and operational needs, interested local business and a public session open to anyone with interest in the development.

The What We Heard Report (WWHR) for the Feasibility Study is attached to this report. The WWHR outlines who was engaged, how they were engaged and the outcomes, including the Design Principles listed above.

## **CRITERIA 2: AFFORDABILITY & ECONOMIC BENEFITS**

**FUNDING CRITERIA:** The project should have a high likelihood of making a significant positive contribution to affordability. Projects will be assessed on their ability to maintain affordability in a long-term, sustainable manner. Analysis will also consider whether applicants used appropriate baselines, alternatives, valid and conservative assumptions, and considered the total cost of ownership.

Examples include reduced operating costs to the provider that translate into lower rental and utility costs for residents. Consideration should also be given to how improved financial performance can positively impact affordability or be invested in additional affordable housing.

### **OUR RESPONSE:**

Canada's affordable housing programs commonly define affordability as rents below 80% of the Median Market Rate (MMR). We utilized the YWCAs current rental charge model for baseline revenue calculations and the financial modelling indicates that rental rates can be maintained at an affordable level for 100% of the 270 units using the following breakdown;

- 215 (80%) units with rents between 58%-67% of MMR
- 55 (20%) units with rents at 79% of MMR

Rental rates at this level largely target those in the core needs segment seeking rents that do not exceed 30% of their gross income and will have a noticeable impact on affordability in Canmore over the long run. The YWCA is also targeting some of the units to be purposed as shelter spaces, addressing some of the more vulnerable populations.

Additional revenue to further subsidize rents will come from 25,000 sf of commercial/retail space, adding an additional \$140,000 to net operating income. About half of the CRU will be allocated to social enterprise uses (childcare, non-profit co-working space and community health), providing readily accessible services to the local community.

Cost savings will also accrue from significantly reduced energy consumption for heating, cooling, lighting and domestic hot water (DHW). Sustainability modelling suggests energy intensity will be about 50% lower than a conventional project designed to the building code, resulting in a 35% reduction in energy costs.

Purposeful design choices that enhance building durability and lead to reduced maintenance costs have been included in the program, and coupled with the utility cost savings, will result in lower operating costs that support rents being maintained at these lower levels going forward.

To limit capital costs, vehicle parking is restricted to surface stalls with no structured parking included in the project. Allowances have been included in the program to provide sheltered drop off/pick up zones for accessible transportation. In addition, two bike parking stalls are being provided for each unit with additional secure parking for cargo bikes, accessible adventure e-bikes and scooters with the intent of lessening the need for vehicle ownership for some residents.

An annual replacement reserve contribution has been included in the operating budget to build a pool of funds that can be leveraged for generational capital upgrades.

The project will also provide job creation and economic benefits to the Bow Valley through consulting, contracting, construction and supplier participation in the development project of this scale. Additional economic benefits will result from ongoing social enterprise involvement and business operation in the commercial/retail spaces.

### **CRITERIA 3: SOCIAL BENEFITS**

**FUNDING CRITERIA:** The funders are looking for exceptional benefits beyond what would be considered business as usual for a project of this type. In addition to supporting the residents specifically, the social benefits should support the community at large.

Projects will be assessed on their potential to result in improved resident comfort and quality of life. They should address human health, accessibility, public safety and security, quality of service, reliability and sense of community. Improvement to the living environment such as light, noise, odor, heat impacts, improved climate adaptation and resilience as well as broader economic benefits like job creation and investment attraction are rewarded.

It's recognized that affordable housing projects have inherent social benefits. This criterion is looking for additional benefits that are over and above the obvious.

#### **OUR RESPONSE:**

Social benefits are often derived from a development site's proximity to local amenities, recreational activities and employment districts. The Moustache Lands project is within 3 kilometres of services including groceries, schools, health and wellness, shopping, a library, pharmacies and playgrounds. In addition, the Town of Canmore has been supportive of public transit access to the site, enhancing access to these services.

A high-performance building envelope is a fundamental element of the design program and will substantially reduce thermal energy demands and peak heating loads, making the units more resilient to



extreme climate events, with the ability to maintain indoor space temperatures for a more prolonged period in the wake of power outages. The windows will have a low solar heat gain coefficient (SHGC), thereby reducing solar gains and will help keep the units cooler during the hotter days in the summer. The proposed sustainability measures should provide a noticeably cooler building during the extreme heat events that have become more frequent in Canada, enhancing resident comfort.

The sustainability measures also include choices that impact resident health and wellness. Active mechanical ventilation with properly sized air changes per hour helps ensure a clean air environment for residents. Low off-gassing materials, furniture and low-VOC (volatile organic compounds) paints and finishes lower health risks, particularly for children and vulnerable populations. It also helps address odor issues that are common in multi-family buildings. The combination of a well-insulated envelope, energy recovery ventilation and advanced mechanical systems will result in significantly improved indoor environmental quality (IEQ) by reducing cold-spots, drafts, and allowing for more stable space temperature and humidity levels within units.

The mechanical equipment will also be sized to consider future climate projections and design day temperature conditions in order to be able to better respond to the impacts of a changing climate. This should extend the building lifespan and reduce costs related to adapting to a changing climate.

The project should result in improved quality and durability of the building enclosure through implementation of rainscreen design principles to reduce the risk and impact of moisture penetration and water damage, preserving the life of the building envelope and lowering the health risk of residents from the risk of mold related to water penetration.

Lower costs that result from sustainability initiatives will allow lower revenue generating services to be included in the CRU space, resulting in providing access to a broader population including seniors, women & children and those with mobility challenges. The lower costs also allow residents to access medical and dental services and make healthier food choices as well as the opportunity to contribute to retirement plans, leading to better overall quality of life.

#### **CRITERIA 4: ENERGY EFFICIENCY & ENVIRONMENTAL BENEFITS**

**FUNDING CRITERIA:** Projects are evaluated on the likelihood of achieving the primary environmental benefits of greater energy efficiency and reduced greenhouse gas (GHG) emissions. Evaluation takes place through a review of the assumptions, calculations, supporting documents and experience with similar projects under similar conditions. Valid, conservative assumptions that reflect a likelihood of stated performance realization are rewarded. The environmental benefits should be outstanding for the project and have great potential to be achieved.

FCM's minimum target is Total Energy Use Intensity (TEUI) of 80 kW/m<sup>2</sup>/h. Based upon initial modelling using IES-VE software, we anticipate a 51% reduction in TEUI and GHG emissions and good potential to slightly improve upon that threshold. We are targeting a 51% improvement over the baseline conditions.

Projects should also be optimized to deliver significant secondary benefits that generate improvements above and beyond regulatory requirements, including:

- Sustainable design, procurement and construction (sustainable site selection, local-renewable-recyclable-reusable material selection) climate change adaptation and resilience in design, green procurement, integration of natural assets and efficient land use



- Address the root causes of environmental problems, minimize downstream impacts of possible solutions
- Improvements to air, water and soil quality

### **OUR RESPONSE:**

We anticipate using the following strategies which have been modelled using Canmore's environment to identify tactics that will satisfy the funding providers energy intensity targets. We have focused on the following items that have proven successful for similar buildings in similar climates:

- high performance exterior-insulated above-grade wall assemblies with thermally efficient cladding, targeting an effective thermal resistance or R-40
- heavily insulated roof assembly with a target thermal resistance of R-60
- triple-paned insulated glazing units with thermally broken fibreglass frames, warm edge spacers, inert gas fill, low-e coatings, targeting overall window thermal properties equivalent to Passive House levels of performance
- low window-wall ratio (approximately 12%) with the majority of the fenestration targeting solar gains along the south facing façade
- high levels of airtightness targeting an 80% reduction from the NECB value of 0.25 L/s/m<sup>2</sup> of façade area, to be achieved via a well-detailed and constructed air barrier and verified through whole-building air leakage testing
- high efficiency LED lighting with occupancy-based controls in non-residential areas, targeting a 30% reduction in lighting power densities compared to NECB 2020 prescriptive values
- high-efficiency ENERGY STAR rated appliances to minimize plug load uses
- high-efficiency elevators with variable voltage frequency drive (VVF) regenerative capabilities, LED cab lighting, and auto-shut off for lights exhaust/fan
- highly effective dual core energy recovery ventilators targeting 90% energy recovery effectiveness
- air-source heat pumps with EC motors for reduced fan power with backup gas boiler heating
- reduced makeup air for corridor pressurization targeting 15cfm/suite
- mechanical equipment will be sized considering future climate predictions and design day temperature conditions in order to be able to better respond to the impacts of a changing climate, and
- 1.48kW/h photo-voltaic solar electricity generation installed along the south facing rooflines.

The reduction in energy intensity also equates to an FCM capital grant of \$5M, reducing the total amount of long-term repayable loan by about 12%.

The procurement process will also include sustainably sourced materials with reduced embodied carbon. The current concept is based on wood-frame construction. The project will aim to source products from sustainable forestry management techniques, such as Forestry Stewardship Council (FSC) certified or equivalent. Additionally, wood provides benefits from the perspective of reduced embodied carbon compared to other structural material choices such as steel or concrete, especially when biogenic carbon is taken into account. Where feasible, reuse of materials and maximizing recycled content will be encouraged and locally sourced materials and products will be preferred.

Care will be taken to choose low-technology solutions wherever possible in an effort to address building durability and ensure operability over time.



## CRITERIA 5: ACCESSIBILITY

**FUNDING CRITERIA:** Projects are evaluated based on creating environments that are accessible to all. The project needs to meet either CMHC's interpretation of Universal Design or 20% of units being 100% accessible.

### OUR RESPONSE:

To foster a truly inclusive project and accommodate a wide range of needs of residents and users, accessibility has been part of the project from its inception. The goal is 100% universal design for the project and initial evaluations indicate that a minimum of 63% of the proposed residential living units can be designed to fully meet CMHC's universal design criteria. Moving forward, the project team will continue to explore options to increase this percentage. With creative design and maximum usage of space the one-bedroom, two-bedroom and three-bedroom residential units, we're able to incorporate most of CMHC's universal design criteria, with additional work underway to address path of travel widths, turning radii and below counter knee clearances.

We are also looking at adding features that are not required by CMHC's universal design criteria, but would increase the usability of all the residential units to accommodate a greater variety of people, regardless of their ability. Assuming economic viability, features such as electrical outlets at the entrance doors, swing away doors under sinks in the kitchens and washrooms, visual/audio fire alarms, grab bar backing and variable counter heights, would improve enhance the universal design of all the residential units.

Site accessibility is another opportunity to make a more inclusive community. Target strategies include wide pathways with minimal to no slope, designated drop-off zones near sheltered entrances, and proximity to designated accessible parking spaces.

## CRITERIA 6: FINANCIAL VIABILITY

**FUNDING CRITERIA:** The financial analysis should be presented with a clear breakdown of amounts and an allocation of funding that is secured and being sourced. The budget should represent good value with any additional costs justified. A minimum debt coverage ratio (DCR) of 1.10:1.0 must be achieved (net revenue 10% greater than debt servicing costs). Inherent in the evaluation is an assessment of the efforts to secure funding for the initiative. Mechanisms that support financial viability include:

- Partnerships with the private sector, academia, government and NGOs that have a mandate for replicating solutions
- Coalitions of housing providers and expressed interest from them in replicating the solution if it's successful

### OUR RESPONSE:

This project is a joint undertaking between the Province of Alberta, The Town of Canmore, multiple housing providers in the Bow Valley and potential local donors. The feasibility assessment has been centered around the YWCA-Banff's Functional Program and influenced by multiple housing providers, local businesses, social enterprises, potential funders and town administration. Incorporating information from these interest holders, operating and capital budgets have been prepared as well as a proforma analysis that evaluates revenues against expenses over time. The project team has identified a design, programming and funding program that satisfies the required 1:10/1.0 DCR including a breakdown of all





potential funding sources. The financial analysis is summarized below and based upon a Class C Cost Estimate prepared by Altus Group.

### **Capital Budget**

The projected development cost for the project is \$150M including land value, construction costs, soft costs and contingencies. Funding sources include the Province of Alberta's land contribution and potential housing grants, grants and long-term repayable loans from FCM and CMHC, and potential private sector donations. The targeted contribution amounts adhere to the funding program guidelines and do not require any special allotments.

### **Revenue**

Revenue generation of \$4.2M annually is expected from the residential units with a further contribution of \$140,000 from the commercial/retail space. Subtracting an allowance for vacancy, expected net annual revenue generation is \$4.1M. This is a relatively low level of revenue but is reflective of a program that is offering housing at rental rates that are significantly below market value and offering CRU space to social enterprise and support services at close to break-even rates. Coupled with funding grants, low-interest loans and donations, the revenue model is sufficient for a sustainable operating model.

### **Operating Budget**

The operating budget has been based upon current costs for the YWCAs existing housing and social enterprise operations. It includes the following broad categories:

- Property Taxes
- Insurance
- Utilities
- Staffing & Management
- Repairs & Maintenance
- Snow Removal
- Security
- Replacement Reserve allocation

Total operating costs are estimated at \$2.25M annually resulting in an operating expense ratio of 55%. For market housing this would be considered a high ratio (lower is better) but is again reflective of limited revenue generation and consistent with similar affordable housing programs.

### **Proforma Summary**

It is estimated that 20% of the capital budget will come in the form of grants from affordable housing programs, 24% from long-term repayable loans under the National Housing Strategy and 56% from private donations. Current interest rates (for application purposes) from FCM and CMHC for a 35-year amortization are 3.75%. At these allocations and incorporating the projected net operating income, the project can achieve the desired 1.10 debt coverage ratio.

Additional research in the form of a Geotechnical Study and Phase 1 Environmental site assessment has also been undertaken in order to identify potential cost escalation risks to the development. Neither study



draft has identified unexpected concerns, and the design has incorporated recommendations in an effort to mitigate potential risks. At this stage, a financially viable solution has been identified that includes the sources and amounts of funding necessary to move the project forward. Through the design development phase of work, financial viability will be a critical part of evaluating potential updates to the design and programming.

## RECOMMENDATIONS

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Considering the results of the feasibility study, the following recommendations will be put forward to Council for consideration:

1. That the Design Development Phase focus on achieving funding applications for the full feasibility (4 buildings, 270 units, 27000 sf CRU) with a phased construction approach to break ground on at least one building by the April 2026 deadline in order to ensure the conditions of the Land Reservation Agreement are satisfied,
2. That the Town will continue owning the land and offer it at a long-term lease to the operator for a nominal rate, and
3. That the YWCA will be the operator of the project as a whole, responsible for all residential and CRU spaces with the option to lease to other housing providers, businesses, service organizations and social enterprises.

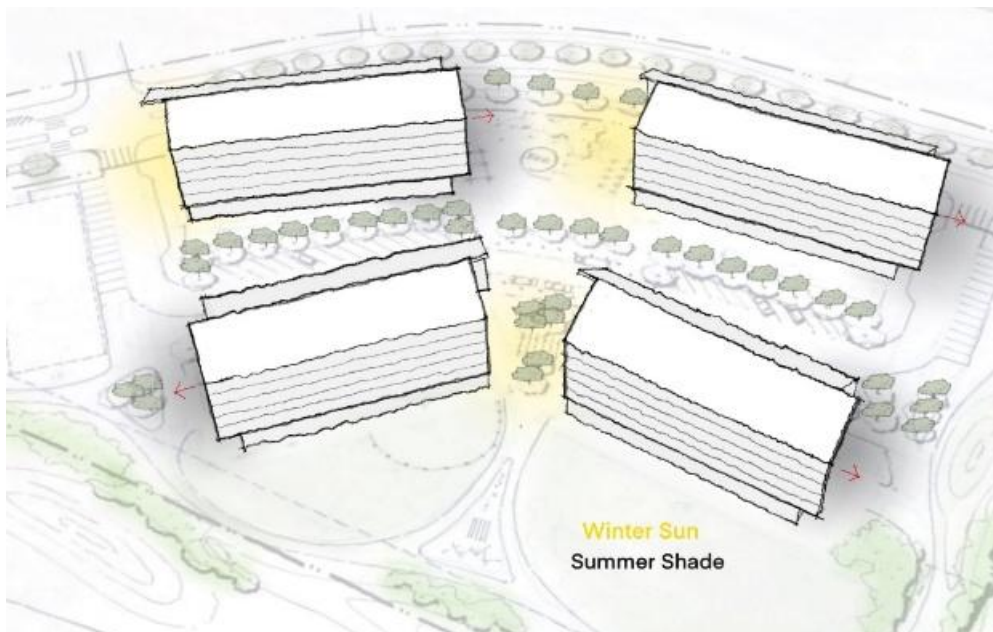


## DESIGN DRAWINGS

### Plan Rendering: Conceptual Design

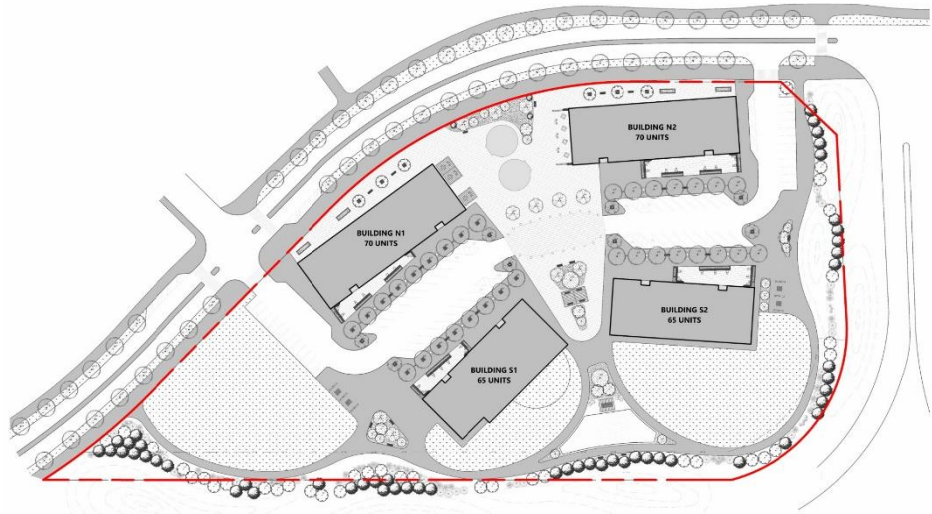


### Perspective Rendering: Sun/Shadow Social Spaces

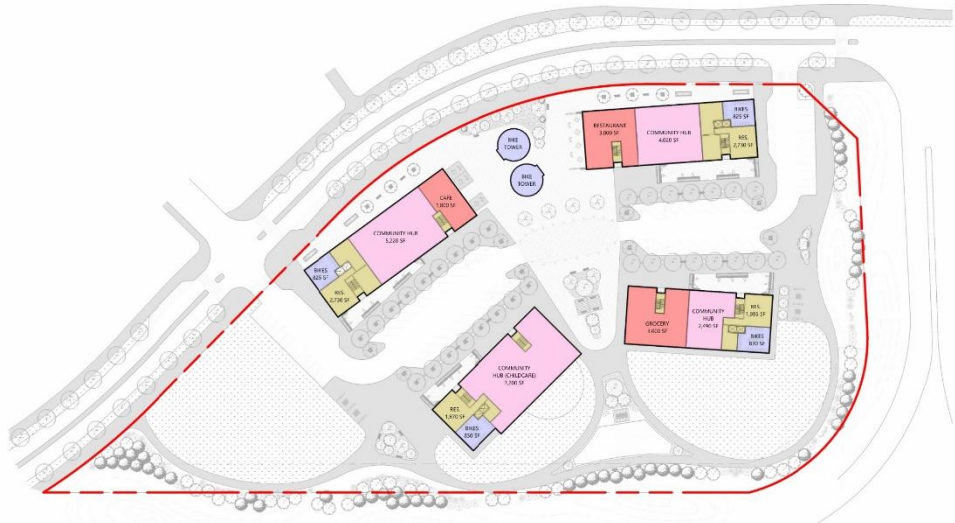




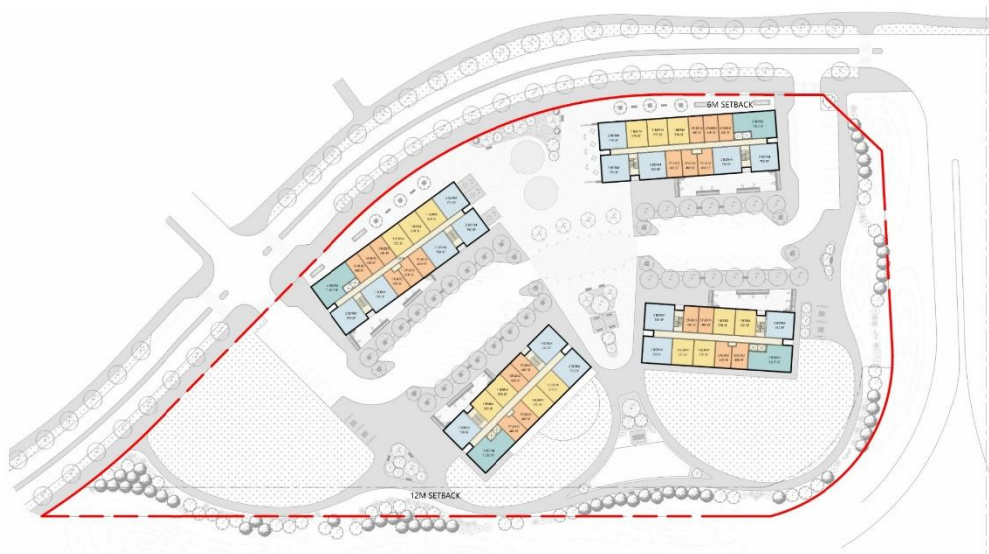
**Site Plan:** Overall Site Design



**Site Plan:** Main Floor Plan



**Site Plan:** Second to Sixth Floor Plans



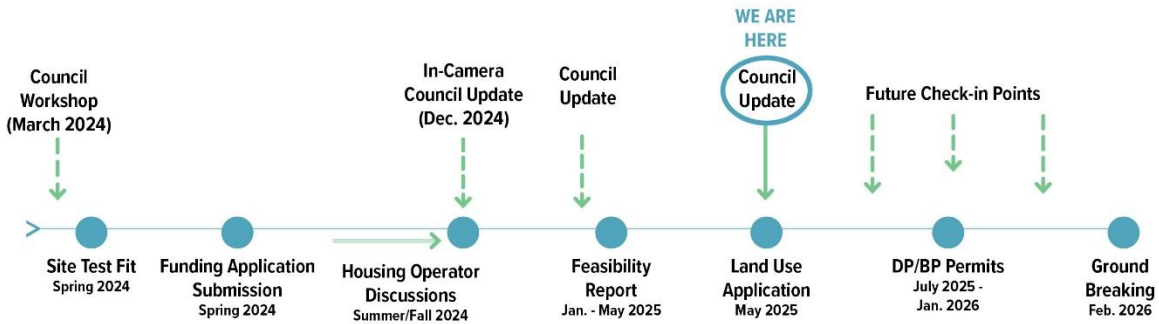




## OVERALL PROJECT TIMELINE

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### Project Timeline



## WHAT WE HEARD REPORT

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**Submission to Canmore Town Council****Revised Land Use Bylaw Amendment 2025-06 - Moustache  
Lands Direct Control District**

July 8, 2025

Your Worship, Council Members,

My name is Andrew Stephens, and I am a Canmore resident. For more than 40 years, my wife Margaret and I had the good fortune to experience the Bow Valley and surrounding area and everything it has to offer. We purchased a condominium here in 2011, but unfortunately, my wife did not get to enjoy it, as she passed away in 2014 from cancer. I moved to Canmore permanently in 2020.

Margaret recognized the profound, positive impact that women can have on a community's culture. She championed inclusion and the removal of barriers, whether it was in the boardroom, in public, or throughout our society. And not just for women, but for anyone who was marginalized, underrepresented, or underappreciated.

Margaret and I established the Margaret and Andrew Stephens Family Foundation to enhance communities through investment; to create opportunities for culture change and stronger connections; to inspire people to do great things; and to recognize and appreciate change makers. The Foundation invests in organizations and communities that align with those objectives. In the Bow Valley, in addition to investing in the Banff Canmore Foundation, the Margaret and Andrew Stephens Family Foundation has invested in the Palliative Care Society of the Bow Valley and YWCA Banff.

Thank you for your work to develop the Moustache Lands. I fully support the development.

I have three brief key messages today for you:

1. In addition to affordable housing, it is imperative that the development include emergency shelter.
2. The YWCA Banff would make a great partner for the development of these lands.
3. Don't lose momentum, but make sure we take the time to do the development in the best possible way.

Why should the development include emergency shelter? I'm sure you're familiar with the statistics about the need here in the valley, the location is perfect, and the development

would provide those in need the potential to move from ‘shelter space’ to ‘accommodation space’, creating lasting impact for Canmore families.

Why is the Y a great partner? They’ve demonstrated their capability to manage affordable housing operations, and recently completed a complex affordable housing construction project, with the opening of the Priscilla Wilson facility, which added 33 additional affordable housing units to Banff.

They are leaders in “Social Enterprise”. The most recent example of this is their announcement of the YWCA Banff, SAIT, and the Wim & Nancy Pauw Foundation’s “Vision for Community Growth and Resilience” for a tourism and hospitality centre. This \$30 million investment will offer world-class training and practical skill development to build much needed capacity and capability right here in the heart of the Bow Valley.

Why is momentum important? I know there is a deadline of Spring 2026 to meet the Reservation Agreement terms. I’m an engineer by education, and I learned through experience that you need to take the time up front to get the design right. My rule of thumb is that to design something right during the preliminary design phase might cost one dollar. To change it during the engineering phase would cost \$10.00. To change it during construction would cost \$100.00. To change it during commissioning would cost \$1000.00. And if you have to change it after operations have begun, it will cost you \$10,000. So, getting it right ‘up front’ is critically important. I encourage you to allow YWCA Banff to achieve the ‘shovels in the ground’ date unencumbered by additional restrictions, while making the time to get the preliminary design as ‘right’ as possible.

In closing, let me demonstrate to you how much I appreciate your commitment to the development of the Moustache Lands. I have a draft memorandum of understanding for the YWCA that commits the Stephens Family Foundation to making a very significant investment if the YWCA Banff formally partners with the Town of Canmore for the development and operation of the Moustache Lands for affordable housing, an emergency shelter and other social enterprise activities.

Thank you,

Andrew Stephens

**July 8, 2025**

Canmore Town Council

902 7 Ave

Canmore AB

T1W 3K1

**Subject: Revised Land Use Bylaw Amendment 2025-06—Moustache Lands Direct Control District**

Dear Mayor and Members of Council,

As the organizing committee behind the YWCA Banff Charity Classic Golf Tournament, we are writing to express our strong support for YWCA Banff and the proposed land use bylaw amendment related to the Moustache Lands Direct Control District.

Since 2015, we have been raising funds and awareness for YWCA Banff's Higher Ground Project. What began as a commitment to help create a local women's shelter has grown into a decade-long partnership grounded in deep trust in YWCA Banff's leadership, mission, and ability to deliver.

This tournament, originally founded by our dear friend, neighbour, husband, and father, Jamie Perkins, has continued since his passing as the Jamie Perkins Memorial Golf Tournament. Now the YWCA Banff Charity Classic, this event has always been about more than golf. It's about investing in the future wellbeing of our community.

YWCA Banff was initially selected as our beneficiary due to their long-standing local presence and deep understanding of community needs. Over the years, they have consistently demonstrated their ability to deliver high-impact services and bring complex projects to life, such as the Priscilla Wilson affordable housing facility in Banff, which added 33 much-needed affordable units to the community.

They are the right organization to lead, develop, and operate this project. They've earned the trust of the community and have the expertise and capacity to deliver real, lasting impact. For this reason, we strongly support moving forward with an agreement that enables YWCA Banff to proceed without requirements that would impede or delay their ability to deliver this project for our community. We are confident in their leadership and believe they need the flexibility and autonomy to maintain momentum and deliver on this vital project.

We also strongly support the development of a true continuum of care through this project, including emergency shelter, transitional housing, and affordable housing, as well as wrap-around supports like counselling. We've supported this vision from the start because it creates a safe, welcoming space where people are supported within their community. It reduces stigma, increases access, and ensures no one falls through the cracks. Most importantly, it opens real pathways to safety and long-term stability.

This is the legacy we've been working toward with YWCA Banff, our community, and in memory of our late friend, Jamie Perkins. We hope Council will honour this vision by supporting a streamlined, flexible path forward for YWCA Banff to realize this critical project.

Sincerely,

*The YWCA Banff Charity Classic Golf Tournament Committee*

Martin Buckley

Barb O'Neill

Terry O'Neill

Helena Perkins

Rebecca Perkins

Rob Wagemakers



# Request for Decision

**DATE OF MEETING:** July 8, 2025 **AGENDA #:** H 2

**TO:** Council

**SUBJECT:** Letter of Intent for Conservation Easement (800-3<sup>rd</sup> Avenue)

**SUBMITTED BY:** Adam Driedzic, Town Solicitor

**RECOMMENDATION:** That Council direct administration to terminate the Letter of Intent dated May 11, 2023 re. 800-3<sup>rd</sup> Avenue.

## EXECUTIVE SUMMARY

Administration is recommending that Council direct a termination of a Letter of Intent (LOI) between the Town and the holder of a conditional subdivision approval re. 800 3<sup>rd</sup> Avenue. Council directed administration to sign the LOI in response to Council resolutions related to the approval of Municipal Development Plan (MDP) and Land Use Bylaw (LUB) amendments to enable a subdivision and development scheme. The LOI provides intentions for a Conservation Easement (CE) and Environmental Reserve Easement (ERE) in lieu of taking municipal reserve and environmental reserve land on the subdivision approval. Subdivision approval PL2020168 has been issued with conditions to enter into a CE and ERE and takes no reserve land. The CE and ERE have been finalized but for maps and some details. Administration is proposing that the LOI has served its purpose and can be considered spent. The deadline in the LOI to sign the CE has expired, which allows either party to terminate the LOI with 30 days notice.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The lands are located past the end of the developed area of South Canmore, with Spring Creek and Spring Creek Mountain Village (SCMV) to the north, and the wastewater treatment plant to the south. The development scheme proposes a palliative care facility, multiple private homes, and a residual parcel to be used as a form of hobby farm with a residence in a location to be determined.

Bylaw 2022-09 was an MDP amendment to move the urban growth boundary, change the conceptual land use from conservation to neighborhood residential, and remove a Habitat Patch designation. Bylaw 2022-10 was a LUB amendment to change the district from Future Development to a DC District. The DC District provided a map of four subdistricts for: (A) Care Facility, (B) Residential, (C) Residential and (D) Residential and Agriculture. The materials for Council included the applicant's Environmental Impact Study (EIS) and a consultant's report that discusses the EIS and Habitat Patch.



Council gave first reading to the MDP and LUB amendments on May 2, 2022 and held a public hearing on May 24, 2022. After the public hearing, Council made resolution 125-2022 including several sub-resolutions directing administration to work with the applicant on changes to the proposed bylaws. This included resolution 125B-2022 that:

- (i) If a palliative care facility is not constructed in Area A then Area A will revert to the owner and the land in Area A will remain in a natural state;
- (ii) there is to be no trail or road connection between the Spring Creek development and 3<sup>rd</sup> Avenue through the subject lands; and
- (iii) the lands shall be protected in perpetuity from any further development except as described in the application.

In response to the Council resolutions, at the Council meeting of June 6, 2023, administration presented proposed changes to the bylaws and the proposed LOI. Council passed the bylaws and made resolution 141-2023 “directing administration to execute the Letter of Intent dated May 11, 2023 respecting a Conservation Easement.”

## DISCUSSION

The LOI provided a partial response to Council resolution 125B-2022, in particular subsections (ii) and (iii). It is aimed at protecting the remaining undeveloped lands and will have the effect of prohibiting public road or trail development into the lands as the lands will remain privately owned. As the CE is for wildlife conservation purposes, it enabled the MDP and LUB amendments to be made in a context of limited policy guidance for these decisions.

Administration is proposing that the LOI has served its intended purpose and can be deemed spent. The MDP and LUB amendments were made. The subdivision approval has been issued with conditions to enter into a CE and ERE to the Town’s satisfaction and it does not take any lands as municipal or environmental reserves. Public access to the lands will be prohibited by the use of ERE in lieu of environmental reserve and by the terms of the easements. The easements have been drafted and extensively negotiated. The remaining details to be finalized for the easements are maps and the details of allowable fencing between the subject lands and the adjacent parcel at Spring Creek Mountain Village. The LOI is silent on this level of detail. The technical details of agreements to be registered on title as conditions of subdivision approval are typically finalized between the applicant and subject-matter experts within administration. On the other hand, Council directed the LOI and there is little guidance from other Council-approved policies or guidelines on the outstanding details.

The LOI provides a 2-step termination process. First, the deadline in the LOI to sign the CE must expire. If it does, then either party can terminate the LOI with 30 days’ notice. The original deadline to sign the CE was extended by agreement multiple times and the most recent extension has expired. Either party can now terminate the LOI with 30 days notice. Administration is seeking Council’s direction on termination as Council directed administration to sign the LOI on the Town’s behalf.

Termination of the LOI will not change decisions that have already been made on the MDP, LUB and subdivision approval, nor will it prevent the finalization of the easements.

**ANALYSIS OF ALTERNATIVES**

N/A

**FINANCIAL IMPACTS**

None.

**INTEREST HOLDER ENGAGEMENT**

Representatives for the ownership have been made aware of this report coming to Council.

**ATTACHMENTS**

- 1) Letter of Intent dated May 11, 2023

**AUTHORIZATION**

Submitted by:	Adam Driedzic Town Solicitor	Date:	<u>June 19, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>June 30, 2025</u>

**BERNIE AND JAN MCCAFFERY**  
800 Third Avenue, Canmore, Alberta

*CONFIDENTIAL*

May 11, 2023

*By Email Only*

Town of Canmore  
Planning & Development  
Canmore Civic Centre  
902-7 Ave.  
Canmore AB T1W 3K1

**Attention: Lauren Miller**

Dear Ms. Miller:

**Re: Town of Canmore Bylaws 2022-09 and 2022-10 (the "Bylaws")  
Application for Land Use Redesignation, Subdivision and Development of 800 Third Avenue,  
Canmore (Legally Described as: That portion of the South Half of Legal Subdivision 13, Section  
28, Township, 24, Range 10, West of the 5th Meridian, as Shown on Township Plan Dated 02  
March 1889, containing 9.36 Hectares (23.13 Acres), More or Less) (the "Lands")**

**Letter of Intent**

As you are aware, it is our hope and intention to obtain a land use redesignation and thereafter to subdivide and develop the Lands. Attached is a conceptual plan (the "**Sketch**") identifying the approximate proposed subdivision boundaries and the proposed land uses applicable to each parcel.

In its deliberations on May 24, 2022 at first reading of the Bylaws, Council ("**Council**") for the Town of Canmore (the "**Town**") suggested that we (the "**Owners**"), as owners of the Lands, should among other things consider conserving the Lands in perpetuity.

1. **Purpose.** The purpose of this letter is to outline the terms on which the Owners may be prepared to enter into a conservation easement (the "**Conservation Easement**") with a qualified organization (the "**Grantee**") affecting a portion of the Land in furtherance to assurances by the Town and the Bow Corridor Ecosystem Advisory Group ("**BCEAG**") that the South Canmore Local Habitat Patch (the "**SCLHP**") is a functioning component of the wildlife corridors and habitat patches for the Bow Valley as described in the Wildlife Corridor and Habitat Patch Guidelines for the Bow Valley, updated 2012, (the "**BCEAG Report**") and to form the basis on which a formal Conservation Easement could be prepared.
2. **Key Terms.**
  - (a) The purpose of the Conservation Easement is wildlife conservation. That purpose will be achieved by restricting development of that portion of the Lands identified as subdistrict C and subdistrict D (the "**Easement Area**"), forming part of the SCLHP.



- (b) The Conservation Easement will permit one single family residence with accessory buildings and agricultural uses as currently contemplated in the Bylaws.
  - (c) Public access to the Easement Lands will be forbidden, excepting reasonable access for grade school children as part of school sponsored educational activities where the school group has obtained prior written consent of the Owners in respect of each activity and has agreed to abide by the reasonable rules and regulations of the Owners, including but not limited to providing evidence of appropriate insurance and a commitment to abide by the Owners' reasonable rules and regulations with respect to safety, environmental protection or agricultural operations.
  - (d) The Owners will be solely responsible for monitoring and enforcing public use restrictions because:
    - (i) setback areas adjacent to the creek are to be protected by an environmental reserve easement rather than through dedication as environmental reserve land; and
    - (ii) no part of the Lands will be dedicated as municipal reserve land.
  - (e) The Conservation Easement will be a comprehensive scheme for the conservation of the Easement Area so that none of the Owners, the Grantee or the Town will have rights or obligations regarding conservation of the Lands outside the specific provisions of the Conservation Easement.
  - (f) The functionality of the SCLHP is dependent on compatible adjacent land uses, and management of those uses, as well as on linkages to the contiguous Bow Valley wildlife network as set out in the BCEAG Report.
  - (g) The Conservation Easement will remain in perpetuity unless existing conditions of the SCLHP change, including but not limited to as a result of changes on the adjacent lands. The Conservation Easement will be reviewed on a periodic basis to ensure that it remains effective and may be terminated if it no longer serves its intended purpose.
3. **Formal Agreement.** A formal Conservation Easement satisfactory to the Owners and the Grantee will be negotiated and entered into between the Owners and the Grantee within one (1) year of the date of this letter. It is anticipated that the Town will be the Grantee.
4. **Termination.** If a land use redesignation of the Lands acceptable to the Owners has not been approved by July 31, 2023 or the Conservation Easement has not been entered into within one (1) year of the date of this letter either party may terminate this letter on thirty (30) day's notice to the other of them, at which time all rights and obligations set forth herein shall be at an end.
5. **Non-Binding and Binding Provisions.** This letter, when executed and delivered by the Town to the Owners (email acceptable), shall set forth the parties' mutual understanding and intention with respect to the subject matter hereof. The parties each acknowledge that this letter does not contain all matters upon which agreement must be reached in order for a Conservation Easement to be granted, and therefore does not constitute a binding commitment with respect

to the granting of a Conservation Easement or future use of the Lands. Binding obligations will result only from the execution and delivery of a Conservation Easement.

6. **No Fettering of Discretion.** Endorsement or approval of this letter of intent by the Town does not and shall not in any way be deemed or construed to be an approval or permit and shall not limit, circumscribe or otherwise restrict the discretion of the Town in any manner whatsoever, including without limitation in its capacity as subdivision and development authority under the *Municipal Government Act* (Alberta).
7. **Governing Law.** This letter of intent shall be governed by and construed in accordance with the laws of the Province of Alberta. Each of the Owners and the Town hereby attorn to the exclusive jurisdiction of the Court of King's Bench of Alberta sitting in Calgary in relation to any dispute arising under this letter or with respect to the validity or enforceability hereof.

If the foregoing is acceptable, please so confirm by countersigning and returning to the undersigned a copy hereof (email acceptable).

Yours truly,

DocuSigned by:  
  
5/11/2023  
G5482E646D6146E...  
Bernie McCaffery

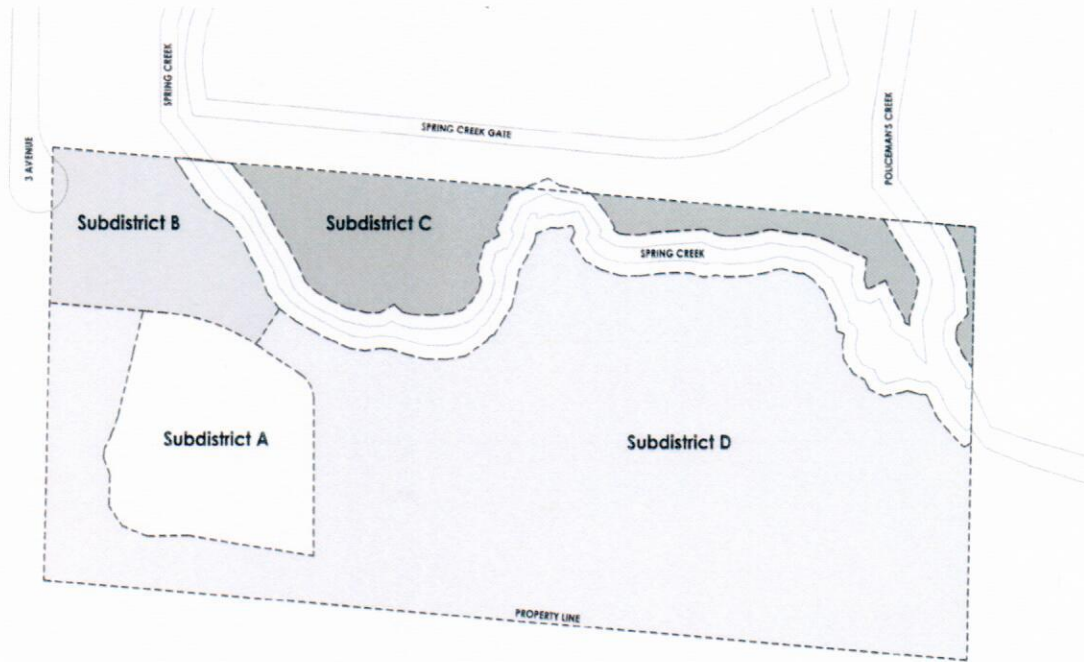
DocuSigned by:  
  
5/11/2023  
A0A6F6630A42410...  
Jan McCaffery

Agreed and accepted on the 6 day of  
June, 2023.

TOWN OF CANMORE

Per: 







# Request for Decision

**DATE OF MEETING:** July 8, 2025 **AGENDA #:** H 3

**TO:** Council

**SUBJECT:** 2025 Community Fireguard Capital Projects: Canmore Nordic Centre East and West Phase 2 – Construction

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

**RECOMMENDATION:** That Council approve a new 2025 Capital Project for the Canmore Nordic Centre East Phase 2 Fireguard Construction Project, funded by the Forest Resource Improvement Association of Alberta grant in the amount of \$992,000. Plus, Timber revenue of \$82,100 for a total Capital Budget of \$1,074,100.

That Council approve a new 2025 Capital Project for the Canmore Nordic Centre West Phase 2 Fireguard Construction Project, funded by the Forest Resource Improvement Association of Alberta grant in the amount of \$882,620.

## EXECUTIVE SUMMARY

The Forest Resource Improvement Association of Alberta (FRIAA) has approved funding for Phase 2 of community fireguard construction in the Canmore Nordic Centre (CNC) East and West areas. These projects will significantly reduce wildfire risk in the Bow Valley by reducing fuel load and the creation of defensible spaces for wildfire operations. These two projects are a continuation of the Bow Valley Community Fireguard work that was approved by Council in 2024.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Motion 97-2024 (May 7, 2024): Council Approved the submission of the application for the 2024 Forest Resource Improvement Association of Alberta (FRIAA) Community Fire Guard Program.

Motion 55-2025 (March 4, 2025): Council approved the submission of a Request for Proposals in the FRIAA Community Fireguard Program for Canmore Nordic Centre East and West Phase 2: Construction.

## DISCUSSION

The Town of Canmore has a longstanding, successful partnership with FRIAA, which has consistently funded critical wildfire mitigation projects within the municipality. This collaborative effort has significantly improved Canmore's wildfire preparedness and community safety, reflecting mutual dedication to wildfire risk management. Additionally, this initiative exemplifies the strong interagency collaboration occurring across the Bow Valley, with the Town actively working alongside regional partners to enhance wildfire resilience on both municipal and provincial lands.

Administration has been informed that the grant application to complete the CNC East and West Phase 2 Community Fireguard projects has been approved by FRIAA. These projects span a total of 124.4 hectares (CNC East: 96 ha; CNC West: 28.4 ha) and will significantly reduce wildfire risks through targeted vegetation management and infrastructure protection. CNC East focuses on safeguarding key infrastructure and residential areas, while CNC West provides a strategic containment line against wildfires approaching from the west.

#### **ANALYSIS OF ALTERNATIVES**

N/A

#### **FINANCIAL IMPACTS**

Total funding approved by FRIAA is \$1,874,620, (CNC East: \$992,000; CNC West: \$882,620).

#### **INTEREST HOLDER ENGAGEMENT**

Interest holder engagement has included regular communication and meetings with Kananaskis Improvement District, Municipal District of Bighorn, Banff National Park, Canmore Nordic Center Provincial Park (CNCPP), and Alberta Forestry and Parks. Indigenous consultation is following the Stages of Consultation for Level 2 Engagement as assessed by the Aboriginal Consultation Office. Interest holder engagement with user groups of/businesses at Canmore Nordic Centre Provincial Park is being done in consultation and collaboration with the staff of the CNCPP. Additional outreach with interest groups like the Canmore and Area Mountain Bike Association (CAMBA) is ongoing and is being done in collaboration with the Canmore Area Trails Strategy team with Alberta Parks.

The Town of Canmore's website has a page dedicated to the project and information sharing has occurred with several interest holders which includes developers, utility providers, property owners, and community associations.

#### **ATTACHMENTS**

- 1) CNC East and CNC West Capital Sheets
- 2) CNC East and West Fireguard Maps
- 3) Letter of Support (Alberta Forestry and Parks)

**AUTHORIZATION**

Submitted by:	Michael Bourgon Deputy Fire Chief	Date:	<u>June 19, 2025</u>
Approved by:	Ted Ruiter Fire Chief	Date:	<u>June 19, 2025</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date:	<u>June 19, 2025</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date:	<u>June 19, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>June 30, 2025</u>

<b>Budget Year:</b>	2025	<b>Budget:</b>	\$1,074,100
Department:	Fire Services	Project Type:	Health & Safety
Questica Reference:	PRO-25-05	Priority:	B

### Project Description:

Construction of strategic wildfire mitigation infrastructure (Phase 2) at the CNC East location. Project scope includes extensive vegetation management, fuel reduction, creation of defensible spaces, buffer zones, and comprehensive firebreak systems. These measures are specifically designed to enhance wildfire resilience, reduce risk, and strengthen community protection.

END

### Budget Funding:

	2025	2026	2027	2028	2029	2030	Total
Other	\$82,100	0	0	0	0	0	\$82,100
Provincial Grants	\$992,000	0	0	0	0	0	\$992,000
<b>Total</b>	<b>\$1,074,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$1,074,100</b>

### Operating Budget Impact:

n/a – The project will be managed by a third-party construction manager, fully funded by FRIAA.

END



**Project Rationale:**

The CNC East Fireguard Phase 2 is critical to safeguarding Canmore from escalating wildfire threats. It aligns with Canmore's strategic objectives of proactive and preventive wildfire management. Completion of this infrastructure significantly improves emergency response effectiveness, protects valuable community assets, and fortifies the community's overall wildfire resilience.

END

**Options Considered:**

n/a

<b>Budget Year:</b>	2025	<b>Budget:</b>	\$882,620
Department:	Fire Services	Project Type:	Health & Safety
Questica Reference:	PRO-25-06	Priority:	B

### Project Description:

Construction of strategic wildfire mitigation infrastructure (Phase 2) at the CNC West location. Project scope includes extensive vegetation management, fuel reduction, creation of defensible spaces, buffer zones, and comprehensive firebreak systems. These measures are specifically designed to enhance wildfire resilience, reduce risk, and strengthen community protection.

END

### Budget Funding:

	2025	2026	2027	2028	2029	2030	Total
Provincial Grants	\$882,620	0	0	0	0	0	\$882,620
Total	\$882,620	0	0	0	0	0	\$882,620

### Operating Budget Impact:

n/a – The project will be managed by a third-party construction manager, fully funded by FRIAA.

**Project Rationale:**

The CNC West Fireguard Phase 2 is critical to safeguarding Canmore from escalating wildfire threats. It aligns with Canmore's strategic objectives of proactive and preventive wildfire management. Completion of this infrastructure significantly improves emergency response effectiveness, protects valuable community assets, and fortifies the community's overall wildfire resilience.

END

**Options Considered:**

n/a



18 March 2025

Town of Canmore

Attn: Michael Bourgon  
Caitlin Miller

**RE: Support for Bow Valley Fireguard Program**

Alberta Forestry and Parks, Parks Division is very supportive of the Town of Canmore leading Fireguard program on the Alberta Parks land base. We specifically support the fire guard initiatives at the Canmore Nordic Centre (CNC) known as CNC East and CNC West. We recognize that this program will not only help reduce wildfire risk in the future but also help enhance habitat for an array of wildlife species. We look forward to moving the firebreak program forward and collaborating to make this program a success.

Regards,

*Debbie Mucha*

Debbie Mucha  
Kananaskis West Area Manager

cc:  
Michael Roycroft  
Alaric Fish





# Request for Decision

**DATE OF MEETING:** July 8, 2025 **AGENDA #:** H 4

**TO:** Council

**SUBJECT:** Capital Budget Amendment – Additional Debris Disposal Funding (CAP 7386)

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

**RECOMMENDATION:** That Council approve a budget increase to Capital Project CAP 7386 for additional debris disposal funding, fully funded by the Forest Resource Improvement Association of Alberta, in the amount of \$527,549. Plus, additional timber revenue of \$173,542, for a total increase of \$701,091.

## EXECUTIVE SUMMARY

The Bow Valley Community Fireguard project, initially approved under Capital Project CAP 7386, requires additional funds due to increased costs associated with debris disposal. Following a detailed review of the original disposal methods (mechanical processing and hauling), it was determined that alternative methods (mulching and open-air burning) are more feasible and cost-effective. A Request for Proposals (RFP) was issued, and these revised disposal methods were competitively priced, providing fixed and confirmed pricing for the remainder of the CAP 7386, project. FRIAA has reviewed and approved these revised methods, providing supplemental funding of \$527,549. Approval of this grant funded project budget increase will allow for the delivery of the original project scope.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Motion 97-2024 from May 7, 2024: Initial approval of the FRIAA Community Fireguard Program (Planning Phase), establishing foundational direction for this ongoing initiative.

Motion 193-2024 (September 4, 2024): Approved submission of proposals to the FRIAA Community Fireguard Program, Phase 2 (Construction).

CAP 7386 (November 5, 2024, and March 4, 2025): Original Community Fireguard construction project approvals totaling \$1,687,500, funded by FRIAA grants and timber sales revenue.

## DISCUSSION

During the original planning phase initiated with Council approval on May 7, 2024, Motion 97-2024, debris disposal methods included an air curtain incinerator as a smokeless option. Early operations revealed this method as financially unsustainable due to higher-than-anticipated labour, equipment time, fuel, and disposal fees.

In response, administration issued an RFP on March 4, 2025, and received multiple competitive proposals. Following extensive reviews with FRIAA and the Bow Valley Community Fireguard Team, alternative methods were chosen. The following methods (mulching of bush piles and controlled open-air burning of landing piles) were selected based on economic viability, and operational efficiency.

Fixed pricing for these disposal methods has been confirmed for the project's duration, significantly reducing financial risks. Additionally, contingency measures are in place to swiftly address any unforeseen operational challenges, ensuring minimal disruption.

Previous amendments (November 5, 2024, and March 4, 2025) provided necessary funding for core construction activities. This amendment specifically addresses subsequent cost increases in debris disposal, reflecting evolving market conditions and detailed financial scrutiny.

FRIAA has formally approved these alternative methods and the additional funding, verifying alignment with provincial wildfire mitigation strategies and funding criteria.

#### **ANALYSIS OF ALTERNATIVES**

Several disposal methods were evaluated during the RFP review, including Air-Curtain Burning, In-Situ Mulching, Open-Air Burning, Mulch and Haul for Biochar, and Top Spray. On-site mulching and open-air burning were selected based on their cost-effectiveness, fiscal responsibility, and capability to promptly address immediate debris disposal requirements, ensuring uninterrupted project progress without additional municipal expenses.

#### **FINANCIAL IMPACTS**

- Current approved amount (CAP 7386): \$1,687,500 (fully funded by FRIAA grants and timber revenues).
- Additional FRIAA approved funding: \$527,549
- Additional Timber Revenue: \$173,542
- Total Revised Project Budget: \$2,388,591
- Operational Budget Impact: None

#### **INTEREST HOLDER ENGAGEMENT**

Continuous interest holder engagement has occurred throughout the project's progression, reflecting continuous support and collaboration with provincial and regional interest holders, including:

- Municipal District of Bighorn
- Alberta Forestry and Parks
- Kananaskis Improvement District

Permitting for this project was conditional upon meeting compliance for Level 2 consultation as assessed by the Aboriginal Consultation Office. Successful submission of all records was completed in November 2024.

The Town of Canmore's website has a page dedicated to the project and information sharing has occurred with several interest holders which includes developers, utility providers, property owners, and community associations.

**ATTACHMENTS**

- 1) Revised Capital Budget Sheet – CAP 7386
- 2) FRIAA approval letter confirming additional funding

**AUTHORIZATION**

Submitted by:	Michael Bourgon Deputy Fire Chief	Date:	<u>June 19, 2025</u>
Approved by:	Ted Ruiter Fire Chief	Date:	<u>June 19, 2025</u>
Approved by:	Chelsey Gibbons Manger of Financial Services	Date	<u>June 19, 2025</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date:	<u>June 19, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>June 30, 2025</u>



# Community Fireguard Phase 2 - Construction

Project Summary

Project Number

7386

<b>Budget Year:</b>	2024	<b>Budget:</b>	\$2,388,591
Department:	Fire Services	Project Type:	Other
Questica Reference:	PRO-24-09	Priority:	B

## Project Description:

To help protect Canmore and the surrounding areas from wildfire, a fireguard from the East Park Gates to Dead Man's Flats will be constructed in phases over a period of three to five years. Construction of the fireguard will use a combination of mechanical tree removal and forest thinning. While the fireguard will protect the Hamlets of Harvie Heights, Dead Man's Flats, and the Town of Canmore, the majority of the work will be completed on provincial land.

The project will be grant funded.

END

## Budget Funding:

	2024	2025	2026	2027	2028	2029	Total
Other	0	\$531,042	0	0	0	0	\$531,042
Provincial Grants	\$750,000	\$1,107,549	0	0	0	0	\$1,857,549
<b>Total</b>	<b>\$750,000</b>	<b>\$1,638,591</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$2,388,591</b>

## Operating Budget Impact:

n/a

END



## Community Fireguard Phase 2 - Construction

Project Summary

Project Number

7386

### Project Rationale:

Wildfire is the top rated hazard to life, property, and critical infrastructure within and around the Bow Valley. The construction of a fireguard will help to reduce losses in the event of a wildfire.

END

### Options Considered:

n/a

END



Forest Resource Improvement  
Association of Alberta (FRIAA)  
Box 11094, Main Post Office  
Edmonton AB T5J 3K4



H4 Attachment 2

Tel.: (780) 429-5873  
Fax: (780) 429-4026

June 16, 2025

Sent by email only to: [scott.mckay@canmore.ca](mailto:scott.mckay@canmore.ca)

**RE: CFP-24-24, Town of Canmore, 2024-26 Bow Valley Fireguard Construction (Amendment for additional funding request)**

Dear Scott,

We are pleased to inform you that the FRIAA Board has approved your project amendment funding request for an additional \$527,549 in grant funding under the Community Fireguard Program.

Enclosed is the Project Amending Agreement requiring a signature from the Representative authorized to commit the Recipient to the terms and conditions therein. Return the signed copy to [Bibin.GeorgeVarghese@mnp.ca](mailto:Bibin.GeorgeVarghese@mnp.ca) or [admin@friaa.ab.ca](mailto:admin@friaa.ab.ca).

We look forward to continuing to work with you on this project. If you have any questions, feel free to contact Bibin George Varghese at 204-336-6152 or Sherry Norton at 780-733-8620.

Sincerely,

Forest Resource Improvement  
Association of Alberta (FRIAA)

Per: Sherry Norton



# Request for Decision

**DATE OF MEETING:** July 8, 2025 **AGENDA #:** H 5

**TO:** Council

**SUBJECT:** Cougar Creek Lot Disposition

**SUBMITTED BY:** Whitney Smithers, General Manager of Municipal Infrastructure  
Adam Driedzic, Town Solicitor

**RECOMMENDATION:** That Council direct Administration to proceed with the sale of 476 and 478 Grotto Road in accordance with Land Transaction Policy EX-007.

That Council direct the proceeds from the sale of the lots to the General Municipal Capital Reserve.

## EXECUTIVE SUMMARY

After the steep creek flood events of 2013, the Town purchased two properties adjacent to Cougar Creek given the extent of damage to the houses on the properties and the previous owners' desire to relocate. With the Cougar Creek debris flood retention structure substantially complete, and related changes to the MDP and LUB completed, the Town is now able to dispose of the two properties.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

August 16, 2016 – Council directed Administration to offer to purchase flood affected properties, 476 Grotto Road and 478 Grotto Road at the 2016 tax assessment rate if the Steep Creek Hazard and Risk Policy is approved. Funding for the purchase, transaction costs and site improvements to come from the general capital reserve (238-2016).

September 20, 2016 – Council approved the Steep Creek Hazard and Risk Policy (239-2016).

June 27, 2017 – Council approved EX-007 Land Transactions Policy (211-2017), amended November 1, 2022 (264-2022).

## DISCUSSION

Following the 2013 floods, the Town purchased two residential lots adjacent to Cougar Creek. These two lots, 476 and 478 Grotto Road, were acquired by the Town in 2016. The homes on these properties were destroyed in the 2013 flood and the properties were in a high hazard area prior to the completion of the Cougar Creek debris flood retention structure. The properties could not be rebuilt until such time as mitigation was complete.

The two lots were purchased for \$834,516, with funding from the General Capital Reserve. The intention at the time was to hold the lots until Cougar Creek flood mitigation was in place. In the meantime, signs were posted on the lots to indicate they were planned for future development.

The lots are within the R1A Residential Detached Small-Lot District of the Land Use Bylaw (LUB) and are within the Residual Hazard Zone in the LUB, precluding intensification of use. Now that amendments to the municipal development plan and the LUB related to steep creek flood mitigation are complete, there is no need to hold the lots in their current state.

Administration is recommending that the two lots be sold on the open market, consistent with the EX-007 Land Transactions Policy (“the Policy”). Sale of the lots is recommended as the size and land use designation of the two lots are not consistent with the type of housing the Town would look to our housing provider, Canmore Community Housing, to provide.

In accordance with the Policy, the sale of the lots would follow a competitive process and be advertised at a minimum in one local newspaper and the Town’s website for a two-week period. Prior to advertising the lots for sale, an appraisal of the lots would be completed by the Town.

The Policy states that Council may impose any limitations, terms or conditions on a disposal of land it deems necessary, including but not limited to:

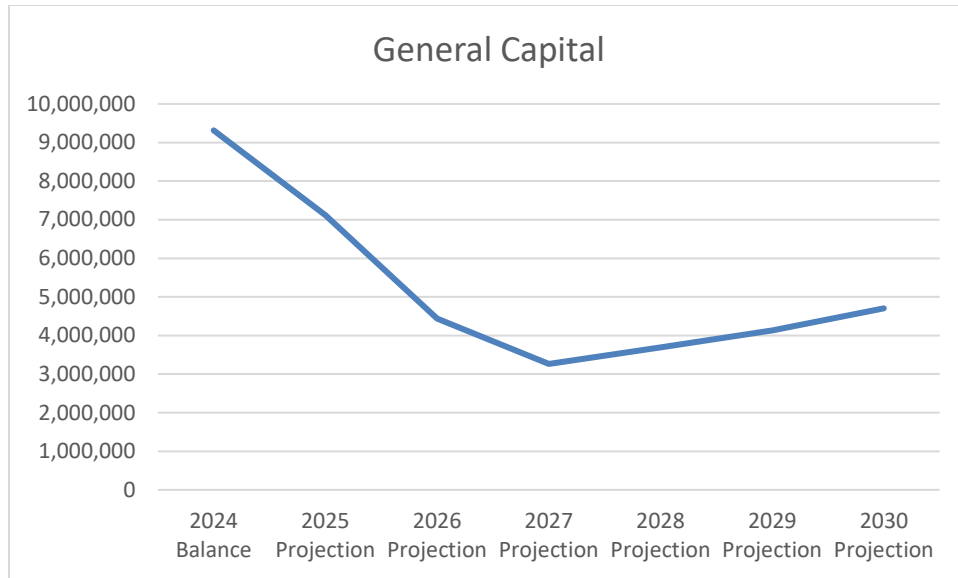
- a) a requirement to develop the lands within a specified time frame;
- b) a first right of refusal to purchase the lands within a specified time frame if they are offered for resale; and
- c) a re-purchase or transfer back provision if development is not undertaken within a specified time frame.

Administration does not recommend adding any of the above limitations to these sales as requiring the land to be developed within a set time or having the Town buy the land back at market prices will not support municipal objectives. Additionally, selling the lots without these types of encumbrances should increase the sale prices.

As the funds to purchase the lots were taken from the General Capital Reserve in 2016, it is recommended the proceeds of the sales be returned to the General Municipal Capital Reserve. General Capital Reserve is used where unforeseen circumstances require a funded project. This was the case with purchasing the lots in response to the 2013 flood.

Given the current state of that reserve, Administration suggests there is a need to use this funding to replenish it. The projected 2025 ending balance in the General Municipal Capital Reserve is approximately \$7.1 million. However, the six-year capital plan includes \$5.65 million in anticipated funding to capital projects, and only \$4.3 million in potential additions to the Reserve.

The following illustrative table shows the balance for 2024, and the projected balances for the six years of the current capital plan. As this table demonstrates, the usages over that period exceed the contributions. By the end of the plan, the reserve will have a lower balance than it has currently. This erodes the Town’s ability to fund unexpected or new initiatives over time, as no new money has been set aside for needs outside the present window.



The Reserves Policy does not specify a dollar target level for this reserve. The Policy indicates the Reserve should be adequate to fund both new capital projects identified as reserve funded in the long-term financial strategy and capital planning summary, and unanticipated capital expenditures within the next 10 years. Since its adoption, the Long-Term Financial Strategy has highlighted “the systemic and emerging issues that could potentially threaten the Town’s financial sustainability as it related to the funding of capital assets.”

Additionally, the current capital plan identifies \$107.1 million worth of capital projects that are currently unfunded.

Given the over \$100 million in currently identified projects with no identified funding source (“D” projects), the significant nature of unexpected capital items in recent years (for example, additional requirements for the Cougar Creek Flood Retention Structure, and the reclamation requirements for the leased lands by Millennium Park), and the costing uncertainty that currently exists given the macroeconomic/political landscape and potential tariff impacts, directing these funds to the General Capital Reserve is considered the most prudent and best possible use for them.

#### **ANALYSIS OF ALTERNATIVES**

1. Council could choose to not sell the lots and provide them to Canmore Community Housing (CCH) for development. This is not recommended as the construction of single detached residences on two lots will do very little to increase the supply of community housing.
2. Council could choose to direct the proceeds to the Town’s Housing Action Fund Capital Project or the Vital Homes Reserve. The Town currently has a number of housing initiatives underway, and the proceeds of the sale of these two lots could be used to advance larger-scale housing development. This is not recommended as initial funding for the purchase came from the General Municipal Capital Reserve, which is subsequently lower in balance than it otherwise would have been, and other potential funding sources have been considered and identified for housing initiatives, such as the Livability Tax program.
3. Council could choose to direct the proceeds from the sale of the lots to CCH. This is not recommended for the same reasons that apply to alternative #2. The Town used the General Municipal Capital Reserve to purchase the lots in response to the 2013 flood, not in relation to the Town’s housing initiatives.

Alternative #3 is also not recommended as it does not relate to any specific housing program or project. Council has already approved a loan of up to \$12 million to CCH for the purposes of advancing their housing project at 100 Palliser, in addition to a loan guarantee for the Ptarmigan Pointe development.

#### FINANCIAL IMPACTS

As included in the discussion above, by returning the proceeds of the sale of the lots to the General Municipal Capital Reserve, these funds would be available to meet the many and significant needs of the Town and help positively impact the state of the reserves, and their sufficiency to meet future capital needs. By directing these funds to the General Capital Reserve, they would be available to help address current gaps which include the over \$100 million in currently identified projects with no identified funding source (“D” projects) within the current capital plan, provide flexibility to address potential future unexpected capital items, and help address the costing uncertainty that currently exists given the macroeconomic/political landscape and potential tariff impacts.

#### INTEREST HOLDER ENGAGEMENT

N/A

#### ATTACHMENTS

- 1) Location of Properties Owned by the Town

#### AUTHORIZATION

Submitted by:	Whitney Smithers General Manager, Municipal Infrastructure	Date: <u>June 20, 2025</u>
Approved by:	Adam Driedzic Town Solicitor	Date: <u>June 19, 2025</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date: <u>June 18, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>June 30, 2025</u>



## Location of Properties Owned by the Town





# Request for Decision

**DATE OF MEETING:** July 8, 2025 **AGENDA #: H 6**

**TO:** Council

**SUBJECT:** 2025 Engineering Design and Construction Guidelines – Revised  
Landscape Design Guidelines and Specifications

**SUBMITTED BY:** Riley Welden, Parks Planner

**RECOMMENDATION:** That Council approve the proposed 2025 Engineering Design and Construction Guidelines revisions as presented.

## EXECUTIVE SUMMARY

The Engineering Design and Construction Guidelines (EDCG) provide developers and their consultants with guidance and direction on the design and construction of infrastructure in the Town of Canmore. An updated EDCG was approved by Council in February 2025, however the Landscape Design Guidelines section was excluded. This review is now complete, and a comprehensive update to the EDCG Landscape Design Guidelines section has been prepared; reflecting best practices and feedback from industry.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

In February 2025, Council approved the updated 2025 EDCG. This update excluded landscape design and development related items as a separate review was being led by Town of Canmore Parks.

## DISCUSSION

The EDCG is a technical document that guides the design and construction of public lands and infrastructure. It is used by developers and their consultants when developing lands in the Town of Canmore and is also used by Town Staff for Town initiated projects. The EDCG is informed by Council-approved strategic planning and statutory documents including the Municipal Government Act, Municipal Development Plan, Integrated Transportation Plan, Open Space and Trails Plan, Open Space Development Guidelines, Recreation Master Plan, and the Climate Emergency Action Plan. The EDCG is a technical guide and implementation tool for achieving the outcomes of these documents. It was prepared with input from various administrative departments, technical specialists, and the development industry.

An updated EDCG was adopted by Council in February 2025, however Section 10 - Landscape Design Guidelines was excluded from this review. The Town's Parks Department is responsible for landscaping-related design and construction of public lands and therefore a separate review of this section by Parks was initiated in conjunction with, but separate from, the overall EDCG review.

The proposed landscape-related updates and revisions to the EDCG are provided as Attachment 1. The changes are summarized below and detailed in the Attachment in five parts:

1. Section 1: Introduction and Section 2: Applications and Permits Changes
2. Section 10: Landscape Design Guidelines Changes
3. Appendix A: Abbreviations and Glossary of Terms Changes
4. Appendix F: Plant Species List Changes
5. Table of Contents and Tables List Changes

Updates and revisions are summarized below.

## **1. Section 1: Introduction and Section 2: Applications and Permits Changes**

Changes to Section 1 include:

- Including 'landscape development' to the list of City of Calgary standard and specification categories upon which the Town of Canmore will reference and use;
- Updating the City of Calgary landscape design guidelines and specifications document title;
- Outlining how 'Landscape Development Guidelines and Construction Specifications' deviations will be accommodated and processed and clarifying Parks Planner responsibilities.

The changes to Section 2 include distinguishing Town Engineer and Parks Planner responsibilities for reviewing and approving proposals/drawings. The Parks Planner is responsible for all landscape related development proposals within public lands (parks, open space, trails, boulevards, public utility lots, environmental reserve lands), while the Town Engineer is responsible for all other public land development.

## **2. Section 10 Landscape Design Guidelines Changes**

Section 10 has been completely revised and will be replaced as outlined in Attachment 1. Change highlights include:

- Formatting: Section 10 has been divided into two parts:
  - Part A: Landscape Development Guidelines, which provides direction for public lands landscape design; and
  - Part B: Landscape Construction Specifications, which outlines how landscape elements should be constructed and/or installed on public lands.

Dividing the section into two parts will help users (developers/consultants) navigate the document.

- Outlining the minimum and maximum landscape requirements for all parks, streets and roads boulevards, medians, traffic islands, and public utility lots. This includes grass, trees, shrubs, and various park amenities such as play equipment, sports fields, picnic tables, benches etc.
- Addition of Wildfire Mitigation Landscape Design Guidelines. These guidelines are based on FireSmart Canada principles and intended to help mitigate Canmore's wildfire risk.
- Allowing for portions of parks and open spaces to include naturalized zones, which are areas meant to be left undisturbed and allow for 'natural' native planting growth.
- Establishing tree setbacks and spacing distances from structures and utilities.
- Establishing pathway design guidelines, including minimum and maximum grades/slopes.

- Updated playground design guidelines, including preferred location, play equipment and surfacing type, seating etc.
- Establishing off-leash dog park design guidelines, including classifications (dog runs/dog parks), preferred location, entrances, amenities, signage, waste collection and maintenance requirements.
- Establishing topsoil type, volume and depth specifications.

### **3. Appendix A: Abbreviations and Glossary of Terms Changes**

New terms were added and defined for clarity and to ensure consistent interpretation.

### **4. Appendix F: Plant Species List Changes**

Change highlights include:

- Generally broadened the list of trees and shrubs acceptable for planting within Canmore (Private and Public Properties). The species added are drought-tolerant or WildSmart-friendly, or both.
- Consolidated all plant species tables into the appendix for ease of reference. The appendix now contains the following plant species tables:
  - Tables F1-F5 (inclusive) lists the acceptable trees, shrubs and wildflowers for all areas in Canmore.
  - Table F6 lists the plants that are prohibited in Canmore.
  - Table F7 lists the acceptable trees for boulevard/median planting.
  - Table F8 lists the acceptable trees and shrubs on private properties.
- Added notes to applicable tables outlining that coniferous plants are only acceptable in FireSmart appropriate locations.

### **5. Table of Contents and List of Tables Changes**

Updated the 2025 EDCG Table of Contents and List of Tables in accordance with the changes outlined above.

### **FINANCIAL IMPACTS**

Broader cost considerations of the EDCG revisions were more generally included with the report in February. The landscape design revisions reflect industry best practice and are not anticipated to have significant initial cost or long-term maintenance financial impact.

### **INTEREST HOLDER ENGAGEMENT**

The Bow Valley Builders & Developers Association (BOWDA) was consulted throughout the revision process. BOWDA reviewed and provided a detailed list of comments outlining specific areas they would like updated and/or addressed. Administration prepared draft revisions focussing on addressing these comments. BOWDA reviewed and commented on the draft revisions. Administration held a workshop with BOWDA to discuss their comments and identify potential solutions. Administration made further revisions based on the discussion before finalizing the changes.

One area both parties agreed to address at a later date was the irrigation design and specifications. Administration will research and bring forward revisions later this year. While irrigation was not addressed in

this review, the EDCG update provides sufficient flexibility for proposed alternatives, provided that the same outcome is achieved. These deviations/alternatives will be tracked and considered for future updates.

Public Works operations and the Engineering department were consulted on specific items which have operations and maintenance implications or where there are common interests.

#### **ATTACHMENTS**

- 1) 2025 Engineering Design and Construction Guidelines Landscape Design Guidelines Revisions

#### **AUTHORIZATION**

Submitted by:	Riley Welden, RPP Parks Planner	Date:	<u>June 12, 2025</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date:	<u>June 16, 2025</u>
Approved by:	Andreas Comeau Manager of Public Works	Date:	<u>June 13, 2025</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date:	<u>June 19, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>June 30, 2025</u>



## APPENDIX 1: 2025 EDCG LANDSCAPE DESIGN REVISIONS

The 2025 Engineering Design and Construction Guidelines is revised as follows:

### 1. Changes to Section 1: Introduction and Section 2: Applications and Permits

Additions are shown in **blue** and deletions are shown in **red strike-through**.

#### 1.1 Reference Documents

The documents listed below are intended to form the reference material for the EDCG. A list of reference material is hosted on the Town's website. From time to time, new reference material may become available and will be listed on the Town's website and included in the EDCG as subsequent updates are made, for this reason the reader is directed to the website for the comprehensive listing. Please note that this list assumes the most recent edition of the document, except in cases where a specific edition is referenced.

##### 1.1.2 City of Calgary

Unless otherwise noted in the EDCG, the Town of Canmore follows the latest versions of the City of Calgary's standard specifications for water, sanitary, stormwater, transportation systems, **and landscape development**, and the full suite of design guidelines maintained by the City, along with Industry Bulletins released from time to time by the City of Calgary to amend these guidelines. This includes, but is not limited to, the most recent version of the following City of Calgary documents:

##### 1.1.2.1 Standard Specifications

- Standard Specifications for Waterworks Construction
- Standard Specifications for Sewer Construction
- Standard Specifications for Roads Construction
- **Development Guidelines and Standard Specifications: Landscape** ~~Construction Standard Specifications for Landscape Construction~~
- Standard Specifications for Erosion and Sediment Control

##### 1.1.2.2 Guidelines

- Design Guidelines for Subdivision Servicing
- Design Guidelines for Development Site Servicing Plans
- Design Guidelines for Street Lighting
- Guide to Lot Drainage – Residential Development
- Geotechnical Guidelines for Land Development Applications
- Wastewater Lift Station Design Guidelines
- Stormwater Management and Design Guidelines
- Low Impact Development Modules 1, 2, 3, and 6
- Principles for Stormwater Wetlands Management
- Guidelines for Supply of Stormpond Water for Irrigation Use
- Guidelines for Erosion and Sediment Control
- Fire Department Access Standard
- Transportation Impact Assessment Guidelines
- Consulting Engineer's Field Services Guidelines
- Design Guidelines for Erosion and Flood Control: Streambanks and Riparian

## 1.6 Deviations from Guidelines

### 1.6.1 Engineering-related Guidelines

~~These~~ Guidelines outlined in Sections 3 – 9 (inclusive) and Section 11, are intended to be the minimum standards. Where conditions dictate and good engineering practice requires, higher standards than those indicated should be incorporated into the design.

While the goal of this document is to provide a comprehensive set of guidelines that result in effective, reliable and economical systems that align with Council priorities and guiding documents, the guidelines are not meant to stifle technological innovation and evolution, nor eliminate design approaches that may be appropriate for local conditions.

Alternative approaches may be considered if it can be demonstrated that there are better ways of achieving the same objectives. Similarly, the Town of Canmore has the discretion to grant relaxations from the guidelines when, to the satisfaction of the Town, all other options are exhausted and safe and satisfactory operation is still ensured. At all times the Consulting Engineer remains responsible for the design as Engineer of Record.

~~The Town of Canmore will maintain a registry of relaxations requested by Consulting Engineers or deviations required by the Town. This registry will be consulted regularly to inform future updates to the guidelines.~~

### 1.6.2 Landscape Development Guidelines and Construction Specifications

The guidelines and specifications outlined in Section 10: Landscape Development Guidelines and Construction Specifications are considered to be normal practice for the development and construction of landscape elements in the Town of Canmore. While the goal of this Section is to provide a comprehensive set of guidelines and specifications that result in effective, reliable and economical landscape development that aligns with Council priorities and guiding documents, the guidelines are not meant to stifle technological innovation and evolution, nor eliminate design approaches that may be appropriate for local conditions.

The Town also acknowledges site specific conditions may make it difficult to achieve all direction and guidance provided in this document. Alternative approaches and modifications may be considered if it can be demonstrated that there are better ways of achieving the same direction and/or remedying conflicting direction. Similarly, the Town of Canmore has the discretion to grant relaxations from the guidelines and specifications when, to the satisfaction of the Town, all other options are exhausted, safe and satisfactory operation is still ensured, and the general intent of the direction/guidance is maintained. The Town of Canmore Parks Planner is responsible for granting proposed relaxations, deviations, or modifications, while the Consulting Landscape Architect remains responsible for the design at all times.

### 1.6.3 Relaxation Registry

The Town of Canmore will maintain a registry of relaxations requested by Consulting Engineers/Landscape Architects or deviations required by the Town. This registry will be consulted regularly to inform future updates to the guidelines.

## 2.1 Contractual Relationships

This section is intended to provide an overview of the roles and responsibilities of parties involved in the development process. [Please note for the purposes of this Section, engineering-related guidelines and direction provided in this document involve the Town Engineer and Consulting Engineer, while landscape development guidelines and construction specifications involve the Town of Canmore Parks Planner and Consulting Landscape Architect.](#)

### 2.1.1 Developer/Town

The Developer may be required to enter into an agreement (subdivision servicing agreement or development agreement) with the Town to complete the construction of a subdivision or other development in accordance with Canmore's Land Use Bylaw and the EDCG. The Developer is, and shall remain, responsible to the Town for the full and proper performance of all obligations and municipal improvements under the agreement. When, in the opinion of the Town Engineer, [or Parks Planner for all landscape-related development](#), the work being performed is not receiving full-time inspection (or the otherwise-approved level of inspection), or it can be reasonably shown that the work is not being completed in accordance with the applicable standards, the Town may issue a stop order to the Developer. The stop order will specify the reason for the stoppage and provisions for remedy. The Town, with reasonable cause and as specified in the agreement, may stop construction and installation of municipal improvements at any time. A copy of the stop order will also be given to the Contractor to stop work on the municipal improvements. Any work on municipal improvements that is completed while a stop order is in effect may be rejected by the Town Engineer [or Parks Planner](#).

### 2.1.2 Developer/Consulting Engineer

The Developer must retain a Consulting Engineer for Intermediate and Large Developments, and sometimes for small developments as defined in Section 2.2.3. Landscape Architect is required in cases where landscaping on Municipal lands will be constructed. The role of the Consulting Engineer and Landscape Architect is to ensure Municipal Improvements conform to, or exceed, all standards and guidelines. It is the responsibility of the Developer to inform the Town Engineer [and Parks Planner](#) of the engagement of a Consulting Engineer and/or Landscape Architect for Field Inspection Services, where required as defined above. In these cases, the Consulting Engineer and/or Landscape Architect must complete and submit to the Town Engineer a notice of engagement as described in Submission Requirements.

### 2.1.3 Developer/Contractor

The Developer shall enter into a contract with the Contractor(s), to complete the construction of a subdivision or development in accordance with the designs and specifications approved and accepted by the Town. The Contractor is responsible to the Developer for the quality of municipal improvements and for conformance with the EDCG.

### 2.1.4 Town/Contractor/Consulting Engineer/Landscape Architect

There is no direct contractual relationship between the Contractor and the Town. In the interests of efficiency and clear communication, any communication from the Town Engineer/[Parks Planner](#) regarding ongoing work should be communicated directly to the Consulting Engineer/Landscape Architect and Developer unless otherwise agreed upon in writing.

There is no direct contractual relationship between the Town and the Consulting Engineer and/or a Landscape Architect in the construction process. The Consulting Engineer and/or Landscape Architect liaises with the Town Engineer/[Parks Planner](#) as required, including but not limited to commencement of construction, construction meetings, design/construction changes and issuance of Construction Completion Certificates (CCCs) and Final Acceptance Certificates (FACs), all with copies to the Developer. As the Consulting Engineer and/or Landscape Architect is a representative of the Developer, the Town Engineer/[Parks Planner](#) has the right to request through the Consulting Engineer and/or Landscape Architect that observed deficiencies be corrected. In the interests of clear communication, the Town Engineer/[Parks Planner](#) must copy the Developer on such instructions when issued. It is the Developer's responsibility to review and understand the full scope of the obligations of the Consulting Engineer/[Landscape Architect](#).

Any verbal communication must be followed up with a written or digital (i.e., email) record of the communication, by one or more of the parties.

## 2.2 Classification of Project and Engineering Requirements

When applications are received, the Town Planning and Development department designates the application into one of four development/project categories: very small, small, intermediate and large developments. Fees and level of engineering review for a development will be determined by the project category in accordance with the fee schedule approved by Council and posted on the Town's website. The project categories and typical projects described below are both general and subjective and the Town reserves the right through the Planning and Development Department to reasonably determine a project's category. The project fee schedule can be found on the Town of Canmore website: [www.canmore.ca](http://www.canmore.ca).

Note that subdivisions are considered developments. In this section, subdivision refers to a specific area of land characterized by the splitting of larger parcels of land into smaller blocks, lots, reserves, roadways, rights-of-way, etc., and may include the installation of related municipal improvements on or adjacent to those lands to service developments on those lands.

Development in this section refers to buildings, structures or works located on one or more parcel of land in a new or existing subdivision and the related municipal improvements on or adjacent to the parcel to be developed.

The Town reserves the right to reasonably determine additional engineering [and/or landscape](#) requirements for any development application, should the application warrant such additional work. The engineering requirements for each development/project category are defined below.

### 2.2.1 Application of Project and Engineering/Landscaping Requirements

Acknowledging that standards and specifications, including the EDCG, change over time, the guidelines and specifications applicable to a submission to the Town for a project, development or subdivision will be those guidelines and specifications in effect and officially published at [www.canmore.ca](http://www.canmore.ca) (or [www.calgary.ca](http://www.calgary.ca) for referenced specifications as the case may be) on the date of submission to the Town (including fee payment) of a complete application.

### 2.2.2 Very Small Development

Very small developments typically refer to renovations, balconies, porches and accessory buildings with no new, or altering of, existing services, grades or drainage.

Although there is typically no engineering component involved, the Town reserves the right to have any project reviewed by the Town Engineer, or to ask that a Consulting Engineer be engaged should the Town feel that the project requires specialized knowledge (e.g., structural retaining walls, fuel storage tanks, etc.).

Typically requires no additional engineering permits or agreements.

### 2.2.3 Small Development

Small developments are defined as detached single-family dwellings, duplex, garages (including garage/garden suites), projects that involve changes in grades, services or drainage patterns, small industrial, institutional or commercial projects with a minimal engineering component, or other serviced buildings under 200m<sup>2</sup>. The Town reserves the right to ask any Developer or Builder to obtain the services of a Consulting Engineer if they feel that the project requires specialized knowledge (e.g., structural retaining walls, complex servicing). Small developments that fall within the criteria outlined in the Stormwater section of the EDCG will require a Consulting Engineer for their stormwater requirements.

Minor on-site engineering review is required when there are changes in lot grading, drainage, stormwater management, or the lot is located in a Low Steep Creek Hazard zone.

In addition to the Town requirements mentioned above, certain small development infrastructure inspections must be witnessed by the Town. Service inspection services are offered by the Town for a fee. The Engineering Department requires a minimum of 24 hours advanced notice for these inspections (contact the Engineering Department at [engineering@canmore.ca](mailto:engineering@canmore.ca)).

Alternatively, the Developer may submit a stamped letter and inspection report prepared by a Consulting Engineer for the inspection of water and sanitary services. If a Consulting Engineer is engaged they will be required to inspect all aspects of the service installation, inclusive of insulation (where required) and pressure testing.

Infrastructure inspections that must be conducted include the following:

- Verification of adequate slope and depth of water and sanitary lines
- Water (or air) pressure test (water service pipe and low pressure sanitary sewer pipe)
- Materials confirmation
- Insulation specifications and placement (if required)

Contractors must have the bedding and servicing in place but still exposed for inspections.

### 2.2.4 Intermediate Development

Any development that requires construction of new or replacement of water, sanitary or storm service connections beyond the parameters of Small Development as described above. Typically defined as multi-unit (3 to 10 units) projects, subdivisions creating 3 to 10 lots or less, or buildings with a gross floor area between 200m<sup>2</sup> and 2,000m<sup>2</sup>.

These applications require a Consulting Engineer and a notice of engagement letter as outlined in the Submission Requirements, below. A Landscape Architect is required in cases where municipal landscaping will be provided.



## 2.2.5 Large Development

Large developments are defined as multi-unit projects greater than 10 units (may be integral to one structure or multiple structures); buildings with a gross floor area more than 2,000 m<sup>2</sup>; commercial, industrial or institutional developments that require a Transportation Impact Assessment, and projects of unusual complexity (at the discretion of the Town) where significant variances to Town guidelines and standards are required.

Subdivisions creating more than 10 lots will be considered large developments.

These applications require a Consulting Engineer and a notice of engagement letter as outlined in the Submission Requirements section, below. A Landscape Architect is required in cases where landscaping on municipal lands will be provided.

## 2.3 Development/Subdivision Application Review Process

Development permits (DP) are required for most developments and must be obtained from the Town of Canmore Planning and Development Department.

The milestones detailed below outline the engineering review process for subdivisions and developments. The engineering review process timeline is based on these milestones and is intended to work alongside the requirements of the Planning and Development Department.

### 2.3.1 Milestone #1 – Pre-Application Meeting

A pre-application meeting is intended to provide guidance to a Developer or Builder regarding Town of Canmore expectations for a specific project, prior to an Applicant making significant investments of time and resources in a proposal.

Pre-application meetings are required for various types of applications and are optional for small scale developments. Additional information is available at [www.canmore.ca](http://www.canmore.ca).

### 2.3.2 Milestone #2 – Development Permit/Subdivision Approval

The DP/subdivision approval is usually the first milestone of the review process for a development project.

A comprehensive description of the DP review and approval process is outlined in the Land Use Bylaw. The Town's website includes Development Permit Requirements Checklists specific to the various types of DP applications. If a pre-application meeting was held, Town administration will outline application requirements specific to the development based on their interpretation of the information provided by the Applicant. Section 2.5 provides additional information regarding the typical Engineering and landscape submittals required.

A Development Permit Approval is subject to conditions outlined in the Schedule A document, while an approval of Tentative Plan of Subdivision is subject to conditions outlined in the unratified extract. The Developer is responsible for understanding the conditions and ensuring they are met.

For small developments, a building permit (BP) may be the first milestone of the review process where a DP is exempted in the Land Use Bylaw.

Significant modifications to approved DP drawings will require submittal and approval of a new DP. Minor modifications may be considered by the Development Officer and Town Engineer, at their discretion.

### 2.3.3 Milestone #3 – Execution of Development Agreement/Subdivision Servicing Agreement

The Developer is free to start stripping and grading a site and construction of infrastructure after execution of a Development Agreement or Subdivision Servicing Agreement and once the Notice to Proceed (NTP) has been issued. In the case of a Development Permit, once the NTP is issued, infrastructure work can commence prior to issuance of a Building Permit unless otherwise conditioned in the Schedule A. The Developer is required to obtain the necessary Road Permits for work within Municipal Road ROW.

The following is required to execute the Development Agreement or Subdivision Servicing Agreement subsequent to issuance of a Development Permit or approval of Subdivision:

1. Approved detailed design drawings;
2. Approved securities estimate;
3. Certificate of Insurance (COI) with the Town named as additional insured;
4. Notice of Engagement;
5. Construction Management Plan (inclusive of ESC plan where required);
6. Satisfaction of Schedule A 'Prior to Construction' conditions or relevant conditions of subdivision approval.

The Town Engineer will issue the NTP upon execution of the agreement.

The grouping and application sequence of CCCs is detailed and recorded as a schedule that is part of the executed development agreement or subdivision servicing agreement and are used for determining securities. In Development Permit and Subdivision applications, securities are required for Town Municipal Improvements and for onsite private landscaping. CCC categories typically required for Development Agreements and Subdivision Servicing Agreements and used for securities determinations are outlined below. Alternative classifications may be considered by the Town Engineer upon request by the Developer.

#### 2.3.3.1 Securities Categories - Intermediate/Large Development Permit

Municipal Improvements – Water and Sanitary

Municipal Improvements - Stormwater

Municipal Improvements - Surfaceworks

Private Infrastructure - Landscaping

Municipal Improvements - Landscaping

#### 2.3.3.2 Securities Categories - Subdivision

Underground Improvements

- Water mains and hydrants
- Sewer and water service connections
- Stormwater pond facilities
- Sanitary sewer system

- Storm sewer system

#### Surface Improvements

- Surface drainage facilities
- Sidewalk, curb and gutter, and catch Basins
- Paved roads, paved lanes and paved walkways
- Emergency access
- Signage and pavement markings
- Final lift of asphalt

#### Shallow Utilities

- Street lighting, walkway lighting, pathway lighting
- Signalization
- Power facilities

#### Landscaping

- Reserves (including play equipment, irrigation, furnishings etc)
- PULs, medians, boulevards
- Fencing

In order to establish the securities amount, the Developer must submit detailed cost estimates prepared by the Consulting Engineer and Landscape Architect based on the approved plans, and which follow the agreed upon CCC categories. In the event that actual tendered costs become available prior to Commencement of Construction of the Development Area, then the securities amounts will be adjusted to reflect the actual tendered costs for construction. The securities amount is calculated by adding minimum 15% to the total value in order to account for Engineering, Geotechnical and contingency. A decrease in the required securities amount may be granted based on building performance commitments as described in Section 10 of the Land Use Bylaw.

### 2.3.4 Milestone #4 - Building Permit

Once a DP has been approved, a building permit (BP) is required. When a BP is released, the Developer can start construction of foundations and buildings.

Any proposed changes from the approved DP in the civil drawings, landscaping or site plan must be dealt with through the DP process as described above. Civil and municipal landscaping plans are not to be submitted with the BP application.

In the case of a single-family home, duplex or triplex for which a DP is not required, the site plan and servicing drawings will be submitted, reviewed and accepted with the BP application.

The requirements of a building itself are governed by the safety codes officer pursuant to the Alberta Building Code.

In a subdivision context, the Developer/Builder must ensure that the infrastructure facilitating water supply to the Lands is installed and functional prior to requesting the release of a Building Permit for any building to be serviced by the same.

## 2.3.5 Milestone #5 - Construction Completion Certificates

The Construction Completion Certificate (CCC) procedure is the process the Town Engineer and Parks Planner uses to sign off on all municipal improvements performed by others. Developers of both subdivisions and developments must adhere to this process for successful project completion and for the return of securities.

### 2.3.5.1 Construction Completion Certificates - Categories & Classification

Separate CCC applications are required for private and public municipal improvements, including maps showing the extents of the infrastructure covered. Clear delineation of private Infrastructure and public municipal improvements and determination of the CCC categories is to be included in the subdivision servicing agreement or development agreement.

#### **Municipal Improvements CCC**

Municipal Improvements are works that the Town will own, operate and maintain when all of the Developer's obligations are met.

The intent of a Municipal Improvements CCC is to ensure that all components of infrastructure construction have been addressed. Drawings showing the extent of works covered must be submitted with all CCC applications. Templates for the Municipal Improvements CCC forms are provided in the appendices.

Typical categories for Municipal Improvements CCCs are described in the Securities section above.

Municipal improvements require a CCC, a two-year warranty period and a FAC. The two-year warranty period begins upon acceptance of the CCC.

Where a utility easement is required through or on private property and the infrastructure will be owned by the Town, the public municipal improvements process applies. Registration of the easement or URW is required prior to issuing CCC.

#### **Private Infrastructure CCC**

Private Infrastructure are works that are not maintained or serviced by the Town after the Developer's obligations are met.

Private Infrastructure requires a CCC process only, no warranty period applies. The intent of the private infrastructure CCC process is for the Consulting Engineer to confirm that the private infrastructure has been constructed in alignment with approved plans. The Consulting Engineer may determine the categories used for private CCC process, using the Town CCC categories above as a guide and must incorporate the following Private Infrastructure:

- Surfaceworks and Grading
- Water and Sanitary
- Stormwater
- Landscaping

The Town will use its discretion to determine if a Town inspection is required for portions of private infrastructure, based on the complexity of the infrastructure and the potential for impacts to Municipal

Improvements. If the Town inspects portions of private infrastructure using its discretion, the Town will issue a record of the inspection to the Consulting Engineer with a copy to the Developer/Builder within 10 days of the inspection. The Town does not sign off on private CCC certificates for private infrastructure, however these certificates must be submitted to the Town prior to release of a Development Completion Certificate (DCC). Furthermore, CCC for private and public water and sanitary sewer systems are required for occupancy permits to be issued.

### 2.3.5.2 Construction Completion Certificates – Inspection Procedure

After either a public municipal improvement or private infrastructure is completed, the Consulting Engineer for civil works CCC or Landscape Architect for landscaping CCC must complete the following tasks in the order shown:

1. Inspect the municipal improvement or Private Infrastructure, record any deficiencies and advise the Contractor to repair any deficiencies. Once the Contractor has repaired the deficiencies, carry out further inspection(s) and subsequent repairs as required until satisfied with the corrections.
2. Ensure all related outstanding field orders are resolved.
3. Submit the CCC documents for Municipal Improvements for Town review and acceptance. Submit the CCC documents for Private Infrastructure for Town review for Occupancy or DCC purposes. The Town will advise the Consulting Engineer if an inspection of Private Infrastructure is required.
4. Arrange and conduct an inspection for Municipal Improvements attended by representatives of the Consulting Engineer/Landscape Architect and the Town Engineer [and/or Parks Planner](#). Attendance by the Contractor and Developer is optional. Representatives of the Town's Engineering [and /or Parks Departments](#) will be available for the site inspections within a reasonable time from the date of request (typically within two weeks).
5. If deficiencies in Municipal Improvements are noted at the time of inspection, a list of those deficiencies must be prepared by the Consulting Engineer/Landscape Architect and submitted to the Town Engineer/[Parks Planner](#) for agreement.
6. When the deficiencies in Municipal Improvements have been corrected, the Consulting Engineer/[Landscape Architect](#) will, within a reasonable period of time, request a re-inspection of the deficient items with the Town Engineer/[Parks Planner](#). Re-inspection fees will apply in accordance with the Fee Schedule. The Consulting Engineer/[Landscape Architect](#) can request the Town Engineer/[Parks Planner](#) to defer inspections of the corrected deficiencies to the FAC inspection.

An inspection fee will be charged to the Developer in accordance with the Fee Schedule for repeat and extra inspections beyond those listed above and for additional inspections requested by the Developer or Developer's representative.

### 2.3.5.3 Construction Completion Certificates – Notes

Acceptance of CCCs by the Town Engineer/[Parks Planner](#) indicates only acceptance of the certificates that the Consulting Engineer/[Landscape Architect](#) has issued. The Town accepts no responsibility for deficiencies, failures, incomplete work, errors, omissions, faulty materials, design failures or non-performance of the design. Evaluation of the performance of the Municipal Improvements will be at the sole discretion of the Town Engineer/[Parks Planner](#).

It is the responsibility of the Developer to ensure that Municipal Improvements are constructed in accordance with the drawings accepted by the Town Engineer/[Parks Planner](#). Should failures during the



warranty period occur in the Municipal Improvements as a result of deficiencies, failures, incomplete work, errors, omissions, faulty materials, design failures or non-performance of the design, then it is the responsibility of the Developer to direct the Consulting Engineer, Landscape Architect and/or Contractor to correct or redesign the Municipal Improvements to obtain suitable performance and acceptance by the Town Engineer/[Parks Planner](#).

When determining which items are essential or non-essential for CCC acceptance, the Town Engineer will utilize the latest edition of the CCC Checklist sheets on the City of Calgary website as referred to in the City's *Consulting Engineer's Field Services Guidelines*.

Note that the Town will only perform Landscaping inspections from May 15 to September 30, in good weather conditions, when deciduous trees and shrubs are in leaf and when the ground is free and clear of snow. CCC and FAC inspections for Municipal Improvements other than landscaping may be performed outside of these dates at the discretion of the Town, provided weather and snow conditions permit a reliable inspection.

A template of the Town CCC form is found in Appendix B.

The Town requires that record drawings for both Municipal Improvements and Private Infrastructure be submitted no later than 90 days after CCC acceptance. For Municipal Improvements, the Town requires that the record drawings be submitted no later than December 15 to allow time for the Town to add the new assets into its records.

### 2.3.6 Milestone #6 – Securities Release

Prior to release of securities pertaining to record drawings, record drawings must be submitted in both PDF and CAD formats to the Town of Canmore to the satisfaction of the GIS Department and in accordance with the Submission Requirements section. Record drawings are required for both Municipal Improvements and Private Infrastructure, inclusive of servicing, grading, landscaping and surfaceworks. Record drawings not conforming to City of Calgary standards, including syntax and formatting, will not be accepted. Record drawings must be received by the Town within 90 days of CCC acceptance.

The Town Engineer [and/or the Parks Planner](#) may use reasonable discretion to release a CCC certificate while withholding a portion of the securities to address deficiencies. In this case the Consulting Engineer/[Landscape Architect](#) will produce a cost estimate for the corrective actions, which will be reviewed by the Town. An additional 15% will be added to the cost estimate for the corrective actions for Engineering, Geotechnical and Contingencies and the total will be withheld until the deficiencies have been resolved.

Upon acceptance of a CCC or FAC certificate, the Town Engineer [and/or Parks Planner](#) will endeavour to authorize a securities reduction within 10 days. This authorization will trigger the administrative process to return the authorized amount. Typically, securities are reduced as follows:

60% - for successful CCC acceptance

20% - for successful record drawings acceptance

20% - for successful FAC acceptance

For higher value projects such as large developments, the amount of securities retained for record drawing acceptance will be capped at a maximum of \$150,000 per major securities category as described below:

Water, Sanitary Storm

Surface  
Shallow Utilities  
Landscaping

The Town will retain a minimum \$5,000 security until the final outstanding FAC is accepted by the Town Engineer [and/or Parks Planner](#).

### 2.3.7 Milestone #7 – Occupancy

When Building Permit occupancy is granted, building owners and/or tenants can occupy the premises. A Developer/Builder typically applies for Building Permit occupancy when construction is very near completion.

The Planning and Development and Engineering Departments have requirements that must be satisfied prior to a Builder/Developer being able to book the Safety Codes inspection of the building for occupancy. Please contact the Planning and Development Department for a list of their requirements.

For small developments, in addition to any planning and safety code requirements, Engineering will review the following:

1. Water and Sanitary services passed inspection, or service exemption letter on file;
2. Curb Stop – visible, undamaged, accessible and level with surface;
3. Rough Grading and Overland Drainage completed;
4. Documentation received for Low Pressure Sanitary Service (if applicable);
5. Letter of compliance received for retaining wall(s) exceeding 1.0m in height.

At the discretion of the Town, outstanding items may be noted and resolved subsequent to occupancy but prior to file closure. Item (1) listed above is a strict requirement prior to occupancy.

For intermediate and large developments, in addition to any planning and safety code requirements, Engineering will require the following:

1. Municipal Improvements CCC accepted for water and sanitary servicing (where applicable);
2. Private Infrastructure CCC accepted for water and sanitary servicing.

Occupancy applies to Building Permits and not to subdivision or development permit; however, it should be noted that, in new subdivisions, the subdivision will need to have obtained CCC acceptance of the underground infrastructure for Municipal Improvements and acceptance of CCC for Private Infrastructure (water and sanitary) for occupancy to be granted to the pertinent development lots.

### 2.3.8 Milestone #8 – Warranty Period and Maintenance Requirements

The acceptance of a CCC for Municipal Improvements by the Town Engineer/[Parks Planner](#) signals the beginning of the Warranty Period. The Warranty Periods as described below commence on the date of CCC acceptance:

Water, Sanitary and Storm: two years  
Stormwater Pond Facilities landscaping within High Water Level area: three full growing seasons  
Surface: two years

Shallow Utilities: two years

Landscaping: two full growing seasons

A growing season means the time between the dates the Town accepts the CCC to:

- a) June 30 of the following year; or
- b) The date when, in the sole opinion of the Town, the irrigation system(s) are operating and the vegetation is in full leaf, whichever event occurs last.

Extended warranty periods for deficiency repairs may be required at the discretion of the Town Engineer/[Parks Planner](#), acting reasonably, to a maximum of one year after repair completion notification by the Consulting Engineer/[Landscape Architect](#).

#### **2.3.8.1 Infrastructure**

During the Warranty Period the Town assumes the ownership, normal operation and routine maintenance (excluding repairs or matters arising from inadequate or deficient design or construction). During the Warranty Period, the Developer is responsible for the adjustment of valve boxes, manholes, hydrants and other appurtenances where top lift of pavement or other such grades are not yet established.

Prior to FAC application the Developer must submit a CCTV inspection report of Town sanitary and storm sewers. Should flushing and cleaning of sewers and related appurtenances be reasonably required by the Town Engineer this work must be undertaken by the Developer and accepted by the Town prior to acceptance of the FAC.

#### **2.3.8.2 Landscaping**

During the applicable Warranty Period for Municipal Improvements - Landscaping, the Developer is responsible for maintaining all landscaped features, including but not limited to, fencing, turf, trees, shrubs, trails, signage, irrigation systems, play equipment and "mutt mitt" dispensers. The Developer is responsible for providing and maintaining adequate and appropriate measures to protect landscaping from damage.

Prior to acceptance of the Landscaping Construction Completion Certificate, the Developer must submit maintenance schedules satisfactory to the Town with respect to grass cutting, watering, "mutt mitt" dispenser refilling, litter control and emptying of pedestrian waste containers; and maintenance programs for fertilizing and weed control, tree care and playground inspections.

During the Warranty Period for Landscaping, the Developer is responsible for advising the Town of any observed private encroachments onto Municipal Reserves or Environmental Reserves.

### **2.3.9 Milestone #9 – Final Acceptance Certificate**

A successful Final Acceptance Certificate (FAC) inspection signifies the end of the Warranty Period and marks that time at which municipal improvements are the full responsibility of the Town for operations, maintenance, and repairs. All deficiencies must be rectified to the satisfaction of the Town Engineer prior to signing of a FAC. Generally, a successful FAC signifies the end of a Developer's obligations for public municipal improvements.

The Consulting Engineer and/or Landscape Architect must follow the process outlined above for Town CCC inspections when requesting a FAC inspection.

A template FAC form is found in Appendix B.

### 2.3.10 Milestone #10 – Development Completion Certificate

A Development Completion Certificate (DCC) is issued by the Planning and Development Department when all obligations have been met by the Developer. All CCC certificates for Private Infrastructure and FAC certificates for Municipal Improvements must be issued in order to release DCC.

## 2.4 Submission Requirements

Development Permit and Subdivision application requirements are outlined in checklists available at [www.canmore.ca](http://www.canmore.ca). The Town will provide clarifications on documents required to form a complete application as part of the pre-application process. This section of the EDCG is intended to provide information on the format and contents of submittals.

All submission forms including drawings, letters, reports and any other documentation must be submitted in PDF digital format and authenticated in accordance with APEGA requirements. Original applications are submitted through the Planning and Development Department. PDF drawing packages should be limited to a maximum size of 40MB where practical and must be flattened and have all viewports deleted. In cases where this file size cannot be respected, consideration may be given to providing multiple smaller files.

Consulting Engineers and Landscape Architects must submit record drawings in PDF and CAD format, unless permission is granted by the Town to use a different format. As a default, the Town will require that civil construction CAD drawings conform to the layer names, colours and linetypes described in the Civil Layers reference document in the City of Calgary's CAD Standard. See the City of Calgary website for details and downloadable templates. In addition, all submitted CAD drawings must meet the Spatial Reference Standards described in Section 2.5.6.3.

Applications that are incomplete or are not in accordance with the requirements will be rejected.

All revisions to existing applications for subdivisions or developments must include a letter prepared by the Consulting Engineer and/or Landscape Architect which gives a description of the revisions. Any significant variances from the Town's guidelines that are proposed by a Developer or Consulting Engineer/[Landscape Architect](#) must be discussed with the Engineering [and/or Parks](#) Department prior to making an application. If proposed variances are minor, they may be noted in the application letter.

## 2. Changes to Section 10 – Landscape Design Guidelines

Section 10 – Landscape Design Guidelines is deleted and replaced with the following:

## SECTION 10 – LANDSCAPE DEVELOPMENT GUIDELINES AND CONSTRUCTION SPECIFICATIONS

### TERMS OF USE

The “2025 Engineering Design and Construction Guidelines, Section 10” is made available for use in the Town of Canmore effective as of the date below:

**Month Day, 2025**

The “2025 Engineering Design and Construction Guidelines – Section 10” is presented as accurate and complete as of the date indicated above. Use of these Guidelines shall not absolve any user from the obligation to exercise their professional judgement, follow good practice, and authenticate their work products in accordance with APEGA and AALA regulations. Should any user have question as to the intent or accuracy of any specification or drawing herein, or concern that conflict may exist between the manufacturers’ or suppliers’ recommended installation procedures and these Guidelines, the user is advised to seek clarification from the Parks Planner.



## INTRODUCTION

This purpose of this section is to provide guidance and direction for landscape and amenity-related development and construction on Town of Canmore public lands. It is divided into two parts:

*Part A: Landscape Development Guidelines*, which provides direction for designing public lands, including parks, natural areas, public utility lots, and streets/roads landscaped areas; and

*Part B: Landscape Construction Specifications*, which specifies how landscape elements should be constructed and/or installed.

As outlined in Section 1.1.2, unless otherwise outlined in this Section, the Town of Canmore follows the latest version of the City of Calgary guidelines and standard specifications for landscape development and construction. Developers and/or their consultants will use the direction provided in this Section first and refer to the City of Calgary document for all other direction. The Town of Canmore Parks Planner will provide direction and decide on any discrepancies or conflict between this Section and the City of Calgary document, or where no direction is provided.

Landscape designs will be informed by policy direction provided by applicable approved land use and development planning documents including area structure plans, area redevelopment plans, and/or conceptual schemes. The land use and development planning documents will conform to and be consistent with Federal and Provincial legislation and Council approved policies, including:

- Municipal Development Plan
- Open Space Development Guidelines
- Open Space and Trails Plan
- Recreation Master Plan
- Integrated Transportation Plan
- Climate Emergency Action Plan
- Human Wildlife Coexistence Implementation and Action Plan

Developers and/or their consultants are encouraged to review these documents to better understand how the Town's community parks and open space goals and objectives can be achieved through their landscape design.

## PART A: LANDSCAPE DEVELOPMENT GUIDELINES

Part A outlines the landscape design elements and activities a developer should consider and include when developing public lands. Landscape development direction is provided for the following public lands: parks; natural areas; streets and road landscaping areas; Public Utility Lots (PUL); and Town-owned Rights-of-Ways (ROW). Landscape designs should align with Part B Landscape Construction Standards and Specifications.

### 10.1 Parks

#### 10.1.1 Minimum/Maximum Requirements for Park Landscape Development

The following tables outline the development activities a Developer is responsible to undertake in Linear Parks, Neighbourhood Parks and Regional Parks.

**Table 10-1: Linear Park**

Development Activity (landscape action, feature or element)	Quantity/Extent		Additional Information
	Minimum	Maximum	
Grading/Loaming/Topsoil	Entire Site	Entire Site	As per specifications
Turf	Entire Site <sup>a</sup>	Entire Site <sup>a</sup>	As per specifications
Irrigation	Areas with trees or shrubs (excluding natural areas)	Entire Site	As per specifications
Trees	200 trees/ha with a minimum 1 tree on each side of a pathway for each 10 linear meters		As per approved species and specifications
Fencing	As required	As required	As per approved policy and/or specification
Multi-Purpose Pathway, asphalt or gravel/clay surface	1 per site	As required	As per approved plan/policy and/or specification
Trails	0 per site	As required	As per approved policy and specification
Benches	0 per site	1 per 100 linear metres	As per specification
Picnic Tables	0 per site	1 per site	As per specification
Bollards (Decorative, With Lights, Removable)	As required	As required	As per specifications
Signage	As required	As required	As per specifications
Lighting	As required	As required	As per specifications
Other activities	As approved by Town of Canmore Parks		

Notes:

- a) Excluding areas identified as naturalized zones.

Table 10-2: Neighbourhood Parks

Development Activity (landscape action, feature or element)	Quantity/Extent		Additional Information
	Minimum	Maximum	
Grading/Loaming/Topsoil	Entire Site	Entire Site	As per specifications
Turf	Entire Site <sup>a</sup>	Entire Site <sup>a</sup>	As per specifications
Irrigation	Areas with trees or shrubs	Entire Site	As per specifications  Excluding: - Natural areas - Naturalized zones - Naturalized planting beds
Trees	70 trees/ha for parks < 0.5ha  45 trees/ha for parks 0.5ha and greater	100 trees/ha	As per approved species and specifications
Shrubs	10 m <sup>2</sup> /ha	50 m <sup>2</sup> /ha	As per approved species and specifications
Play Equipment and/or other recreational equipment	As approved		As per approved policy and/or specification
Ball Field	0 per site	1 per site	As per approved policy and/or specification
Fencing	As required	As required	As per approved policy and/or specification
Pathway	As required	As required	As per approved policy and/or specification
Trails	0 per site	As required	As per approved policy and/or specification
Benches	2 per site	4 per site	<ul style="list-style-type: none"> <li>As per specification.</li> <li>Total number of benches is exclusive of benches that may be required for sport related amenities e.g. ball fields</li> </ul>
Picnic Tables	2 per site	As required	As per specifications

Bollards (Decorative, With Lights, Removable)	As required	As required	As per specifications
Waste/Recycling Receptacles	Refer to Section 11 Solid Waste specifications		<ul style="list-style-type: none"> <li>Near park entrances as close to a road/street as possible</li> <li>Located away from seating areas</li> <li>1.5m flat, walkable area clear of obstacles around the receptacle(s)</li> </ul>
Signage	As required	As required	As per specifications
Lighting	As required	As required	As per specifications
Other activities	As approved by Town of Canmore Parks		

Notes:

- a) Excluding areas identified as naturalized zones where vegetation will be specified.

**Table 10-3: Regional Parks**

Development Activity (landscape action, feature or element)	Quantity/Extent		Additional Information
	Minimum	Maximum	
Grading/Loaming/Topsoil	Entire Site	Entire Site	As per specifications
Turf	Entire Site <sup>a</sup>	Entire Site <sup>a</sup>	As per specifications
Irrigation	Entire Site	Entire Site	As per specifications
Trees	50 trees/ha	100 trees/ha	As per approved species and specifications
Shrubs	10m <sup>2</sup> /ha	50m <sup>2</sup> /ha	As per approved species and specifications
Play Equipment and/or other recreational equipment	MR Parcel: 0 per site MSR/Joint Use Site: 1 per site	1 play space with two separate age group play structures	As per approved policy and/or specifications
Soccer Field	MR Parcel: 0 per site MSR/Joint Use Site: 1 per site	As per specifications will allow	As per approved policy and/or specifications
Football Field	MR Parcel: 0 per site MSR/Joint Use Parcel: As per school requirements	1 per site	As per approved policy and/or specifications

Ball Field	MR Parcel: 0 per site MSR/Joint Use Site: 1 per site	As per specifications will allow	As per approved policy and/or specifications
Fencing	As required	As required	As per approved policy and/or specification
Pathway	As required	As required	As per approved plan/policy and/or specification
Trails	0 per site	As required	As per approved policy and/or specification
Benches	5 per site	As required	As per specification Additional benches may be required for individual sports/recreation amenities
Picnic Tables	5 per site	As required	As per specifications
Bollards (Decorative, With Lights, Removable)	As required	As required	As per specifications
Waste/Recycling Receptacles	Refer to Section 11 Solid Waste specifications		<ul style="list-style-type: none"> <li>Placed near park entrances and/or easily accessible locations</li> <li>Located away from seating areas</li> <li>1.5m flat, walkable area clear of obstacles around the receptacle(s)</li> </ul>
Signage	As required	As required	As per specifications
Lighting	As required	As required	As per specifications
Parking	As required	As required	
Public Washroom Facility	1 per site	As required	Unisex Heated Fully serviced with water and sanitary
External Power Outlets	As required	As Required	
Other activities	As approved by Town of Canmore Parks		

Notes:

- a) Excluding areas identified as naturalized zones.

### 10.1.2 Naturalized Zones

In addition to the minimum and maximum development activities, Parks should include Naturalized Zones. These areas should be limited to portions of a park where park users are not expected, such as areas outside of active or passive recreation spaces, and pathways or trails, as well as areas that are not



intentionally manicured e.g. planting beds. The extent of naturalized zones will be at the discretion of Town of Canmore Parks.

### 10.1.3 Retaining Trees Credit

At the discretion of Town of Canmore Parks department, existing trees retained onsite may be counted towards the minimum number of trees required within a park. Retained trees should:

- a. Be a species listed on the Approved Planting List outlined in Appendix F;
- b. Be healthy and free of disease and/or pest infestation;
- c. Not be a fruit tree;
- d. Not likely to fall due to exposure to wind and/or erosion; and
- e. Be consistent with Section 10.5 Wildfire Mitigation Landscape Design Guidelines.

## 10.2 Natural Areas (Municipal Reserve and Environmental Reserve)

Development within an identified Natural Area will be determined by Town of Canmore Parks Department on a case-by-case basis considering provincial legislation, Town plans and policies, and technical studies and assessments, including environmental impact statements, biophysical assessments, geotechnical reports/slope stability analysis, wildfire risk assessments/mitigation etc.

### 10.2.1 Development within Natural Areas

Natural Areas will be determined through the land development approval process, including the preparation of statutory and non-statutory plans, and subdivision and development permit applications. Generally, development activities within Natural Areas are prohibited, however limited development may occur on a case-by-case basis to the extent necessary to ensure consistency and conformance with provincial and federal legislation, statutory and non-statutory plans and policies, and the recommendations of associated technical studies and assessments. This includes but is not limited to the following circumstances:

- Providing access to the bed and shore of a water body or other natural area;
- Plantings related to rehabilitation or restoration of an area;
- Approved wildfire mitigation/management control;
- Weed/pest management control;
- Fencing to restrict access;
- Educational/directional signage;
- Non-intensive amenities, such as benches and trails.

The Town may require additional studies and assessments to determine the appropriate development within natural areas.

## 10.3 Streets and Roads Landscaping

### 10.3.1 Boulevard Landscaping

Boulevard landscaping should be installed in accordance with Table 10-4.

**Table 10-4: Boulevard Landscaping**

Required landscape action, feature or element	Quantity/Extent	Additional Information
Grade	All areas	As per specifications

Loam/Topsoil	All areas not covered by hard surfacing or structures	As per specifications
Turf	All areas not covered by hard surfacing or structures	As per specifications
Trees	<p>Boulevards less than 6.0 m wide:</p> <ul style="list-style-type: none"> <li>1 deciduous tree on each side of a street/road for each 10 meters of street/road length</li> </ul> <p>Boulevards 6.0m wide or greater:</p> <ul style="list-style-type: none"> <li>1 tree per 100m<sup>2</sup> with 1 deciduous tree on each side of a street/road for each 10 meters of street/road length</li> </ul>	<p>As per:</p> <ul style="list-style-type: none"> <li>species outlined in Appendix F;</li> <li>specifications; and</li> <li>setbacks.</li> </ul> <p>Deciduous trees: minimum 75mm caliper</p> <p>Coniferous trees may be planted within boulevards 6.0m or wider. Minimum height: 2.5m</p>
Other items	As approved by Town of Canmore Parks	

### 10.3.2 Median Landscaping

Median landscaping should be installed in accordance with Table 10-5.

**Table 10-5: Median Landscaping**

Required landscape action, feature or element	Quantity/Extent	Additional Information
Grade	All areas	As per specifications
<p>Median width 3.0m or less:</p> <ul style="list-style-type: none"> <li>low maintenance hard surface material approved by Town of Canmore Parks and Engineering</li> </ul>	Entire area	As per specifications
<p>Median width greater than 3.0m:</p> <ul style="list-style-type: none"> <li>low maintenance hard surface material approved by Town of Canmore Parks and Engineering;</li> <li>Loam/Topsoil and Turf may be required at the discretion of Town of Canmore Parks</li> </ul>	All areas not covered by structures	As per specifications
Trees (discretionary)	As approved by Town of Canmore Parks and Engineering	As per approved species, specifications, setbacks, and maintenance and traffic safety considerations.

Other items (discretionary)	As approved by Town of Canmore Parks and Engineering	As per maintenance and traffic safety considerations
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### 10.3.3 Traffic Island Landscaping

Roundabout landscaping should be installed in accordance with Table 10-6.

**Table 10-6: Traffic Island Landscaping**

Required landscape action, feature or element	Quantity/Extent	Additional Information
<b>Areas &lt; 500m<sup>2</sup></b>		
Grade	Entire area	As per specifications
low maintenance hard surface material approved by Town of Canmore Parks and Engineering	Entire area	As per specifications
<b>Areas &gt; 500m<sup>2</sup></b>		
Grade	Entire area	
Loam/Topsoil and Turf	All areas not covered by hard surfacing or structures	As per specifications
Trees (discretionary)	As approved by Town of Canmore Parks and Engineering	As per approved species, specifications, and maintenance and traffic safety considerations. Conifer trees are discouraged.
Concrete maintenance strip	Min 0.5m width Perimeter of island behind curb	
Other items	As approved by Town of Canmore Parks	Considering traffic safety and maintenance.

### 10.4 Public Utility Lots and Rights-of-Way Landscaping

Public utility lot (PUL) and right-of-way (ROW) landscaping should be installed in accordance with Table 10-7.

**Table 10-7 PUL and ROW Landscaping**

Required landscape action, feature or element	Quantity/Extent	Additional Information
<b>Public Utility Lot (PUL)</b>		
Grade	Entire area	As per specifications
Loam/Topsoil and Turf	Entire area	As per specifications
Trees (discretionary)	As approved by Town of Canmore Parks and Engineering	As per specifications.
Fencing	As required	As per specifications
Other items	As approved by Town of Canmore Parks	
<b>Right-of-Way (ROW)</b>		

Grade	Entire area	As per specifications
Loam/Topsoil and Turf	Entire area	As per specifications
Fencing	As required	As per specifications
Other items	As per ROW agreement and/or at the discretion of Town of Canmore Parks	

## 10.5 Wildfire Mitigation Landscape Design Guidelines

Canmore is located in the heart of the Bow Valley, bordering on and, in some areas, integrated into the surrounding wildland forest. This wildland/urban interface exposes Canmore to the risk of wildfire. Special precautions must be put in place to protect against and prevent the spread of wildfire through the community. The following landscaping design guidelines are based on FireSmart Canada principles and are intended to mitigate Canmore's wildfire risk. These guidelines should be adhered to when designing landscaped areas on public lands and take precedence over other landscape design guidelines that may be in conflict.

For the purpose of this section Building/Structure means anything constructed or erected on the ground containing walls and a roof or attached to something having a fixed location consisting of walls and a roof.

### 10.5.1 General Guidelines:

- a. All plantings should conform with Appendix F – Approved Planting List. Please note, coniferous trees and shrubs are included within the Approved Planting List despite being discouraged for wildfire mitigation purposes. These plants are not prohibited as they may be considered in FireSmart-appropriate locations per the guidelines below;
- b. Native and drought tolerant plant species should be prioritized;
- c. New coniferous trees and shrubs should generally be avoided. Limited quantities of coniferous vegetation may be considered depending on location e.g. not located near any buildings or combustible structures/features as per the guidelines below;
- d. Unless located in an identified natural area, wherever possible existing coniferous trees should be selectively removed to ensure at least 3 metres of horizontal space between single or grouped tree crowns;
- e. Dead or unhealthy trees and shrubs should be removed;
- f. Woody debris/materials, including branches, bark, logs, dead vegetation such as grass, leaves/needles etc. should be removed;
- g. Mature tree branches within 2 metres of the ground should be removed;
- h. Organic mulch, including wood chip, bark, pine needle, shredded wood or rubber should be avoided and non-combustible alternatives, such as rock, gravel, shale etc. should be used.

### 10.5.2 Landscaping within 30 metres of a Building/Structure

The following three zones outline acceptable landscaping features, elements and actions within 30 metres of a building or structure:

- a. Non-Combustible Zone – the area within 1.5 metres of any building or structure, including attachments such as decks, awnings, cantilevers, etc.
  - i. No combustible materials or vegetation should be within this zone, including raised planters or storage of any combustible materials. All existing vegetation and/or combustible materials should be removed down to the soil and replaced with non-combustible materials such as rock, gravel, brick, concrete.
- b. Intermediate Zone – the area 1.5 meters to 10 meters from any building or structure.
  - i. Generally, only fire-resistant vegetation (deciduous trees and shrubs) and limited amounts of non-combustible landscape materials should be within this zone. At the discretion of Town of Canmore Parks, limited quantities of combustible landscape furniture such as benches, picnic tables or similar furnishings may be considered on a case-by-case basis.
  - ii. Trees:
    - Dead or unhealthy trees should be removed;
    - New deciduous trees may be planted and existing healthy deciduous trees should be retained;
    - Existing coniferous trees should be removed, and no new coniferous trees should be planted within this zone. At the discretion of Town of Canmore Parks, a limited amount of existing healthy coniferous trees may remain provided:
      - They are located towards the periphery of the zone, away from any building or structure;
      - There is a minimum 3 metre gap between the tips of tree limbs. A larger gap may be specified for immature trees; and
      - Mature tree branches within 2 metres of the ground should be removed.
  - iii. Surface vegetation:
    - Only maintained turf and/or fire-resistant, low growing discontinuous plants should be included in this zone.
    - Woody debris/materials, including branches, bark, logs, and dead vegetation such as grass, leaves/needles etc. should be removed.
    - Organic mulch and shredded rubber mulch should not be used.
- c. Extended Zone – the area 10 metres to 30 meters from any building or structure
  - i. New deciduous trees may be planted, and existing healthy deciduous trees should be retained;
  - ii. Coniferous trees should be selectively removed to ensure at least 3 metres of horizontal space between single or grouped tree crowns.
  - iii. Mature tree branches within 2 metres of the ground should be removed.
  - iv. Dead or unhealthy trees should be removed.
  - v. Woody debris/materials, including branches, bark, logs, dead vegetation such as grass, leaves/needles etc. should be removed
  - vi. Shredded wood, shredded rubber, or pine needle mulch should not be used.

## 10.6 Grading and Drainage

Unless otherwise outlined in this Section, grading and drainage will occur in accordance with Section 3.0 Site Grading and Overland Drainage.



## 10.7 General Sod and Turf Seed

### 10.7.1 Turf Seed Mixes

The following outlines where the accepted turf seed mixes should be used:

- a. Seed Mix 1: non-native seed mix for all maintained turf areas, including passive recreation areas.
- b. Seed Mix 2: non-native seed mix for sloped turf areas, natural areas and non-maintained areas.
- d. Seed Mix 3: mowing tolerant native seed mix for slopes, natural areas and non-maintained areas.
- e. Seed Mix 4: non-mowed native grass seed mix for slopes, natural areas and non-maintained areas.
- f. Seed Mix 5: wildflower seed mix for slopes, natural areas and non-maintained areas.

### 10.7.2 Sod

Sod should be used for the following:

- a. Sports fields, including, but not limited to ball diamonds and areas surrounding sports facilities (community courts, multi-use facilities);
- b. Playground areas; and
- c. Stormwater pond area of inundation.

## 10.8 Tree, Shrub and Wildflower Planting

### 10.8.1 General Guidelines:

- a. Tree, shrub and wildflower plantings should be consistent with those species listed in Appendix F.
- b. New tree plantings should not exceed 15% of any one genus.
- c. Trees should be planted within continuous soil volumes. This applies to all landscape settings.
- d. Unless otherwise specified, trees should be planted in groups.

### 10.8.2 Tree Setback and Spacing Guidelines

Table 10-8 identifies setback and spacing that should be used for all tree plantings in Parks, Public Utility Lots (PUL), Rights-of-Way (ROW), and Stormwater Ponds.

**Table 10-8: Tree Planting Setbacks and Spacing**

		<b>Poplar Trees &amp; Willows Trees</b>	<b>Deciduous Trees (except poplar and willows)</b>	<b>Coniferous Trees</b>
<b>Setback Scenario</b>	Parks and Open Spaces: <ul style="list-style-type: none"> <li>Vertical elements</li> <li>Hard surfaces</li> <li>Irrigation main lines</li> </ul>	5.0m	2.0m	½ maximum branch spread of species
	Boulevards, medians and traffic islands: <ul style="list-style-type: none"> <li>Back of curb or hard surfaced edge</li> <li>Edge of sidewalk or pathway</li> <li>Edge of driveway or other access</li> </ul>	10.0m	1.0m	½ maximum branch spread of species
	Private Property Fences: <ul style="list-style-type: none"> <li>Chain-link</li> <li>Post &amp; cable</li> <li>Solid screening (wood, brick, stone, or other solid material)</li> </ul>	10.0m	2.0m	½ maximum branch spread of species
	Sports Fields	10.0m from any defined line/boundary	5.0m buffer from any defined line/boundary + ½ maximum branch spread of species	5.0m buffer from any defined line/boundary + ½ maximum branch spread of species
<b>Tree Spacing</b>		½ maximum branch spread of species	½ maximum branch spread of species	

Notes:

- a) Poplar Trees:
  - i. Trembling/Quaking Aspen is subject to 'Other Deciduous Trees' setbacks.
  - ii. The minimum setbacks for poplars may be reviewed and adjusted by Town of Canmore Parks.
- b) Maximum tree spread as per *Alberta Yards & Gardens: What to Grow*;
- c) No more than 50% of any one species planted in a park will be Poplar;
- d) The maximum tree branch spread of any tree should not encroach within 1.5m of a waste or recycling bin/receptacle.

### 10.8.3 Line Assignment (setback) Requirements

Table 10-9 identifies the setback requirements for trees planted adjacent utilities.

Table 10-9: Tree Setback Distances to Utilities

Deep Utilities	Poplar		Deciduous			Coniferous		
	Services	Mains Parallel to tree line	Services Medians	Blvds	Mains Parallel to tree line	Services Medians	Blvds	Mains Parallel to tree line
Sanitary	3.0 m	4.0 m	0 m <sup>b</sup>	2.5 m	3.0 m	0 m <sup>b</sup>	3.0 m	4.0 m
Storm ( <sup>&lt;</sup> 4.5m deep)	3.0 m	4.0 m	0 m <sup>b</sup>	2.5 m	3.0 m	0 m <sup>b</sup>	3.0 m	4.0 m
Water	3.0 m	4.0 m	0 m <sup>b</sup>	2.5 m	3.0 m	0 m <sup>b</sup>	3.0 m	4.0 m
Hydrants	3.0 m	4.0 m	N/A	2.5 m	2.5 m	N/A	3.0 m	4.0 m
Shallow Utilities	Poplar		Deciduous			Coniferous		
	Services	Mains Parallel to tree line	Services		Mains Parallel to tree line	Services		Mains Parallel to tree line
ATCO	2.0 m <sup>a</sup>	2.0 m <sup>a</sup>	2.0 m		2.0 m	2.0 m <sup>a</sup>		2.0 m <sup>a</sup>
TELUS	2.0 m <sup>a</sup>	2.0 m <sup>a</sup>	1.5 m		1.5 m	2.0 m <sup>a</sup>		2.0 m <sup>a</sup>
CTV	2.0 m <sup>a</sup>	2.0 m <sup>a</sup>	1.5 m		1.5 m	2.0 m <sup>a</sup>		2.0 m <sup>a</sup>
FORTIS ALTALINK	2.0 m <sup>a</sup>	2.0 m <sup>a</sup>	1.5 m		1.5 m	2.0 m <sup>a</sup>		2.0 m <sup>a</sup>
Above Ground Utilities	Poplar		Deciduous			Coniferous		
Overhead (to outside conductor)	9.0 m <sup>d</sup>		7.0 m – 9.0 m <sup>d</sup>			7.0 m – 9.0 m <sup>d</sup>		
Transformers (within Utility Rights-of- Way)	N/A (Tree planting not permitted in Utility Rights-of-Way)							
Street Light Poles	Poplar		Deciduous			Coniferous		
	5.0 m		4.0 m – 5.0 m			Min. 4.0 m		

Notes:

- A 3.0 m separation may be required at the discretion of utilities.
- Pipe joints are not permitted on water or services located under medians.
- Trees on residential (15.0 m ROW) boulevards, with no sidewalks, can be planted 1.0 m from driveways. Driveway crossings are to be aligned, where possible, to allow space for tree planting.
- A greater setback may be required depending on site topography and grade relative to a tree fall line and wire swing strike potential.

### 10.8.4 Tree Protection Guidelines

The Town of Canmore Tree Protection Bylaw provides direction for the protection of trees on Town land. Public trees are assets and should be protected from removal or damage due to construction activities. Any development within 6.0m of a Town Tree (tree on public land) is required to submit a Tree Protection Plan to Town of Canmore Parks in advance of project commencement. For more information regarding Tree Protection Plan requirements, refer to the Tree Protection Plan Guidelines, and/or contact Town of Canmore Parks: [Parks@canmore.ca](mailto:Parks@canmore.ca)

### 10.8.5 Plantings Near Playgrounds

Tree, shrub, and wildflower plantings must ensure clear sight lines to the playground area and/or play equipment.

### 10.8.6 Shrub and Wildflower Plantings

Parks:

- a. Shrubs should be planted in planting beds in accordance with **Section 10.9**
- b. Wildflowers may also be considered in addition to shrubs in planting beds and count towards the required shrub area.
- c. Planting beds are not necessary in Natural Areas or Naturalized Zones.

Boulevards:

Except in the Town Centre, no shrub or wildflower planting is permitted on boulevards unless it fulfills a low impact development function including bioretention and/or bioswales. Low impact development plantings should be coordinated with Town of Canmore Parks and Engineering Services.

Medians and Traffic Islands:

No shrub or wildflower planting is permitted on medians and traffic islands. Town of Canmore Parks may consider plantings within larger medians or traffic islands at the entrances to communities/neighbourhoods provided:

- a. The landscaped area is Naturalized and consists of vegetation resistant to road salt; and
- b. Plantings:
  - i. Do not obstruct sightlines of pedestrians or vehicles;
  - ii. Do not conflict with utilities;
  - iii. Do not impede vehicle drive lanes, sidewalks, pathways, and/or crosswalks (from the time of planting to maturity).

Public Utility Lots:

Shrub and wildflower planting is generally discouraged in Public Utility Lots. Shrub planting may be considered at the discretion of Town of Canmore Parks provided it occurs in a Naturalized Zone consisting of low maintenance species. Plantings should not interfere with the utility function of the lot as determined by Town of Canmore Parks and Engineering.

Utility Easements and Rights-of-Way:

No shrub or wildflower planting is permitted within Utility Easements or Utility Rights-of-Way, unless otherwise stated in the easement or right-of-way agreement.

## 10.9 Planting Beds

Planting beds are classified into the following two types:

- a. Planting Beds - Ornamental: a defined landscaped area containing sufficient topsoil for the purpose of enabling tree or shrub growth. Regular maintenance is required once established.

Planting beds - ornamental should be placed in operationally accessible locations and should not be located on slopes greater than 8 %.

- b. Planting Beds - Naturalized: a defined landscaped area containing sufficient topsoil for the purpose of enabling low maintenance, native tree and/or shrub growth. Little to no maintenance is required once established.

### 10.9.1 Pathways

#### 10.9.2 General Guidelines:

- a. Acceptable surface materials are asphalt and gravel/clay. Other surface materials will be at the discretion of Town of Canmore Parks.
- b. Town of Canmore Parks will have discretion over all materials used for pathway and trail related structures, including steps/stairs, railings/guardrails, bridges, tunnels, underpasses etc.

#### 10.9.3 Pathway Design Guidelines

- a. Multi-purpose Pathway Grades (asphalt and gravel/clay):  
Multi-purpose pathways should be designed to achieve a longitudinal grade of 4% or less. Where this grade cannot be established due to existing topographical challenges, the following should apply:
  - i. Grades between 4% and 6% should not be longer than 200 m. Segments longer than 200 m should be separated with a flattened resting area (3% grade or less).
  - ii. Grades between 6% to 8% should not be longer than 50 m. Segments longer than 50 m should be separated with a flattened resting area (3% grade or less).
  - iii. Grades over 8% will not be accepted and are to be rerouted or softened using switchbacks.
- b. Multi-purpose Pathways should be designed to anticipated desire lines of travel and to avoid short-cutting across landscaped or natural areas. Short-cutting routes should be identified and mitigated through the placement landscape features such as rocks or boulders.

### 10.10 Recreation Amenities and Facilities

#### 10.10.1 Playgrounds

- a. Playgrounds should be designed for 2 years to 5 years and 5 years to 12 years age categories. Playgrounds for each age category may be grouped together provided there is adequate separation between each age-specific play area to ensure no overlapping activity.
- b. Playgrounds should be located in an area that:
  - i. is highly visible;
  - ii. is dry, well drained;



- iii. is easily accessible for all users and operation/maintenance purposes e.g. adjacent or near a public street/road or pathway;
  - iv. is separated from walkways;
  - v. is away from and does not conflict with sports fields, or other open play areas/amenities; and
  - vi. is away from and does not conflict with an off-leash dog park or wildlife corridor or habitat patch e.g. noise and activity does not interfere with the functioning of the wildlife corridor or habitat patch.
- c. Playground developments should incorporate the following:
- i. Play equipment:
    - A main play structure with a minimum of five play equipment pieces, which conform to the latest version of the CAN/CSA - Z614-14; *Children's Play Spaces and Equipment CSA Standards*. Incorporating individual play pieces around the main structure is desirable.
    - Play equipment should be inclusive and incorporate accessibility features as per the latest versions of CAN/CSA - Z614-14; *Children's Play Spaces and Equipment CSA Standards Annex H: Children's playspaces and equipment that are accessible to persons with disabilities* and the *Alberta Accessibility Design Guide*.
    - Play equipment should satisfies the four basics of physical play: jumping, swinging, climbing, and sliding.
    - Playgrounds developed for children between the ages of 5 years to 12 years should also include creative equipment, such as games, music producing devises, climbing walls, overhead ladders, sliders/gliders, suspension bridges etc.
  - ii. Surface:
    - A 7-10 mm gyra rock (washed, screened and rounded) base installed to a minimum depth of 300 mm. An alternative rubberized cushion play surface may be used at the discretion of Town of Canmore Parks. Rubberized material shall be installed at the manufacturer's recommended depth and shall confirm to the critical fall height requirements in the latest version of the CAN/CSA - Z614; *Children's Play Spaces and Equipment CSA Standards*.
    - Where rubberized and gyra rock play surfacing materials are being considered within one play space site, the gyra rock (pea gravel) play surface should be separated from the rubberized play surface area to an extent that avoids gravel contamination of the rubberized surface.
    - a surface and/or subsurface drainage system with an approved retainer or border (wood, plastic, or bolders/rock). A retainer or border is not required for rubberized surface areas.
  - iii. An open turf area, or be accessible to an open turf area.
  - iv. Seating in an area providing full view of the play equipment.
  - v. A picnic table.
  - vi. Protection from the elements including shaded areas for both the playground and seating areas.
  - vii. A pedestrian dual waste/recycle container placed in an operationally accessible location e.g. adjacent or near a public street/road or pathway.

- viii. Bicycle racks near to the playground area.
- ix. 1.2 metre tall chain link fencing along the public road, street or lane frontage.

### 10.10.2 Sports Fields

- a. Sports fields should be located in an area that:
  - i. is flat, open, and dry – well drained;
  - ii. is easily accessible for all users and operation/maintenance purposes e.g. adjacent or near a public street/road or pathway;
  - iii. is separated from walkways;
  - iv. is away from and does not conflict with a playground or other open play areas/amenities.
- b. Sport fields should incorporate seating and bicycle racks.
- c. Sports fields should be designed to ensure enough width to accommodate a side-to-side shift of three standard goal areas (7.32m). The side-to-side shift is based on providing three goal areas on each end of the playing field; one centered and one on either side. The shift allows for playing surface rotation to avoid turf deterioration.

### 10.10.3 Off-leash Dog Parks

- a. Off-leash Dog Parks should be located in an area that:
  - i. is (relatively) flat;
  - ii. is easily accessible for all users and operation/maintenance purposes e.g. adjacent or near a public street/road or pathway;
  - iii. is a minimum 20m away from residential uses;
  - iv. is a minimum 10m away from a playground;
  - v. is away from and does not conflict with sport fields/courts or similar recreation amenity, or a wildlife corridor or habitat patch. Conflict means interference with the use and enjoyment of the sport or recreation amenity or the wildlife corridor or habitat patch function.
- b. All off-leash dog park developments should incorporate the following:
  - i. 1.5 cubic metre capacity tipping waste container at each entrance with access accommodating the collection vehicle with a gross vehicle weight of 8,000 to 11,360 kg;
  - ii. Dog waste bag (Mutt Mitt) dispenser(s);
  - iii. Signage, attached to the off-leash dog park fence or a post;
  - iv. Seating;
  - v. Open run area(s);
  - vi. Shade trees and vegetated areas (non-toxic plantings);
  - vii. Maintenance access entrance/gate;
  - viii. Maintenance vehicle access.
- c. Dog Runs and Neighbourhood Off-leash Dog Parks should incorporate the following:
  - i. 1.5m high permitter chain-link fencing (black vinyl/powder coated);
  - ii. a 2.5m x 2.5m dog containment area/entrance. The containment area/entrance will include two pedestrian gates with a self closing mechanism (spring or approved alternate). Two or more containment areas/entrances may be required for neighbourhood dog parks;

- iii. a pathway or trail leading to/from the outer entrance gate, a trail through the dog containment area, and a 5.0m trail leading from the inner pedestrian gate into the dog park area;
  - iv. Trail(s) for Neighbourhood Dog Parks:
- d. Destination Off-leash Dog Parks should incorporate the following:
- i. Clearly delineated boundaries provided through physical structures and/or signage. Town of Canmore Parks may require all or a portion of a Destination Dog Park to be fenced. Fencing will be in accordance with the details outlined for Dog Runs and Neighbourhood Off-leash Dog Parks;
  - ii. Signage, attached to the off-leash dog park fence or a pole;
  - iii. Parking, as determined by Town of Canmore Parks.

#### 10.10.4 Super-standard Recreation Amenities

Recreation amenities not listed in Section 10 are considered Super-standard Recreation Amenities. Super-standard Recreation Amenities are considered prohibited unless identified and approved through the Town's land use planning application process, including area structure plans, conceptual schemes, subdivision or development permitting. Please refer to the Town of Canmore Open Space and Development Guidelines for further information.

### 10.11 Landscape Amenities

#### 10.11.1 Furnishings

All proposed furnishings will be identified on the detailed landscape and construction drawings and reviewed and accepted by Town of Canmore Parks prior to installation.

Site furnishings should:

- Complement and enhance Canmore's mountain environment and/or mining history;
- Be consistent with the applicable detail sheets and construction specification outlined in Part B;
- Be consistent with local/native materials, colour and style;
- Be vandal-proof where possible; and
- Be located in areas that are easily accessible to the public and Town operations.

#### 10.11.2 Fencing

The following applies to fencing of public lands and rights-of-way:

- a. Chain-link fencing should be black powder coated posts with black vinyl coated mesh. Black powder and vinyl coating will not be required for chain-link fencing for recreation/sport amenities where it is likely to be frequently struck by a ball, puck or similar equipment e.g. hockey rink, community/tennis court, ball diamond.
- b. At the discretion of Town of Canmore Parks, perimeter chain-link fencing may be required around sports fields, school sites, parks or public utility lots for safety, wildlife exclusion and/or access management purposes. Gate systems may be installed at identified access points along road frontages, pathways or trails in accordance with the Pedestrian and Maintenance Access Gate Detail Sheet.
- c. Chain-link Fencing heights:

- i. 2.4 metre high:
    - wildlife exclusion fencing where required by the Town
  - ii. 1.5 metre high:
    - along road frontage of school sites and parks containing sports fields;
    - along flankage and rear lots of private parcels adjacent to parks, PULs, and Town ROWs. Solid screen fencing may also be accepted at the discretion of Town of Canmore Parks. A maintenance agreement will be required for solid screen fencing.
  - iii. 1.2 metre high:
    - along the road frontage of neighbourhood parks and regional parks.
- d. Post and cable fencing may be installed to control access to the following locations:
- i. passive recreation areas within parks and open spaces along a roadway;
  - ii. public utility lots along a roadway; and
  - iii. along the perimeter of public parking areas within parks and public utility lots.
- e. No fencing will be permitted within an environmental reserve/natural area unless permitted by Town of Canmore Parks.

### 10.11.3 Rocks and Boulders

Boulders provide landscape aesthetics in various scenarios and may be considered in parks and natural areas. Boulders should not be placed on pathways or trails unless approved by Town of Canmore Parks. Setbacks from pathways should align with horizontal setbacks noted in the 'Typical Shared-Use Path Cross-Section Asphalt Surface' and the 'Typical Shared-Use Path Cross-Section Gravel/Clay Surface' figures.

Setbacks from gravel/clay multi-use trails may be relaxed depending on trail type and site conditions.

Boulder placement adjacent single-track trails will be determined on a case-by-case basis.

### 10.11.4 Paving Stones / Plazas

Paving stones are generally discouraged, however may be considered for areas identified as public plazas. Various concrete finishing/patterns/colour should be considered as an alternative.

### 10.11.5 Signage

- a. Where possible signage should complement the mountain valley context of Canmore and blend into the landscape and site development. Signage proliferation is discouraged, and multiple signs should be grouped on one signpost where possible.
- b. Only the specified park-related signage and/or park regulatory type signage outlined in Section 10 Part B will be placed on or at any public space. Proposals for other signage types should be submitted to Town of Canmore Parks for consideration and acceptance prior to installation.
- c. Signage should be placed in locations appropriate for the signage type and purpose. Signage may be purposely attached to chain-link fences where appropriate for the amenity type e.g. community courts, dog parks, baseball diamonds etc.

### 10.11.6 Super-standard Landscape Amenities

Landscape amenities not listed in Section 10 are considered Super-standard Landscape Amenities. Super-standard Landscape Amenities are considered prohibited unless identified and approved through the Town's land use planning application process including, area structure plans, conceptual schemes, subdivision or development permitting. Please refer to the Town of Canmore Open Space and Development Guidelines for further information.

### 10.12 Irrigation

- Irrigations systems shall be designed by qualified irrigation specialist. Qualifications may be requested by Town of Canmore Parks prior to acceptance.
- A fully automatic underground irrigation system is required for manicured areas of neighbourhood parks including planting beds (ornamental). Irrigation controllers should conform to the Parks Department's existing systems (e.g., Eklof Park, Town Entrance Features).
- A fully centralized (from a main AC controller) automatic underground irrigation system is required for manicured areas of regional parks and sport facilities. (e.g., Riverside Park or Lions Park). Centralized irrigation systems will be approved by Town of Canmore Parks.
- Irrigation systems should be separate and independent from irrigation systems on private property.



## PART B: Landscape Construction Specifications

This Part outlines the specifications for how landscaping and recreation facilities and amenities will be installed and constructed. This details the municipality's acceptable standard for how each recreation facility or amenity, or landscape feature will be constructed. This Part should be read in conjunction with Part A: Landscape Development Guidelines.

### 10.13 Introduction

As outlined in Section 1.1. Reference Documents, the Town of Canmore follows the latest versions of the City of Calgary's standard specifications, including Calgary Parks and Open Space Development Guidelines and Standard Specifications: Landscape Construction.

Landscape Development/Construction Inspections:

The Consulting Engineer and/or Landscape Architect is responsible for the quality of the landscape development (municipal improvements) and conformance with the EDCG. Consequently, the Town of Canmore will only require inspections of landscape development and/or construction in accordance with Construction Certificate Completion (CCC) application and Final Acceptance Certificate (FAC) application processes. The Town reserves the right, at its sole discretion, to require inspections in accordance with the City of Calgary processes based on site-specific conditions, project scope, or other relevant considerations.

### 10.14 Site Preparation, Grading, Topsoil

This section specifies the quality control and assurance of materials, the preparation of subgrade, and topsoil supply, volumes, and spread.

#### 10.14.1 Quality Control and Assurance

Acceptance of all materials, including topsoil and fill, should be obtained in writing from Town of Canmore Parks prior to installation. Topsoil used for any landscaped area should be tested and the results submitted to Town of Canmore Parks for review and acceptance.

Topsoil source(s) testing should be completed by an approved commercial laboratory (CSA/ASTM/CALA) (The Canadian Association for Laboratory Accreditation) that is ISO 17025 certified and will be at the Developer/Applicant's cost. The soil analysis report should include:

- the name and location of testing laboratory;
- verification of credentials/certification/accreditation;
- testing date;
- the location of the topsoil stockpile or source;
- photos of the stockpile or source; and
- the test results, including analysis and recommendations.

Topsoil test results should be analysed against Section 10.14.2.2 and Table 10-11: Topsoil Type and Quality. Where soils are not consistent with the quality requirements, the topsoil should be amended to the satisfaction of Town of Canmore Parks, consistent with Section 10.14.2.3. Amendment proposals will clearly outline the amendment type, quantity, and application procedure. Post amendment in-situ testing

of the soil at the Developer's cost may be required by Town of Canmore Parks, including submittal of the soil analysis report of the amended soil

A minimum four test samples are required from the topsoil source, with one every 25% vertical increment of the stockpile at a depth of 0.30 metres. Each vertical increment sample should be taken at different locations on the stockpile to ensure a broad representation of the topsoil to be used.

## 10.14.2 Products/Materials

### 10.14.2.1 Fill Materials

Non-engineered fill using organic material sourced within the development may be used in select areas that do not impact development of the public reserve lands or adjacent lots. Organic backfill material stripped from the develop lands for use as fill material will be comprised of organic A and B horizon only. Waste, debris, trees, brush, and rocks larger than 300 mm are not acceptable for placement in reserve lands under this specification.

### 10.14.2.2 Topsoil Materials

- a. Topsoil should be a fertile medium loam and be capable of sustaining good agricultural growth. Topsoil is to be loose and friable, free of subsoil, clay lumps, stones more than 50 mm, live plants, roots, weeds, litter or any other deleterious material greater than 50 mm diameter.
- b. The volume of rock 50mm in diameter and under in the topsoil should not exceed 20%.
- c. Topsoil containing construction debris, sod clumps, quack grass or other noxious weeds is not acceptable.
- d. Topsoil type and quality should be consistent with Table 10-10.

**Table 10-10: Topsoil Type and Quality**

Soil Quality Criteria	Topsoil Type			
	1	2	3	4
	Basic/Native Topsoil	High Sand	High Organic Matter	LID Growing Media
Coarse gravel (<19 mm to 50 mm)	0-3%	0-1%	0-1%	See City of Calgary LID Guidelines
All gravel (2 mm to 50 mm)		0-5%		
Very coarse sand (1 mm to 2 mm)		<10%		
Coarse sand (0.5 mm to 1 mm)		20-50%		
Medium sand (0.25 mm to 0.50 mm)		20-50%		

Fine sand (0.15 mm to 0.25 mm)		<20%		
Combined medium to very coarse sand (2 mm to 0.25 mm)		>60%		
Combined very coarse sand, fine gravel and gravel		<25%		
Sand (2 mm to 0.05 mm)		60-70%		
Silt (0.05 mm to 2 µm)		<=20%		
Clay ( <2 µm)		<=20%		
Clay and silt combined		Maximum 40%		
Textural Class	Loam, Sandy loam, Silt loam, Sandy clay loam	Sandy loam	Sandy loam, Loam	
Organic matter content	4-10%	6-8%	10-15%	
pH (acidity, from saturated paste)	6.0-8.0	6.0-8.0	6.0-8.0	
EC dS/m (salinity)	<2	<2	<4	
SAR (sodicity)	-	-	<4.5	
Available phosphorus	20-60 mg/kg (or as per site requirements)	20-60 mg/kg (or as per site requirements)	20-60 mg/kg (or as per site requirements)	
Total phosphorus	NA	NA	NA	
Available potassium	300-1000 kg/ha (or as per site requirements)	300-1000 kg/ha (or as per site requirements)	300-1000 kg/ha (or as per site requirements)	

### 10.14.3 Soil Amendments

Topsoil amendments should be screened and free of subsoil, sawdust, commercial wood products, stones, lumps, plants, roots, sticks, invasive and noxious plant parts and seeds per the Weed Control Act and Regulations, high seed content, chemical contaminants and other organic or inorganic materials harmful to plant life. Topsoil amendments should be applied where the topsoil does not meet the requirements in Table 10-11.

Organic topsoil amendments should meet the following criteria:

- Be commercially prepared and meet the CCME Guidelines for Compost Quality (2005), ensuring compost applications do not overload soils with heavy metals
- Be substantially free from coliform, pathogens, and chemical or organic contaminants harmful to plant, animal, or human health
- Meet the foreign matter and sharp foreign matter requirements outlined in CCME (2005)

- Have a total carbon-to-nitrogen (C:N) ratio not exceeding 40:1; a ratio between 25:1 and 30:1 is recommended
- Contain well-rotted wood residuals as a compost component only if the total C:N ratio of the topsoil mix remains within 25:1 to 30:1
- Manure compost must comply with CCME (2005) guidelines before use.
- High-lignin organic material (e.g., bark) used in topsoil must:
  - Be fibrous plant material (not sawdust)
  - Have 1–15 mm particle size (max 10% under 2 mm)
  - Maintain a pH range of 4.5–7

Inorganic fertilizer topsoil amendments should meet the following criteria:

- Be applied as needed to bring topsoil fertility within the ranges set out in Table 10-11, based on topsoil testing results and recommendations from a Qualified Professional.
- Any substitutions or variations in fertilizer type or application method should be approved by both the Qualified Professional and the Town of Canmore Parks before use.
- Comply with all municipal and provincial regulations, as well as the Federal Fertilizers Act and Regulations.
- Be in granular, pellet, or pill form, dry and free-flowing, with a guaranteed N-P-K analysis.
- Liquid fertilizers are not permitted unless specifically approved by Town of Canmore Parks.

Sand should be natural and coarse and meets the analytical specification of Table 10-11.

#### 10.14.4 Topsoil Application, Volume, Depth and Spread

##### 10.14.4.1 Topsoil Application

Topsoil types should be applied in accordance with Table 10-11.

**Table 10-11: End Use Landscape Area Topsoil Type**

Type 1 - Basic/Native Topsoil	
<ul style="list-style-type: none"> <li>• Linear Park</li> <li>• Neighbourhood Park</li> <li>• Regional Park</li> <li>• Playground</li> <li>• Sports Field</li> <li>• Ball Diamond Outfield</li> <li>• School Site</li> <li>• Public Utility Lot</li> </ul>	<ul style="list-style-type: none"> <li>• Stormwater Management Facility</li> <li>• Naturalized Area, Zone or Planting Bed</li> <li>• Urban Hardscaped Area (Trees/Shrubs)</li> <li>• Street/Road:               <ul style="list-style-type: none"> <li>- Boulevard</li> <li>- Median</li> <li>- Traffic Island</li> <li>- Roundabout</li> </ul> </li> </ul>
Type 2 - High Sand Topsoil	
<ul style="list-style-type: none"> <li>• None</li> </ul>	
Type 3 - High Organic Matter Topsoil	
<ul style="list-style-type: none"> <li>• Planting Bed (Ornamental – Trees and Shrubs)</li> </ul>	
Type 4 - Low Impact Development Growing Media	
<ul style="list-style-type: none"> <li>• Low Impact Development Areas</li> </ul>	

#### 10.14.4.2 Topsoil Depth and Spread

Minimum topsoil depth and spread should occur in accordance with Table 10-12.

**Table 10-12: Topsoil Depth and Spread by Landscaped Area End Use**

Landscape Area End Use	Minimum Soil Depth and Spread
Turf/Grass only: <ul style="list-style-type: none"> <li>• Linear Park</li> <li>• Neighbourhood Park</li> <li>• Regional Park</li> <li>• Playground</li> <li>• Sports Field</li> <li>• Ball Diamond Outfield</li> <li>• Public Utility Lot (excluding stormwater management facility)</li> <li>• Street and Road:               <ul style="list-style-type: none"> <li>- Boulevard</li> <li>- Median</li> <li>- Traffic Island</li> <li>- Roundabout</li> </ul> </li> </ul>	Seed: 150mm Sod: 125mm  Spread evenly over entire area.
Stormwater Management Facility	300mm spread evenly over entire area
Shrubs or Trees: <ul style="list-style-type: none"> <li>• Naturalized Area or Zone</li> <li>• Planting Beds (ornamental or naturalized)</li> </ul>	600mm spread evenly over entire area or Soil Trenches: 450mm – 900mm to achieve minimum tree soil volumes whichever is greater
Urban Hardscape Area with trees	600mm or Soil Trenches: 450mm – 900mm to achieve minimum tree soil volumes  Soil cells or soil trenches should be considered to achieve minimum tree soil volumes
Low Impact Development	As per City of Calgary LID Guidelines

Notes:

- Minimum soil depth is after settlement.
- 300mm soil depth is encouraged for seeded and sodded areas. Where 300mm soil depth is applied, planting bed and tree pits are not required beyond the minimum depth cover over the rootball.

#### 10.14.4.3 Tree Soil Volumes

Tree plantings require specific topsoil volumes to support growth and health. Minimum tree soil volume requirements are based on tree canopy volume, which is calculated through a formula using a tree's typical



canopy radius at maturity. Where trees share a continuous volume in a tree trench or planting bed, the soil volume required for each individual tree may be reduced by 20%. The depth of soil may be adjusted based on the design but may not exceed the minimum and maximum as identified in Table 10-13. Soil cells should be considered to meet minimum soil volume.

**Table 10-13: Tree Soil Volumes**

Canopy Volume (m <sup>3</sup> )	Soil Volume per Individual Tree (m <sup>3</sup> )	Soil Volume per Individual Tree when Grouped with Others (m <sup>3</sup> )
< 500	10	8
500 - 700	20	16
> 700	30	24
Canopy Volume Calculation: Canopy Volume = $(\pi(\text{Canopy Radius})^2) * (\text{Height} - 2 \text{ meters})$		

### 10.14.5 Execution

#### 10.14.5.1 General

The contractor should ensure that care is taken to protect the following against damage:

- existing plant material, including trees in accordance with the Town of Canmore Tree Protection Guidelines
- existing natural undisturbed soil conditions
- lawns
- buildings
- sidewalks
- curbs
- fences
- paved areas
- any other natural and built features.

The contractor should maintain adequate barriers and construction signs to ensure public safety at all stages of work.

Contact the Engineering Department for permitting prior to any type of planned traffic disruption within the Town's road right-of-way (ROW), which includes roadways, back lanes, utility right-of-ways (URWs) and sidewalk.

Contact Town of Canmore Parks for permitting prior to any type of planned closures or crossings within the Town's existing municipal reserves (MR), environmental reserves (ER) or parcels including trails and public green space.

#### 10.14.5.2 Subgrade Preparation

Sub-grade elevation should be the final grade minus surfacing material depth as shown:

- seeded areas: 150 mm below final design grade
- sodded areas: 125 mm below final design grade

- planting beds: 600 mm below final design grade
- tree trench: per design - 450 mm minimum, 900 mm maximum below final design grade

Fine grade the subgrade to even running levels with a tolerance of +/- 75mm. Surface debris, roots, vegetation branches and stones in excess of 50 mm diameter should be removed and disposed of off-site.

In turf and planting areas, the area to receive topsoil should be scarified to a depth of 75 mm. Scarification to 200mm depth should be applied in areas where equipment used for hauling and spreading has compacted the subgrade to equal or greater than 95% standard proctor Dry Density.

## 10.15 Turf Seeding and Sodding

### 10.15.1 Products

#### 10.15.1.1 Seed

Canada No.1, Blue, or Gold certified grass seed must be free of disease, weed seeds, or other foreign materials and must meet the requirements of the Seeds Act.

Seed mixes should be made using pure live seed (PLS) to calculate the percentages of each species in the mix. For native species, the Tz results (live seed) may be used in place of germination within the PLS calculations for some species due to the long dormancy of many native species. Calculate PLS using the following formula:

SR (PLS) = This seed is required by the project (kg).

SR = Seed required (kg) - final kg of seed required after PLS is accounted for in the mix

SP1 (PLS) = % (PLS) of species "1" required in the mix.

SP (PLS) = % (PLS) of a species required in the mix.

SP1 = % (PLS) of species "1" required in the mix.

Gr1 = % germination of species "1" (Tz or germination may be used).

Gr = % germination of each species.

$$SR = (\sum SP (PLS) (1/Gr) * SR (PLS))$$

$$SP1 (kg) = SP1 * SR$$

$$SP1 = \frac{SP1(PLS) (1/Gr1)}{\sum SP(PLS) (1/Gr)}$$

See Table 10-14 and Table 10-15, below, for examples of these calculations.

**Table 10-14: Seed Required**

(PLS) Seed Required (kg)	Seed Required (kg)
25	34.47

(25 kg/ha PLS Recommended for Native Mixes)

**Table 10-15: Calculation of PLS Required**

% PLS in mix	Species	% Germination	% of actual mix	Kg needed
35%	Idaho Fescue/ <i>Festuca idahoensis</i>	100%	25%	8.75
15%	Blue Grama Grass / <i>Bouteloua gracilis</i>	50%	22%	7.5
10%	Western Wheatgrass / <i>Pascopyron (Agropyron) smithii</i>	85%	9%	2.94
10%	June Grass / <i>Koeleria macrantha</i>	90%	8%	2.78
20%	Alpine Bluegrass / <i>Poa alpina</i>	50%	29%	10.00
10%	Perennial Ryegrass / <i>Lolium perenne</i>	100%	7%	2.5

Acceptable native and non-native grass seed mixes are provided below. Seed mix location application guidelines are found in Part 1.

#### Non-Native Seed Mixes:

Only use certified Canada # 1 seed varieties, in accordance with the Canadian Seeds Act for lawn grass mixtures. Mixes should have minimum purity of 97% and germination of 75% mixed by weight to the following specifications:

Mix 1 - grass seed mixture for sports fields and maintained turf areas:

- 25% Able I Kentucky Bluegrass / *Poa pratensis*
- 25% Shadow Chewing Fescue / *Festuca rubra ssp fallax*
- 15% Award Kentucky Bluegrass / *Poa pratensis*
- 15% Nu-destiny Kentucky Bluegrass / *Poa pratensis*
- 10% Creeping Red Fescue / *Festuca rubra*
- 10% Player Pier Perennial Ryegrass / *Lolium perenne*

Mix 2 - grass seed mixture, non-native mix for slopes, natural areas and non-maintained areas:

- 25% Canada Blue Grass/ *Poa compressa*
- 25% Hard Fescue / *Festuca ovina var duriuscula*
- 20% Sheep's Fescue / *Festuca ovina*
- 02% Alpine Blue Grass/ *Poa alpina*
- 10% Manhattan III Perennial Ryegrass (nurse crop) / *Lolium perenne*

#### Native Seed Mixes:

The use of any native seed should only be conducted using seed that is free of all prohibited noxious and noxious weeds. A seed purity and weed certificate should be included for all species in the mix for review. All weed analysis and germination certificates should be included. Both germination and Tz analysis should

be submitted if the Tz formula is to be used in the PLS calculations. Native seed mixes, mix by weight to the following specifications:

Mix 3 - mowing-tolerant native grass seed mixture for slopes, natural areas and non-maintained areas:

- 35% Idaho Fescue / *Festuca idahoensis*
- 15% Blue Grama Grass / *Bouteloua gracilis*
- 10% Western Wheatgrass / *Pascopyron (Agropyron) smithii* and/or Northern Wheatgrass / *Elymus lanceolatus (Agropyron dasystachyum)*
- 10% June Grass / *Koeleria macrantha*
- 20% Alpine Blue Grass / *Poa alpine*
- 10% Manhattan III Perennial Ryegrass (nurse crop) / *Lolium perenne*

Mix 4 - non-mowed native grass seed mixture for slopes, natural areas and non-maintained areas:

- 25% Idaho Fescue / *Festuca idahoensis*
- 15% Festuca campestris / *Festuca campestris*
- 10% Western Wheatgrass / *Pascopyron (Agropyron) smithii* and/or Northern Wheatgrass / *Elymus lanceolatus (Agropyron dasystachyum)*
- 15% June Grass / *Koeleria macrantha*
- 15% Alpine Blue Grass / *Poa alpine*
- 10% Manhattan III Perennial Ryegrass (nurse crop) / *Lolium perenne*
- 10% Optional species use one or a number of the following species depending on site characteristics:
  - Alkali Bluegrass / *Poa ampla*,
  - Parry's Oat Grass / *Danthonia parryii*,
  - Western Porcupine Grass / *Stipa curtiseta*,
  - Mountain Brome / *Bromus carinatus*,
  - Alpine Timothy / *Pheleum alpinum*,
  - Tufted Hair Grass / *Deschampsia caespitosa*

Mix 5 - wildflower mix for slopes, natural areas and non-maintained areas:

- 25% Yarrow / *Achillea millefolium*
- 25% Blue flax / *Linum perenne*
- 25% Brown Eyed Susan / *Gaillardia aristata*
- 25% Canada Milk Vetch / *Astragalus canadensis*

Seed Mix Substitutions:

Any substitutions to the above seed mixes should be submitted to and accepted by Town of Canmore Parks prior to use.

The following species will not be accepted as a substitution into native seed mixes because they are either non-native, or there is a high risk of them being non-native even if a registered variety:

- Rocky Mountain Fescue / *Festuca saximontana* (DNA-proven native varieties not available)
- Sheep's Fescue / *Festuca ovina* (Not native)
- Creeping Fescue / *Festuca rubra* (Not native)
- Hard Fescue / *Festuca ovina*

## 10.16 Trees, Shrubs and Perennials

### 10.16.1 Products

#### 10.16.1.1 Plant Sizes

Plants should meet the sizes listed in Table 10-16 at the time of planting. Trees that exceed the maximum sizes in this table will be subject to a five (5) year maintenance period calculated from the date of issuance of CCC.

**Table 10-16: Plant Sizes at Time of Planting**

Plant Type	Minimum Size	Maximum Size
Coniferous Tree	2.0 m height	4.0 m height
Deciduous Tree	50 mm caliper	100 mm caliper
Coniferous Shrub	450 mm spread	n/a
Deciduous Shrub	300 mm height	n/a

#### 10.16.1.2 Mulch

##### a. Wood Mulch:

Wood mulch should be used in ornamental planting beds, naturalized planting beds, and tree rings to conserve soil moisture, suppress weeds, regulate soil temperature, and improve soil structure over time.

Wood mulch in rain gardens or bioretention basins should be a blend of fine and coarse bark that is aged/composted for a minimum of 4-6 months.

##### b. Rock Mulch:

Where accepted by Town of Canmore Parks, rock mulch should be between 12mm-100mm diameter, angular material with no fines. It may be a graded material within this range or a consistent size within this range. No fabric is to be used under rock mulch on public lands. Rock mulch materials should be locally sourced within the Bow Valley.

##### c. Other Non-wood Mulch:

Non-wood mulch materials may be considered. Requests should be submitted to and accepted by Town of Canmore Parks prior to use. Acceptance will be based on the following:

- Safety (non-toxic, non-flammable, and low injury risk)
- Aesthetics (natural appearance and color stability)
- Durability (resistance to decomposition and longevity)
- Decomposition rate (timeline and replenishment needs)
- Ease of renewal and replacement
- Breakdown products (impact on soil chemistry and plant health)
- Resistance to salts and solvents
- Recyclability (sustainability and disposal considerations)
- Permeability (adequate water and air flow to soil)
- Impact on soil retention, structure, and biology
- Mitigation of unfavorable impacts, such as leaching or compaction

Town of Canmore Parks may request more information on any of the above considerations.

## 10.16.2 Execution

### 10.16.2.1 Excavation



The location of trees and plant beds should be staked out prior to excavation. Any necessary adjustments to excavation locations should be approved by the developer's representative and Town of Canmore Parks.

Plant pits for trees and specimen shrubs should be excavated in a cylindrical shape with vertical sides and a forked, saucer-shaped bottom to a depth of 50 mm. When planting on a slope, the minimum planting pit depth should be measured from the downslope side to ensure proper soil volume and water retention.

#### **10.16.2.2 Seed & Sod**

The Consultant is responsible for verifying seed and sod type and confirming seed and sod quality prior to seeding/laying.

#### **10.16.2.3 Tree and Shrub Installation**

Tree stakes may be installed at the discretion of the Developer in locations where wind exposure may impact newly planted trees. If used, staking must follow industry best practices to prevent damage to the tree and ensure proper establishment. All stakes, ties, and associated materials must be removed prior to the final acceptance certificate (FAC) to prevent girdling and promote natural trunk development.

#### **10.16.2.4 Mulching and Watering**

- a. Mulch should be spread evenly and kept 50mm clear of tree trunks and plant stems to prevent rot and pest issues.
- b. Rock mulch areas within planting beds should include at least 100mm depth of rock mulch placement. If placed after plantings, care should be taken to not damage any plant material. Damaged plant material should be replaced.

Rock mulch areas outside of planting beds should be prepared by stripping of organic materials, compaction of the subgrade and placement of at least 100mm depth rock mulch.

Where rock mulch is adjacent to hard surfacing such as a sidewalk, pathway, or curbs, the rock mulch should not be more than 25mm below the hard surface and not sit higher than the hard surface.

- c. All trees should be thoroughly watered on the same day they are planted. Water probing is not acceptable. After watering, trees should remain at grade. Wood mulch in rain gardens and bioretention basins should be dampened prior to installation then wetted thoroughly immediately following installation to settle and knit the material.

### **10.17 Amenities**

#### **10.17.1 Furnishings**

##### **10.17.1.1 Quality Control and Assurance**

All site furnishing designs and specifications should be reviewed and accepted by Town of Canmore Parks prior to installation. The Town may request submittal of shop drawings and specifications as part of the approval process.

### 10.17.1.2 Delivery Handling and Storage

Protect furnishings during transportation to site. Broken or damaged furniture elements will not be accepted.

### 10.17.1.3 Products

Table 10-17 outlines acceptable public space furnishings and details. Recycled plastic options are preferred where available.

**Table 10-17: Site Furnishings Models and Details**

Site Furnishing	Approved Models and Furnishing Details
Park Benches Figure EDCG LSC 10.12	Series “B” Park Bench by Custom Park & Leisure or approved equivalent “BR” Park Bench model (recycled plastic option) Details: <ul style="list-style-type: none"> <li>• free-standing</li> <li>• #1 grade clear cedar for “B” option, recycled plastic for “BR” option</li> <li>• Steel Finish</li> <li>• in-ground or bolted down (depending on application)</li> <li>• “B” model used for Memorial Plaque Applications (routed for bronze plaque installation)</li> </ul>
Public Benches	Wishbone Ltd.: Mountain Classic Straight – Model# MCSB-5 or approved equivalent Details: <ul style="list-style-type: none"> <li>• free-standing</li> <li>• ## ft. long with arm rests</li> <li>• bolted down only, with concrete spreader inserts and tamper-proof hardware</li> <li>• recycled plastic slats, seat colour in “Sand”</li> <li>• powder-coated aluminum frame, colour in “Textured Black”</li> <li>• stainless steel hardware</li> </ul>
Picnic Tables Figure EDCG LSC 10.13	Custom Park & Leisure Ltd: Model# Series B – PBS2 or equivalent recycled plastic option Details: <ul style="list-style-type: none"> <li>• free-standing</li> <li>• cedar style, finished in sikkens stain or recycled plastic</li> <li>• frame colour: brown, TGIC polyester outdoor finish</li> <li>• wheelchair accessible</li> <li>• surface-mounted onto pour in place concrete pad or compacted trail mix pad</li> <li>• 4 in. x 4 in. treated wood border and trail mix infill pad</li> </ul>
Bike Racks	Custom Park & Leisure Ltd: Model# Series B or approved equivalent Details: <ul style="list-style-type: none"> <li>• in-ground or bolted down (depending on application)</li> <li>• individual loop fits any area</li> <li>• black powdered-coated metal frame, TGIC polyester outdoor finish</li> <li>• For multiple applications, install additional individual units in succession to meet the targeted number of bikes.</li> </ul>

Site Furnishing	Approved Models and Furnishing Details
Trail Head Large Information Kiosk	<p>H.R. Construction (a division of Rief Industries); 4477 Dick, Rd., Quesnel, British Columbia, V2J 6W9 or approved equivalent</p> <p>Details:</p> <ul style="list-style-type: none"> <li>• same style and design as the Alberta Parks' kiosk</li> <li>• Lockable aluminum-framed information board with plexi-glass cover</li> <li>• constructed out of wood with recycled rubber roof shakes</li> <li>• in-ground installation</li> </ul>
Parks Amenity Small Information Kiosks	<p>Information Kiosks – source to be approved by Town of Canmore Parks</p> <p>Details:</p> <ul style="list-style-type: none"> <li>• constructed of wood with recycled rubber roof shakes</li> <li>• Lockable aluminum-framed information board with plexi-glass cover</li> <li>• in-ground installation</li> </ul>
Bollards with Lights	<p>Gardco (Philips): LED School Bollard Lights or approved equivalent</p> <p>Model # BRM836, 42 in. high with beveled top</p> <p>Details:</p> <ul style="list-style-type: none"> <li>• LED control - DR</li> <li>• LED natural Light - LNW</li> <li>• light coverage optional at 360o to 180o</li> <li>• voltage 120-240</li> <li>• finished in black TGIC polyester outdoor finish - BLP</li> <li>• complete with high strength galvanized steel tenon</li> </ul>
Large Decorative Bollard	<p>Reliance Foundry Co. Ltd.: Decorative Steel Bollard</p> <p>Model# R-7736</p> <p>Details:</p> <ul style="list-style-type: none"> <li>• polyester powder-coated finish; use an epoxy prime coat and a polyester topcoat</li> <li>• can be utilized for decorative or security applications</li> <li>• decorative - height: 36 in. / 91.4 cm</li> <li>• decorative - base diameter: 11-¾ in. / 29.8 cm</li> <li>• decorative – finished in textured semi-gloss black</li> <li>• security - height: 31 in. / 78.7cm</li> <li>• security - base diameter 10-¾ in / 27.3 cm</li> <li>• security - optional steel or galvanized steel pipe</li> <li>• security - Anti-Ram protection fill pipe with concrete</li> <li>• security - finished in Safety Yellow</li> <li>• installation mounting options depend on application (decorative or security); hardware sold separately</li> </ul>
Removable Bollard	<p>TrafficGuard Direct: round post, removable top lock or approved equivalent</p> <p>Model #: TL-1004R</p> <p>Details:</p> <ul style="list-style-type: none"> <li>• heavy-duty construction</li> <li>• 36 in./914 mm tall, 4.5 in./114 mm od</li> <li>• flush-mounted when post is removed</li> <li>• galvanized ground sleeve and filler piece</li> </ul>

Site Furnishing	Approved Models and Furnishing Details
	<ul style="list-style-type: none"> <li>all surfaces are primed with rust &amp; corrosion resistant, zinc-rich primer w/5,000-hour salt spray performance</li> <li>standard finish, TGIC polyester outdoor finish RAL1028 in Safety Yellow or custom black, depending on application</li> <li>optional reflector tape, as required</li> </ul>
Permanent Small Bollard	<p>Custom Park &amp; Leisure Ltd.: Permanent Bollard Series or approved equivalent Details:</p> <ul style="list-style-type: none"> <li>optional surface mount or in-ground, depending on application</li> <li>available in three sizes, depending on application</li> <li>must withstand vehicle impact</li> <li>standard powder-coated finishes, Safety Yellow for security applications and Matte Black for architectural applications</li> <li>optional reflector tape, as required</li> </ul>

### 10.17.2 Signage

All signage should be vandal and graffiti-proof and should have a protective, cleanable, anti-graffiti, clear surface coating that is durable and long-lasting.

Park-related regulatory signage placed within the road-right-of-way (ROW) will be approved by the Engineering Department and the Streets & Roads Department and follow ROW signage specifications and requirements.

#### 10.17.2.1 Park-related Signage

Park-related signage drawings are as follows:

Landscaping - Park Signage:

Figure EDCG LSC 10.14 Playground Sign Age 2 – 5 Years

Figure EDCG LSC 10.15 Playground Sign Age 5 – 12 Years

Figure EDCG LSC 10.17 Type “B” Trail Signage (Trail-Multi Use)

Figure EDCG LSC 10.18 This Park is Closed to the Public (23:00 to 06:00)

Landscaping – Regulatory Signage:

Figure EDCG LSC 10.19 No Pets

Figure EDCG LSC 10.20 No Pets Within 20 Meters of Play Apparatus

Figure EDCG LSC 10.21 Pet on Leash

Figure EDCG LSC 10.22 No Bicycles

Figure EDCG LSC 10.23 Day Use Only Parking Lot Signage

Figure EDCG LSC 10.24 No Camping/No Bicycling/No Campfires

#### 10.17.2.2 Custom Signage:

Signage for special applications or one-off type applications should be reviewed and approved by Town of Canmore Parks. Some custom signage examples are as follows:

- Interpretive Signage Examples:
  - Water Shed Loop
  - Quarry Lake Community/History/Heritage
  - Larch Islands Interpretive Loop Trail
  - Amenity protocol signage (small amenity kiosks)
  - Kiosk Map Panel (large trail head kiosks)
  - Quarry Lake; Pets on leash zone/No pets zone/Pets off leash zone
  - Quarry Lake; No Lifeguard on Duty/Deep Water Notification
  - Quarry Lake; Keep Off Ice
- Park Entry Signage Example:
  - “Welcome to Centennial Park”

### **10.17.3 Fencing**

Fencing should be installed in designated areas to delineate boundaries, provide security, and enhance public safety. All fencing will be constructed to ensure durability, longevity, and resistance to environmental conditions.

#### **10.17.3.1 Delivery Handling and Storage**

Fencing materials should be transported and stored in a manner that prevents damage, warping, or deterioration. Any damaged materials will be replaced at the contractor's expense.

#### **10.17.3.2 Products**

Chain-link Fencing:

- Black vinyl coating to be applied to mesh and black powdercoat finish to be applied to posts and fasteners, unless otherwise exempted by Town of Canmore Parks.
- Pedestrian gates should include a drop pin closure mechanism and be installed plumb and square with a clearance from finished grade between 100mm-150mm.

#### **10.17.3.3 Execution**

Installation is to meet or exceed the City of Calgary standards for chain link fencing and post and cable fencing. Installation to include removal and disposal of excavated material and repair of disturbed landscaping with sod.

### **10.17.4 Landscape Boulders**

#### **10.17.4.1 Products**

- Boulders should be sound and of sturdy materials, not shale or sandstone.
- Boulder size should be between 600mm x 600mm to 750mm x 750mm. Larger rock and boulders may be considered by Town of Canmore Parks on a case-by-case basis based on purpose, site characteristics, safety, and operation and maintenance considerations.



#### 10.17.4.2 Execution

Boulder should be placed in a stable position to ensure it does not shift over time.

Boulders placed in turf areas do not require a concrete maintenance strip.

### 10.18 Irrigation

Automated irrigation systems may be required where turf areas are to be used for recreational purposes, sports fields and aesthetic features.

This section specifies the supply and installation of irrigation systems. Installers should have experience at this type and scale of work and be willing to provide proof of experience.

The developer is responsible for verifying all conditions on the site and should immediately report all discrepancies and variations from the drawings to Town of Canmore Parks.

#### 10.18.1 Product Delivery, Handling and Storage

All materials should be stored off the ground and under protection until they are used. Materials should be supported as required to prevent excessive strain on the piping.

All material that is damaged or rejected should be removed from the site and not be used. Town of Canmore Parks reserves the right to reject any material that does not meet the specifications.

#### 10.18.2 Products

Any materials specified by name and/or model number in the specifications, irrigation drawings or detail drawings should be used to identifying the materials and to ensure the specific use of that material in the construction of the system. No substitutions will be permitted without prior written approval from Town of Canmore Parks.

All materials used in the system will be new and without flaws or defects of any type and should be the best of their class and kind. All materials should have a minimum two-year guarantee against material defects or defective workmanship.

The Town retains the right to order removal or replacement of any items, which do not present a reasonably neat and professional appearance.

##### 1. Park Water Service

One 50 mm irrigation service is required for neighbourhood parks and regional park, subject to the Town's water services agent's approval. A 100 mm service may be required for larger park sites.

A back-flow prevention device (i.e., double-check valve) should be installed on each irrigation service line to Town's water services agent's specifications.

Water meters are provided by the Town of Canmore through Town's water services agent and are to be sized and installed by Town's water services agent. The developer/contractor should make all water meter supply and installation arrangements with Town's water services agent.

## 2. Piping and Fittings

All piping downstream of parks water service shall be certified series PVC (SDR26 160psi) with schedule 40 fittings and schedule 80 nipples, or 75 psi CSA polyethylene pipe for lower capacity systems. All piping should be ringed with tracer wire.

- Swing Joints and Risers

Swing joints should be three elbows, using PVC elbows and nipples and brass saddles.

All riser for shrub beds should be galvanized or schedule 80 PVC and bushed down after the final elbow. A double-clamped tee bar stake should be used.

- Sprinkler/Spray Heads

The type of sprinkler/spray heads to be used for irrigation in active open spaces (community regional parks) should be as follows:

- Sports Fields: Rain Bird Eagle, Hunter I-40 or Rain Bird Falcon
- Baseball Diamonds: Rain Bird Eagle, Hunter I-40 or Rain Bird Falcon
- Parks: Hunter I-40, I-25 or Rain Bird Falcon
- Playgrounds: Hunter I-40, I-25 or Rain Bird Falcon
- Passive Open Space (Sub-Neighbourhood Tot-Lot Parks & Landscaping Beds): Hunter I-40, I-25 or
- Rain Bird Falcon (depending on the area).

Sprinklers should meet the following general requirements:

- be described on the drawings and conform to the manufacturer's performance standards for durability and operation.
- have a heavy-duty stainless riser.
- have ratcheting riser features on all bodies for easy adjustment.
- have two-year, over-the-counter warranty.
- have a minimum 4 in. pop up, 6 in pop up preferred. If used on a sports field or ball diamond, the sprinkler shall have a rubber cover to ensure user safety.
- be equipped with a drain check valve to prevent low head drainage and be capable of checking up to 8 ft. in elevation changes.
- To assist in water conservation, adjustable heads may be used in place of full circle heads for perimeter applications.

- Controllers

Neighbourhood parks and landscaping beds should have underground automated irrigation systems that include controllers that are compatible with the Town's centralized irrigation system.

Community regional parks, park/school sites and sports facilities should have one centralized above ground AC controller with multiple irrigation stations and schedule options.

Wiring to and from the controller and valves shall conform to the Canadian Electric Code and any other regulatory conditions which govern this type of installation. All wiring should follow irrigation lines where appropriate. Where wiring leaves pipe alignment, it should be placed in a conduit.

Below-ground, PVC conduit is acceptable; above-ground, galvanized conduit should be used. Splices should be made waterproof with the use of an acceptable outdoor waterproof wire connector.

- Electric Valves

Electrical valves should meet the following specifications:

- be Rain Bird P.E.B. with a latching solenoid or approved equal.
- be without screens and filters that require replacement.
- have a flow control stem.
- have a manual open/close valve.
- close slowly without a hammer or chatter.
- work under extremely low flow and low pressure.

- Irrigation Boxes

Irrigation boxes should be constructed of heavy-duty weight polyethylene and be capable of being extended, withstanding the weight of a heavy tractor, and being locked. The gravel beds in boxes should consist of clean, washed 19 mm gravel with an area marginally larger than the box opening. Irrigation boxes should be recessed into the ground so the top cover sits flush with the existing turf's finished grade.

- Backfill Material

Backfill material for pipe trenches within 150 mm of the pipe should be clean, approved sand fill or gravel less than 10 mm in diameter. Backfill material should be free of organic material, stones and sharp objects capable of damaging pipe.

- Substitutions

For substitutions, descriptive literature and material samples should be provided at least three weeks before commencement of work. Any substitutions should meet or exceed specifications and performance standards of the proposed system without any additional cost to the Town.

### 10.18.3 Execution

The contractor should maintain the existing irrigation system, or such portions as may be planned for retention, in satisfactory working order during the time of the contract work. If cut-ins or tap-ins to an existing system are required, shutdown time of the existing system should be minimized as much as is practical.

If the irrigation system being installed is replacing an existing system, the existing system should be maintained in a satisfactory working order until the new system is available for use in any given area.

All materials and equipment should be installed following manufacturer's recommendations.

All excavated materials that are not suitable for backfill are to be removed from site and disposed of at an appropriate facility.

### 10.18.4 Record Drawings

Record drawings showing the irrigation system should be submitted electronically. Drawings should be drafted in a professional manner and should be drawn to scale on a legal base plan. Drawings should show the location of the irrigation system relative to the property line, the power source/tie-in (AC) for the main controller, the main controller location, the electrical providers' consumption meter location. Drawings should include the locations of all lines, sprinkler heads, valves (drain and zone control), boxes, the water meter location and type of housing, spool to replace the water meter when it is removed during the winter months, double-check valve, park water service (stop and drain type), curb stops, underground pipe fittings not adjacent to surface fixtures (tee, elbows, etc.), saddles for poly-pigtails and other irrigation materials.

Acceptable record drawings should include but not be limited to the following details:

- a key plan showing the site location.
- a site plan showing property lines, bearings, surrounding site uses, north location, on-site structures, utilities, fences, buildings, walkways, etc., all to a suitable metric scale.
- the municipal address and legal description of the property, including a registered plan number
- 1:250 scale
- the year of the specification and the detail sheet name and number (i.e., 1996, Drain Pit for PVC Pipe, Detail sheet #66)
- the type of irrigation system (gravity drain, a blow out or a main line gravity drain with a lateral line that has to be blown out)
- irrigation zones with numbering
- the name, address and 24-hour phone number of the irrigation system installer, as well as the developer and consultant, where applicable.
- the serial number, installation date and confirmation of up-to-date inspection by the Town of the double check valve.

Where deviation from the design drawing is anticipated, all required shop drawings should be submitted to the Town of Canmore Parks for approval. Where deviation from the design drawing conflicts with standard specifications, conflicts should be identified and an explanation provided.

All work should conform to the approved shop drawings and/or design drawing.

Upon completion of the work, the contractor should provide Town of Canmore Parks with a complete set of record drawings, showing the sprinkler system as installed.

### 10.18.5 System Maintenance

The developer is required to warranty and maintain the irrigation system for a two-year period, including fall shutdown and spring start-up procedures. Start-up of the irrigation system will require arrangements to be made with EPCOR to install the water meter and start the water consumption tracking process. At the same time, arrangements should be made to have the backflow prevention device inspected, tested and sealed by a certified backflow device inspector. This should be completed prior to activating the system. All records of the backflow prevention device inspection process should be submitted at FAC for the Town's files.

Winterization of the irrigation system will require shutting down and blowing out the system. This should include the removal of the water meter and proper draining of the backflow prevention device to avoid potential freeze-up damages. Arrangements should be made with EPCOR to remove and store the water meter, install the spool, and record water consumption amounts for the season. The developer is responsible for water consumption during the development process and the warranty/maintenance period and will be billed by EPCOR for water consumption.

Following inspection by the Town of Camore Engineering or Parks representative, the developer is responsible for any required repairs at the end of the two-year warranty/maintenance period to make the irrigation system fully operational. If the system has been approved and accepted and all other deficiencies have been resolved, the FAC will be approved.

For Town irrigation projects, the contractor is required to warranty and maintain the irrigation system for a one-year period, including fall shut-down and spring start-up procedures.

## 10.19 Sports Fields

### 10.19.1 Products

- a. Soccer fields:
  - i. 1 pair of movable soccer goals with ground pin per field. Acceptable models, or equivalent:
    - Junior: Scoremaster SM-DM1600-PC – White Powder Coat Finish
    - Official Size: SM-DM1600-PC – White Powder Coat Finish
- b. Canadian football/soccer combination field:
  - i. Where a Canadian football field and soccer field is combined on one field, a combination goal post is required. Goal posts will be movable with in-ground aluminum sleeve mounts to allow for a side-to-side shift of the playing surface. Refer to City of Calgary Major/Minor Soccer Goal Post Detail – Option Installation.

## 10.20 Structures

For all structures, the developer should submit engineered shop drawings, stamped by a Professional Engineer licensed in Alberta, to the Town for approval prior to construction. Drawings must include:

- Structural design and load calculations
- Materials and finishes
- Connection and fastener details
- Foundation and anchoring requirements
- Installation procedures

All structures should use durable, weather-resistant materials, such as pressure-treated wood, steel, aluminum, or reinforced concrete, with corrosion-resistant fasteners. Prefabricated components should be inspected before installation, and construction must minimize environmental impact. A one-year warranty on workmanship and materials is required, along with a maintenance manual upon completion.

Any structure placed near or over water should not consist of a material that is stained or require the use of stains for aesthetic or maintenance purposes.

## 10.21 Landscape Maintenance

The Developer is responsible to maintain all landscaping from the time of installation/construction or planting until the date of acceptance of the FAC.

Maintenance includes all measures necessary to ensure:



- a) consistency with the approved landscape plans/drawings;
- b) all non-vegetative landscaping is in good condition, operational, and free of any damage; and
- c) all plant material is in a vigorous and healthy growing condition.

### **10.21.1 Turf Areas**

#### **10.21.1.1 Weed and Pest Control**

Invasive plant/weed, insect and fungus control should be completed when required. Weed control may be by manual removal, mowing or chemical application. Chemicals should be used in accordance with manufacturer's recommendations, jurisdictional laws and be applied by a licensed applicator. Upon completion of a pesticide or herbicide application, signs shall be erected within the area sprayed, which identify that the area has been sprayed, the date of application, contact name and phone number of the licensed applicator, and the type of pesticide/herbicide applied. Signs shall remain in place for 48 hours and shall be removed by the applicator within 72 hours of the application time.

#### **10.21.1.2 Turf Maintenance**

All turf areas should be maintained in a healthy, vigorous, growing condition until accepted by the Town on the date of the FAC or DCC. All areas that are damaged during deficiency repairs or those showing deterioration, bare-spots, burns, or areas that are thin or washed out should be top-dressed and re-seeded or re-sodded in a timely manner. The maintenance period for areas seeded in the fall may, at the discretion of the Town, commence the following spring, one month after the start of the growing season, provided conditions specified above are fulfilled.

Work under this section will be accepted when:

- growth of seeded or sodded areas has been properly established;
- turf is free of bare and dead spots; and
- turf is invasive plant-free (free from prohibited noxious, noxious, invasive grasses and annual weeds).

### **10.21.2 Plants and Planting Beds**

#### **10.21.2.1 Plant Material Maintenance**

All plant material should be maintained in a vigorous and healthy growing standard until the date of FAC or DCC.

**Watering:**

Plants should be watered in accordance with the following schedule:

<b>Time from planting</b>	<b>Watering schedule</b>
First 72 hours	Three times
First six months	Once every four days
After six months to FAC	Once every 10-14 days

**Notes:**

- a) Watering is weather dependent and is subject to applicable water restrictions.

During the warranty period, plants found dead or not in a healthy, satisfactory growing condition or which do not meet specified requirements should be removed and replaced in a timely manner. Replacement plant material should be of the same size and species and should be supplied and planted in accordance with approved drawings and specifications.

Unmulched beds and tree pits should be freshly cultivated and free of weeds, rubbish, and debris. Mulched beds should be free of weeds and rubbish.

### **10.21.2.2 Tree/Shrub Pruning**

Pruning of trees and shrubs during the warranty period (after planting and prior to FAC) should be conducted by or directly supervised by a certified professional (ISA Certified Arborist, Landscape Industry Certified Technician, Landscape Horticulturist, or equivalent designation) according to best practices as defined by the ISA. Pruning may only be undertaken for public safety and/or to ensure tree health, and tree structure including:

- Removal of dead branches
- Removal of a double leader
- Pruning of broken portions of branches back to live lateral

Trees and shrubs on Town-owned land after FAC should only be pruned or removed with permission from the Town of Canmore and as part of the Tree Protection Program.

## **3. Changes to Appendix A: Abbreviations and Glossary of Terms**

The following terms will be added to Appendix A" Abbreviations and Glossary of Terms:

**Linear Park:** a municipal reserve parcel with a minimum width of 10 m and a maximum width of 20 m that functions as a linear recreation corridor by providing local or regional pathway links within and between communities.

**Landscaping in Urban Hardscaped Area:** landscaping occurring in a publicly accessible environment where greater than 90% of the surface area is covered by hard surfacing (pavement, masonry, concrete, gravel, etc.). Landscaping may include vegetation such as trees, shrubs and/or planting beds, and may use soil cells to achieve minimum soil depths and volumes.

**Neighbourhood Park:** a municipal reserve parcel that provides recreational activities intended to serve the immediate neighbourhood. Typical activities include playgrounds, turf rinks, and unstructured play, and may also include off-leash dog parks, and structured sports such as ball diamonds or soccer fields.

**Naturalization:** a type of ecological/habitat restoration that involves purposely placing native plants in an area with the purpose of leaving a disturbed site to natural processes and /or activities that are intended to improve and enhance the natural environment. In a general sense, naturalization is the deliberate reintroduction of species that are native to a given areas or are well adapted to the climate circumstance.

**Naturalized Zone:** a park or portions of parks that have been or intended to undergo the process of naturalization. Vegetative cover includes native grasses, wildflowers and/or trees and shrubs that might support the ecological system. Once established, maintenance must be limited to fire control, weed control, and waste removal.

**Off-leash Dog Park:** a portion of a park designated for dogs to be off-leash. Off-leash dog park classifications include:

- Dog-run: up to 0.4 hectares in size
- Neighbourhood Park: 0.4 hectares to 1.0 hectare in size
- Destination Park: over 1.0 hectare in size.

**Regional Park:** a municipal reserve parcel that provides recreational opportunities for multiple neighbourhoods and accommodates a variety of different activities in one location, including structured sport activities, community events, unstructured play, relaxing, and socializing.

#### 4. Changes to Appendix F: Plant Species List

Additions are shown in **blue** and deletions are shown in **red strike-through**

## APPENDIX F: PLANT SPECIES LIST

~~The following tables list trees (Tables F1 and F3), shrubs (Tables F2 and F4) and wildflowers (Table F5) that are native to the Province of Alberta. These plant species are acceptable for the microclimate areas of landscape planting in the Town of Canmore.~~

~~Plants in the following tables that are marked with an asterisk (\*) are non-native. They are suitable for re-vegetation in natural areas, and in particular high saline areas. They are drought-resistant and ideal for boulevards.~~

Tables F1 – F5 (inclusive) list acceptable trees, shrubs and wildflowers for landscape planting for all areas in the Town of Canmore. Plants marked with an asterisk (\*) are non-native and are included due to being drought tolerant, or WildSmart-friendly, or both.

Table F6 lists plants that are prohibited for being a fruit bearing plant and/or a wildlife attractant, particularly palatable to bears. Please note all fruit bearing trees are prohibited in Canmore, regardless of not specifically being listed in Table 6.

Table F7 list the acceptable trees for boulevard and/or median planting. The species on this list have been selected due to form, root structure, salt/pollution tolerance, and maintenance requirements.

Table F8 lists the acceptable trees and shrubs for private properties/development. The plants included in this list are in addition to those provided in Tables F1-F5 (inclusive). Town of Canmore Parks may consider plants listed in Table F8 to be included within specific public spaces in the downtown area (plazas, main street) and/or in specific public spaces identified in area structure plans or conceptual schemes.

If a plant is a wildlife attractant, the comments section of the table includes information (in brackets and marked with a double asterisk) about the species that is/are attracted to the plant. The fruit, seeds, foliage and the bark of the plant material that is a designated wildlife attractant are palatable to bears, birds and ungulates (deer/elk). These identified wildlife attractant plants should be used on a site-specific basis for remediation, reclamation, habitat enhancement and strategic planning to discourage the likelihood of human and wildlife interactions.

**Table F1: Coniferous (Evergreen) Trees**

The following coniferous trees are acceptable for landscape planting in all areas of the Town of Canmore provided they are located in FireSmart appropriate locations. Contact Town of Canmore Parks for more information: [parks@canmore.ca](mailto:parks@canmore.ca)

Common Name	Scientific Name	Flammability	Palatability (Ungulates)	Comments
Lodgepole Pine	<i>Pinus contorta latifolia</i>	High	Low	Generally found in Sphagnum (peat) covered bogs to montane dry or moist areas. Elk may harm saplings during rutting season & during winter. (**Wildlife Attractant – Ungulates)
Limber Pine	<i>Pinus Flexilis</i>	High	Low	Generally found forming open forests in the sub alpine to alpine zones, often in semi-arid areas. Usually found on dry rocky ridges and peaks. Established plants tolerate drought. A fairly wind-resistant species, the plants often colonize exposed mountain slopes in the wild, their deep taproot anchoring them firmly. Long living species, generally not available through Nurseries. Suitable for Xeriscape.
Engleman Spruce/ aka Mountain Spruce	<i>Picea engelmannii</i>	High	Low	Generally found in the montane regions to the treeline, especially by swamps. Often found on poor, thin rocky soils, though the best specimens are growing in deep, well-drained clay-loam soils. Young growth is occasionally browsed by ungulates but is not an important food item and is probably eaten as a last resort. (**Wildlife Attractant – Ungulates)
White Spruce	<i>Picea glauca</i>	High	Low	Generally found in forested areas with good soils, along streams and lakes, and on rocky hills and slopes, succeeding in a variety of soil conditions. A fairly wind-resistant tree, it can be grown as part of a shelterbelt planting. Trees should be planted into their permanent positions when they are quite small, between 30 and 90 cm. Larger trees will check badly and hardly put on any growth for several years. This also badly affects root development and wind resistance.
Black Spruce	<i>Picea Mariana</i>	High	Low	Generally found on cool slopes and bogs. Found on well-drained soils in the north of its range and swamps in the south. Found on a variety of soil types, it grows best in those that are moist and acidic. Moose occasionally browse saplings, but White-Tailed Deer eat it only under starvation conditions. (**Wildlife Attractant – Ungulates)



Common Name	Scientific Name	Flammability	Palatability (Ungulates)	Comments
Douglas Fir	<i>Pseudotsuga Menziesii</i> <i>var. Glauca</i>	Medium	Medium	Generally found in moist to very dry areas from sea level to near the treeline. The best specimens are found on well-drained deep loamy soils with plenty of moisture. May be browsed when young and flexible. (**Wildlife Attractant – Ungulates)

Table F2: Coniferous (Evergreen) Shrubs

The following coniferous shrubs are acceptable for landscape planting in all areas of the Town of Canmore provided they are located in FireSmart appropriate locations. Contact Town of Canmore Parks for more information: [parks@canmore.ca](mailto:parks@canmore.ca)

Common Name	Scientific Name	Flammability	Palatability (Ungulates)	Comments
Common Juniper	<i>Juniperus communis</i>	High	Medium	More prickly than Creeping Juniper. Suitable for Xeriscape.
Creeping Juniper	<i>Juniperus horizontalis</i>	High	Medium	Many cultivars are available. Suitable for Xeriscape.
Rocky Mountain Juniper	<i>Juniperus scopulorum</i>	High	Low	Plants have a vertical growth pattern vs. horizontal. Suitable for Xeriscape.
Kinnikinnick	<i>Arctostaphylos uva-ursi</i>	High	Low	<del>Plants are hard to establish. Suitable for groundcover and Xeriscape.</del> <del>(**Wildlife Attractant – Bears)</del>

Table F3: Deciduous Trees

The following deciduous trees are acceptable for landscape planting in all areas of the Town of Canmore.

Common Name	Scientific Name	Flammability	Palatability (Ungulates)	Comments
Rocky Mountain Maple	<i>Acer glabrum</i>	Low	Medium	A very attractive species. It should be available in the near future from native nurseries. <a href="#">Shade tree</a>
River Birch	<i>Betula occidentalis</i>	Low	Low	Tough, smaller multi-branched small tree or tall shrub.
Paper Birch	<i>Betula papyrifera</i>	Low	Low	Tree has delicate bark and needs lots of water. It is currently not available from native plant nurseries
Alpine Larch	<i>Larix lyallii</i>	Low	Low	Tree is found at tree line elevations.

Common Name	Scientific Name	Flammability	Palatability (Ungulates)	Comments
Western Larch	<i>Larix occidentalis</i>	Low	Medium	This tree is native to Kananaskis. It should be available in the near future from native nurseries.
Balsam Poplar	<i>Populus balsamifera</i> (male only)	Low	High	Ungulates eat the bark of this tree. <a href="#">Shade tree</a> (**Wildlife Attractant – Ungulates)
Trembling Aspen	<i>Populus tremuloides</i>	Low	High	This tree is more resistant to ungulate browsing. (**Wildlife Attractant – Ungulates)
Green Ash (*)	<i>Fraxinus pensylvanica</i> <i>Lanceolata</i> or <a href="#">Foothills</a>	Low	High	Deer will browse on this tree and tend to over-browse when other preferred species are unavailable. <a href="#">Shade tree</a> (**Wildlife Attractant – Ungulates)
Brooks #6 Poplar (*)	<i>Opulus</i> X "Brooks #6"	Low	High	If possible, avoid non-native varieties – there is a high potential for genetic contamination of native poplars. <a href="#">Shade tree</a>
Patmore Ash (*)	<i>Fraxinus pensylvanica</i> 'Patmore'	Low	High	Full sun. Soil: fertile and moist Drought tolerant once established Tolerant of salt and pollution <a href="#">Shade tree</a>
Prairie Spire Ash (*)	<i>Fraxinus pensylvanica</i> 'Rugby'	Low	High	Full sun Soil: fertile and moist Drought tolerant once established Tolerant of salt and pollution <a href="#">Shade tree</a>
Patmore Elm (*)	<i>Ulmus</i> 'Patmore'	Low	Medium	Full sun or partial shade Adaptable to most soil types, but prefers fertile and moist Tolerant of salt, pollution and drought once established <a href="#">Shade tree</a>
American Elm (*)	<i>Ulmus Americana</i>	Low	Medium	Full sun or partial shade Adaptable to most soil types, but prefers fertile and moist Tolerant of salt, pollution and drought once established <a href="#">Shade tree</a>
Night Rider Elm (*)	<i>Ulmus</i> 'Night Rider'	Low	Medium	Full sun or partial shade Adaptable to most soil types, but prefers fertile and moist

Common Name	Scientific Name	Flammability	Palatability (Ungulates)	Comments
				Tolerant of salt, pollution and drought once established Shade tree
Dropmore Linden (*)	<i>Tilia x flavescens</i>	Low	Low	Full sun Soil: average to fertile, moist and well-drained Tolerant of salt, pollution and drought once established Shade tree
American Linden (*)	<i>Tilia americana</i>	Low	Low	Full sun Soil: average to fertile, moist and well-drained Tolerant of salt, pollution and drought once established Shade tree
Littleleaf Linden (*)	<i>Tilia cordata</i>	Low	Low	Full sun Soil: average to fertile, moist and well-drained Tolerant of salt, pollution and drought once established Shade tree
Ivory Silk Lilac (*)	<i>Syringa reticulata</i> 'Ivory Silk'	Low	Low	Full sun, but can tolerate light shade Soil: average, medium moisture, well drained Tolerant of salt, pollution and drought once established Shade tree
Spring Snow Flowering Crab (Non-fruiting)	<i>Malus</i> 'Spring Snow'	Low	Low	Full sun. Soil: well drained, moderate moisture.
Manitoba Maple / Box-elder	<i>Acer negundo</i>	Low	Medium	Full sun to part shade. Soil: moist, well drained, but tolerates any soil type. Native, but can be invasive. Should be used sparingly. Shade tree

Table F4: Deciduous Shrubs

The following deciduous shrubs are acceptable for landscape planting in all areas of the Town of Canmore.

Common Name	Scientific Name	Flammability	Palatability (Ungulates)	Comments
Green Alder	<i>Alnus crispa</i>	Low	Medium	This shrub prefers moister sites.
Labrador Tea	<i>Ledum groenlandicum</i>	Low	Medium	This shrub has white flowers and evergreen leaves. It grows in boggy wet areas.
<del>Twining Honeysuckle</del>	<del><i>Lonicera dioica</i></del>	<del>Low</del>	<del>Medium</del>	<del>This shrub has yellow flowers, and twines around other vegetation. (**Wildlife Attractant—Hummingbirds)</del>
<del>Bracted Honeysuckle</del>	<del><i>Lonicera involucrata</i></del>	<del>Low</del>	<del>Low</del>	<del>This shrub prefers damp woodlands.</del>
Mountain Rhododendron	<i>Rhododendron albiflorum</i>	Low	Low	This shrub is a very attractive specimen, but very toxic to ungulates and humans.
Bebb's Willow / Beaked Willow	<i>Salix Bebbiana</i>	Low	High	This plant grows as a large shrub or tall tree.
Pussy Willow	<i>Salix discolor</i>	Low	High	This is an attractive larger shrub.
Smooth Willow / Gray-leaved Willow	<i>Salix glauca</i>	Low	High	This erect shrub prefers moist areas.
Shrubby Cinquefoil	<i>Potentilla fruticosa</i>	Low	Low	This shrub produces attractive yellow flowers. It is the best choice of all the shrubs to grow in the Bow Valley area. It is not attractive to ungulates or bears and many cultivars are available. The native species has silver leaves as opposed to shiny green leaves for the cultivars.
<del>Prickly Rose</del>	<del><i>Rosa acicularis</i></del>	<del>Low</del>	<del>High</del>	<del>This is an earlier flowering plant. Most commercial shrub roses are non-native varieties. This shrub is very adaptive to different locales.</del>
<del>Common Wild Rose / Western Wild Rose</del>	<del><i>Rosa Rosa woodsii</i></del>	<del>Low</del>	<del>Medium</del>	<del>This rose is generally found in areas of moist soils of draws, hillsides, along streams and in open valleys. It often forms thickets in open positions and prefers moist woods. It flowers a bit later than Prickly Rose. It succeeds in most well-drained soils, preferring a circum-neutral soil and a sunny position. It also grows well in heavy clay soils, but dislikes water-logged soils. (**Wildlife Attractant—Bears)</del>
Spirea various varieties (*)	<i>Spiraea var.</i>	Low	Low	Full sun, but tolerates light shade Soil: fertile, moist, well-drained Regular pruning recommended.

Common Name	Scientific Name	Flammability	Palatability (Ungulates)	Comments
Common Snowberry	<i>Symphoricarpos albus</i>	Low	Medium	<del>This shrub tends to colonize. It is a good tall ground cover. It grows in shady and moist mountain and forest habitat, in woodlands and on floodplains and riverbanks from the foothills to subalpine zones.</del> <del>(**Wildlife Attractant – Bears, Ungulates and Birds)</del>
Forsythia Northern Sun (*)	<i>Forsythia x f. northern sun</i>	Low	Low	Full sun, tolerates light shade. Soil average fertility, moist and well drained.
Ninebark (*)	<i>Physocarpus opulifolius</i> var.	Low	Low	Full sun or partial shade. Soil, fertile, moist and well drained. These shrubs adapt well to alkaline soil.
Double Flowering Plumb - Non fruiting (*)	<i>Prunus triloba</i> 'Multiplex'	Low	Low	Full sun. Soil: average moisture. Attracts pollinators.
Mock Orange (*)	<i>Philadelphus P. x Galahad</i>	Low	Low	Full sun and will tolerate part shade. Soil: average fertility, humus rich, moist, well drained. Somewhat drought tolerant one established.

Table F5: Wildflowers

The following wildflowers are acceptable for landscape planting in all areas of the Town of Canmore.

Common Name	Scientific Name	Comments
False Dandelion	<i>Agoseris glauca</i>	This plant has a yellow flower and looks like a Dandelion with long narrow leaves. It blooms mid-summer. It prefers full sun and a sandy or gravelly loam low in nutrients.
Nodding Onion	<i>Allium cernuum</i>	This plant cannot grow in the shade. It requires moist soil and can tolerate drought. (Deer-resistant; members of this genus are rarely if ever troubled by browsing deer.)
Wild Chives	<i>Allium schoenoprasum</i>	An easily grown plant, it prefers a sunny position in a rich moist but well-drained soil, though it succeeds in most soils. It can grow in semi-shade (light woodland) or no shade. (A good bee plant, members of this genus are rarely if ever troubled by browsing deer.)
Pearly Everlasting	<i>Anaphalis margaritacea</i>	This plant prefers a light, well-drained soil and a sunny position. It succeeds in most soils, including poor ones. (Plants seem to be immune to the predations of rabbits.)
Fairy Candelabra / Pygmy Flower	<i>Androsace septentrionalis</i>	This plant has white flowers and blooms very early.



Common Name	Scientific Name	Comments
Cut-leaved Anemone / Wind Flower	<i>Anemone multifida</i>	This plant succeeds in ordinary garden soil but prefers a moist, well-drained woodland peaty soil in some shade. It tolerates drought during its summer dormancy. A greedy plant, it inhibits the growth of nearby plants, especially legumes. (Plants seem to be immune to the predations of rabbits.)
Prairie Crocus / Pasque Flower	<i>Anemone patens</i>	This plant requires a well-drained, humus-rich, gritty soil and a sunny position and is lime-tolerant. It is a very ornamental plant. Large plants transplant badly. A greedy plant, it inhibits the growth of nearby plants, especially legumes. It cannot grow in the shade. It requires moist soil.
Lowly Everlasting / Small-Leaved Everlasting / Nuttall's Pussytoes	<i>Antennaria parvifolia</i> Aka : <i>nitida</i>	This plant has white flowers and grows as an herb mat. It blooms early summer.
Showy Everlasting	<i>Antennaria pulcherrima</i>	This plant has white flowers and blooms mid-summer.
Rosey Everlasting / Rosey Pussytoes	<i>Antennaria rosea</i>	This plant has pink flowers and blooms mid-summer.
Blue Columbine	<i>Aquilegia brevistyla</i>	This plant succeeds in ordinary garden soil, preferring a moist but not wet soil and a sunny position. A greedy plant, it inhibits the growth of nearby plants, especially legumes. (Plants seem to be immune to the predations of rabbits.)
Yellow Columbine	<i>Aquilegia flavescens</i>	This plant succeeds in ordinary garden soil, preferring a moist but not wet soil and a sunny position. It is intolerant of heavy clay. It is a very ornamental plant. A greedy plant, it inhibits the growth of nearby plants especially legumes. (Plants seem to be immune to the predations of rabbits.)
Heartfelt Arnica	<i>Arnica cordifolia</i>	This plant is found in woodland garden setting with sunny edges. It prefers a moist, well-drained, humus-rich soil, preferably lime-free, and prefers a mixture of sand, loam and peat. It can grow in semi-shade (light woodland) or no shade. The whole plant is toxic.
Pasture Sagewort / Fringed Wormwood	<i>Artemisia frigida</i>	This plant requires a sunny position and a well-drained soil that is not too rich. Established plants are very drought tolerant. Plants are longer lived, hardier and more aromatic when they are grown in a poor dry soil. It is a very ornamental plant. (Members of this genus are rarely if ever troubled by browsing deer.)
Prairie Sage	<i>Artemisia ludoviciana</i>	This plant requires sun and dry soil conditions. It shows silvery, silky foliage
Alpine Aster	<i>Aster alpinus</i>	This plant has purple flowers and blooms in the late summer.
Smoothing Aster	<i>Aster laevis</i>	This plant has purple flowers and blooms in the late summer.
Arctic Aster	<i>Aster sibiricus</i>	This plant has purple flowers and blooms in the late summer. Although basically an alpine plant, Arctic Aster can be found on gravelly river flats and other rocky areas.

Common Name	Scientific Name	Comments
Indian Milk Vetch	<i>Astragalus aboriginum</i>	This plant has yellowish white flowers and blooms in the early summer. It requires a dry, well-drained soil in a sunny position. Plants are intolerant of root disturbance and are best planted in their final positions whilst still small. This species has a symbiotic relationship with certain soil bacteria. Many members of this genus can be difficult to grow; this may partly be due to a lack of their specific bacterial associations in the soil. This plant can fix Nitrogen.
Timber Milk Vetch	<i>Astragalus Miser</i> a.k.a - <i>A. decumbens</i>	This plant has purplish flowers and blooms mid-summer. It is very common in Lodgepole Pine forests. (It is very toxic to ungulates.)
Ascending Purple Milk Vetch / Standing Milk Vetch	<i>Astragalus striatus</i> a.k.a. - <i>A. adsurgens</i>	This plant has purple flowers and blooms early June.
Bluebells / Harebells	<i>Campanula rotundifolia</i>	A very easily grown plant, it succeeds in most fertile, well-drained soils though it prefers a moist but well-drained rich sandy loam and a neutral or alkaline soil in sun or partial shade. It succeeds in poor soils. (Members of this genus are rarely if ever troubled by browsing deer or rabbits.)
Yellow Indian Paintbrush	<i>Castilleja accendalis</i>	Paintbrush (Castilleja) is one of the most abundant and variable plants within the Canadian Rockies. The much-branched rootstock is a root-parasite, which makes transplanting the Paintbrush to a home garden almost impossible. There are at least ten species of Paintbrush in the southern Canadian Rockies. Their identification can be frustrating even for botanical experts. The many hues of the Paintbrush dominate well-drained slopes and rocky edges, from low elevations to alpine meadows. This plant species prefers acid, neutral and basic (alkaline) soils. It can grow in semi-shade (light woodland) or no shade. It requires moist soil. The Red Indian Paintbrush is the Town of Canmore's Official Flower.
Red Indian Paintbrush	<i>Castilleja mineata</i>	
Pink Indian Paintbrush	<i>Castilleja c. raupii</i>	
Alpine Paintbrush	<i>Castilleja rhexifolia</i>	
Field Chickweed / Mouse eared Chickweed	<i>Cerastium Arvense</i>	This is an abundant species that grows in meadows, sandy or gravelly places and on rocky slopes scattered across the boreal forest.
Golden Aster	<i>Chrysopsis villosa</i>	This plant prefers dry sandy soil with full exposure to the sun.
Blue Clematis	<i>Clematis accidentalis</i>	This plant likes shade to part sun, and moist to well-drained soil. It produces blue flowers with a vine that creeps up trellis or tree or spreads on the ground.
Bunchberry	<i>Cornus canadensis</i>	This plant succeeds in any soil of good or moderate fertility. It prefers a damp soil and can grow in semi-shade (light woodland) or no shade. It is a good dense ground cover plant, growing well in light woodland.

Common Name	Scientific Name	Comments
Low Larkspur	<i>Delphinium bicolor</i>	Growing from prairie meadows to alpine ridges, this strikingly handsome plant blooms from May to July, depending on elevation. Low Larkspur is poisonous to cattle, particularly in early spring.
Tall Larkspur	<i>Delphinium glaucum</i>	This plant prefers a rich moist but well-drained soil and dislikes waterlogged soils. It requires an open sunny position. A greedy plant, it inhibits the growth of nearby plants especially legumes. The plant prefers acid, neutral and basic (alkaline) soils. It cannot grow in the shade. It requires moist soil.
Mountain Shooting Star	<i>Dodecatheon conjugens</i>	This plant prefers a moist, rich, well-drained soil and some shade. It prefers woodland conditions or a cool moist shady border. Plants prefer a dry period when dormant in the summer. Shooting Star grows easily from seed and it will readily seed itself in future years.
Shooting Star	<i>Dodecatheon pulchellum</i>	This plant prefers a moist, rich, well-drained soil and some shade. It prefers woodland conditions or a cool moist shady border. Plants prefer a dry period when dormant in the summer. Shooting Star grows easily from seed and it will readily seed itself in future years.
Yellow Mountain Avens / Yellow Dryad	<i>Dryas drummondii</i>	This plant is a common pioneer on gravel flats, rocky slopes, and roadsides in the montane zone. It flourishes in sunny, well-drained situations and makes an interesting and unusual rock garden plant. It is suitable for groundcover and Xeriscape.
White Mountain Avens	<i>Dryas octopetala</i> <i>a.k.a. hookeriana</i>	This plant is easily grown in ordinary gardening soil, preferring a sunny position and limestone soils. It prefers a gritty well-drained peaty soil. It is a good plant for a rock garden, and it succeeds on banks and on walls. A very ornamental plant is suitable for groundcover and Xeriscape.
Fireweed	<i>Epilobium angustifolium</i>	This easily grown plant prefers a well-drained but moisture retentive soil in a sunny position, though it succeeds in most soils. It spreads vigorously by means of a creeping rhizome, and often forms large patches. It is apt to become a weed especially through its seed, which is very light and capable of travelling long distances in the wind. It is a good bee plant.
Mountain Fireweed / River Beauty	<i>Epilobium latifolium</i>	This plant prefers a well-drained but moisture retentive soil in a sunny position but succeeds in most soils. The roots are somewhat spreading and can become invasive.
Tufted Fleabane	<i>Erigeron caespitosus</i>	This plant grows in rocky soils from moderate elevations to the alpine zone.
Cut-Leaved Fleabane / Compound-Leaved Fleabane / Daisy Fleabane	<i>Erigeron compositus</i>	This plant grows in rocky soils from moderate elevations to the alpine zone.

Common Name	Scientific Name	Comments
Smooth Fleabane	<i>Erigeron glabellus</i>	This plant is generally found in moist prairies, meadows and open woods. It prefers a moderately fertile well-drained soil in a sunny position and does best in a sandy dry soil but will succeed in fairly heavy soils. It is a good butterfly and moth plant. It succeeds in very exposed positions. There are some named varieties selected for their ornamental value. Very few members of this genus will hybridize with other members of the genus. This plant does well in the border areas or in a rock garden.
Umbrella Plant / Sulphur Buckwheat	<i>Eriogonum umbellatum</i>	The plant is widely distributed on exposed sites from low elevations to alpine ridges.
<del>Wild Strawberry</del>	<del><i>Fragaria virginiana</i></del>	<del>Wild Strawberry is common from the montane to the alpine region, but while it blooms profusely in the subalpine and alpine region, it frequently does not set fruit because of the cold nights and short growing season. It prefers a fertile, well-drained, moisture retentive soil in a sunny position. Plants tolerate semi-shade though fruit production will be reduced when plants grow in such a position. The plants appreciate a mulch of pine or spruce leaves. The fruit is eaten by a number of birds and mammals, so caution should be taken with placement. (**Wildlife Attractant—Bears &amp; Birds)</del>
Gaillardia / Indian Blanket / Blanket Flower / Brown-Eyed Susan	<i>Gaillardia aristata</i>	This plant requires a position in full sun and will succeed in any moderately fertile well-drained soil. It performs well in poor soils and copes well with hot dry conditions. It requires winter protection, especially in areas experiencing heavy snows. Covering the plants with brush wood should be enough. (Members of this genus are rarely if ever troubled by browsing deer.)
Northern Bedstraw	<i>Gallium boreale</i>	This plant prefers a loose moist leafy soil in some shade. It tolerates dry soils but the leaves quickly become scorched when growing in full sun. This species does not thrive in a hot climate. The seed can be sown in spring though it may be very slow to germinate. This plant does not really need any help to reproduce itself. Division can be done in spring or throughout the growing season if the plants are kept well-watered. This is a very easy plant, larger clumps can be replanted direct into their permanent positions, though it is best to pot up smaller clumps and grow them on in a cold frame until they are rooting well and then plant them out in the spring.

Common Name	Scientific Name	Comments
Felwort / Northern Gentain	<i>Gentianella amarella</i>	This plant requires a damp humus-rich soil and should be planted in a situation approaching its native habitat. An aggregate species, individual plants may show unusual features and determinations should be based on small samples of the population. The plant prefers acid, neutral and basic (alkaline) soils. It can grow in semi-shade (light woodland) or no shade. It requires moist soil.
Fringed Gentian	<i>Gentianella crinata</i>	This plant is found in moist meadows, shores and calcium-rich ferns, occasional in southern boreal forest and parkland of prairie provinces. It grows best in moist areas, blooms in the late summer with purple flowers and is difficult to propagate.
Wild White Geranium	<i>Geranium richardsonii</i>	This is one of the most appealing plants found in aspen glades along the lower slopes of the mountains. It succeeds in any moderately fertile retentive soil in a sunny position. It tolerates a wide range of soil types, succeeding in dry soils. It grows well on woodland edges. The whole plant has an unpleasant aroma; the foxy smell is particularly pronounced after rain. (Members of this genus are rarely if ever troubled by browsing deer or rabbits.)
Sticky Purple Geranium	<i>Geranium viscosissimum</i>	This plant is found in open woods and meadows. It is plentiful in medium-dry to moist or even wet soils of open woods, roadsides, creek banks and meadows to an elevation of 2,700 m. It succeeds in any good soil in sun or partial shade. Plants are hardy to about -25°C. (Members of this genus are rarely if ever troubled by browsing deer or rabbits.)
Prairie Smoke / Old Man's Whiskers / Three-flowered Avens	<i>Geum triflorum</i>	This plant is easily grown in any moderately good garden soil that is well drained. It prefers a soil rich in organic matter and a rather damp soil. Plants are hardy to about -20°C. This plant hybridizes freely with other members of this genus.
Alpine Hedysarum	<i>Hedysarum alpinum</i>	This plant is easily grown in ordinary garden soil in a sunny position, preferring a deep well-drained sandy loam. Plants strongly resent root disturbance and should be placed in their permanent positions as soon as possible. This plant has poisonous seeds.
Northern Hedysarum / Sweet Vetch	<i>Hedysarum boreale</i>	This plant is easily grown in ordinary garden soil in a sunny position, preferring a deep well-drained sandy loam. Plants strongly resent root disturbance and should be placed in their permanent positions as soon as possible. Great care is needed if moved since the plant dislikes root disturbance.
<del>Yellow Hedysarum / Yellow Sweet-vetch</del>	<del><i>Hedysarum sulphurescens</i></del>	<del>This unmistakable plant grows in dense clumps along stream banks, in moist woods and occasionally in alpine sites. It is a very important food plant for grizzly bears, which eat the roots in spring and fall. (**Wildlife Attractant—Bears)</del>



Common Name	Scientific Name	Comments
Beautiful Sunflower	<i>Helianthus laetiflorus</i>	This plant likes sun to light shade and well-drained soil.
Richardson's Alumroot	<i>Heucheria richardsonii</i>	This plant prefers sun to light shade and well-drained soil. It produces pink/purple flowers.
Cow Parsnip	<i>Heracleum lanatum</i>	This plant is found in areas of rich damp soils of prairies and mountains, especially along streams and in open woods. This species does best in woodland gardens with dappled shade, at a shady edge or in deep shade. It succeeds in any ordinary garden soil, doing best in moist soils or deep woodland.
Yellow Peavine / Cream Coloured Vetchling	<i>Lathyrus ochroleucus</i>	This plant prefers areas of dry or moist woods, slopes and rocky banks. An easily grown plant, it succeeds in any moderately good garden soil but prefers a position in full sun. The plant prefers well-drained acidic, neutral and basic (alkaline) soils. It can grow in semi-shade (light woodland) or no shade. It requires moist soil. It may not transplant well so care should be taken when moving it.
Western Wood Lily / Tiger Lily	<i>Lilium philadelphicum</i>	This lily prefers heavy, often somewhat alkaline, meadows to montane forest. It is usually found in drier woodlands on acid sandy loams and requires a well-drained humus-rich soil and a cool moist root run. It likes a warm position with moisture in summer. Plants are rather difficult to establish. A very ornamental plant, it requires protection from rain in winter. The plant should be protected against rabbits and slugs in early spring. If the shoot tip is eaten out, the bulb will not grow in that year and will lose vigor.
Twinflower	<i>Linnaea borealis</i>	This plant prefers acid soils and can grow in very acid soil. It can grow in full shade (deep woodland) or semi-shade (light woodland) and requires moist soil. It prefers a rather shaded position in a rock garden in a moist peaty soil. It grows well in pine woods. Plants can be rather difficult to establish.
Wild Blue Flax / Western Blue Flax	<i>Linum lewisii</i>	This plant is found in calcareous grassland and prairies to alpine ridges, usually on dry well-drained soils in western North America. It prefers a light, dry, well-drained, moderately fertile, humus-rich soil in a sunny sheltered position. It prefers an alkaline soil. It is a very ornamental plant that is not generally very long-lived, though it normally self-sows freely. Established plants are drought tolerant and suitable for Xeriscape.
Yellow Puccoon / Woolly Gromwell / Western	<i>Lithospermum ruderae</i>	This plant is found in open, fairly dry places from the foothills to moderate elevations. It prefers a sunny position in a moderately fertile, well-drained soil. It does well in cultivated beds. It should be planted out into permanent positions in late spring or early summer, after the last expected frosts.
Silky Lupine	<i>Lupinus sericeus</i>	This plant grows in many types of habitat, including forests, woodlands, sagebrush, and grasslands. It often grows on dry, rocky slopes, and does best in open meadows and forest openings or sites without shade. It can be found at low and

Common Name	Scientific Name	Comments
		high elevations, up to 3,000 m or more. It can often be found in recently burned sites. The inflorescence of this plant is a raceme of many flowers, usually in shades of purple or blue, but sometimes white or yellowish. It often grows in dense clumps or bunches. Like many other lupines, this species is very toxic, but it does not appear to be toxic to wild animals such as white-tailed deer, which often consume it. (**Wildlife attractant – Ungulates, Birds & other small mammals)
Silvery Lupine	<i>Lupinus argenteus</i>	This plant is native to much of western North America. It grows in several types of habitat, including sagebrush, grassland, and forests. The plants favour dry soil and prefer sun, part shade or shade conditions and will thrive with minimal water. It contains toxic alkaloids, especially in the seeds, which can be toxic to humans and animals if ingested. The flowers of silver-stem lupine are sometimes pink and rarely white. This species spreads quickly to form colonies. Silvery Lupine is an important food source for butterflies. (**Wildlife attractant – Ungulates Birds&, Hummingbirds)
<del>False Salomon Seal</del>	<del><i>Maianthemum stellatum</i></del>	<del>This is a woodland herbaceous perennial plant that likes a sunny spot but can do well in partial shade. It prefers moist to dry soil conditions. It is an ever-changing seasonal plant with little white buds in the spring, followed by delicate starry flowers, then stripy berries and deep red berries in the fall. (**Wildlife attractant – Bears, Ungulates&amp; Birds)</del>
<del>Tall Bluebell Lungwort</del>	<del><i>Mertensia paniculata</i></del>	<del>This plant's flowers are bell shaped, drooping and a purplish blue in color. The plant thrives in moist wooded or meadow areas. It is a shade tolerant species and is present in early and late-seral communities and is known to thrive within the boreal forests. (**Wildlife attractant – Grizzly Bears &amp; Ungulates)</del>
Wild Mint / Field Mint / American Wild Mint	<i>Mentha arvensis</i>	Wild Mint is found in moist places at low to moderate elevations. An easily grown plant, it succeeds in most soils and situations so long as the soil is not too dry. This species tolerates much drier conditions than other members of the genus. It prefers a slightly acid soil. Most mints have fairly aggressive spreading roots and, unless you have the space to let them roam, they need to be restrained by some means such as planting them in containers that are buried in the soil. (Members of this genus are rarely if ever troubled by browsing deer and helps to deter insect pests.)
Red Monkey Flower	<i>Mimulus lewisii</i>	This is an alpine to subalpine species that needs well-drained sandy soils (both in cultivation and propagation). It is found in alpine and subalpine meadows with vernal run-off. It grows along small streams as well, but the water must be cold and clear (well-oxygenated). This species works best in a woodland garden, at a sunny edge, in dappled shade or around a pond

Common Name	Scientific Name	Comments
		area. (Bees and hummingbirds are frequently attracted to these flowers.)
Yellow Monkey Flower	<i>Mimulus guttatus</i>	This plant is found near streams and wet places below 3,000 m elevation. It prefers rather moist places such as damp borders, margins of streams and boggy spots. It thrives in full sun so long as the soil does not dry out, otherwise it is best grown in partial shade. It grows well in shallow water, but it can be invasive. This species works best around a pond or bog garden.
Blunt- Leaved Sandwort	<i>Moehringia lateriflora</i>	This plant is found in moist meadows, shorelines, thickets and woods.
Wild Bergamot / Horse Mint / Bee-Balm	<i>Monarda fistulosa</i>	This plant is found in dry thickets, clearings and woodland edges. It is easily grown in ordinary garden soil so long as it is not too dry, it also grows well in heavy clay soils. It generally requires a moist soil and a sunny position, though it also succeeds in light shade. This species will thrive when grown in a dry soil. It is a very ornamental plant and a good bee plant.
Alpine Forget-me-not	<i>Myosotis alpestris</i>	This plant is generally found growing in damp woodlands and meadows, usually on basic rock formations. It prefers a well-drained, gritty soil. The flowers are deliciously fragrant in the evening and nighttime though there is little or no scent in the daytime. It can be used in a woodland garden along the sunny edge and can tolerate dappled shade or be placed along a shady edge or within a bog garden. (Members of this genus are rarely if ever troubled by browsing deer.)
Reflexed Locoweed	<i>Oxytropis deflexa</i>	This plant is found in open woods, moist thickets, banks, shores and gravel bars. Many Locoweeds including Reflexed Locoweed have nodules on their roots that contain bacteria capable of fixing nitrogen even in cold climates. It is a highly circumpolar species that has been divided into many subspecies and varieties by taxonomists.
Early Yellow Locoweed / Silk Locoweed	<i>Oxytropis sericea</i>	This plant is found in dry prairies, calcareous gravels and bluffs. It is easily grown in an ordinary garden soil but prefers a sandy loam. It does best in a deep, gritty perfectly drained soil in full sun and can be used in cultivated beds. The plant strongly resents winter wet. It is a very ornamental and variable plant.
Showy Oxytropis / Showy Locoweed	<i>Oxytropis splendens</i>	This plant is generally found in open woods, clearings and riverbanks common in prairie and parkland, occasional in boreal forest. An attractive legume, this boldly handsome plant is widely distributed throughout low-elevation grasslands.
Late Yellow Oxytropis / Late Yellow Locoweed	<i>Oxytropis campestris</i> [ <i>O. monticola</i> ]	This is a highly variable species and is common on the prairies and in open woodland. Many Locoweeds including Late Yellow Locoweed have nodules on their roots that contain bacteria capable of fixing nitrogen even in cold climates. It is a highly

Common Name	Scientific Name	Comments
		circumpolar species that has been divided into many subspecies and varieties by taxonomists.
Viscid Locoweed	<i>Oxytropis viscida</i>	This is a highly variable species and is common on the prairies and in open woodland. Many Locoweeds including Viscid Locoweed have nodules on their roots that contain bacteria capable of fixing nitrogen even in cold climates. It is a highly circumpolar species that has been divided into many subspecies and varieties by taxonomists.
Silky Scorpionweed / Silky Phacelia / Mountain Phacelia	<i>Phacelia sericea</i>	This perennial graces open slopes, screes and rock crevices at high altitudes.
Shrubby Beardtongue	<i>Penstemon fruiticosus</i>	This plant likes the sun and is found on dry gravelly slopes or rocky sites. It grows as a dense shrub that creeps across the ground. Penstemon species are often used in xeriscape landscaping, as many are native to desert or alpine regions and thus quite hardy.
Yellow Beardtongue / Yellow Penstemon	<i>Penstemon confertus</i>	This plant is found in fairly moist, open or wooded places, often in meadows or by streams, in lowland and foothills to moderate elevations in the Rockies. It succeeds in ordinary rich garden soil so long as it is well-drained. It succeeds in dry soils and requires a position in full sun. It is very cold hardy, but some protection from winter wet is beneficial for this plant. Plants are evergreen in mild winters. This plant is recommended to be used in cultivated beds.
Slender Penstemon	<i>Penstemon procerus</i>	This plant is native to western North America where it grows in mountain habitat such as meadows, often in alpine climates. It likes sun and prefers dry to well-drained soil. The plant's inflorescence is made up of one or more clusters of tubular flowers with lipped, lobed mouths. Each flower is no more than one centimeter long and is purple to blue in color, often with a white throat.
Jacob's Ladder	<i>Polemonium pulcherrimum</i>	A very easily grown plant, it prefers a moist, well-drained, fertile soil in sun or semi-shade. Plants are fairly short-lived in cultivation unless they are divided regularly and moved to fresh soil. (Cats are strongly attracted by the smell of this plant and will frequently roll on it and injure it.)
White Cinquefoil	<i>Potentilla arguta</i>	This plant thrives in full sun to partial shade. It is drought tolerant but will tolerate seasonal moisture in a well-drained site. It produces pale yellow flowers throughout the summer that resemble strawberry blossoms. It is preferred by butterflies. The plant has great fall colours. (**Wildlife attractant – Ungulates)
Silverweed	<i>Potentilla anserina</i>	Silverweed is found at lakeshores, riverbanks and damp meadows in ditches and moist calcareous soils. It is a common

Common Name	Scientific Name	Comments
		weed of cultivation. It can be utilized in woodland gardens along the sunny edge and can handle dappled shade. It can also be sown into lawns and open meadows and can be used in cultivated beds. These attractive perennials transplant well to rock gardens and borders but are notorious for reaching out to cover new ground.
Graceful Cinquefoil	<i>Potentilla gracilis</i>	This plant is found in open woods, grasslands and waste places. It is widespread across southern boreal forest and parkland.
Yellow Rattle / Rattlebox	<i>Rhinanthus minor</i> a.k.a <i>R. crista-galli</i>	This plant can be grown in a meadow and is useful when establishing wildflower meadows. If planting wildflower plugs into existing grass, success is improved by reducing immediate competition while the wildflower establishes itself. This can be achieved by raking Yellow Rattle seed ( <i>Rhinanthus minor</i> ) into the grass in spring or autumn. This plant is a semi-parasite on grass and once established it will reduce the vigor of the original grass by up to 50%. All ancient meadows have this plant.
Spotted Saxifrage	<i>Saxifrage bronchialis</i>	This plant grows in rocky openings on cliffs, scree, crevices, in subalpine and alpine areas. It likes sun to part shade and dry soil conditions. It is a great plant for rock gardens.
Lance Leaved Stonecrop	<i>Sedum lanceolatum</i>	This plant is native to western North America and is found throughout western Canada and the United States. It grows in exposed, rocky mountainous habitat at moderate and high elevations, up to 4,048 m in the Rocky Mountains. The plant's inflorescence is made up of one or more erect arrays of several flowers. The flowers have yellow petals sometimes tinged with red, each lance-shaped petal just under a centimeter long. It likes sunny, dry, rocky sites.
Groundsel	<i>Senecio spp.</i>	This plant is often found growing in loose sprawling clumps on scree slopes of the alpine or subalpine zones.
Prairie Groundsel / Woolly Groundsel	<i>Senecio canus</i>	Although this plant is typical of the prairies, it may be found in dry and exposed sites almost to timberline.
Balsam Groundsel / Canadian Groundsel / Canadian Butterweed	<i>Senecio pauperculus</i>	This plant is found in moist open woods, meadows, stream banks, lake shores and roadsides. It is widespread across boreal forest and parkland. It generally grows on shores, in moist to dry meadows or open coniferous forest.
Moss Champion	<i>Silene acaulis</i>	This plant is generally found in Arctic regions and is also found further south on mountains in North America, situated on mountain ledges and scree. It is easily grown in a light soil in full sun, doing best on a moraine. It prefers a cool climate and plants can be difficult to bring into flower in the garden. Plants form a rooting carpet and can be grown as a ground cover when planted about 25 cm apart each way. Established plants are drought tolerant and good for Xeriscape.



Common Name	Scientific Name	Comments
False Solomon's-Seal / False Spikenard	<i>Smilacina racemosa</i>	This lovely plant is found in moist to dry open woodlands, open meadows, riverbanks and lakeshores. Widespread across the Bow Valley region.
Star-Flowered False Solomon's Seal	<i>Smilacina stellata</i>	Found in moist to dry open woodlands, open meadows, riverbanks and lakeshores. It is widespread across the Bow Valley region.
Canadian Goldenrod	<i>Solidago canadensis</i>	This plant is generally found in dry to damp thickets, on roadsides, slopes and clearings. It avoids acid soils and succeeds in any moderately fertile, moisture retentive soil in sun or semi-shade. It grows well in heavy clay soils. A rather greedy plant, it is apt to impoverish the soil. The flowers attract butterflies and moths. The plant also attracts various beneficial insects such as ladybirds, lacewings and hoverflies to the garden, these insects will help to control insect pests in the garden. It can be used in a woodland garden at the sunny edge with moderate dappled shade.
Missouri Goldenrod / Low Goldenrod /Prairie Golden Rod	<i>Solidago missouriensis</i>	This plant is found in the dry prairies, gravels and rocky slopes. It succeeds in any moderately fertile, moisture retentive soil in sun or semi-shade. It grows well in heavy clay soils. A rather greedy plant, it is apt to impoverish the soil. The plant attracts various beneficial insects such as ladybirds, lacewings and hoverflies to the garden, these insects will help to control insect pests in the garden.
Mountain Goldenrod / Spike-like Goldenrod / Coast Goldenrod	<i>Solidago spathulata</i> a.k.a <i>S. deumbens</i>	This plant succeeds in any moderately fertile moisture retentive soil in sun or semi-shade. It grows well in heavy clay soils. A rather greedy plant, it is apt to impoverish the soil. The plant attracts various beneficial insects such as ladybirds, lacewings and hoverflies to the garden, these insects will help to control insect pests in the garden.
White Meadowsweet	<i>Spiraea betulifolia</i>	This plant is found in open, dry to moist forests and rocky slopes. It is easily grown in average, medium, well-drained soils in full sun. It tolerates a wide range of soils. Specimen or group plant for rock gardens. Mass or group plant in shrub borders. It can be grown as a low hedge for paths and walkways. It incorporates well into foundation plantings.
Long-stalked Chickweed / Long-stalked Starwort	<i>Stellaria longipes</i>	This plant is generally found in dry to moist open areas and woodlands. It is widespread throughout the Bow Valley region, northwards and upwards (elevation) into tundra and is circumpolar. This plant inhabits exposed rocky ridges and slopes within the alpine zone. Several species of Chickweed are found in the Canadian Rocky Mountains. They are not always easily identified because they tend to be highly variable.
Blue-Eyed Grass	<i>Sisyrinchium montanum</i>	This plant is generally found on moist slopes and meadows. It is widespread across the Bow Valley region. It prefers a moist but

Common Name	Scientific Name	Comments
		well-drained, humus-rich, loamy soil and a position in full sun, though it will tolerate part-day shade.
Western Meadow Rue	<i>Thalictrum occidentale</i>	Western Meadow Rue is common and widely distributed in moist woods, thickets, meadows and along streams.
Veiny Meadow Rue	<i>Thalictrum venulosum</i>	This Rue is generally found in moist prairies, thickets and open woods. It is fairly common across the Bow Valley region.
Golden Bean	<i>Thermopsis rhombifolia</i>	This is one of the most striking and colourful early spring flowers. It usually grows in large patches from running rootstock. The plant is common in dry, sandy grasslands.
Wild Vetch	<i>Vicia americana</i>	This plant is generally found in damp or gravelly slopes, thickets and meadows. It succeeds in any well-drained soil in a sunny position if the soil is reliably moist throughout the growing season, otherwise it is best grown in semi-shade. It is a climbing plant that attaches itself to supports by means of tendrils. This species has a symbiotic relationship with certain soil bacteria; these bacteria form nodules on the roots and fix atmospheric nitrogen. Some of this nitrogen is used by the growing plant but some can also be used by other plants growing nearby. It can be used in cultivated beds.
Early Blue Violet	<i>Viola adunca</i>	This plant is found on damp banks and edges of meadows in most forest communities, at elevations of 1,500 to 2,400 m. It prefers a cool, moist, well-drained, humus-rich soil in partial or dappled shade and protection from scorching winds. It tolerates sandstone and limestone soils but becomes chlorotic if the pH is too high and prefers a pH between 6 and 6.5. It works well in a woodland garden along the sunny edge but will tolerate dappled shade and will also do well at the shady edge of the garden.
Western Canada Violet	<i>Viola Canadensis</i> a.k.a <i>V. rugulosa</i>	This plant is found in rich soils in deciduous woods and forests in the mountains. It is easily grown in any fertile soil in full sun or partial shade. It prefers a cool position in a moist, well-drained, humus-rich soil in partial or dappled shade and protection from scorching winds. It tolerates sandstone and limestone soils but becomes chlorotic if the pH is too high and prefers a pH between 6 and 6.5. It works well in a woodland garden along the sunny edge but will tolerate dappled shade and will also do well at the shady edge of the garden.
White Camas / Mountain Death Camas	<i>Zigadenus</i> [ <i>Zygadenus</i> ] <i>elegans</i>	This plant is generally found in open woods and damp open meadows from low elevations to alpine areas and is widespread across the Bow Valley region. Like other members of this genus, White Camas contains an alkaloid and all parts can be poisonous to humans and grazing animals.
Heart-Leaved Alexander / Meadow Parsnip	<i>Zizia aptera</i>	This member of the carrot family is most likely found in damp/moist meadows, stream banks, and low ground areas up to timberline across the Bow Valley region. It requires a moist soil and a position in full sun. It is suitable for the wild garden

Common Name	Scientific Name	Comments
		and other informal plantings as well as collections of native wildflowers and can be utilized in a woodland garden placed along the sunny edge.
<p>Wildflower Notes:</p> <ul style="list-style-type: none"> <li>• Flammability: Most wildflowers have a low flammability rating.</li> <li>• Wildlife: Many wildflowers are eaten by ungulates. Fruits may be eaten by birds, rodents or bears. Bears will dig up roots and corns of some members of the pea, lily and Purslane families.</li> <li>• Deer Resistant Wildflowers: If deer are very hungry, they will eat just about anything. This is especially true during extreme weather conditions such as droughts or severe winters. The identified deer-resistant plants are very low on their list of favourite foods.</li> </ul>		

**Table 6: Prohibited Plant List**

The following plants are prohibited in all areas of the Town of Canmore.

Common Name	Scientific Name	Comments
Apple	<i>Malus spp.</i>	Wildlife Attractant – Bears
Crabapple	<i>Malus spp.</i>	Wildlife Attractant – Bears
Western Chokecherry	<i>Prunus virginiana melanocarpa</i>	Wildlife Attractant – Bears
Plum	<i>Prunus spp.</i>	Wildlife Attractant – Bears
Western Mountain Ash	<i>Sorbus scopulina</i>	Wildlife Attractant – Bears & Birds
Canadian Buffalo Berry aka: Soap Berry & Russet Buffalo Berry	<i>Shepherdia canadensis</i>	Primary Food Source for Bears Wildlife Attractant: Bears
Silver Buffalo Berry	<i>Shepherdia argentea</i>	Primary Food Source for Bears **Wildlife Attractant – Bears
Common Snowberry	<i>Symphoricarpos albus</i>	**Wildlife Attractant – Bears, Ungulates and Birds
Western Snowberry / Wolfberry	<i>Symphoricarpos occidentalis</i>	**Wildlife Attractant – Bears
Pincherry	<i>Prunus pensylvanica</i>	Wildlife Attractant – Bears
Wild Strawberry	<i>Fragaria virginiana</i>	**Wildlife Attractant – Bears & Birds
Saskatoon	<i>Amelanchier alnifolia</i>	Wildlife Attractant - Bears
Red Osier Dogwood	<i>Cornus stolonifera</i>	**Wildlife Attractant – Bears & Ungulates
Wolf Willow	<i>Elaeagnus commutata</i>	**Wildlife Attractant – Bears

Common Name	Scientific Name	Comments
Common Wild Rose aka: Western Wild Rose	<i>Rosa woodsii</i>	**Wildlife Attractant – Bears
Prickly Rose	<i>Rosa acicularis</i>	**Wildlife Attractant – Bears
Twining Honeysuckle	<i>Lonicera dioica</i>	**Wildlife Attractant – Bears & Hummingbirds)
Bracted Honeysuckle	<i>Lonicera involucrata</i>	**Wildlife Attractant – Bears
Yellow Hedysarum / Yellow Sweet-vetch	<i>Hedysarum sulphurescens</i>	**Wildlife Attractant – Bears
False Salomon Seal	<i>Maianthemum stellatum</i>	**Wildlife Attractant – Bears, Ungulates and Birds
Tall Bluebell Lungwort	<i>Mertensia paniculata</i>	**Wildlife attractant – Grizzly Bears & Ungulates
Hawthorn	<i>Crataegus spp.</i>	**Wildlife Attractant – Bears
Buckthorn	<i>Rhamnus carthartica</i>	**Wildlife Attractant – Bears
Gout Weed/ Ground Elder	<i>Aegopodium podagraria</i>	**Wildlife Attractant – Bears
Wild Red Raspberry	<i>Rubus idaeus</i>	**Wildlife Attractant – Bears
Alpine Currant	<i>Ribes alpinum</i>	**Wildlife Attractant – Bears
Golden Flowering Currant	<i>Ribes aureum</i>	**Wildlife Attractant – Bears
Bristly Black Currant	<i>Ribes lacustre</i>	**Wildlife Attractant – Bears
Highbush Cranberry/Cranberry Viburnum	<i>Viburnum trilobum</i>	**Wildlife Attractant – Bears
Cottoneaster	<i>Cotoneaster lucidus</i>	**Wildlife Attractant – Bears
Peking Cottoneaster	<i>Cotoneaster acutifolius</i>	**Wildlife Attractant – Bears
Wild/Northern Gooseberry	<i>Ribes oxycanthoides</i>	**Wildlife Attractant – Bears
Elderberry	<i>Sambucus canadensis</i>	**Wildlife Attractant – Bears
Note: This is not an exhaustive list. All fruit trees and any plant considered palatable to bears are prohibited.		

**Table 7: Boulevard Trees**

The following trees are acceptable for boulevard and/or median planting in the Town of Canmore.

Common Name	Scientific Name
<b>Deciduous Trees</b>	
Balsam Poplar	<i>Populus balsamifera</i> (male only)
Green Ash (*)	<i>Fraxinus pensylvanica</i> <i>Lanceolata</i> or <i>Foothills</i>
Patmore Ash (*)	<i>Fraxinus pensylvanica</i> 'Patmore'
Prairie Spire Ash (*)	<i>Fraxinus pensylvanica</i> 'Rugby'
Patmore Elm (*)	<i>Ulmus Americana</i> 'Patmore'
American Elm (*)	<i>Fraxinus pensylvanica</i> 'American'
Night Rider Elm (*)	<i>Ulmus</i> 'Night Rider'
Dropmore Linden (*)	<i>Tillia x flavescens</i>
American Linden (*)	<i>Tilia americana</i>
Littleleaf Linden (*)	<i>Tilia cordata</i>
Ivory Silk Lilac (*)	<i>Syringa reticula</i> 'Ivory Silk'
<b>Coniferous Trees (boulevards &gt;6m)</b>	
Limber Pine	<i>Pinus Flexilis</i>
White Spruce	<i>Picea glauca</i>
Engleman Spruce/ aka Mountain Spruce	<i>Picea engelmannii</i>
Black Spruce	<i>Picea Mariana</i>
Douglas Fir	<i>Pseudotsuga Menziesii</i> var. <i>Glauca</i>

**Table 8: Private Property – Additional Planting**

The following trees and shrubs are acceptable for private properties/development. These species are in addition to those listed in Tables F1-F4 (inclusive).

<b>Deciduous Trees</b>	
Common Name	Scientific Name
Amur Maple (seedless cultivar only)	<i>Acer ginnala</i>
Silver Cloud Maple	<i>Acer Sccharinum</i> 'Silver Cloud'
Clump Paper Birch	<i>Betula papyrifera</i> 'clump'
Cutleaf Weeping Birch	<i>Betula pendula</i> 'Dalecarlica'
Calypso White Ash	<i>Fraxinus americana</i>
Manchurian Ash	<i>Fraxinus mandshurica</i> 'Mancana'
Fallgold Black Ash	<i>Fraxinus nigra</i> 'Fallgold'
Northern Gem Ash	<i>Fraxinus</i> 'Northern Gem'
Northern Treasure Hybrid Ash	<i>Fraxinus</i> 'Northern Treasure'
Weeping Larch	<i>Larix decidua</i> 'Pendula'
Siberian Larch	<i>Larix sibirica</i>



Deciduous Trees	
Common Name	Scientific Name
Assiniboine Poplar	<i>Populus 'Assiniboine'</i>
Byland Green Poplar	<i>'Populus x 'Byland Green'</i>
Prairie Sky Poplar	<i>Populus 'Prairie Sky'</i>
Sargents Poplar	<i>Populus sargentii</i>
Tower Poplar	<i>Populus x canescens 'Tower'</i>
Swedish Columnar Aspen	<i>Populus tremula 'Erecta'</i>
Trembling Aspen	<i>Populus tremuloides</i>
Sharpleaf Willow	<i>Salix acutifolia</i>
Golden Willow	<i>Salix alba 'Vitellina'</i>
Laurel Leaf Willow	<i>Salix pentandra</i>
Marquette Pussy Willow	<i>Salix x 'Marquette'</i>

Deciduous Shrubs	
Common Name	Scientific Name
Dwarf Birch	<i>Betula Nana</i>
Annabelle Hydrangea	<i>Hydrangea arborescens 'Annabelle'</i>
Pee Gee Hydrangea	<i>Hydrangea paniculata 'Graniflora'</i>
Waterton Mockorange	<i>Philadelphus lewisii 'Waterton'</i>
Minnesota Snowflake Mockorange	<i>Philadelphus x virginialis 'Minnesota Snowflake'</i>
Potentilla	<i>Potentilla fruticosa</i> , hardy varieties
Blue Fox Willow	<i>Salix brachycarpa 'Blue Fox'</i>
Hakura Nishiki Tricolour Willow	<i>Salix integra 'Albomaculata'</i>
Dwarf Arctic Willow	<i>Salix purpurea 'Gracilis'</i>
Creeping Willow	<i>Salix repens 'Var. argentea'</i>
American McKay Willow	<i>Salix rigida 'American McKay'</i>
Polar Bear Willow	<i>Salix salicola 'Polar Bear'</i>
False Spirea	<i>Sorbaria sorbifolia</i>
Sem False Spirea	<i>Sorbaria sorbifolia 'Sem'</i>
Lilacs	<i>Syringa x hyacinthiflora</i> , hardy varieties
	<i>Syringa x meyeri</i> , hardy varieties
	<i>Syringa x prestonia</i> , hardy varieties
	<i>Syringa vulgaris</i> , hardy varieties

Coniferous Trees	
*Please note coniferous plants should only be considered in FireSmart appropriate locations. Contact Town of Canmore Parks for more information: parks@canmore.ca	
Common Name	Scientific Name
Weeping White Spruce	<i>Picea glauca</i> 'Pendula'
Colorado Spruce	<i>Picea pungens</i>
Bakeri Blue Spruce	<i>Picea pungens</i> 'Bacheri'
Upright Colorado Spruce	<i>Picea pungens</i> 'Fastigiata'
Fat Albert Blue Spruce	<i>Picea pungens</i> 'Fat Albert'
Hoopsii Spruce	<i>Picea pungens</i> 'Hoopsii'
Montgomery Blue Spruce	<i>Picea pungens</i> 'Montgomery'
Bristlecone Pine	<i>Pinus aristata</i>
Swiss Stone Pine	<i>Pinus cembra</i>
Ponderosa Pine	<i>Pinus ponderosa</i>
Scotch Pine	<i>Pinus sylvestris</i>
Mountain Pine	<i>Pinus uncinata</i>

Coniferous Shrubs	
*Please note coniferous plants should only be considered in FireSmart appropriate locations. Contact Town of Canmore Parks for more information: parks@canmore.ca	
Common Name	Scientific Name
Effusa Juniper	<i>Juniperus communis</i> 'Effusa'
Blue Chip Juniper	<i>Juniperus horizontalis</i> 'Blue Chip'
Hughes Juniper	<i>Juniperus horizontalis</i> 'Hughes'
Icee Blue Juniper	<i>Juniperus horizontalis</i> 'Icee Blue'
Savin Juniper	<i>Juniperus sabina</i>
Creeping Blue Spruce	<i>Picea pungens</i> 'Glaucia Prostrata'
St. Mary's Broom Creeping Blue Spruce	<i>Picea pungens</i> 'St. Mary's Broom'
Big Tuna Mugo Pine	<i>Pinus mugo</i> 'Big Tuna'
Dwarf Mugo Pine	<i>Pinus mugo</i> 'var. pumilio'
Mops Mugo Pine	<i>Pinus mugo</i> 'Mops'
Mugo Pine	<i>Pinus mugo</i> 'Mughus'
Slowmound Mugo Pine	<i>Pinus mugo</i> 'Slowmound'
Dwarf Blue Scotch Pine	<i>Pinus sylvestris</i> 'Glaucia Nana'
Globe Blue Spruce	<i>Picea pungens</i> 'Globosa'

## 5. Changes to Tables of Contents and List of Tables

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# Request for Decision

**DATE OF MEETING:** July 8, 2025 **AGENDA #:** H 7

**TO:** Council

**SUBJECT:** Third-Party Grant for Wildfire Risk Reduction

**SUBMITTED BY:** Caitlin Van Gaal, Supervisor of Environment and Sustainability

**RECOMMENDATION:** That Council approve a new 2025 capital project for the development and delivery of a Community Wildfire Risk Reduction Roof Replacement Incentive program, funded in full by a third-party grant for \$100,000.

That Council approve a revised budget for Utility Facility FireSmart CAP 7452, from \$200,000 funded from the Water Utility Reserve and \$250,000 funded from the Wastewater Utility Reserve to \$150,000 funded from the Water Utility Reserve, \$200,000 funded from the Wastewater Utility Reserve, and \$100,000 funded from a third-party grant.

## EXECUTIVE SUMMARY

In early January 2025, Administration applied for a third-party grant for wildfire risk reduction projects. The grant submission consisted of two projects:

- Develop and deliver a Community Wildfire Risk Reduction Roof Replacement Incentive - \$100,000
- Support the Utility Facility FireSmart (CAP 7452) capital project - \$100,000

At the end of May 2025, Administration was notified by the third party that the grant application was successful. The grantor can't be named until the funding agreement has been signed. Signing of the funding agreement requires Council approval of the related budget amendments. Administration is requesting approval of the two projects stated above.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

2024: Council adopted the Climate Emergency Action Plan (CEAP) for planning purposes on July 2 (150-2024). The CEAP replaced the Town of Canmore's (the Town's) previous climate and environment strategies as the overarching strategy to guide work on climate change mitigation (greenhouse gas reduction) and climate change adaptation (preparing for the impacts of a changing climate). The CEAP set a goal of reducing GHG emissions to net zero by 2050 and confirmed the key climate hazards for Canmore, with wildfire being one of the top hazards.

2022: Council's Strategic Plan (2023-2026) includes the following goals of "Canmore is a place where all residents can thrive", with the objective that "emergency management communication is effective and

adopted across our community”. Council also set the goal of “Canmore is a recognized leader in managing human impact on our environment”, with objectives that “Canmore as a community collaborates to reduce our impact on climate change and prepare for climate adaptation” and that the “community is aware of the Town of Canmore’s environmental leadership”.

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

2018: Council adopted the Town of Canmore Wildfire Mitigation Strategy Review on May 1, 2018 (102-2018).

## DISCUSSION

In July 2024, Council adopted the CEAP, which outlines a series of recommended actions to build community resilience to wildfire. Two recommended actions from the CEAP were identified that aligned with the funding opportunity available through the third party:

- Develop programs and incentives for property owners to implement Fire Smarting, including the potential of offering a Town service to collect material from households. Regularly monitor for continued compliance.
- Ensure all drinking water and wastewater facilities (e.g. lift stations, pumphouses, etc.), are retrofitted with fire resistant cladding and roofing, starting with those that have been identified for near terms life cycle maintenance and updates.

In early January 2025, Administration, referencing the above two CEAP actions, applied to a third-party grant for funding. The grant submission consisted of the following two projects:

- Develop and deliver a Community Wildfire Risk Reduction Roof Replacement incentive program for \$100,000. This incentive would be offered to residents who have had a FireSmart Home Assessment completed where it was recommended that the roof material of their home be updated to a FireSmart approved material. The details of the incentive are still to be finalized, but initial thoughts are that the incentive would cover 50% of the cost of roof replacement up to \$5,000 per property, which would result in roughly 20 roof replacements.
- Support the Utility Facility FireSmart CAP 7452 for \$100,000 to replace the roofing material and wood siding at three lift stations and one pumphouse to FireSmart approved materials. This work will help to harden key critical infrastructure (water supply services) against wildfire risk, including ember transport.

Administration is requesting that Council approve a new capital project for the Wildfire Risk Reduction Roof Replacement Incentive program and revise the funding source for the Utility Facility FireSmart CAP 7452. Subject to Council approval, Administration will begin developing the Wildfire Risk Reduction Roof Replacement Incentive in the fall of 2025 for a 2026 program run period.

## ANALYSIS OF ALTERNATIVES

N/A



### FINANCIAL IMPACTS

Funding received from a third-party grant will be used to offer an incentive to the community to replace roofs to a FireSmart approved material. It is not anticipated that additional funding will be required to administer this incentive, outside of staff time.

The other part of the funding received from the third party will be used to offset funding coming from the Water and Wastewater Utility reserves, allowing that funding to be utilized for other Utilities capital work as approved by Council.

### INTEREST HOLDER ENGAGEMENT

Development of the third-party grant application was done in partnership with the Public Works (Environment and Sustainability and Water Utility), Protective Services and Fire Services departments. Additional engagement has taken place with the Town’s Communications Department to ensure successful delivery of the community incentive program.

### ATTACHMENTS

- 1) Capital Detail Sheet for New Wildfire Risk Reduction Roof Replacement Program CAP 7457
- 2) Revised Capital Detail Sheet for Utility Facility FireSmart CAP 7452

### AUTHORIZATION

Submitted by:	Caitlin Van Gaal Supervisor of Environment and Sustainability	Date: <u>June 3, 2025</u>
Approved by:	Michael Bourgon Deputy Fire Chief	Date: <u>June 10, 2025</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date: <u>June 18, 2025</u>
Approved by:	Andreas Comeau Manager of Public Works	Date: <u>June 11, 2025</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>June 19, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>June 30, 2025</u>



# Wildfire Risk Reduction Roof Replacement Program

Project Summary

Project Number

7457

<b>Budget Year:</b>	2025	<b>Budget:</b>	\$100,000
Department:	Fire Services	Project Type:	Health & Safety
Questica Reference:	PRO-25-04	Priority:	B

## Project Description:

Development and implementation of a Community Wildfire Risk Reduction Roof Replacement Incentive program. This program offers incentives to residents who have completed a FireSmart Home Assessment and are recommended to upgrade their roof materials to FireSmart-approved materials.

END

## Budget Funding:

	2025	2026	2027	2028	2029	2030	Total
Other	\$100,000	0	0	0	0	0	\$100,000
Total	\$100,000	0	0	0	0	0	\$100,000

## Operating Budget Impact:

No significant impact is anticipated beyond staff time dedicated to program administration.

END



# Wildfire Risk Reduction Roof Replacement Program

Project Summary

Project Number

7457

**Project Rationale:**

The initiative directly supports the Town of Canmore's Climate Emergency Action Plan (CEAP) and Wildfire Mitigation Strategy objectives by reducing community vulnerability to wildfire hazards. The program is fully funded by a third party grant, enabling homeowners to proactively manage their properties to enhance wildfire resiliency and safety.

END

**Options Considered:**

No alternative options were considered as the project funding and scope have been defined explicitly by the grant.

END

<b>Budget Year:</b>	2025	<b>Budget:</b>	\$450,000
Department:	Utility - Water	Project Type:	Asset Replacement
Questica Reference:	UTI-25-15	Priority:	B

### Project Description:

Lift station 5, 7 and 10, and pumphouse 4 are exposed to wildfire and structural fire risks as compared to other water and wastewater buildings. They currently have either severely aging cedar shake/asphalt shingle roofs or wood siding. This project is to replace the roofing and siding materials with Fire Smart materials such as metal cladding.

The project will also include implementation of FireSmart assessment follow-up actions such as vegetation clearing, tree trimming, small ventilation changes etc that have been identified at other water/wastewater facilities. These assessments are currently in progress by the Fire and Rescue Team.

END

### Budget Funding:

	2025	2026	2027	2028	2029	2030	Total
Other	\$100,000	0	0	0	0	0	\$100,000
Wastewater Utility Reserve	\$200,000	0	0	0	0	0	\$200,000
Water Utility Reserve	\$150,000	0	0	0	0	0	\$150,000
<b>Total</b>	<b>\$450,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$450,000</b>

### Operating Budget Impact:

No impact to operating budget.

### Project Rationale:

Fire Smart: these buildings would provide ignition materials in the event of a wildfire or structure fire. This project will decrease the potential of wildfire ignition, propagation, and associated system outages.

Lifecycle: the roofs of the lift stations and pumphouses were assessed in 2023, identifying several buildings that require replacement imminently to avoid asset damage. The roofs identified in this project have cedar shake or asphalt shingles which have passed their lifecycle expectancy, and are showing signs of wear (curling, splitting, blowing off in the wind).

This project does not include the following buildings which do not have fire smart materials: pumphouse 2 (future demolition), pumphouse 5 (future demolition), lift station 2A (new asphalt shingles with 20+ years remaining life).

Climate change considerations: this project is related to the increasing risk of wildfires.

END

### Options Considered:

Option 1: (recommended) complete the project as scoped within the project rationale.

Option 2: Do nothing. Increased risk during a wildfire for asset loss or damage, causing service disruptions and much higher capital to replace.

Option 3: Delay project execution. Increased risk during a wildfire for asset loss or damage, causing service disruptions and much higher capital to replace.

END





# Request for Decision

**DATE OF MEETING:** July 8, 2025 **AGENDA #:** H 8

**TO:** Council

**SUBJECT:** Community Event and Film Policy AE-003

**SUBMITTED BY:** Eleanor Miclette, Manager of Economic Development

**RECOMMENDATION:** That Council approve the Community Event and Film Policy AE-003 as presented.

## EXECUTIVE SUMMARY

The Community Event Policy (AE002-2018), adopted by Council in 2018, established a cost recovery structure based on event and film production categories. Following learnings from major film production and ongoing community event permitting, this policy is recommended to be repealed and replaced with Community Event and Film Policy AE-003 which has been revised to enhance the clarity of the permitting process. This new policy reflects best practices, administrative improvements and evolving community priorities.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

155-2018 Moved by Mayor Borrowman that Council approve the revised Community Event Policy as of July 3, 2018, as presented.

## DISCUSSION

Over the past four years, increased demand for both community and film event permits has highlighted opportunities to improve the policy. The proposed policy replacement is based on operational experience, interest holder feedback, and alignment with Council's strategic priorities.

Key changes include:

1. Policy Renaming: The policy will be renamed to Community Event and Film Policy to more clearly identify when/where the policy applies.
2. Clarification of Community Benefit: A revised definition of "Community Benefit" replaces the previously vague "Mountain Lifestyle" criteria. The new definition provides clear, measurable criteria for the Event Committee's review.
3. Alignment with Council-Approved Strategies: Languages have been updated to reflect relevant Council-approved strategies, including human-wildlife coexistence, sustainability, and climate emergencies.

4. Updated Appeal Process: The appeal process for permit decisions will be delegated to administration, aligning with other municipal policies and practices. The Municipal Government Act does not require Council to serve as an appeal body for policies.
5. Scaled Permit Requirements: A simplified permitting process is proposed for low-impact, small-to-medium events (e.g., flag-raising ceremonies). This change is intended to streamline approvals and better utilize administrative and volunteer resources.
6. Enhanced Film Permitting Language: Definitions and procedures related to film permits have been refined. This includes clearer guidelines on what constitutes a film production, when location fees apply, and how fees are calculated. The policy now better reflects trends in the film industry and lessons learned since 2018, especially following the surge in productions after recent U.S. labour disputes.
7. Alphabetize definitions to improve ease of use.
8. Change “Stakeholder” to “Interest Holder” to align terminology with other policies.

#### **ANALYSIS OF ALTERNATIVES**

Event Permitting Fees: Administration is not recommending the introduction of general event permit fees at this time. A review of similar communities shows significant variation in fee structures. The more common and suitable approach for Canmore is to recover costs specific to services (e.g. banner installation, field rental, signage and staffing to support that work), rather than through a flat permitting fee.

#### **FINANCIAL IMPACTS**

There is no direct financial impact from the identified changes.

#### **INTEREST HOLDER ENGAGEMENT**

The proposed policy updates were developed in consultation with both internal departments and external interest holders. The draft policy amendments were reviewed with Council during a policy workshop on February 25, 2025.

#### **Internal Engagement:**

The following departments were consulted and provided feedback:

- Sustainability
- Municipal Enforcement
- Streets and Roads
- Recreation
- Fire and Rescue
- Economic Development
- Arts and Culture
- Finance

**External Engagement:**

External input was gathered through the Community Event Committee, Cultural Advisory Committee (CAC), and four major event producers.

Overall, interest holders were supportive of the proposed changes. Questions and concerns, such as those related to noise impacts or community event support, are addressed through other existing policies and bylaws, including the Community Standards Bylaw and the Community Grant and Major Events Policies.

**ATTACHMENTS**

- 1) Community Event and Film Policy AE-003
- 2) Community Event Policy AE002-2018

**AUTHORIZATION**

Submitted by:	Eleanor Miclette Manager of Economic Development	Date: <u>June 10, 2025</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date: <u>June 17, 2025</u>
Approved by:	Scott McKay GM of Municipal Services	Date: <u>June 19, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>June 30, 2025</u>



# Community Event and Film Policy

**Policy Number:** AE-003

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

## POLICY STATEMENT

- 1 The approval of Community Event and Film applications will be based on principles intended to build community and create a sense of belonging. This includes enhancing the quality of life for residents and visitors, stimulating the economy, providing clear and transparent processes that protect people, infrastructure, and the environment, and setting appropriate and fair pricing.

## PURPOSE

- 2 The purpose of this policy is to:
  - a) Establish guidelines and conditions for the planning, permitting, supporting, and executing Community Event and Film Permitting on Town of Canmore properties. This includes defining criteria for the approval process to ensure alignment with the Town's strategic plans while protecting municipal assets and operations.
  - b) Establish the Community Event and Film classification and associated fee structure for cost recovery purposes.
  - c) Provide administration with a tool to make fair, equitable, transparent, and consistent decisions.
  - d) Provide administration with the assessment tools needed to fairly charge for the Direct Operating Costs of the Community Events or film production.
  - e) Establish the conditions under which Roadways and Public Places will be closed and managed for Community Events or film production.

## DEFINITIONS

- 3 In this policy:
  - a) "B-Roll Photography" means secondary or supplemental video that is not part of the primary footage and provides supporting imagery, filler or cut away shots;
  - b) "Circular Economy" means the sharing, leasing, reusing, repairing, refurbishing, and recycling of existing materials and products as long as possible.

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- c) “Climate Action” means actions that align with the Town’s Climate Emergency Action Plan. Actions that create value for the public without depleting natural resources, harming the environment, emitting greenhouse gases that contribute to climate change (i.e. decrease energy use) and managing the impacts of climate change (i.e. extreme weather emergency management plans).
- d) “Community Benefit” means the positive contribution an event provides to the social, cultural, environmental, or economic well-being of the community and as such:
  - i) reflects and promotes the values, heritage, and traditions of the community, fostering a sense of belonging and pride among residents;
  - ii) is open and welcoming to people of all abilities, ages, incomes, and backgrounds, reducing barriers to participation and promoting equity;
  - iii) brings people together and encourages community engagement, and fosters connections across diverse groups;
  - iv) generates local economic activity by engaging local vendors, or workforce and attracting visitors to invest in community;
  - v) supports sustainable practices, protects local environmental assets, and incorporates measures to minimize environmental and climate impacts; and
  - vi) promotes learning, cultural exchange, or awareness about significant issues that matter to the local or broader community
- e) “Community Event” means the activity or Community Event that is open to, or intended to attract the general public, and:
  - i) involves the participation of Town departments; or
  - ii) the rental or use of Public Places; or
  - iii) requires Town resources in the form of staff time, equipment, use of public spaces, and/or funding, and
  - iv) includes Film Productions, regardless of whether or not they are open to or intended to attract the general public.
- f) “Community Event Size” means the number of expected attendees and the anticipated community impact as defined below:
  - i) Small Event: Events with up to 100 attendees at peak attendance, minimal setup requirements, and no Roadway closures.

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- ii) Medium Event: Events with 101–500 attendees, involving moderate use of municipal resources, limited Roadway closures, and low disruption to Town operations.
  - iii) Large Event: Events exceeding 500 attendees, or those that involve significant Roadway closures, infrastructure requirements, or high levels of Town resource utilization. The events primarily serve local or regional audiences and do not necessarily have national or international recognition.
  - iv) Major Event: Major annual or one-time events with provincial or national significance, high public attendance, significant economic benefits, enhance Canmore’s global reputation, align with the Town’s strategic goals for tourism, environment and economic development, and broad community or cultural relevance.
- g) “Community Events Committee” refers to the committee established by Bylaw 2017-33.
- h) “Direct Operating Costs” means the expenses directly related to the provision of municipal places, equipment, and Services in support of Community Events. For the purpose of this policy Direct Operating Costs include:
- i) direct incremental costs associated with the delivery of a municipal service;
  - ii) the rental cost of Town owned, managed or leased Public Places; and
  - iii) cost of all equipment, manpower, and supplies.
- i) “Event Permit” or “Film Permit” means written permission issued by the Town for a Community Event or Film Production to take place.
- j) “Filming” means the process of photographing, recording, creation, and production of a commercial, television or motion picture projects including, but not limited to, advertisements, documentaries, television series, digital content, or any other visual media intended for public or private distribution and it encompasses:
- i) Preparation and Supporting Activities: All related activities, including but not limited to site preparation, set construction, set-up, Filming, dismantling, removal, and restoration of Filming locations.
  - ii) Involvement of the Town: Any instance where Filming requires the participation, support, or coordination of Town departments, resources, or staff.
  - iii) Use of Public Spaces and Resources: The rental, use, or occupancy of Town Public Places, spaces, or facilities for Filming-related purposes, and the potential utilization of Town resources, such as staff, equipment, or Services.

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- iv) Permitting and Regulatory Compliance: Activities subject to compliance with applicable Town ordinances, permits, or approvals required for Filming or associated undertakings.
- k) “Master Fee Schedule” means the document that details fees charged for Town Services, facility, and equipment use.
- l) “Major Film” means Filming that has the potential to impact Town resources in ways that are inconsistent with the traditional use of a given space, may interfere with other visitors’ enjoyment or requires exclusive use of Public Places, partial or full Roadway closures, and/or requires access to Town Services.
- m) “Minor Film” means Filming that does not have the same potential or intended impacts as those of a Major Film, primarily Still Photography or B-Roll Photography.
- n) “Public Place” means any land or building owned, managed or leased by the municipality, other than a highway, that the public is ordinarily entitled or permitted to use and includes:
  - i) parks, as defined in the Parks Bylaw;
  - ii) parking lots; and
  - iii) land developed, used, or managed by the Town for public utilities.
- o) “Road” means that part of the highway intended for use by vehicular traffic.
- p) “Services” means the Services provided by the Town to facilitate Community Event delivery including setup, operation, tear down, and clean up.
- q) “Still Photography” means the taking of images or photographs that do not contain video or moving objects.
- r) “Town Sponsored Event” means an event that is co-organized or financially supported by the Town to align with our strategic goals and priorities.

#### **EVALUATION CRITERIA**

- 4 Applications for Community Events and Filming will be evaluated in accordance with the following criteria:
  - a) General Criteria
    - i) Proof of Good Standing and Past Performance – compliance with policy, procedure, regulations, deadlines, and the organization has finalized the payment of all fees for previous applications on time.

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- ii) Safety and Emergency Planning – applicant has submitted an emergency and fire safety plan in accordance to the event size.
- b) Community Impact
  - i) Community Events – is there a positive contribution of an event to the social, cultural, environmental, or economic well-being of the community.
  - ii) Filming – residents have access to essential Services (i.e. medical Services, food, financial institutions, and government buildings); the disruption to residents and visitors is reasonable; safety and emergency plans are in place, and the project’s anticipated impacts on emergency Services are minimal; and a formal process is in place to provide impacted businesses and residents with current information.
- c) Community Event Size
  - i) Small Event: Submit simplified applications with a faster internal department review process.
  - ii) Medium Event: Comprehensive applications are submitted, including waste and safety management plans.
  - iii) Large and Major Event: Detailed application requiring formal community impact assessments, environmental and emergency plans, and extensive consultation with Town departments.
- d) Market Demand
  - i) Community Events – limited competition exists (location, timing, event type) and expected attendance.
  - ii) Filming – permit requests outside of the high season (June through September, mid-November to after the New Year, and holidays) and that identify a positive impact on the local economy are more likely to be supported.
- e) Environment and Climate Impact – the event and the organizers have a strong environmental plan to reduce their impact, depending on their event size; this includes but is not limited to:
  - i) A robust waste management plan to divert waste from the landfill.
  - ii) Circular Economy principles are identified and actioned.

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- iii) Measures to reduce the amount of energy consumed to run the event as well as single occupant vehicles and air travel to the event; if energy and transportation emissions can not be reduced, carbon offsets should be considered to reduce the environmental and climate impact.
- iv) Measures are in place to prepare for and manage potential impacts of climate change, such as high winds, intense storms, extreme heat, wildfire smoke, flooding, hail, warm temperatures, and rain during the winter.
- v) Human-wildlife coexistence plans are in place and communicated to all staff and event patrons (especially relevant for outdoor events).

**PARAMETERS: COMMUNITY EVENTS AND FILM PRODUCTIONS**

- 5 The Town of Canmore will not permit Community Events or Films that:
  - a) are in environmentally sensitive areas as guided by the Municipal Development Plan;
  - b) put the public, wildlife, or Town assets at risk;
  - c) impede access for emergency response;
  - d) cannot demonstrate that the physical infrastructure is in place to support the activity. (Including but not limited to Quarry Lake, Roadways, public facilities, parks, and accommodation);
  - e) endorses views and ideas that are likely to promote discrimination, contempt or hatred for any person or group based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability; and
  - f) conflicts with the Town's core values, vision or strategic goals as outlined on the Town Website, or adversely impacts the Town's identity.
- 6 Community Event or Film Production applications may be refused based on specific, documented feedback from Town departments, Council, or the community, particularly if concerns such as safety violations, noise complaints, or non-compliance with event regulations are raised repeatedly. The past performance of event producers will be evaluated based on their history of adhering to permits and safety standards and addressing previous complaints. A pattern of violations or failure to resolve issues may lead to refusal.
- 7 Event producers and Film companies may appeal any refusal of an application to the Supervisor of Arts and Culture or the Manager of Economic Development. Decisions will be final.

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#### **ROADWAY CLOSURE PHILOSOPHICAL PRINCIPLES**

- 8 Roadway closures may be necessary to facilitate Filming or Community Events. Requests that meet the conditions outlined in this policy will be considered. Requests for Main Street closures outside of the seasonal pedestrianization may be considered with additional conditions.
- 9 For Community Events:
  - a) The Town of Canmore and the Community Event Committee will consider the past experiences of businesses and residents and current year input from the Downtown Canmore Business Improvement Association (BIA) if event locations are within the Town Center before permitting a Roadway closure.
  - b) Main Street closures, outside of the seasonal pedestrianization, will be permitted for Community Events if the event demonstrates broad national, provincial, or community relevance (for example, the Canada Day Parade, Miners' Day Parade, or National Indigenous Peoples Day Parade), has documented community support, and provides clear public benefits.
- 10 For Filming:
  - a) Main Street closures for film productions may be permitted if more than 50% of affected businesses support them. Those supporting the closure will acknowledge their approval of the closure with their signature.
    - i) The production company will conduct door-to-door polling of affected businesses.
    - ii) Notice to residents prior to closure with appropriate mitigation of potential impacts as per the Road use permitting process.

#### **EVENT SIZE-SPECIFIC PERMITTING REQUIREMENTS**

- 11 The following standards outline the documents and plans required by event size:
  - a) Small Events:
    - i) Basic application form.
    - ii) Emergency contact and insurance documentation.
  - b) Medium Events:
    - i) Standard application.
    - ii) Simplified versions of emergency and waste management plans.
    - iii) Interest holder notification plan for moderately impacted residents or businesses.

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



- c) Large Events:
  - i) Detailed application, including all evaluation criteria, as set out in Section 4.
  - ii) Formal Environment/Climate Action, Crowd Management, and Emergency Plans.
  - iii) Robust communication plans involving both businesses and residents in impacted areas.
- d) Major Events in addition to the requirement set out in section 11 c):
  - i) Submission of a legacy and post-event evaluation report.
  - ii) Coordination with provincial Interest Holders if resources and support extend beyond municipal boundaries.
  - iii) Measures of anticipated and actual community, environmental, and economic impact must be provided.

**COMMUNITY EVENT AND FILM REQUIREMENTS FOR ENVIRONMENT AND CLIMATE ACTION**

- 12 Community Events or Films, depending on event size, are expected to create and submit a plan to limit their environmental and climate impact. The plan shall include, but not be limited to, actions for the following:
- a) A stated commitment and goals for protecting wildlife and the natural environment, and reducing pollution and greenhouse gas emissions.
  - b) Energy efficiency - including but not limited to the use of renewable energy sources, alternatives to diesel generators where possible, energy-efficient equipment, and energy conservation practices.
  - c) Waste reduction and Circular Economy - prioritizing reusable and sustainable materials for signage, construction, décor, etc., using locally sourced and low-waste food options, limiting single-use items and providing reusable, recyclable, or compostable options, ensuring robust recycling and food waste diversion options, and donating leftover food to local charities.
  - d) Sustainable transportation – such as cycling, walking, carpooling, public transit, electric vehicles, and anti-idling policies and practices.
  - e) Noise reduction - managing noise from activities, generators, trucks, etc., to limit impacts on wildlife.
  - f) Education, training, and community engagement - training for staff, cast and crew members, and volunteers, as well as raising awareness with attendees and community members about the steps taken to reduce the Community Event or Film environmental impact.

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- g) Monitoring and reporting - process for measuring and reporting on the results of the above environmental efforts.

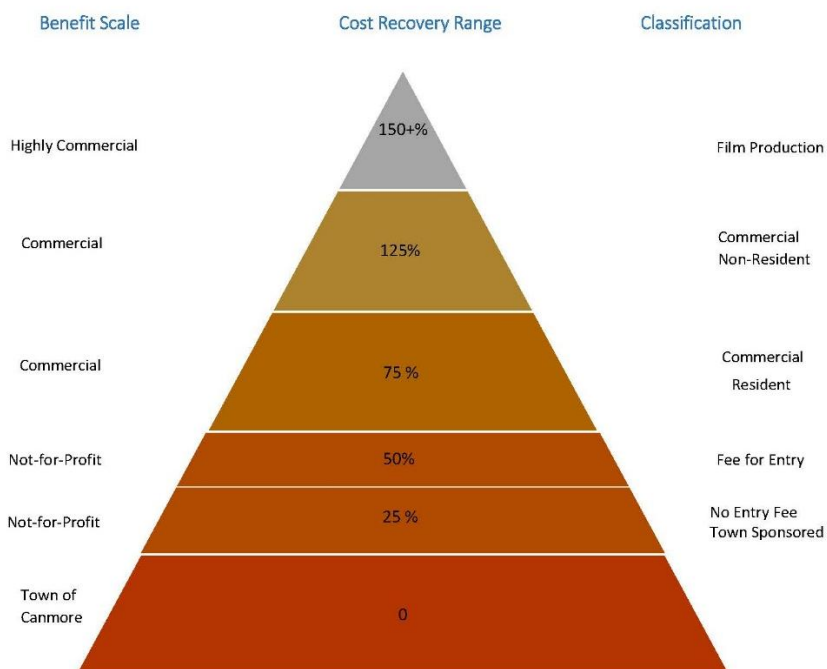
### COMMUNITY EVENT AND FILM REQUIREMENTS FOR EXTREME WEATHER AND EMERGENCY MANAGEMENT

- 13 The Bow Valley is experiencing increased extreme weather events exacerbated by climate change. Community Events or Films are expected to create and submit a proactive emergency management plan for maintaining the health and safety of staff, cast and crew members, volunteers, and attendees in the event of potential extreme weather. This includes but is not limited to, intense storm events (high winds, hail, etc.), extreme heat, extreme cold, wildfire, unsafe air quality due to wildfire smoke from other areas, and flooding.

### COMMUNITY EVENT AND FILM COST RECOVERY

- 14 An Event Permit Fee will be charged in accordance with the Master Fee Schedule.
- 15 A Film Permit Fee will be charged in accordance with the Master Fee Schedule.
- 16 Film Location Fees will be charged per location, per day, in accordance with the Master Fee Schedule.
- 17 Additional space rental and provisions of Services will be charged in accordance with the cost recovery pyramid model outlined in this policy and the Master Fee Schedule. Lower fees will be charged for those Community Events that provide the most Community Benefit. In the following diagram the benefit of each Community Event can be considered, and a cost recovery level assigned.

**DIAGRAM "A" – Cost Recovery Pyramid**



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

- 18 The cost recovery pyramid is based upon the philosophy that:
- a) For-Profit or Community Events perceived to have little broad Community Benefit will be responsible for paying all or a substantial portion of the Direct Operating Costs incurred by the Town; and
  - b) Community Events perceived to provide significant Community Benefit may be responsible for only a portion of the Direct Operating Costs incurred by the Town.
- 19 User Classifications:
- a) Film Productions – feature films, television, commercials, documentaries, videos.
  - b) Commercial non-resident (commercial organizations in pursuit of business for profit).
  - c) Commercial resident (commercial organizations in pursuit of business for profit).
    - i) Commercial Community Event raising funds for non-resident business, cause, or charity.
    - ii) Commercial Community Event raising funds for resident business, cause, or charity.
  - d) Not-for-profit (a registered not-for-profit agency or public entity) or community group – fee for entry.
    - i) Non resident – fee for entry.
    - ii) Resident – fee for entry.
    - iii) Town sponsored Community Event.
  - e) Town produced Community Events – Community Events approved in the annual Town budget and produced internally.

#### **RESPONSIBILITIES**

- 20 Town Council will approve the Master Fee Schedule.
- 21 The Arts and Culture business unit will:
- a) Review applications based on event size.
  - b) Coordinate the review of applications with town departments for medium, large, and major events.
  - c) Coordinate Community Event application review of medium, large, and major events with the Community Event Committee.

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

- d) Evaluate and approve or decline Major Film Production applications.
- e) Ensure Community Event and Major Film applications are complete, and all requirements are met.
- f) Communicate with applicants on the status of their application and assist and advise through the permitting process.
- g) Coordinate access to Town places and Services, and assist production companies and Community Event organizers in procuring the required Town permits.
- h) Establish pricing and forward invoices to production companies and Community Event producers using the Master Fee Schedule and in accordance with the user classification set out in this policy.
- i) Complete a Community Event debriefing report jointly with the Community Event producer to define and record successes and areas for improvement at future Medium, Large or Major Community Events.
- j) Review and update the Community Event evaluation tool used by the Community Events Committee and the Major Film evaluation tool used by town departments.
- k) Provide trained and qualified personnel to organize and deliver high-quality, appropriate, and safe Town of Canmore-produced events.

22 The Economic Development department will:

- a) Permit Minor Film Permits through the Economic Development Department.
- b) Evaluate, approve or decline Major Film Permitting in conjunction with Arts and Culture.
- c) The Manager of Economic Development will address appeals and render a final decision.

23 Town departments will:

- a) Determine if they have within their allocated budgets, staffing, equipment, and the capacity to deliver the requested Services to Community Events or Film producers
- b) Using the Master Fee Schedule, determine the cost of Services provided and equipment owned by the Town to facilitate the Arts and Culture department's delivery to facilitate appropriate invoicing of Community Events and Film Permits.

24 The Community Events Committee will:

- a) Evaluate and approve or deny Community Events Applications in accordance with this policy.

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

- b) Provide Administration with policy, plan, practice, and procedural recommendations and recommendations regarding educational and information-sharing opportunities for Community Event Interest Holders.
- c) Establish and maintain a process requiring the advanced submission of Community Event applications to enable a comprehensive review of multiple events within a defined timeframe.

**POLICY REVIEW**

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

**RELATED DOCUMENTS**

Community Events Committee Bylaw 2017-33  
Master Fee Schedule

**ATTACHMENTS**

None.

**REPEALS POLICY:** Community Events Policy AE-002

**AUTHORIZATION:**

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Sean Krausert  
Mayor

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Cheryl Hyde  
Manager, Municipal Clerk's Office

**REVISION HISTORY**

Action	Date	Council Motion	Notes
Approved	2010-06-22	306-2010	Community Events Policy 306-2010
Repealed	2018-07-03		
Approved	2018-07-03		Community Events Policy AE-002
Repealed	2025-07-08	XXX-2025	
Approved	2025-07-08	XXX-2025	Community Events and Film Policy AE-003

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



## Community Event Policy

**POLICY NUMBER:** AE-002

**CURRENT AS OF:** July 3, 2018

### 1. POLICY STATEMENT

The approval of Community Events and Film Permits will be based on principles intended to build community, enhance quality of life for residents and visitors, and provide appropriate and fair pricing.

### 2. PURPOSE

The purpose of the policy is to:

- a) establish the criteria that will be used in the Community Event and Film Permit approval process,
- b) establish the Community Event classification and associated fee structure for cost recovery purposes,
- c) provide administration with a tool to make fair, equitable, transparent, and consistent approval and fee for service decisions, and
- d) establish the conditions under which Roads and Public Places will be closed and managed for Community Events or Film Production.

### 3. DEFINITIONS

3.1. "Community Event" means the activity or Community Event that is open to, or intended to attract the general public; and

- a) involves the participation of Town departments; or
- b) the rental or use of Public Places; or
- c) requires Town resources in the form of staff time, equipment, use of public spaces, and/or funding, and
- d) includes Film Productions, regardless of whether or not they are open to or intended to attract the general public.

3.2. "Community Events Committee" refers to the committee established by Bylaw 2017-33.

3.3. "Event Permit" or "Film Permit" means written permission issued by the Town for a Community Event or Film Production to take place.

Policy approved by: CT JB  
July 8, 2025 Regular Council Meeting



3.4. "Direct Operating Costs" means the expenses directly related to the provision of municipal places, equipment, and services in support of Community Events. For the purpose of this policy direct operating costs include:

- a) direct incremental costs associated with the delivery of a municipal service,
- b) the rental cost of Town owned, managed or leased Public Places, and
- c) cost of all equipment, manpower, and supplies.

3.5. "Film Production" means any commercial filming (video or photo) that:

- a) involves the participation of Town departments or the rental or use of Town Public Places, and
- b) may require Town resources in the form of staff time, equipment, use of public spaces, and/or funding.

3.6. "Master Fee Schedule" means the document that details fees charged for Town services, facility, and equipment use.

3.7. "Public Place" means any land or building owned, managed or leased by the municipality, other than a highway, that the public is ordinarily entitled or permitted to use and includes:

- a) parks, as defined in the Parks Bylaw,
- b) parking lots, and
- c) land developed, used, or managed by the Town for public utilities.

3.8. "Road" means the part of the highway intended for use by vehicular traffic.

3.9. "Services" means the services provided by the Town to facilitate Community Event delivery including setup, operation, tear down, and clean up.

#### 4. EVALUATION CRITERIA

4.1. Applications for Event Permits, including Road and Public Place closures, will be evaluated in accordance with the following criteria:

**a) Community Impact**

- i) is relevant to the culture and identity of the community of Canmore;
- ii) offers an experience-based, authentic celebration of Canmore's mountain lifestyle;
- iii) has a reasonable impact on residents, businesses and visitors;

Policy approved by: CT JB

- iv) has addressed feedback, both positive and negative from past Community Events and through the Community Event application process; and
  - v) is accessible, inclusive, and affordable.
- b) Community Event Performance**
- i) past compliance to policy, procedure, and regulations,
  - ii) financial good standing – the organization can show that it is in good financial standing and all fees have been paid in full unless prior arrangements have been made with the Town,
  - iii) all application and reporting deadlines have been met.
- c) Resource Requirements**
- i) Town departments have, within their allocated budgets, staffing, equipment, and the capacity to deliver the requested services to Community Event group, and
  - ii) the request is made by the Community Event producer 60 days prior to Community Event delivery.
- d) Physical Infrastructure Requirements**
- i) demonstrates that Canmore has the physical infrastructure in place to support the Community Event. (including but not limited to Quarry Lake, Roads, public facilities, parks, and accommodation); and
  - ii) contains a clear plan to minimize pressure on civic infrastructure resources.
- e) Strategic Alignment**
- i) aligns with the Town of Canmore's strategic goals.
- f) Market Demand**
- i) limited competition exists (location, weekend, season, Community Event type); and
  - ii) attendance (expected or at past Community Events).
- g) Inclusion of Local Partners**
- i) event producers should source local products or services as available, and
  - ii) event producers should include local business as vendors as appropriate
- h) Health, Safety, and Environment**
- i) public safety is adequately addressed,
  - ii) minimal impact to wildlife and the environment, and

iii) Access for emergency response.

i) **Logistics**

i) The Community Event has all required permits, plans, licensing and adheres to federal, provincial and municipal legislation.

4.2. Administration may refuse future applications for a Community Event based on feedback from Town departments, Council, the community, or based on a Community Event producer's past performance.

4.3. Event producers may appeal any refusal of an application to Town Council.

**5. ROAD CLOSURE PHILOSOPHICAL PRINCIPLES**

5.1. Road closures may be necessary to facilitate a Community Event that meets the criteria outlined in this policy or a Film Permit.

5.2. Main Street closures will be approved if the Community Event has broad national, provincial or community relevance (for example, Canada Day Parade, Miners' Day Parade, National Indigenous Peoples Day Parade).

5.3. The Event Committee will consider prior year feedback from businesses and residents and current year input from the BRZ before permitting a Road closure.

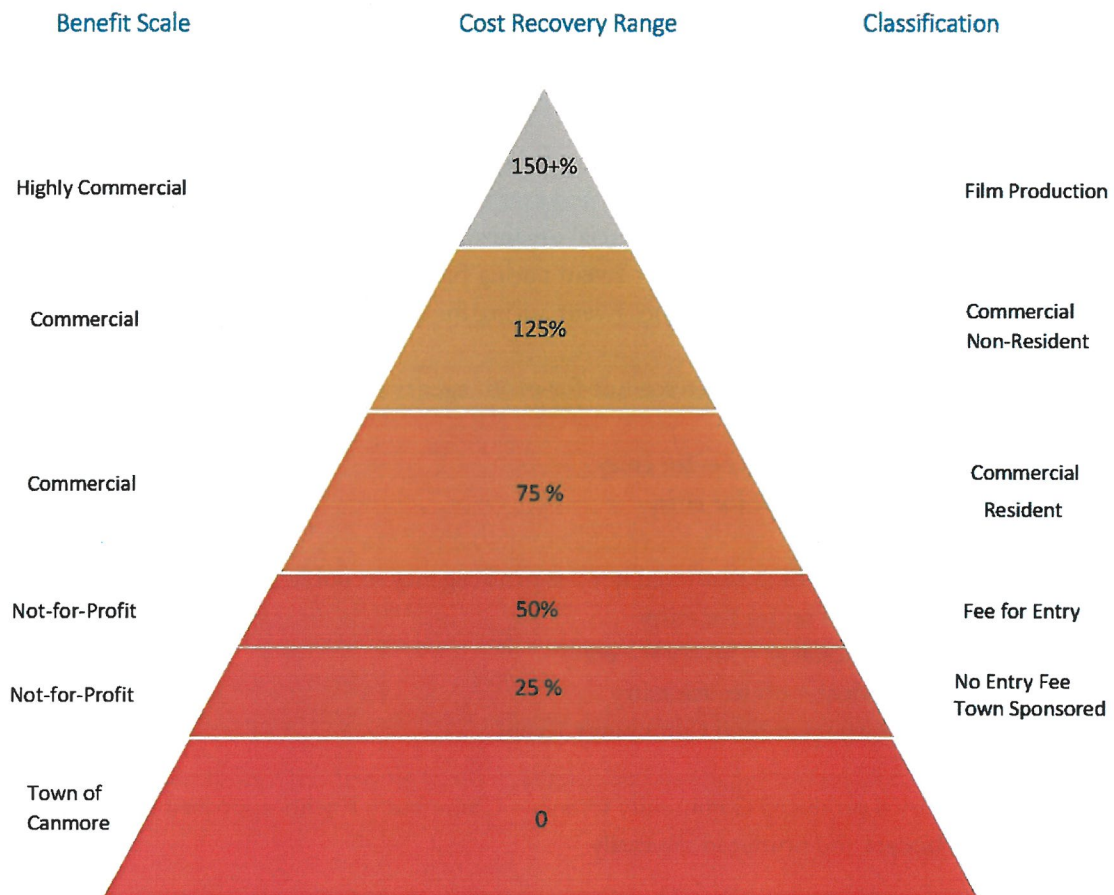
5.4. Downtown Road closures will be identified with positive signage posted by the Town of Canmore indicating there is a Community Event in progress and that downtown businesses are open.

**6. EVENT COST RECOVERY**

6.1. A cost recovery pyramid model will be used to establish appropriate and fair pricing for the rental of spaces and provision of services. Lower fees will be charged for those Community Events that provide the most community benefit. In the following diagram the benefit of each Community Event can be considered and a cost recovery level assigned.

Policy approved by: CT JB

DIAGRAM "A" – Cost Recovery Pyramid



6.2. The cost recovery pyramid is based upon the philosophy that:

- a) Community Events perceived to have little broad community benefit or which are generally for-profit or accrue greater benefit to the organizer will pay some or all of the Direct Operating Costs incurred by the Town; and
- b) Community Events perceived to provide a community benefit will pay some or none of the Direct Operating Costs incurred by the Town.

6.3. User Classifications

- a) Film Productions – feature films, television, commercials, documentaries, videos
- b) commercial non-resident (commercial organizations in pursuit of business for profit)
- c) commercial resident (commercial organizations in pursuit of business for profit)
  - i) commercial Community Event raising funds for non-resident business, cause, or charity
  - ii) commercial Community Event raising funds for resident business, cause, or charity
- d) not-for- profit (a registered not-for-profit agency or public entity) or community group – fee for entry
  - i) non resident – fee for entry
  - ii) resident – fee for entry
- e) not-for- profit (a registered not-for-profit agency or public entity) or community group – fee for entry – no fee for entry
  - i) non resident – no fee for entry
  - ii) resident – no fee for entry
  - iii) Town sponsored Community Event
- f) Town produced Community Events – Community Events approved in the annual Town budget and produced internally

#### 4. RESPONSIBILITIES

7.1. The Community Events Committee will:

- a) evaluate and approve or deny Community Events (not including Film Productions) in accordance with this policy,
- b) provide Administration with policy, plan, practice, and procedural recommendations and recommendations regarding educational and information sharing opportunities for Community Event stakeholders,
- c) establish and maintain a process to require advanced submitting of Community Event applications to allow for a holistic review of multiple Community Events occurring within a defined timeframe to ensure the right balance of type and number of Community Events occur at any given time/location.

Policy approved by: 97 JB



7.2. The Arts and Events department will:

- a) ensure Community Event applications are complete. Key components of the application include:
  - i) Towards Zero Waste Plan
  - ii) Emergency Response Plan
  - iii) Road Right of Way Usage Permit
  - iv) Alberta Health Services approval
  - v) Site and Parking Plan
  - vi) Insurance, permits and licensing requirements
- b) communicate with Community Event applicants on status of application and assist and advise through the permitting process,
- c) coordinate access to Town places and services and assist Community Event organizers in procuring the required permits,
- d) provide trained and qualified personnel to organize and deliver high quality Town of Canmore Community Events,
- e) establish pricing and forward invoices to Community Event producers using the Master Fee Schedule, and in accordance with the user classification set out in this policy,
- f) complete a Community Event debriefing report jointly with the Community Event producer to define and record successes and areas for improvement at future Community Events,
- g) provide reporting in accordance with the requirements of this policy,
- h) review and update the Community Event evaluation tool used by the Community Events Committee;
- i) evaluate and approve or decline Film Production applications.

7.3. Town departments will determine cost of services provided, and equipment owned by the Town to facilitate the Arts and Events department in its delivery using the Master Fee Schedule.

7.4. Council will review this policy at least once every four years and approve the Master Fee Schedule.

## 5. VISION ALIGNMENT

8.1. Place: Canmore has a unique sense of place.

8.2. Service: Canmore's services and programs respond to the aspirations of its residents and visitors and are delivered in an effective, innovative and fiscally responsible manner.

8.3. Safety: Canmore is a safe community.

Policy approved by: CTT JB  
 July 8, 2025 Regular Council Meeting



8.4. People: We value and support “people” as the corporation’s and community’s strongest assets.

## 6. RELATED DOCUMENTS

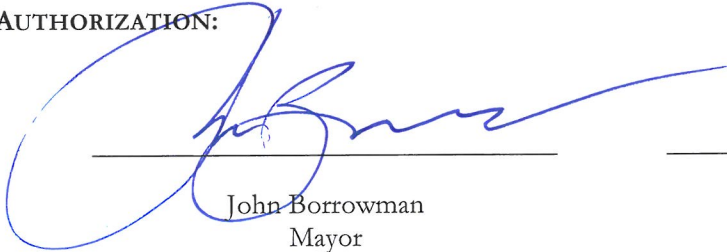

- 9.1. Community Events Policy AE-002
- 9.2. Community Events – Standard Operating Procedure
- 9.3. Community Event Evaluation Tool
- 9.4. Traffic and Road Use Bylaw
- 9.5. Facility Allocation Policy
- 9.6. Recreation Services User Fee and Rental Rate Policy
- 9.7. 2016 Master Fee Schedule

## 7. ATTACHMENTS

None

**REPEALS POLICY:** AE002 also known as 306-2010

**AUTHORIZATION:**

 _____ John Borrowman Mayor	 _____ Cheryl Hyde Municipal Clerk
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## REVISION HISTORY

Policy Name	In Effect	Amended	Inactive
Community Events AE002	2018-07-03		
Community Events AE002 or 306-2010	2010-06-22		2018-07-03

Policy approved by: CTT JB



# Request for Decision

**DATE OF MEETING:** July 8, 2025 **AGENDA #: H 9**

**TO:** Council

**SUBJECT:** Environmental Impact Statement (EIS) Policy PD-003 Amendment

**SUBMITTED BY:** Harry Shnider, Manager of Planning and Development  
Caitlin Van Gaal, Supervisor of Environment and Sustainability

**RECOMMENDATION:** That Council approve Environmental Impact Statement (EIS) Policy PD-003 amended as presented.

## EXECUTIVE SUMMARY

Administration is requesting that Council amend Environmental Impact Statement Policy PD-003. The Policy (Attachment 1) is intended to provide direction for Administration and their third-party reviewers on how to define the scope and undertake reviews of Environmental Impact Statements (EIS), submitted in support of statutory plans, and subdivision and development applications.

The proposed changes are intended to bring the policy in line with current practices exercised by Administration in defining the scope and review of a submitted EIS.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

On October 2, 2018, Council passed a motion (209-2018), amending the Environmental Impact Statement Policy PD-003 to its current form.

## DISCUSSION

The Environmental Impact Statement Policy (Policy) was created to provide guidance and structure for applicants required to undertake an EIS in support of statutory plans, and subdivision and development applications. As processes have evolved over time, the administrative practice of setting the scope and review of an EIS is no longer fully aligned with the current Policy. As a result, Administration recommends a number of amendments to the EIS Policy to reflect the current EIS development and review practice. This will provide greater clarity for applicants, align with other jurisdictions in Alberta and reflect the available expertise and resource capabilities within Administration. Administration also recommends streamlining the Policy by delegating any exceptions to the Policy from Council to the Corporate Strategic Team.

Administration is also considering the creation of a future capital project, that would examine in greater detail how similar Alberta municipalities structure and review EIS or related documents. The goal of this larger EIS Policy update would be to align with other jurisdictions to create consistency, where possible, for the development industry. An ultimate outcome of a larger policy update could be the implementation of a tiered process, where the complexity of EIS required varies with the type and size of development, and the geographical area that the EIS would assess.

**ANALYSIS OF ALTERNATIVES**

Council could choose to not update the Council Policy in anticipation of the larger project designed to provide a more robust Policy. This is not recommended as the future project and associated budget have not yet been considered by Council, and because the Policy should reflect how Administration currently evaluate EIS reports.

**FINANCIAL IMPACTS**

There are no financial implications anticipated with the proposed revisions as most revisions are clerical in nature.

In discussions with the Town's Third Party Reviewer, the more substantial changes around terms of reference (TOR) development, contents of an EIS, and the subsequent studies may have some minor financial implications when it comes to overall EIS development:

- TOR development: It is anticipated that with the change to have the applicant develop their own TOR that it may increase their costs, however, the Town has also received feedback from the development community that the timeframe for the Town to develop the TOR can be lengthy and costly to them. It is expected that this edit will have a minimal financial impact overall, and that it should save time for applicants, which is often associated with cost savings.
- Contents of the EIS: The changes made to this section are to provide clarification on what is expected and typically seen in an EIS. It is designed to provide a good starting point for the TOR development and to limit back and forth. These changes also ensure that the EISs submitted provide all the necessary information and are completed by a qualified professional. No expected changes in financial impact as a result of these edits.
- Subsequent Studies: These changes provide clear understanding of when a written submission or updated/amended EIS will be required. The goal of these changes is to ensure that the Development Authority is requesting the correct type of document under the right circumstances. This ultimately should provide greater certainty to the development community and ensure proper steps are taken to meet various environmental objectives, regulations and legislations.

**INTEREST HOLDER ENGAGEMENT**

Administration engaged the Biosphere Institute of the Bow Valley to perform a gap analysis and best practice review of other municipalities in Alberta. Through this process interviews were completed with the Town of Banff, Parkland County, City of Edmonton and Banff National Park. A policy review also explored the environmental processes for the Town of Cochrane, Strathcona County and the City of Calgary. The results of this review have been incorporated into the amended EIS Policy.

Additionally, a draft of the amended EIS Policy was circulated twice to BOWDA and Three Sisters Mountain Village (TSMV) and once to the Town's EIS third-party reviewer, who all provided feedback to Administration. The draft amended EIS Policy was updated to reflect comments provided by BOWDA, TSMV, and the Town's third-party reviewer.

**ATTACHMENTS**

- 1) Environmental Impact Statement Policy PD-003
- 2) Summary Table of Environmental Impact Statement Policy Changes
- 3) Environmental Impact Statement Policy PD-003 Redline Changes

**AUTHORIZATION**

Submitted by:	Harry Shnider, RPP, MCIP Manager of Planning and Development	Date: <u>June 4, 2025</u>
Submitted by:	Caitlin Van Gaal Supervisor of Environment and Sustainability	Date: <u>June 4, 2025</u>
Approved by:	Andreas Comeau Manager of Public Works	Date: <u>June 13, 2025</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>June 19, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>June 30, 2025</u>



# Environmental Impact Statement (EIS) Policy

**Policy Number:** PD-003

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

## POLICY STATEMENT

- 1 This policy identifies the scope, content and process for developing an EIS. This policy applies to all EISs required to be prepared for the Town of Canmore.

## PURPOSE

- 2 The purpose of an EIS is to provide sufficient information to the Development Authority or Council, where applicable, so that an informed decision on a Proposal can be made that balances land use, with the preservation and enhancement of natural areas and ecological features. An EIS describes the existing conditions of the Proposal area, identifies natural and environmental features, determines the nature and scale of the potential impacts of the Proposal and identifies how best to avoid or mitigate those impacts.

XXX-2025

## DEFINITIONS

- 3 In this policy:

XXX-2025

- a) “Cumulative Impacts” as described in this policy are intended to ensure that the impacts of the Proposal are not considered in isolation from other developments or plans in the area. Cumulative Impacts are intended to be on a scale appropriate to the level at which an EIS is prepared. For example, an EIS that is submitted for an ASP should consider the Cumulative Impacts of the proposed ASP along with the neighbouring areas. This contrasts with an EIS prepared for a specific site development which may only be required to incorporate the neighbouring properties in the cumulative impact assessment;
- b) “Development Authority” shall have the same meaning and regulation pursuant to Section 1.13 of the Land Use Bylaw. Council shall be the Development Authority where specifically noted in a Direct Control Land Use Bylaw.

XXX-2025

- c) “Proposal” means any planning related application, including development and subdivision permits, statutory and non-statutory plans and/or amendments, and land use amendment. A Proposal may also mean a Town of Canmore led capital project.

XXX-2025

## REQUIREMENT FOR AN EIS

- 4 An EIS shall be required to be prepared and submitted in accordance with the Town’s Municipal Development Plan and/or Land Use Bylaw.

XXX-2025

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

- 5 An EIS must be prepared, signed and stamped by qualified environmental professionals regulated in Alberta, such as a Professional Biologist. For section(s) of the EIS that may fall outside the scope of practice of a qualified environmental professional(s) (e.g. cultural and/or heritage reviews) the professional(s) must note that their sign-off and stamp does not apply to those sections or elements. No environment related sections of the EIS can be excluded from the sign off and stamp. XXX-2025
- 6 All costs related to the preparation of an EIS shall be at the expense of the applicant.
- 7 In accordance with Section 11, all costs related to the Town's third party review of the EIS and EIS Terms of Reference shall be at the expense of the Town of Canmore. XXX-2025

### **EIS TERMS OF REFERENCE**

- 8 An EIS must be tailored such that it is appropriate to the nature, scale and location of the Proposal being evaluated. Typically, large or complex Proposals will require more detailed and extensive research and analysis to develop the EIS than simple or small Proposals. To ensure that the Development Authority or Council, where applicable, has sufficient information to inform the decision before them a Terms of Reference shall be created. The Terms of Reference for an EIS shall be developed by the applicant and their qualified professional(s) and submitted to the Planning and Development Department. The Terms of Reference prepared by the applicant will be reviewed and accepted by the Planning and Development Department and the Town's Third-Party Reviewer. 209-2018; XXX-2025
  - a) Development of the Terms of Reference: A Terms of Reference for an EIS shall identify the information and issues that need to be addressed in relation to the Proposal including the site and study area. All Terms of References shall start with the contents of an EIS listed in section 9 of this policy. This list can be reduced, added to or modified as needed and accepted by the Planning and Development Departments and the Town's Third-Party Reviewer to ensure that all of the information needed to make an informed decision on the Proposal are included in the EIS. The Town will hire a qualified professional(s) to provide input into the Terms of Reference submitted by the applicant and conduct an independent third-party review of the EIS. Notwithstanding the above, the requirement for an independent third-party review of an EIS does not apply to any EIS prepared by or on behalf of the Town. In such cases, the Town shall work with the EIS consultant to develop the Terms of Reference. 209-2018; XXX-2025
  - b) Terms of References where there are multiple studies conducted as part of a Proposal: In some instances, other studies (e.g. transportation impact analysis, slope stability) are prepared as part of a Proposal. Where there is overlap of scope, the Terms of Reference for the EIS may be modified to remove items from the scope that are covered by the other studies. Any recommendation related to environmental impacts covered in other studies should be included in the EIS.

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



- c) Terms of Reference where previous studies have been completed: In some instances, previous studies have been created regarding the subject land or Proposal. Relevant issues will still need to be covered in the EIS, although it is possible that a previous study may meet these requirements. The applicability of previous studies will be evaluated as part of the EIS process.  
XXX-2025
- d) Alterations to Terms of Reference: Where the Terms of Reference are for an EIS related to a Proposal(s), the EIS should be deemed complete by the Planning and Development Department when it addresses all items identified in the Terms of Reference. Alterations to the Terms of Reference should only be required in situations where new information or issues arise pertinent to the Proposal that were not considered when the Terms of Reference was prepared or where the Proposal has been altered substantially from that contemplated when the Terms of Reference was created.  
XXX-2025

### CONTENTS OF AN EIS

- 9 In accordance with 8(a) above, the following is a sample of the issues that typically require evaluation in an EIS. This forms the starting point for developing a Terms of Reference.

- a) Proposal Overview:
  - i) A description of the Proposal.
  - ii) Mapping of the Proposal in relation to existing site conditions and constraints.
  - iii) Identify and describe the applicability of federal or provincial regulations, requirements or restrictions relevant to the study area, and describe how the Proposal will meet the intent or legislative requirements.
  - iv) An overview of the planning policy context, including statutory documents and zoning.  
XXX-2025
- b) Existing Site Conditions – a description of existing environmental conditions, including, but not limited to:
  - i) Site location map with identifying features that show the location of the Proposal site in the Town.
  - ii) Historical air photos (dating back to 1950 where possible, focus on surface water, wetlands, land use changes).
  - iii) Soils, landforms and surficial geology.
  - iv) Hydrological or hydrogeological resources including surface water (ephemeral and permanent drainage patterns), and groundwater.
  - v) Fish and associated habitat.

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

- vi) Wildlife and associated habitat.
  - vii) Vegetation and wetlands (including wetland classification).
  - viii) Wildlife and plant species of concern.
  - ix) Air quality.
  - x) A biophysical inventory and analysis of environmental components to be completed, with surveys to be undertaken during the appropriate season(s), and a discussion of each component's relationship to the local and regional ecosystem.
  - xi) A summary description of the natural features and valued ecosystem components, and the proposed criteria to be applied for evaluation of their significance.
  - xii) Spatial and temporal boundaries used in the EIS.
  - xiii) Hazards and constraints resulting from existing site conditions.
- XXX-2025
- c) Existing Site Conditions – a literature review of previous relevant studies of environmental components within or surrounding the Proposal site.
  - d) Analysis of Impacts:
    - i) Analysis and criteria for evaluating the foreseeable short, medium, and long term positive and negative impacts of the Proposal with respect to fish and associated habitat, vegetation and wetlands, wildlife and plant species of concern, soils and terrain, ground water, surface water quality and quantity, and air quality.
- XXX-2025
- ii) Specific analysis of the human use impacts resulting from the Proposal.
    - iii) Analysis of alternatives and modifications to the Proposal to reduce, avoid or mitigate impacts.
- XXX-2025
- iv) An evaluation of whether the form of the development/Proposal can be accommodated given any identified ecological sensitivities or constraints, including land use type and intensity of the proposed development.
    - v) Analysis of the Cumulative Impacts of the Proposal considering the impacts of adjacent developments.

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

- e) Mitigations, Residual Impacts and their Significance and Conclusions:
  - i) Describe mitigation measures that will reduce or avoid negative impacts of the Proposal or build on positive impacts.
  - ii) Describe how long term human use impacts resulting from the Proposal will be mitigated.
  - iii) Identify residual impacts and the criteria proposed to evaluate their significance.
  - iv) Identify monitoring requirements, and whether more extensive environmental work or study is required.

XXX-2025

### SUBSEQUENT STUDIES

- 10 Where an EIS has been prepared and accepted as part of any Proposal a new EIS is generally not required at a later stage in the approval process, except, in accordance with this policy:

XXX-2025

- a) Where a Proposal is submitted that is not consistent with the Proposal contemplated in a previously submitted and accepted EIS, the Planning and Development Department may require the following:
    - i) A new EIS be submitted which addresses the new Proposal; or
    - ii) An addendum to the previous EIS be submitted that incorporates the proposed changes.
- XXX-2025
- b) Where the prior EIS does not address details or issues pertinent to land use and development impacts, an addendum to the original EIS will be required by the Planning and Development Department. The Terms of Reference for such an addendum may be limited to the land use and development issues and mitigations.
- XXX-2025
- c) Where an amount of time has passed since a prior EIS was submitted and accepted, such that the science supporting the assessment may have changed and/or the impacts and/or mitigations identified in the prior EIS may no longer be appropriate or valid, the Planning and Development Department may require the following:
    - i) An update in writing be submitted by a qualified environmental professional to state that the content of the original EIS is still relevant and meets current standards or that an update to the EIS is required.
    - ii) A new EIS or addendum to the previous EIS to be submitted to account for changes in the assessment process, expired assessments, or identified impacts or mitigations.

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

- d) Where there has been a change to the landscape and/or site conditions adjacent to or within the development footprint the Planning and Development Department may require either:
  - i) a new EIS be submitted, which addresses the landscape changes; or
  - ii) an addendum to the previous EIS be submitted, which incorporates the proposed changes; or
  - iii) an update in writing from a qualified environmental professional stating that the contents of the originally submitted and accepted EIS are still relevant and applicable.

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#### **SUBMISSION OF THE EIS**

- 11 The EIS shall be submitted electronically.
- 12 Any documents referenced in the EIS shall be made available electronically to the Town of Canmore upon request.

#### **REFERRALS**

- 13 The Town may at its discretion refer anything covered under this policy for comment. Typical referrals include:
  - a) Province of Alberta.
  - b) Third Party Reviewer.

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#### **THIRD-PARTY REVIEW**

- 14 The EISs will be reviewed by a relevant qualified professional(s).
- 15 The Third-Party Reviewer will act as an independent consultant and will report directly to the Planning and Development Department.
- 16 For a more effective and efficient third-party review process, the Town's consultant should be engaged and involved from the beginning of the EIS process, rather than upon submission of the EIS to the Town. The Third-Party Reviewer may identify and make recommendations on how to reduce, mitigate or avoid negative impacts of the Proposal including raising concerns if the negative impacts cannot be satisfactorily reduced, mitigated or avoided.
- 17 All costs associated to a third-party review will be at the expense of the Town of Canmore.
- 18 Notwithstanding the above, the requirement for an independent third-party review of an EIS does not apply to any EIS prepared by or on behalf of the Town.

209-2018

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

### ENSURING EIS MITIGATION ACHIEVED

- 19 Where an EIS identifies mitigation measures, these measures shall be incorporated into the relevant planning and engineering documents or approvals to ensure that they are carried out. For example, construction mitigation measures form part of a construction management plan and shall be incorporated as conditions of approval for subdivisions and development permits. Similarly, conditions regarding land use level details such as setbacks shall be incorporated into the relevant land use district.

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### EXCEPTIONS

- 20 The Town's Corporate Strategic Team may allow exceptions to this policy if the requested exception(s) conform with the Municipal Development Plan.

XXX-2025

### STRATEGIC ALIGNMENT

- 21 In accordance with the Town of Canmore Council Strategic Plan 2023-26, this policy is in alignment with the environmental goal: *Canmore is a recognized leader in managing human impact on our environment.*

XXX-2025

### RESPONSIBILITIES

- 22 The Planning and Development Department shall be responsible for the maintenance of this policy.
- 23 The Planning and Development Department shall only accept Environmental Impact Statements that comply with this policy.
- 24 The Planning and Development Department shall ensure this policy is available on the Town's website.
- 25 The Planning and Development Department shall ensure that all submitted EISs are reviewed by an approved and contracted Third-Party Reviewer.

XXX-2025

### POLICY REVIEW

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

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

## RELATED DOCUMENTS

Town of Canmore Municipal Development Plan

Town of Canmore Land Use Bylaw

Town of Canmore FireSmart Mitigation Strategy

Bow Corridor Ecosystem Advisory Group Wildlife Corridor and Habitat Patch Guidelines for the Bow Valley (2012)

Federal and Provincial Legislations and Regulations: any EIS submitted to the Town of Canmore must adhere to the following Legislations and Regulations and any related Standards, Guidelines, Directive and Codes of Practice that fall from, or are related to, these Legislations and Regulations. This may include but is not limited to the following:

- Canadian Environmental Protection Act
- The Fisheries Act (federal and provincial)
- Navigable Waters Protection Act
- Migratory Birds Convention Act
- Public Lands Act
- Water Act (federal and provincial)
- Water (Ministerial) Regulation
- Species at Risk Act
- Environmental Protection and Enhancement Act
- Wildlife Act
- Alberta Wetland Policy (2013)
- Stepping Back from the Water (2012)
- Municipal Government Act
- Alberta Land Stewardship Act and South Saskatchewan Regional Plan

XXX-2025

## ATTACHMENTS

None.

## AUTHORIZATION:

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

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

## REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2016-09-27	265-2016	Environmental Impact Statement (EIS) Policy
Amended	2018-10-02	209-2018	Name Change: Environmental Impact Statement (EIS) Policy PD-003 and general language update
Amended	2025-07-08	XXX-2025	General language update to best align with current EIS practices.

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



## Environmental Impact Statement Policy Changes:

Proposed Changes	Reasoning
Grammatical edits made throughout the policy	Small wording or sentence structure changes made throughout the policy provide clarity and ease of reading. These grammatical changes are not all captured in this document.
Updated the Purpose statement	Minor sentence structure and grammatical edits to provide clarity to the EIS Policy Purpose.
Edit Purpose section to change “decision making authority” with “Development Authority or Council, where applicable”	Provides clarity on who the decision making authority is.
Add definitions for “Development Authority” and “Proposal”	Provides clarity for Policy interpretation
Edit Responsibilities section to change “Town of Canmore” for “Planning and Development Department”	Provides clarity on roles and responsibilities
Edit Responsibilities section to remove that the Planning and Development Department ensure “all decision making authorities are provided with a copy of this policy” to ensure the Policy “is available on the Town’s website”.	This edit reflects how the process is occurring in practice.
Add additional statement in the Responsibilities Section “The Planning and Development Department shall ensure that all submitted EISs are reviewed by an approved and contracted third-party reviewer”.	The added clause provides clarity on the responsibility of the Town to have all EIS reviewed by a qualified professional.
Add additional statement for Requirement for an EIS section - ‘An EIS will be required to be prepared, signed and stamped by an environmental professional regulated in Alberta, such as a Professional Biologist, For section(s) of the EIS that may fall outside the scope of practice of a qualified environmental professional(s) (e.g. cultural and/or heritage reviews) the professional(s) must note that their sign-off and stamp does not apply to those sections or elements. No environment related sections of the EIS can be excluded from the sign off and stamp.”	<p>This provides clear guidance to the applicant that the EIS must be completed by a qualified professional. This also provides assurance to the Town that all submitted EISs have been completed by a qualified professional.</p> <p>This was added in response to feedback from BOWDA, and accounts for contents that may be submitted as part of a larger EIS that falls outside the typical scope of a Biologist or other qualified environmental professional.</p>
Add additional statement for “Requirement for an EIS - In accordance with Section 10, all costs related to the Town’s third party review of	This provides clarity on who is responsible for covering the cost of the EIS review.

Proposed Changes	Reasoning
the EIS and EIS Terms of Reference shall be at the expense of the Town of Canmore”	
Edit EIS Terms of Reference section from “The Terms of Reference shall be developed by administration with input from qualified professional(s)” to “The Terms of Reference shall be developed by the applicant and their qualified professional(s) and submitted to the Planning and Development Department. The Terms of Reference prepared by the applicant will be reviewed and accepted by the Planning and Development Department and the Town’s Third-Party Reviewer.”	This change better reflects what is occurring in practice and the available expertise and resource capabilities within administration.
Removed statement in EIS Terms of Reference section “An EIS is intended to have a scope limited to those issues relevant to the proposal”	Statement removed as it may limit the ability to examine the cumulative impacts associated with the EIS subject site.
Add statement in EIS Terms of Reference – Development of the Terms of Reference section - “and accepted by the Planning and Development Department and the Town’s Third Party Reviewer” and “submitted by the applicant” to align with edits to the section.	Text edits to align with edits from section 6 that state the Terms of Reference are to be completed by the applicant and that the Town will conduct a third party review.
Add statement in EIS Terms of Reference – Terms of Reference where there are multiple studies conducted as part of the Proposal section - “Any recommendation covered in other studies related to environmental impacts should be accounted for in the EIS”	Addition ensures the EIS captures and considers the results of previous assessments. Compiling the results into one document provides clarity for the reviewer(s).
Add statement in EIS Terms of Reference – Alterations to Terms of Reference section - “decision making authority” with “Planning and Development Department”	Provides clarity on roles and responsibilities
Add statement in Content of an EIS – Proposal Overview section - “Identify and describe the applicability”, “regulations”, “area” and “describe”	Additions provide clarity to the applicants and reviewers by ensuring the EIS complies with higher level Provincial or Federal governing documents.
Add statement in Content of an EIS – Existing Site Conditions section - “but not limited to”	Addition provides more clarity and allows for flexibility if studies or assessments not listed in the EIS policy are required.

<b>Proposed Changes</b>	<b>Reasoning</b>
Add statement in Content of an EIS – Existing Site Conditions section – “with identifying features that show the location and the proposal site in Town”	Addition recommended by Third Party Review to provide additional clarity to the reader
Add statement in Content of an EIS – Existing Site Conditions section - “Historical air photos (dating back to 1950 where possible, focus on surface water, wetlands, land use changes)”	Addition provides clear direction of expectations of content within an EIS. Addition is consistent with requirements of other impact assessments requested in other municipalities.
Add statement in Content of an EIS – Existing Site Conditions section - “surface water (ephemeral and permanent drainage patterns) and groundwater”	Addition provides clarity on what should be included when referencing hydrological and hydrogeological resources.
Add statement in Content of an EIS – Existing Site Conditions section: “v. Fish and associated habitat, vi. Wildlife and associated habitat, vii. Vegetation and wetlands (including wetland classification), viii. Wildlife and plant species of concern ix. Air quality”	Addition recommended by Third Party Reviewer and is consistent with section 6.3.
Update statement in Content of an EIS – Existing Site Conditions section - “A biophysical inventory and analysis of environmental components to be completed, with surveys to be undertaken during the appropriate season(s), and a discussion of each components relationship to the local and regional ecosystem,”	Addition provides clear direction that all biophysical inventories and analysis must be undertaken in the appropriate season(s) and described in the larger ecosystem context.
Add statement in Content of an EIS – Existing Site Conditions section - “a valued ecosystem”	Provides additional clarity as recommended by the Third Party Reviewer
Add statement in Content of an EIS – Existing Site Conditions section - “Spatial and temporal boundaries used in the EIS, and”	Provides additional clarity for the reader.
Add statement in Content of an EIS – Existing Site Conditions section - “of environmental components within or surrounding the proposal site”	Provides clearer parameters for those developing and reviewing EISs.

<b>Proposed Changes</b>	<b>Reasoning</b>
Add statement in Content of an EIS - Analysis of Impact section: “and wetlands” “Wildlife and plant species of concern,” “quality and quantity” Item moved from a list format to a paragraph format.	Additions recommended by the Third Party Reviewer to provide clarity and consistency with other environmental reporting
Change to heading in Content of an EIS from “Mitigation, Recommendations & Conclusions” to “Mitigations, Residual Impacts and their Significance, and Conclusion”	Recommendation of Third Party Reviewer to more accurately describe what the Town is trying to identify by noting the residual impacts.
Change to statements in Content of an EIS - Mitigations, Residual Impacts and their Significance, and Conclusion section – updated descriptor terminology	Changes align with Section 6.4 heading change to better reflect the Town’s desired deliverable.
Edit section to change “Subsequent EISs” to “Subsequent Studies”	The word “studies” is broader and may reflect the other environmental work that has been completed for a proposed site
Edits to Subsequent Studies section – the removal of several clauses and replaced with a more streamlined description of when an update, new or amended EIS would be required. New reasons include updated scientific processes and changes to the surrounding landscape.	Edits provide clarity on when a supplemental, amended or update EIS may be required or should be requested by Town administration. This change is in alignment with the approach taken by other municipalities in Alberta.
Edit to Referrals section - removed “Canmore’s environmental advisory review committee” and added “Third Party Reviewer”	Edits reflect current process with the removal by Council of the Environmental Advisory Review Committee in 2022.
Add to Third Party Review section “Planning and Development Department”	This addition provides clarity in who within the Town is overseeing the Third Party Reviewer contract and work.
Add to Ensuring EIS Mitigation Achieved section “and engineering” “form part of a construction management plan, and”	Provides clarity that the recommended mitigation measures from the EIS may be included in documents from both Planning and Engineering.
Edit to Exceptions section to delegate the Town’s Corporate Strategic Team as the body to allow exceptions to the EIS Policy as long as they conform with the MDP, instead of Council.	Edits allow for a more streamlined process and remove/reduce time constraints by delegating the authority to approve exceptions to the Corporate Strategic Team (Town CAO and Town General Managers)

Proposed Changes	Reasoning
Update to Strategic Alignment section to reflect Council's 2023-26 Strategic Plan	Update reference to the correct Council Strategic Plan and environmental goal.
Insert Responsibilities section from earlier in the Policy document	Movement of the Responsibilities section to the end of the Policy aligns with the new policy template.
Update to Related Documents and Regulation section.	Updated language to reflect the requirement that any EIS submitted to the Town must comply with all applicable environmental legislation and regulations, and any related standards, guidelines, directives, or codes of practice. The list of applicable regulations and legislation was updated to reflect any name changes or updated versions.



# Environmental Impact Statement (EIS) Policy

**POLICY NUMBER:** PD-003

**APPROVED AS OF:** ~~October 2, 2018~~ July 8, 2025

## 1. POLICY STATEMENT

This policy identifies the scope, content and process for developing an EIS. This policy applies to all EISs required to be prepared for the Town of Canmore.

## 2. PURPOSE

The purpose of an EIS is to provide sufficient information to the ~~Development decision making Authority or Council, where applicable, so that an~~ informed decision ~~on a Proposal can be made~~ that balances land use, ~~with the~~ ~~preservat~~ions and ~~enhance~~enhancements of natural areas and ecological features, ~~proposal~~. An EIS ~~outlines-describes the~~ existing conditions ~~of the Proposal area~~, identifies ~~significant~~ natural and ~~ecological-environmental~~ features, determines the nature and scale of the potential impacts ~~generated by aof the~~ Proposal and ~~provides recommendations for~~identifies how best to avoid or mitigate those impacts.

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## 3. DEFINITIONS

~~Unless specifically defined in this section, all terms included in this policy shall be as defined in the MDPI in this policy.~~

- 1) “Cumulative Impacts” as described in this policy are intended to ensure that the impacts of the Proposal are not considered in isolation from other developments or plans in the area. Cumulative impacts are intended to be on a scale appropriate to the level at which an EIS is prepared. For example, an EIS that is submitted for an ASP should consider the cumulative impacts of the proposed ASP along with the neighbouring areas. This contrasts with an EIS prepared for a specific site development which may only be required to incorporate the neighbouring properties in the cumulative impact assessment.

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- 2) “Development Authority” shall have the same meaning and regulation pursuant to Section 1.13 of the Land Use Bylaw. Council shall be the Development Authority where specifically noted in a Direct Control Land Use Bylaw.

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- 4)3) “Proposal” means any planning related application, including development and subdivision permits, statutory and non-statutory plans and/or amendments, and land use amendment. A Proposal may also mean a Town of Canmore led capital project.

XXX-2025

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



**4. RESPONSIBILITIES**

- ~~1) The Planning and Development Department shall be responsible for the maintenance of this policy.~~
- ~~2) The Planning and Development Department Town of Canmore shall only accept Environmental Impact Statements that comply with this policy.~~
- ~~— The Planning and Development Department shall ensure that all decision making authorities are provided with a copy of this policy this policy is available on the Town's website.~~
- ~~3) The Planning and Development Department shall ensure that all submitted EISs are reviewed by an approved and contracted Third Party Reviewer as stated in Section 11.~~

**5.4. REQUIREMENT FOR AN EIS**

- 1) An EIS will shall be required to be prepared and submitted in accordance with the Town's Municipal Development Plan and/or Land Use Bylaw.
- 2) An EIS must be prepared, signed and stamped by qualified environmental professionals regulated in Alberta, such as a Professional Biologist.
  - a) For section(s) of the EIS that may fall outside the scope of practice of a qualified environmental professional(s) (e.g. cultural and/or heritage reviews) the professional(s) must note that their sign-off and stamp does not apply to those sections or elements. No environment related sections of the EIS can be excluded from the sign off and stamp.
- 3) All costs related to the preparation of an EIS shall be at the expense of the applicant.
- 2)4) In accordance with Section 10, all costs related to the Town's third party review of the EIS and EIS Terms of Reference shall be at the expense of the Town of Canmore.

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**6.5. EIS TERMS OF REFERENCE**

An EIS must be tailored ~~to be such that it is~~ appropriate to the nature, scale and location of the ~~planning or development~~ Proposal being evaluated. Typically, large or complex Proposals will require more detailed and extensive research and analysis to ~~create-develop~~ the EIS than simple or small Proposals. To ensure that ~~the decision maker~~ Development Authority or Council, where applicable, ~~s~~ has ~~ve~~ sufficient information to inform the decision before them a Terms of Reference shall be created. The Terms of Reference for an EIS shall be developed by the applicant and their qualified professional(s) and submitted to the Planning and Development Department. The Terms of Reference prepared by the applicant will be reviewed and accepted by the Planning and Development Department administration and the Town's Third Party Reviewer. ~~with input from qualified professional(s). An EIS is intended to have a scope limited to those issues relevant to the proposal.~~

~~Amended October 2, 2018 by Resolution 209-2018, XXX-2025~~**1) Development of the Terms of Reference**

A Terms of Reference for an EIS shall identify the information and issues that need to be addressed in relation to the Proposal including the site and study area. All Terms of References shall start with the contents of an EIS listed in section 7 of this policy. This list can be reduced, added to or modified as needed and accepted by the Planning and Development Departments and the Town's Third Party Reviewer to ensure that ~~issues and all of the~~ information needed to make an informed decision on the Proposal are included in the EIS. ~~Prior to development of the Terms of Reference,~~ ~~†~~ The Town will hire a qualified professional(s) to provide input into the Terms of Reference submitted by the applicant and ~~prepare-conduct~~ an independent third party review of the EIS. Notwithstanding the above, the requirement for an independent third party review of an EIS does

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

not apply to any EIS prepared by or on behalf of the Town. In such cases, the Town shall work with the EIS consultant to develop the Terms of Reference.

~~Amended October 2, 2018 by Resolution 209-2018, XXX-2025~~

2) Terms of References where there are multiple studies conducted as part of a Proposal

In some instances, other studies (e.g. transportation impact analysis, slope stability) are prepared as part of a Proposal. ~~In instances where~~ Where there is overlap of scope, the Terms of Reference for the EIS may be modified to remove items from the scope that are covered ~~under those by the~~ other studies. Any recommendation related to environmental impacts covered in other studies should be included in the EIS.

XXX-2025

3) Terms of Reference where previous studies have been completed

In some instances, previous studies have been created regarding the subject land or Proposal. Relevant issues will still need to be covered in the EIS, although it is possible that a previous study may meet these requirements. The applicability of previous ~~reports~~ studies will be evaluated as part of the EIS process.

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4) Alterations to Terms of Reference

Where the Terms of Reference are for an EIS related to ~~planning and development~~ Proposal(s), the EIS should be deemed complete by the Planning and Development Department decision-making authority where when it addresses all items identified in the Terms of Reference. Alterations to the Terms of Reference should only be required in situations where new information or issues arise pertinent to the Proposal that were not considered when the Terms of Reference was prepared or where the Proposal has been altered substantially from that contemplated when the Terms of Reference was created.

XXX-2025

## 7.6. CONTENTS OF AN EIS

In accordance with ~~86(a)~~ 86(a) above, the following is a sample of the issues that typically require evaluation in an EIS. This forms the starting point for developing a Terms of Reference.

1) Proposal Overview

- a. A description of the Proposal.
- b. Mapping of the Proposal in relation to existing site conditions and constraints.
- c. ~~Identification~~ Identify and describe the applicability of federal or provincial regulations, requirements or restrictions relevant to the study area, and describe how the Proposal will meet the intent or legislative requirements.
- d. An overview of the planning policy context, including statutory documents and zoning.

XXX-2025

2) Existing Site Conditions

- a. A description of existing environmental conditions, including, but not limited to:
  - i. Site location map with identifying features that show the location of the Proposal site in the Town;

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- ~~iii.~~ Historical air photos (dating back to 1950 where possible, focus on surface water, wetlands, land use changes)
  - ~~iii.~~ Soils, landforms and surficial geology,
  - ~~iv.~~ Hydrological or hydrogeological resources including surface water (ephemeral and permanent drainage patterns), wetlands, and groundwater,
  - v. Fish and associated habitat,
  - vi. Wildlife and associated habitat,
  - vii. Vegetation and wetlands (including wetland classification),
  - viii. Wildlife and plant species of concern,
  - ix. Air quality.
  - ~~iv.x.~~ A biophysical inventory and analysis of ~~terrestrial and aquatic communities~~ environmental components to be completed, with surveys to be (studies being undertaken during the appropriate season(s), and a discussion of each component's the relationship to the ~~larger~~ local and regional ecosystem,
  - xi. A summary description of the natural features and- valued ecosystem components, and the proposed criteria to be applied for evaluation of their significance, and
  - ~~v.xii.~~ Spatial and temporal boundaries used in the EIS, and
  - ~~vi.xiii.~~ Hazards and constraints resulting from existing site conditions.
- b. A literature review of previous relevant studies of environmental components within or surrounding the Proposal site.

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### 3) Analysis of Impacts

- a. Analysis and criteria for evaluating ~~on~~ of the foreseeable short, medium, and long term positive and negative impacts of the Proposal with respect to fish and associated habitat, vegetation and wetlands, wildlife and plant species of concern, soils and terrain, ground water, surface water quality and quantity, and air quality.

Fish and associated habitat, XXX-2025

- ~~i.~~
  - ~~ii.~~ Wildlife and associated habitat,
  - ~~—~~ Vegetation and wetlands,
  - ~~iii.~~ Wildlife and plant species of concern,
  - ~~iv.~~ Soils and terrain,
  - ~~v.~~ Ground water impacts,
  - ~~vi.~~ Surface water impacts quality and quantity, and
  - ~~vii.~~ Air quality.
- b. Specific analysis of the human use impacts resulting from the Proposal.
- c. Analysis of alternatives and modifications to the Proposal to ~~limit or remove~~ reduce, avoid or mitigate impacts.

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~~e.d.~~

- ~~d.c.~~ An evaluation of whether the form of the development/Proposal can be accommodated given any identified ecological sensitivities or constraints, including land use type and intensity of the proposed development.

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~~e.f.~~ Analysis of the cumulative impacts of the Proposal considering the impacts of adjacent developments.

- 4) ~~Mitigations, Recommendations-Residual Impacts and their Significance and~~ Conclusions
- ~~Provide recommendations for how to~~ Describe mitigation measures that will reduce ~~or~~, avoid ~~or mitigate~~ negative impacts ~~of the Proposal~~ or build on positive impacts.
  - ~~Specific recommendations on how to mitigate~~ Describe how long term human use impacts resulting from the ~~P~~proposal ~~will be mitigated~~.
  - Identify ~~ification of~~ residual impacts and ~~the~~ criteria proposed to evaluate their significance.
  - ~~Identify~~ Identify monitoring requirements, and whether more extensive environmental work ~~or study~~ is required.

XXX-2025

### **8.7. SUBSEQUENT EISs STUDIES**

- ~~As described in greater detail in the following sections, W~~where an EIS has been prepared and accepted as part of ~~any Proposal~~ a statutory plan, land use bylaw or development approval, a new EIS is generally not required at a later stage in the approval process, ~~except, in accordance with this policy, unless the planning or development proposal changes significantly.~~
- ~~Where a planning or development proposal is submitted that is generally consistent with that contemplated in an EIS submitted as part of an ASP, ARP, or Land Use application the following shall apply:~~
  - ~~If the prior EIS includes details pertinent to land use and development level impacts and mitigations, the Town may, at its discretion, waive the requirement for further EISs at the land use, subdivision or development permit stage.~~  
If the prior EIS does not address details or issues pertinent to land use and development level impacts an addendum to the original EIS should be required by the Town. The Terms of Reference for such an addendum shall be limited to the land use and development level issues and mitigations.
- ~~Where a planning or development proposal is submitted that is not consistent with the proposal contemplated in an EIS submitted as part of an ASP, ARP, or Land Use application the Town shall, at its discretion, as to which one, require either:~~
  - ~~a new EIS to be submitted which addresses the new proposal; or~~
  - ~~An addendum to the previous EIS be submitted which incorporates the proposed changes.~~  
Where a Proposal is submitted that is not consistent with the Proposal contemplated in a previously submitted and accepted EIS, the Planning and Development Department may require the following:
    - a new EIS be submitted which addresses the new Proposal; or
    - An addendum to the previous EIS be submitted that incorporates the proposed changes.
  - Where the prior EIS does not address details or issues pertinent to land use and development impacts, an addendum to the original EIS will be required by the Planning and Development Department. The Terms of Reference for such an addendum may be limited to the land use and development issues and mitigations.
  - Where an amount of time has passed since a prior EIS was submitted and accepted, such that the science supporting the assessment may have changed and/or the impacts and/or mitigations

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- identified in the prior EIS may no longer be appropriate or valid, the Planning and Development Department may require the following:
- (i) an update in writing be submitted by a qualified environmental professional to state that the content of the original EIS is still relevant and meets current standards or that an update to the EIS is required.
  - (ii) a new EIS or addendum to the previous EIS to be submitted to account for changes in the assessment process, expired assessments, or identified impacts or mitigations.
- d) Where there has been a change to the landscape and/or site conditions adjacent to or within the development footprint the Planning and Development Department may require either:
- (i) a new EIS be submitted, which addresses the landscape changes; or
  - (ii) an addendum to the previous EIS be submitted, which incorporates the proposed changes;
- or
- (iii) an update in writing from a qualified environmental professional stating that the contents of the originally submitted and accepted EIS are still relevant and applicable.

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#### **9.8. SUBMISSION OF THE EIS**

- 1) The EIS shall be submitted electronically.
- 2) Any documents referenced in the EIS shall be made available electronically to the Town of Canmore upon request.

#### **10.9. REFERRALS**

- 1) The Town may at its discretion refer anything covered under this policy for comment. Typical referrals include:
  - a) Province of Alberta (generally Alberta Environment and Parks)
  - ~~b) Canmore's environmental advisory review committee~~
  - b) Third Party Reviewer

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#### **11.10. THIRD PARTY REVIEW**

- 1) EISs will be reviewed by a relevant qualified professional(s).
- 2) The ~~T~~third ~~P~~party ~~R~~eviewer will act as an independent consultant and will report directly to the Planning and Development Department.
- 3) For a more effective and efficient third party review process, the Town's consultant should be engaged and involved from the beginning of the EIS process, rather than upon submission of the EIS to the Town. The ~~T~~third ~~P~~party ~~R~~eviewer ~~will~~ may identify and make recommendations on how to reduce, mitigate or avoid negative impacts of the Proposal including raising concerns if the negative impacts cannot be satisfactorily reduced, mitigated or avoided.
- 4) All costs associated to a third party review will be at the expense of the Town of Canmore.
- 5) Notwithstanding the above, the requirement for an independent third party review of an EIS does not apply to any EIS prepared by or on behalf of the Town.

~~Amended October 2, 2018 by Resolution 209-2018, XXX-2025~~

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

**12.11. ENSURING EIS MITIGATIONS ACHIEVED**

- 1) Where an EIS identifies mitigation measures, these measures shall be incorporated into the relevant planning ~~and engineering~~ documents or approvals to ensure that they are carried out. For example, construction mitigation measures ~~form part of a construction management plan, and plan and~~ shall be incorporated as conditions of approval for subdivisions and development permits. Similarly, conditions regarding land use level details such as setbacks shall be incorporated into the relevant land use district.

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**13.12. EXCEPTIONS**

- 1) ~~The Town's Corporate Strategic Team may allow e~~Exceptions to this policy ~~may be made by majority vote of Council provided that if the~~ requested exception(s) ~~is not inconsistent conform~~ with the Municipal Development Plan.

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**14.13. STRATEGIC ALIGNMENT**

In accordance with the Town of Canmore Council Strategic Plan 20~~23~~~~46-26~~~~48~~, this policy is in alignment with the environmental goal: *Canmore is ~~a municipal leader in environmental stewardship; a recognized leader in managing human impact on our environment.~~*

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**14. RESPONSIBILITIES**

- 1) The Planning and Development Department shall be responsible for the maintenance of this policy.
- 2) The Planning and Development Department shall only accept Environmental Impact Statements that comply with this policy.
- 3) The Planning and Development Department shall ensure this policy is available on the Town's website.
- 4) The Planning and Development Department shall ensure that all submitted EISs are reviewed by an approved and contracted Third-Party Reviewer.

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**15. RELATED DOCUMENTS AND REGULATIONS**

- 1) Town of Canmore Municipal Development Plan
- 2) Town of Canmore Land Use Bylaw
- 3) Town of Canmore FireSmart Mitigation Strategy
- 4) Bow Corridor Ecosystem Advisory Group *Wildlife Corridor and Habitat Patch Guidelines for the Bow Valley* (2012)
- ~~5) Alberta Wetland Policy (2013)~~
- ~~6) Provincial Wetland Restoration/Compensation Guide (2005)~~
- ~~7) Stepping Back from the Water (2012)~~
- 8) ~~5) Federal and Provincial Legislations and Regulations~~ Regulations: any EIS submitted to the Town of Canmore must adhere to the following Legislations and Regulations and any related Standards, Guidelines, Directive and Codes of Practice that fall from, or are related to, these Legislations and Regulations. This may include but is not limited to the following:
  - Canadian Environmental Protection Act

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



- The Fisheries Act (federal and provincial)
- Navigable Waters Protection Act
- ~~—~~ Migratory Birds Convention Act
- ~~—~~
- Public Lands Act
- ~~—~~ Water Act (federal and provincial)
- Water (Ministerial) Regulation
- Species at Risk Act
- Environmental Protection and Enhancement Act
- ~~—~~ Wildlife Act
- Alberta Wetland Policy (2013)
- ~~—~~ Provincial Wetland Restoration/Compensation Guide (2005)
- Stepping Back from the Water (2012)
- ~~—~~
- ~~MM~~unicipal Government Act
- Alberta Land Stewardship Act and South Saskatchewan Regional Plan

XXX-2025

REPEALS POLICY: N/A

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

**AUTHORIZATION:**

~~John Borrowman~~ Sean Krausert  
Mayor

Cheryl Hyde  
Manager, Municipal Clerks Office

**REVISION HISTORY**

<u>Action</u>	<u>Date</u>	<u>Council Motion</u>	<u>Notes</u>
<u>Approved</u>	<u>2016-09-27</u>	<u>265-2016</u>	<u>Environmental Impact Statement (EIS) Policy</u>
<u>Amended</u>	<u>2018-10-02</u>	<u>209-2018</u>	<u>Name Change: Environmental Impact Statement (EIS) Policy PD-003 and general language update</u>
<u>Amended</u>	<u>2025-07-08</u>	<u>XXX-2025</u>	<u>General language update to best align with current EIS practices.</u>

~~Environmental Impact Statement (EIS)~~ ~~Amended~~ ~~2025-06-03~~

~~Environmental Impact Statement (EIS)~~ ~~Amended~~ ~~2018-10-02~~

~~Environmental Impact Statement (EIS)~~ ~~In Effect~~ ~~2016-09-27~~

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



# Request for Decision

**DATE OF MEETING:** July 8, 2025 **AGENDA #:** H 10

**TO:** Council

**SUBJECT:** Purchasing Policy FIN-006 Amendment

**SUBMITTED BY:** Chelsey Gibbons, Manager of Finance

**RECOMMENDATION:** That Council approve Purchasing Policy FIN-006 amended as presented.

## EXECUTIVE SUMMARY

Administration is recommending several amendments to the Purchasing Policy, which include: accounting for the Comprehensive Economic and Trade Agreement (CETA), adding a definition for emergency, and specifically clarifying provisions an emergency may impact, clarifying the distinction of the responsibilities of roles under this policy and those specified in the Designated Officers Bylaw, strengthening language around consideration of sustainability in purchasing decisions, clarifying expectations around documentation for exceptions, and adding a new section around actions for vendors engaging in unethical practices. These amendments are meant to provide greater clarity, particularly for staff engaging in purchasing activities.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The Purchasing Policy was approved on August 22, 2017, by the Finance Committee (#64-2017FIN).

It was subsequently amended on July 6, 2021 (#176-2021) to remove the definition of advertising, increase purchasing authorizations, remove references to local preference (as this was inconsistent with obligations regarding an open process under trade agreements), and adjust the purchasing process limits.

## DISCUSSION

Administration recommends the following amendments to the Purchasing Policy:

Amendment	Rationale
Account for the Comprehensive Economic and Trade Agreement (CETA); reference in section 1 and 27; add definition.	While most purchasing is done with Canadian vendors, there may be opportunities to better leverage alternative markets, particularly given the current political/economic landscape, and so the policy considers relevant international trade agreements.
Added definition for emergency.	The previous policy language referenced an “emergency” scenario, and related provisions, but was silent on the definition of an emergency. A definition has now been included to enhance clarity.
Added definitions for Climate Emergency Action Plan (CEAP), Circular Economy, Embodied Carbon, and Substances of Very High Concern.	Added definitions to support new section of considerations with respect to sustainable procurement and alignment with the CEAP.

Under Purchasing Authorization, clarify roles and responsibilities by distinguishing between approving expenditures under the Purchasing Policy and roles authorized to commit the Town to expenditures under the Designated Officers Bylaw.	Roles authorized to approve expenditures under the Purchasing Policy have some overlap, but not entirely, with the roles authorized to commit the Town to expenditures under the Designated Officers Bylaw, so additional language was added to provide clarification on the distinctions.
Under Purchasing Authorization, add “Emergency purchases may bypass standard procedures with CAO approval”.	Adds explicit language to clarify that exceptions to the policy may exist in emergency situations.
Under Purchasing Guidelines, add “Prior to making new purchases, employees are expected to consider: the need for the purchase, opportunities to extend the life of the existing item or material (if applicable) and meeting the operational need through a different means (e.g. renting vs. purchasing).”	Helps provide guidance around whether the purchase is required.
Under Purchasing Guidelines, remove Sustainability from consideration criteria and instead highlight it in a separate section “To align with the CEAP, all purchasing decisions shall consider energy and greenhouse gas emissions reduction, and resilience to the impacts of climate change.”	As one of the three goals as outlined in the Strategic Plan is around the environment, sustainability has been removed from the consideration criteria, and given more emphasis, by specifically requiring that sustainability and energy efficiency be considered in all purchasing decisions.
A new section with strategies for consideration related to sustainable procurement and in further alignment with the CEAP has been added.	Outlines additional considerations for purchasers in alignment with sustainable procurement and in further alignment with the CEAP.
In section 29, add exceptions “must be documented with justification and...”	Clarify expectation that exceptions are not just authorized but also documented with appropriate justification as is current practice.
Under Prohibitions add a new section “Vendors engaging in bribery, coercion, or unethical practices will be disqualified from current and future procurement opportunities.”	In addition to the current policy language around conflicts of interest from the employee perspective, this adds consideration for prospective suppliers who attempt to participate in bribery or other coercion tactics.
Increased the thresholds in accordance with the tables below.	Purchasing thresholds have been increased to encourage more bids, and to increase efficiencies on the Town side by simplifying administrative time and reducing the number of exceptions currently experienced where the required minimum number of bids are not received.

<b><u>Current Purchasing Policy Thresholds</u></b>	
<b>Goods and Services</b>	
≤\$10,000	No competitive quote required
\$10,001 - \$24,999	Minimum two written quotes/proposals
\$25,000 - \$74,999	RFP/RFQ on Town website; minimum three quotes
≥\$75,000	RFP/RFQ/Tender on Alberta Purchasing Connection; minimum three quotes; disclosure of award
<b>Construction</b>	
≤\$49,999	Minimum two written quotes/proposals
\$50,000 - \$199,999	RFP/RFQ on Town website; minimum three quotes
≥\$200,000	RFP/RFQ/Tender on Alberta Purchasing Connection; minimum three quotes; disclosure of award
<b><u>Amended Purchasing Policy Thresholds</u></b>	
<b>Goods and Services</b>	
≤\$10,000	No competitive quote required
\$10,001 - <b>\$49,999</b>	Minimum two written quotes/proposals
<b>\$50,000</b> - \$74,999	RFP/RFQ on Town website; minimum three quotes
≥\$75,000	RFP/RFQ/Tender on Alberta Purchasing Connection; minimum three quotes; disclosure of award
<b>Construction</b>	
<b>≤\$25,000</b>	<b>No competitive quote required</b>
\$25,001 - <b>\$99,999</b>	Minimum two written quotes/proposals
<b>\$100,000</b> - \$199,999	RFP/RFQ on Town website; minimum three quotes
≥\$200,000	RFP/RFQ/Tender on Alberta Purchasing Connection; minimum three quotes; disclosure of award

#### ANALYSIS OF ALTERNATIVES

Council may choose to leave the existing purchasing thresholds in place, while adopting the remainder of the language amendments for increased clarity only. This is not recommended given the expected efficiencies of the proposed thresholds for both vendors and Town administration.

#### FINANCIAL IMPACTS

The recommended amendments are not anticipated to have any direct financial impact and are anticipated to lead to increased operational efficiencies.

#### INTEREST HOLDER ENGAGEMENT

Feedback from operational departments with significant experience with purchasing activities was included in the development of the amendments (particularly the Municipal Infrastructure and Information Technology groups).

Colliers Project Leaders were also retained to support the review of the current policy to identify potential opportunities for amendments based on industry leading practices and assist in a review of existing legislative policies to provide guidance on improving the overall approach. Some of the recommendations have been addressed with the included amendments, and some may inform future updates or accompanying procedures or documents.

#### ATTACHMENTS

- 1) Purchasing Policy FIN-006
- 2) Purchasing Policy FIN-006 – Redline

**AUTHORIZATION**

Submitted by:	Chelsey Gibbons Manager of Financial Services	Date: <u>June 16, 2025</u>
Approved by:	Dustin Schinbein General Manager, Corporate Services	Date: <u>June 17, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>June 30, 2025</u>





# Purchasing Policy

**Policy Number:** FIN-006

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

## POLICY STATEMENT

- 1 It is the policy of the Town of Canmore to foster open, transparent, and accountable purchasing practices that comply with provincial legislation and relevant agreements such as CETA, CFTA and NWPTA.

XXX-2025

## PURPOSE

- 2 The purpose of this policy is to establish the practices under which the Town conducts purchasing activities.

## DEFINITIONS

- 3 In this policy:

a) *Repealed 176-2021*

b) “Best Value For Money” means the most advantageous balance between performance, price, operating (lifecycle) costs and quality.

XXX-2025

c) “CEAP” means the Climate Emergency Action Plan, adopted by Town of Canmore Council in 2024 to guide efforts to reduce greenhouse gas emissions to net zero and prepare for the impacts of a changing climate.

XXX-2025

d) “CETA” means the Comprehensive Economic and Trade Agreement between Canada and the European Union, which provides access to EU government contracts and promotes fair, transparent procurement.

XXX-2025

e) “CFTA” means the Canadian Free Trade Agreement, an intergovernmental Canadian trade agreement established to replace the Agreement on Internal Trade (AIT, developed to reduce and eliminate, to the extent possible, barriers to the free movement of persons, goods, services, and investments within Canada by establishing an open, efficient, and stable domestic market that enhances the flow of goods and services, investment, and labour mobility, eliminates technical barriers to trade, greatly expands procurement coverage, and promotes regulatory cooperation within Canada.

f) “Circular Economy” means a system approach based on designing out waste and pollution, keeping products and materials in use, and regenerating natural systems.

XXX-2025

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

- g) “Embodied Carbon” means the total greenhouse gas (GHG) emissions associated with a product’s entire lifecycle.  
XXX-2025
- h) “Emergency” means a situation posing immediate risk to public safety, health, or property, requiring urgent action due to unforeseen circumstances (e.g., critical equipment failure, structural issues, or regulatory mandates).  
XXX-2025
- i) “Essential Services” are municipal services essential to the daily lives of Canmore residents, including but not limited to supply of potable water, treatment of wastewater, road care and maintenance, waste pick-up, and Emergency and protective services.  
XXX-2025
- j) “NWPTA” means the New West Partnership Trade Agreement, an agreement between the Governments of British Columbia, Alberta and Saskatchewan to form a barrier-free interprovincial market.
- k) “Procurement Value” means the total estimated cost, net of Federal and Provincial taxes, of the goods or services that are or will be procured over the longer of:
- i) the term of a procurement contract, including any extension options, or
  - ii) the period commencing with the first procurement from a vendor or service provider and ending 12 months from that date.
- l) “Purchase” means to acquire goods, services, or construction in response to a business need.  
XXX-2025
- m) “Request For Proposal” means an invitation for a supplier to propose a solution to a problem, requirement or objective. It defines the scope of the project, deliverables or supplies and the criteria that will be used to identify the successful proposal.  
XXX-2025
- n) “Request For Quotation” means a request for a supplier to provide prices on specific products and/or services.  
XXX-2025
- o) “Substances of Very High Concern” means chemicals that can have serious, potentially irreversible, negative effects on human health or the environment.  
XXX-2025
- p) “Tender” means a formal public invitation to suppliers to bid on the provision of a service at a specific price, based on detailed specifications.

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

## **PURCHASING AUTHORIZATION**

- 4 The chief administrative officer, general managers, managers, supervisors, and project managers are authorized to approve expenditures (e.g. invoices) within the capital and operating budgets approved by council for their service area or areas.  
XXX-2025
- 5 For clarity on designated signing authorities for contracts, refer to Designated Officers Bylaw 2014-17, which outlines roles authorized to commit the Town to expenditures.  
XXX-2025
- 6 An expenditure not included in the approved operating or capital budget must be approved by council before the expenditure is made, unless the Purchase is due to an Emergency. Emergency Purchases may bypass standard procedures with CAO approval.  
XXX-2025
- 7 In the event of an Emergency, the chief administrative officer is authorized to make expenditures not included in the approved operating or capital budget to ensure continuous delivery of the Town's Essential Services.

## **PURCHASING GUIDELINES**

- 8 Prior to making new Purchases, employees are expected to consider: the need for the Purchase, opportunities to extend the life of the existing item or material (if applicable) and meeting the operational need through a different means (ex: renting vs. purchasing).  
XXX-2025
- 9 All purchasing decisions shall be based on the principles of transparency and obtaining the Best Value For Money, considering any of the following criteria, as applicable:
  - a) fitness for purpose,
  - b) quality,
  - c) reliability,
  - d) price competitiveness,
  - e) lifetime costs and transaction costs,
  - f) useful-life expectancy,
  - g) innovation,
  - h) assurance of supply and deliverability,
  - i) anticipated customer service,
  - j) past performance, and
  - k) experience.XXX-2025

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

- 10 The lowest price will normally be accepted but shall not be the sole determinate of Best Value For Money. To align with the CEAP, all purchasing decisions shall consider energy and greenhouse gas emissions reduction, and resilience to the impacts of climate change.

XXX-2025

- 11 Additional strategies for consideration related to sustainable procurement and in further alignment with the CEAP are as follows:

- a) Utilize processes, technologies, products, or services that reduce consumption of natural resources or chemicals.
- b) Employ processes, technologies, products, or services that reduce waste.
- c) Seek processes, technologies, products, or services that support a Circular Economy.
- d) Seek processes, technologies, products, or services that support biodiversity and healthy, resilient natural habitats.
- e) Seek out, specify, and Purchase products with lower Embodied Carbon than the status quo.
- f) Seek out, specify and Purchase products that minimize exposure of Substances of Very High Concern to people and the environment.
- g) Seek out processes, technologies, goods, or services that support transparency in either or both the Town's supply chain or product disposal endpoints regarding compliance with environmental regulations and rights in the workplace.

- 12 *Repealed 176-2021*

- 13 Joint purchasing with other agencies, such as the Rural Municipalities of Alberta (RMA) or Alberta Urban Municipalities Association (AUMA), and municipalities is encouraged whenever it is in the interest of obtaining Best Value For Money.

## **PURCHASING PROCESS**

- 14 For Purchases of goods and services of \$10,000 or less and for construction with a Procurement Value of \$25,000 or less:

- a) no competitive quote is required; and
- b) where more than one supplier has been considered, the employee making the Purchase must record the reason for their selection.

176-2021; XXX-2025

- 15 For Purchases of goods and services between \$10,001 and \$49,999 and of construction between \$25,001 and \$99,999, a minimum of two written quotations or proposals must be received.

176-2021; XXX-2025

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

16 For Purchases of goods and services with a Procurement Value between \$50,000 and \$74,999 and of construction with a Procurement Value between 100,000 and \$199,999:

- a) a Request For Quotations or Request For Proposals must be issued and posted on the Town website, and
- b) a minimum of three written quotations or proposals must be received.

176-2021; XXX-2025

17 For Purchases of goods and services with a Procurement Value of \$75,000 or greater, and for construction with a Procurement Value of \$200,000 or greater:

- a) a Request For Quotations, Request For Proposals or Tender must be issued and posted through an electronic Tendering system such as the Alberta Purchasing Connection, in accordance with CETA, CFTA and NWPTA;
- b) a minimum of three written quotations or proposals must be received; and
- c) in accordance with the requirements of articles 516 and 517 of the CFTA, a detailed public disclosure of the contract award, including the name of the supplier and value of the contract, be made.

XXX-2025

18 If the number of responses received are insufficient to meet the requirements in this policy, the employee initiating the Purchase has the discretion to:

- a) extend the deadline for responses; or
- b) select from among the responses received, if this is approved by the next level of management.

XXX-2025

19 Exceptions to the purchasing process must be documented with justification and authorized by a general manager or the chief administrative officer:

- a) where the compatibility of a Purchase with existing equipment, facilities, or service is a paramount consideration;
- b) where the Purchase can only be made from a sole source;
- c) where an item is Purchased for testing or trial use;
- d) where the only supplier is a department, agency, or utility of the federal, provincial, regional, or municipal government;
- e) where the Purchase is of a highly specialized nature and/or is available from only one supplier;

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

- f) where professional qualifications are a paramount consideration; or
- g) in an Emergency.

XXX-2025

- 20 Purchases may be combined into a single Purchase if this results in Best Value For Money.
- 21 When Purchases are combined in accordance with section 20, this policy will apply as if the combined Purchases were one Purchase.
- 22 Contracts may be extended:
  - a) where there is a continuing need for the product or service being supplied;
  - b) where the additional obligations would be contained within a normal operating or capital budget approved by Council; and
  - c) where the extension was either provided for in the original Request For Quotations, Request For Proposals or Tender, or was offered through a purchasing process approved in this policy.

## **PROHIBITIONS**

- 23 Employees may not seek or receive personal gain when engaging in purchasing activities for the Town.
- 24 Employees who are responsible for managing or supervising a contract:
  - a) are prohibited from providing goods or services related to that contract; and
  - b) may not participate in the arrangement of a contract involving a business in which a member of the employee's immediate family has a financial interest or holds a position of influence or authority.
- 25 Purchases may not be split to avoid the requirements of this policy.
- 26 Vendors engaging in bribery, coercion, or unethical practices will be disqualified from current and future procurement opportunities.

XXX-2025

XXX-2025

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



**RESPONSIBILITIES**

27 The chief administrative officer must ensure:

- a) all employees are aware of and understand this policy,
- b) all employees comply with this policy, and
- c) the policy is reviewed once every four years, or when a practice changes.

28 Any employee engaged in purchasing for the Town must ensure:

- a) all Purchases are performed in accordance with this policy,
- b) all providers are given the same information and equal opportunity,
- c) the selection process is carried out honestly and impartially, and
- d) they can account for all decisions and provide evidence that this Policy was followed.

**POLICY REVIEW**

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

XXX-2025

**RELATED DOCUMENTS**

Budget Amendment Policy  
Employee Code of Conduct Policy  
Designated Officers Bylaw 2014-17

XXX-2025

**REPEALS POLICY:** 147-2013 Purchasing

**AUTHORIZATION:**

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Sean Krausert  
Mayor

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Cheryl Hyde  
Manager, Municipal Clerk's Office

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

**REVISION HISTORY**

Action	Date	Council Motion	Notes
Approved	2005-05-24	234-2005	
Repealed	2013-05-21	147-2013	
Approved	2013-05-21	147-2013	
Repealed	2017-08-22	FIN-006	
Approved	2017-08-22	64-2017FIN-006	Approved by the Finance Committee
Amended	2021-07-06	176-2021	Remove definition of advertising, increase purchasing authorization, remove local preference, adjust purchasing process limits
Amended	2025-07-08	XXX-2025	General language updates

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

	<b>Council Policy</b>
<b>Policy Title:</b>	<b>Purchasing</b>
<b>Policy Number:</b>	FIN-006
<b>Date in Effect:</b>	<del>August 22, 2017</del> <u>July 8, 2025</u>
<b><del>Current as of:</del></b>	<del>July 6, 2021</del>

**POLICY STATEMENT**

1. It is the policy of the Town of Canmore to foster open, transparent, and accountable purchasing practices that comply with provincial legislation and relevant agreements such as CETA, CFTA and NWPTA.

**PURPOSE**

2. The purpose of this policy is to establish the practices under which the Town conducts purchasing activities.

**DEFINITIONS**

3. *Repealed 176-2021*
4. "Best value for money" means the most advantageous balance between performance, price, operating (lifecycle) costs and ~~quality~~;quality.
5. "CEAP" means the Climate Emergency Action Plan, adopted by Town of Canmore Council in 2024 to guide efforts to reduce greenhouse gas emissions to net zero and prepare for the impacts of a changing climate.
- 4-6. "CETA" means the Comprehensive Economic and Trade Agreement between Canada and the European Union, which provides access to EU government contracts and promotes fair, transparent procurement.
7. "CFTA" means the Canadian Free Trade Agreement, an intergovernmental Canadian trade agreement established to replace the Agreement on Internal Trade (AIT, developed to reduce and eliminate, to the extent possible, barriers to the free movement of persons, goods, services, and investments within Canada by establishing an open, efficient, and stable domestic market that enhances the flow of goods and services, investment, and labour mobility, eliminates technical barriers to trade, greatly expands procurement coverage, and promotes regulatory cooperation within Canada.
8. "Circular Economy" means a system approach based on designing out waste and pollution, keeping products and materials in use, and regenerating natural systems.

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

9. “Embodied Carbon” means the total greenhouse gas (GHG) emissions associated with a product’s entire lifecycle.

~~5.10.~~ “Emergency” means a situation posing immediate risk to public safety, health, or property, requiring urgent action due to unforeseen circumstances (e.g., critical equipment failure, structural issues, or regulatory mandates).

~~6.11.~~ “Essential services” are municipal services essential to the daily lives of Canmore residents, including but not limited ~~to~~to supply of potable water, treatment of wastewater, road care and maintenance, waste pick-up, and emergency and protective services.

~~7.12.~~ “NWPTA” means the New West Partnership Trade Agreement, an agreement between the Governments of British Columbia, Alberta and Saskatchewan to form a barrier-free interprovincial market.

~~8.13.~~ “Procurement value” means the total estimated cost, net of Federal and Provincial taxes, of the goods or services that are or will be procured over the longer of:

- a. the term of a procurement contract, including any extension options, or
- b. the period commencing with the first procurement from a vendor or service provider and ending 12 months from that date.

~~9.14.~~ “Purchase” means to acquire goods, services, or construction in response to a business ~~need~~need.

~~10.15.~~ “Request for proposal” means an invitation for a supplier to propose a solution to a problem, requirement or objective. It defines the scope of the project, deliverables or supplies and the criteria that will be used to identify the successful ~~proposal~~proposal.

16. “Request for quotation” means a request for a supplier to provide prices on specific products and/or ~~services~~services.

~~14.17.~~ “Substances of Very High Concern” means chemicals that can have serious, potentially irreversible, negative effects on human health or the environment.

~~12.18.~~ “Tender” means a formal public invitation to suppliers to bid on the provision of a service at a specific price, based on detailed specifications.

## **PURCHASING AUTHORIZATION**

19. The chief administrative officer, general managers, managers, supervisors, and project managers are authorized to approve expenditures (e.g. invoices) within the capital and operating budgets approved by council for their service area or areas.

~~13.20.~~ For clarity on designated signing authorities for contracts, refer to **\*\*Designated Officers Bylaw 2014-17\*\***, which outlines roles authorized to commit the Town to expenditures.

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

~~14.21.~~ An expenditure not included in the approved operating or capital budget must be approved by council before the expenditure is made, unless the purchase is due to an emergency. Emergency purchases may bypass standard procedures with CAO approval.

~~15.22.~~ In the event of an emergency, the chief administrative officer is authorized to make expenditures not included in the approved operating or capital budget to ensure continuous delivery of the Town's essential services.

## PURCHASING GUIDELINES

~~23.~~ Prior to making new purchases, employees are expected to consider: the need for the purchase, opportunities to extend the life of the existing item or material (if applicable) and meeting the operational need through a different means (ex: renting vs. purchasing).

~~16.24.~~ All purchasing decisions shall be based on the principles of transparency and obtaining the best value for money, ~~taking into account~~ considering any of the following criteria, as applicable:

- a) fitness for purpose,
- b) quality,
- c) reliability,
- d) price competitiveness,
- e) lifetime costs and transaction costs,
- f) useful-life expectancy,
- g) innovation,
- ~~h) sustainability,~~
- ~~i) assurance of supply and deliverability,~~
- ~~j) anticipated customer service,~~
- ~~k) past performance, and~~
- ~~l) experience.~~

~~—~~ The lowest price will normally be ~~accepted, but~~ accepted but shall not be the sole determinate of best value for money.

~~25.~~ To align with the CEAP, all purchasing decisions shall consider energy and greenhouse gas emissions reduction, and resilience to the impacts of climate change.

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

26. Additional strategies for consideration related to sustainable procurement and in further alignment with the CEAP are as follows:

- a) Utilize processes, technologies, products, or services that reduce consumption of natural resources or chemicals.
- b) Employ processes, technologies, products, or services that reduce waste.
- c) Seek processes, technologies, products, or services that support a Circular Economy.
- d) Seek processes, technologies, products, or services that support biodiversity and healthy, resilient natural habitats.
- e) Seek out, specify, and purchase products with lower Embodied Carbon than the status quo.
- f) Seek out, specify and purchase products that minimize exposure of Substances of Very High Concern to people and the environment.
- g) Seek out processes, technologies, goods, or services that support transparency in either or both the Town's supply chain or product disposal endpoints regarding compliance with environmental regulations and rights in the workplace.

~~17:27.~~ *Repealed 176-2021*

~~18:28.~~ Joint purchasing with other agencies, such as the Rural Municipalities of Alberta (RMA) or Alberta Urban Municipalities Association (AUMA), and municipalities is encouraged whenever it is in the interest of obtaining best value for money.

## **PURCHASING PROCESS**

~~19:29.~~ For purchases of goods and services of \$10,000 or less and for construction with a procurement value of \$25,000 or less:

- a) no competitive quote is required, and
- b) where more than one supplier has been considered, the employee making the purchase must record the reason for their selection.

176-2021

~~20:30.~~ For purchases of goods and services between \$10,001 and ~~\$24,999~~49,999 and of construction ~~up to \$49,999~~between \$25,001 and \$99,999:

- a) a minimum of two written quotations or proposals must be received.

176-2021

~~21:31.~~ For purchases of goods and services with a procurement value between ~~\$25,000~~50,000 and \$74,999 and of construction with a procurement value between ~~\$50,000~~100,000 and \$199,999:

- a) a request for quotations or request for proposals must be issued and posted on the Town website, and
- b) a minimum of three written quotations or proposals must be received.

176-2021

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



~~22.32.~~ For purchases of goods and services with a procurement value of \$75,000 or greater, and for construction with a procurement value of \$200,000 or greater:

- a) a request for quotations, request for proposals or tender must be issued and posted through an electronic tendering system such as the Alberta Purchasing Connection, in accordance with ~~CETA, CFTA and~~ NWPTA, ~~and CFTA,~~
- b) a minimum of three written quotations or proposals must be received, and
- c) in accordance with the requirements of articles 516 and 517 of the CFTA, a detailed public disclosure of the contract award, including the name of the supplier and value of the contract, be made.

~~23.33.~~ ~~In the event that~~ If the number of responses received are insufficient to meet the requirements in this policy, the employee initiating the purchase has the discretion to:

- a) extend the deadline for responses, or
- b) select from among the responses received, if this is approved by the next level of management.

~~24.34.~~ Exceptions to the purchasing process must be documented with justification and ~~may be~~ authorized by a general manager or the chief administrative officer:

- a) where the compatibility of a purchase with existing equipment, facilities, or service is a paramount consideration,
- b) where the purchase can only be made from a sole source,
- c) where an item is purchased for testing or trial use,
- d) where the only supplier is a department, agency, or utility of the federal, provincial, regional, or municipal government,
- e) where the purchase is of a highly specialized nature and/or is available from only one supplier,
- f) where professional qualifications are a paramount consideration, or
- g) in an emergency.

~~25.35.~~ Purchases may be combined into a single purchase if this results in best value for money.

~~26.36.~~ When purchases are combined in accordance with s.6.7, this policy will apply as if the combined purchases were one purchase.

~~27.37.~~ Contracts may be extended:

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

- a) where there is a continuing need for the product or service being supplied, and
- b) where the additional obligations would be contained within a normal operating or capital budget approved by Council, and
- c) where the extension was either provided for in the original request for quotations, request for proposals or tender, or was offered through a purchasing process approved in this policy.

## PROHIBITIONS

~~28.38.~~ Employees may not seek or receive personal gain when engaging in purchasing activities for the Town.

~~29.39.~~ Employees who are responsible for managing or supervising a contract:

- a) are prohibited from providing goods or services related to that contract,
- b) may not participate in the arrangement of a contract involving a business in which a member of the employee's immediate family has a financial interest or holds a position of influence or authority.

~~40.~~ Purchases may not be split ~~so as to~~ avoid the requirements of this policy.

~~30.41.~~ Vendors engaging in bribery, coercion, or unethical practices will be disqualified from current and future procurement opportunities.

## RESPONSIBILITIES

~~31.42.~~ The chief administrative officer must ensure:

- a) all employees are aware of and understand this policy,
- b) all employees comply with this policy, and
- c) the policy is reviewed once every four years, or when a practice changes.

~~32.43.~~ Any employee engaged in purchasing for the Town must ensure:

- a) all purchases are performed in accordance with this policy,
- b) all providers are given the same information and equal opportunity,
- c) the selection process is carried out honestly and impartially, and
- d) They ~~are able to~~ can account for all decisions and provide evidence that this Policy was followed.

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

## POLICY REVIEW

~~33.44.~~ This policy will be reviewed at least once in every term of Council~~reviewed by Council on or before July 30, 2025.~~

## RELATED DOCUMENTS

- ~~34.45.~~ Budget Amendment Policy
- ~~35.46.~~ Employee Code of Conduct Policy
- ~~36.47.~~ Designated Officers Bylaw 2014-17
- ~~37.~~ Municipal Government Act
- ~~38.~~ Freedom of Information and Protection of Privacy Act
- ~~39.~~ New West Partnership Trade Agreement
- ~~40.48.~~ Canadian Free Trade Agreement

**REPEALS POLICY:** 147-2013 Purchasing

## 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>2005-05-24</u>	<u>234-2005</u>	
<u>Repealed</u>	<u>2013-05-21</u>	<u>147-2013</u>	
<u>Approved</u>	<u>2013-05-21</u>	<u>147-2013</u>	
<u>Repealed</u>	<u>2017-08-22</u>	<u>FIN-006</u>	
<u>Approved</u>	<u>2017-08-22</u>	<u>64-2017FIN-006</u>	<u>Approved by the Finance Committee</u>
<u>Amended</u>	<u>2021-07-06</u>	<u>176-2021</u>	<u>Remove definition of advertising, increase purchasing authorization, remove local preference, adjust purchasing process limits</u>
<u>Amended</u>	<u>2025-07-08</u>	<u>XXX-2025</u>	<u>General language updates</u>
<u>Action</u>	<u>Date</u>	<u>Council Motion</u>	<u>Notes</u>
<u>Approved</u>	<u>2017-08-22</u>	<u>64-2017FIN</u>	<u>Approved by the Finance Committee</u>
<u>Amended</u>	<u>2021-07-06</u>	<u>176-2021</u>	<u>Remove definition of advertising, increase purchasing authorization, remove local preference, adjust purchasing process limits</u>

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



# Request for Decision

**DATE OF MEETING:** July 8, 2025 **AGENDA #:** H 11

**TO:** Council

**SUBJECT:** Debt Management Policy FIN-003 Amendment

**SUBMITTED BY:** Chelsey Gibbons, Manager of Finance

**RECOMMENDATION:** That Council approve Debt Management Policy FIN-003 amended as presented.

## EXECUTIVE SUMMARY

Administration is recommending several amendments to the Debt Management Policy, including clarifying references and definitions, and softening language regarding actions to be taken while honouring the original intent of the provisions. These are intended to help strengthen the policy by refining the language, cleaning up historic issues, and ensuring the policy and associated actions remain in alignment.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Council approved the Debt Management Policy on May 17, 2016 (Motion #159-2016).

Council amended the policy on July 6, 2021 (Motion #176-2021), which included a general language update and the removal of references to the Alberta Capital Finance Authority.

## DISCUSSION

While the overall Debt Management Policy is still working well, Administration has identified several opportunities to strengthen the policy and provide additional clarity. Recommended amendments to the policy include the following:

Amendment	Purpose
Clean up numbering in Definitions section.	To provide clarity on the definitions and clean up when numbering had unintentionally restarted.
In the Definitions section, provide clarification of distinctions between definitions for “self-supporting debt” and “tax-supported debt.”	To clarify that utility user fees and levies are considered self-supporting and remove their specific reference for exclusion from the tax-supported definition.
In the Retiring Debt section, soften the language from stating things “will” happen, to reflect the overall intent as a consideration	While the principle behind this section is generally sound, the current wording is quite restrictive, particularly given the included calculated threshold, and so the wording is proposed to indicate that may happen rather than stating something “will” happen.
Correct references in 29 to refer to 23 and 25	The references in this section are outdated and refer to sections that no longer exist. They should be replaced with referencing provisions 23 and 25.

**ANALYSIS OF ALTERNATIVES**

With the addition of the Livability Tax Program and with program revenues being collected starting in 2026, Council may consider specifically including language in the policy around a principle to exclude the program revenues from any limit calculations given the specified uses of the monies collected. Administration is not recommending this option given the fact that this collection will provide flexibility in the form of working capital, and additionally, debt may be required for future housing related projects, and so it may prove relevant in the future.

**FINANCIAL IMPACTS**

These recommended amendments are for clarity and are not expected to have any financial impact.

**INTEREST HOLDER ENGAGEMENT**

N/A

**ATTACHMENTS**

- 1) Debt Management Policy FIN-003
- 2) Debt Management Policy FIN-003 – Redline

**AUTHORIZATION**

Submitted by:	Chelsey Gibbons Manager of Financial Services	Date: <u>June 12, 2025</u>
Approved by:	Dustin Schinbein General Manager of Corporate Services	Date: <u>June 17, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>July 2, 2025</u>



# Debt Management Policy

**Policy Number:** FIN-003

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

## POLICY STATEMENT

- 1 Canmore is Sustainable only if both its capital infrastructure assets and its financial assets can be maintained over the long term. It is the policy of the Town of Canmore to manage Debt and use and administer capital financing in a manner that is Affordable, Sustainable, and in compliance with local, provincial and federal legislation and guidelines.

176-2021

## PURPOSE

- 2 The purpose of this policy is to establish objectives, principles, and parameters to guide the Debt management practices of the Town of Canmore. The Debt management practices will ensure a favourable and Sustainable financial position while supporting the ability to meet current and future infrastructure and programming requirements.

176-2021

## DEFINITIONS

- 3 In this policy:
  - a) *Repealed 176-2021*
  - b) “Affordable” means the ability to pay for Debt Servicing costs and life cycle expenditures for the underlying asset. The overall measure of Affordable Debt is the proportion of Debt Servicing costs and life cycle expenditures to supporting revenues.
  - c) “Debt” means:
    - i) debentures acquired through the Government of Alberta loans to local authorities; 176-2021
    - ii) loans acquired through the Federation of Canadian Municipalities related to their program offerings; 176-2021
    - iii) Debt acquired through a bank via a line of credit, an operating loan, or credit cards;
    - iv) Debt acquired in the form of a lease of capital property, as set out in Section 241 of Alberta’s Municipal Government Act (MGA);
    - v) loan guarantees taken under MGA Section 264; and
    - vi) for greater certainty, “Debt” does not include loans made by the Town to other entities, organizations, or individuals.

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



- d) “Debt Limit” means the Town’s Debt Limit as calculated from time to time in accordance with Alberta’s Debt Limit Regulation A.R. 255/2000, as amended.
- e) “Debt Servicing” means the annual required Debt repayments including interest and principal.
- f) “Debt Servicing Limit” refers to the Town’s Debt service limit as calculated from time to time in accordance with Alberta’s Debt Limit Regulation A.R. 255/2000, as amended.
- g) “Debt Term” means the period during which Debt repayments are made. At the end of the Debt Term, the Debt is repaid in full.  
XXX-2025
- h) “Flexibility” means the Town’s ability to take new Debt in response to emerging financial needs.
- i) “Internal Financing” means from current year tax revenue or from draws from reserves.
- j) “Long-Term Debt” means Debt with terms greater than five years as defined under MGA Section 258.
- k) “Self-Supporting Debt” means Debt taken to fund capital or program expenditures, the repayment of which is wholly funded by non-tax levy sources, including, but not limited to, utility user fees and levies, rental revenue, local improvement levies, and grants. The fact that financing conditions may require any Debt Servicing shortfalls be funded through general municipal tax levies does not preclude the Debt from being self-supported, if the probability of requiring tax support is remote.  
XXX-2025
- l) “Short-Term Debt” means Debt with terms of five years or less as defined under MGA section 257. For greater certainty it does not include a line of credit, operating loan, or credit cards.
- m) “Sustainable” means meeting present needs without compromising the ability to meet future needs.
- n) “Tax-Supported Debt” means Debt that has been taken to fund capital expenditures, the repayment of which is funded by tax levy revenue. This includes, but is not limited to, revenue from property taxes, non-utility user fees and levies, fines, permit fees, and license fees that are not otherwise restricted. For greater certainty it does not include investment income, transfers from Town reserves, and restricted developer contributions and levies.  
XXX-2025
- o) “Temporary Debt” means Debt with a repayment term not exceeding one year that is used as an expenditure payment mechanism. It includes sources such as lines of credit, operating loans, and credit cards.
- p) “Utilities” means self-funded Town operations providing a service to its customers at rates regulated by Council. These Utilities include solid waste, recycling, water, and wastewater services.

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

## PRINCIPLES

- 4 Debt is an ongoing component of the Town's funding structure and is integrated into the Town's long-term plans and strategies.
- 5 Debt must be affordable and sustainable.
- 6 The Town must maintain flexibility to take debt in response to emerging financing needs.
- 7 Debt must be structured in a way that is fair and equitable to those who pay and benefit from the underlying assets acquired by taking the debt over time.
- 8 Debt decisions must contribute to a sustainable and vibrant Town by balancing quality of life and financial considerations.
- 9 Tax-supported and self-supporting debt will only be used to fund infrastructure and asset acquisition or construction projects; it will not be used to fund ongoing operating costs.
- 10 Long-term debt can only be used to fund projects with long-term community benefits, for infrastructure needed to support or in the anticipation of population growth, that advance Council priorities, are major rehabilitations of existing assets, or to refinance debt originally taken for these reasons.
- 11 The issuance of new debt must be approved by Council.
- 12 Debt must be managed, monitored and reported upon.

## USE OF DEBT

- 13 Tax Supported Debt
  - a) Council may enter into long-term, tax supported debt obligations to finance or refinance non-utility projects involving the construction or acquisition of infrastructure and other assets valued at over \$300,000 in the following circumstances:
    - i) the project has long-term benefits;
    - ii) the project benefits the community at large;
    - iii) the project is for growth related infrastructure and/or other assets;
    - iv) to fund emerging needs to support Council priorities and approved strategic and business plans;
    - v) to refinance existing tax supported debt; or,

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

- vi) the project is on behalf of external agencies or authorities that support the goals and objectives of the Town.
- b) Internal financing will be used to finance tax supported capital projects valued at \$300,000 or less.

#### 14 Self-Supporting Debt

- a) Council may enter into long-term, self-supporting debt obligations to finance or refinance projects involving the construction or acquisition of infrastructure and other assets of any value as in the following circumstances:
  - i) the project has long-term benefits and non-tax funding;
  - ii) it is a utility project;
  - iii) it is an offsite levy funded project;
  - iv) the project is growth related;
  - v) to fund emerging needs to support Council priorities and approved strategic and business plans;
  - vi) to refinance existing self-supported debt; or,
  - vii) The project is on behalf of external agencies or authorities that support the goals and objectives of the Town and have long-term benefits and non-tax funding sources.

#### 15 Short Term Debt

- a) Short-term debt may be used as:
  - i) interim financing for capital project expenditures;
  - ii) financing for capital projects that result in the construction or acquisition of assets having a useful life of five years or less; or,
  - iii) financing for capital projects where the debt term considerations indicate that a term of five years or less is appropriate.

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

16 Temporary Debt

- a) Temporary debt may be utilized for the following:
  - i) as a source of funding to pay trade accounts payable; or,
  - ii) to temporarily fund cash flow shortages.

17 Taking Debt

- a) When taking debt, the Town will comply with:
  - i) *Repealed 176-2021*
  - ii) sections of the Municipal Government Act governing borrowing bylaws, and
  - iii) any other applicable statutory or legal requirements.

18 Retiring Debt

- a) When debt retires, and the debt servicing costs for tax supported debt falls below 5% of tax revenue, the related debt service funding may:
  - i) be used to fund new debt service costs, and/or
  - ii) be transferred to Town capital reserves.

xxx-2025

**DEBT TERMS**

- 19 All Long-Term Debt obligations shall have a maximum term to maturity of the estimated useful life of the infrastructure or other assets being financed.

176-2021

- 20 All Short-Term Debt obligations shall have a maximum term to maturity of the lesser of the estimated useful life of the infrastructure or other assets being financed, or five years.

176-2021

- 21 The following elements should be considered when establishing the Debt Term:

- a) Cost minimization.
- b) Availability of Debt Servicing funding.
- c) Fair distribution of costs between periods, such that not more than 50% of all outstanding Debt will mature within ten years.
- d) Capital life cycle implications.

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

- e) Sustainability.
- f) Town's financial Flexibility.

#### **DEBT LIMITS**

- 22 The Debt Limit shall be used to guide the issuance of Debt.
- 23 The Town shall not exceed 70% of the total Debt Limit based on total Debt outstanding, plus available Debt to borrow as per approved borrowing bylaws, plus loan guarantees, plus letters of credit.

#### **DEBT SERVICING LIMITS**

- 24 The Debt Servicing Limit shall be used to guide the issuance of Debt.
- 25 On its total outstanding Debt, the Town shall not exceed total Debt Servicing costs of 70% of the Town's Debt Servicing limit.
- 26 For tax supported Debt, the Town shall not exceed Debt Servicing costs of 15% of municipal tax revenue.
- 27 For self-supporting utility project Debt, the Town shall not exceed Debt Servicing costs of 22% of utility user fees and levies.
- 28 Where the Debt Servicing costs of a non-utility project will be fully funded by related grants, local improvement levies, user fees, rental revenue, or levies, up to 100% of these funds may be used to fund the Debt Servicing costs.

#### **EXCEPTIONS**

- 29 Council may exceed the limits set out in provisions 23 and 25 without need to amend this Policy under the following conditions:

XXX-2025

- a) There is an emergent need for an infrastructure or other asset project and alternative funding sources are not available. Or,
- b) There is an opportunity to leverage grant dollars to help pay for an infrastructure or other asset project that requires a municipal contribution, but alternative funding sources are not available.
- c) In both cases, a plan for returning the Debt and Debt Servicing costs to within limits will be provided at the time Council is considering approval of the Debt that causes them to be exceeded.

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

### RESPONSIBILITIES

- 30 Administration will annually provide Council with five-year Debt requirement projections.
- 31 Administration will annually provide Council with the following Debt statistics:
- a) Percentage of the most current, audited Debt Limit used.
  - b) Percentage of Debt that will mature within ten years.
  - c) Percentage of the most current, audited Debt Servicing Limit used.
  - d) Percentage of municipal taxes being used to fund tax supported Debt Servicing costs.
  - e) Percentage of utility user fees and levies being used to fund utility project Debt Servicing costs.
  - f) Current and five year projected total annual Debt Servicing costs.
  - g) The amount of Debt Servicing cost reductions that have been allocated to new Debt Servicing costs and/or capital reserves.

### POLICY REVIEW

- 32 This policy will be reviewed at least once per term of Council.

### RELATED DOCUMENTS

Municipal Government Act  
Alberta's Debt Limit Regulation A.R. 255/2000, as amended.  
Reserves Policy

### AUTHORIZATION:

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Sean Krausert  
Mayor

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Cheryl Hyde  
Manager, Municipal Clerk's Office

### REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2013-05-21	143-2013	
Repealed	2016-05-17	159-2016	
Approved	2016-05-17	159-2016	
Amended	2021-07-06	176-2021	General language update; removal of references to the Alberta Capital Finance Authority
Amended	2025-07-08	xxx-2025	

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



	<b><u>Council Debt Management</u> Policy</b>
<b>Policy Title:</b>	<b>Debt Management</b>
<b>Policy Number:</b>	FIN-003
<b>Date in Effect:</b>	<del>May 17, 2016</del> <u>July 8, 2025</u>
<b>Current as of:</b>	<del>July 6, 2021</del>

### POLICY STATEMENT

- Canmore is sustainable only if both its capital infrastructure assets and its financial assets can be maintained over the long term. It is the policy of the Town of Canmore to manage debt and use and administer capital financing in a manner that is affordable, sustainable, and in compliance with local, provincial and federal legislation and guidelines.

176-2021

### PURPOSE

- The purpose of this policy is to establish objectives, principles, and parameters to guide the debt management practices of the Town of Canmore. The debt management practices will ensure a favourable and sustainable financial position while supporting the ability to meet current and future infrastructure and programming requirements.

176-2021

### DEFINITIONS

- In this policy:
  - Repealed 176-2021*
  - “Affordable” means the ability to pay for debt servicing costs and life cycle expenditures for the underlying asset. The overall measure of affordable debt is the proportion of debt servicing costs and life cycle expenditures to supporting revenues.
  - “Debt” means:
    - debentures acquired through the Government of Alberta loans to local authorities, 176-2021
    - loans acquired through the Federation of Canadian Municipalities related to their program offerings, 176-2021
    - debt acquired through a bank via a line of credit, an operating loan, or credit cards,
    - debt acquired in the form of a lease of capital property, as set out in Section 241 of Alberta’s Municipal Government Act (MGA), and
    - loan guarantees taken under MGA Section 264.

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

- v) For greater certainty, “debt” does not include loans made by the Town to other entities, organizations, or individuals.
- b) “Debt Limit” means the Town’s debt limit as calculated from time to time in accordance with Alberta’s Debt Limit Regulation A.R. 255/2000, as amended.
- c) “Debt Servicing” means the annual required debt repayments including interest and principal.
- d) “Debt Servicing Limit” refers to the Town’s debt service limit as calculated from time to time in accordance with Alberta’s Debt Limit Regulation A.R. 255/2000, as amended.
- e) “Debt Term” means the ~~period of time~~period during which debt repayments are made. At the end of the debt term, the debt is repaid in full.
- f) “Flexibility” means the Town’s ability to take new debt in response to emerging financial needs.
- g) “Internal Financing” means from current year tax revenue or from draws from reserves.
- h) “Long-Term Debt” means debt with terms greater than five years as defined under MGA Section 258.
- i) “Self-Supporting Debt” means debt taken to fund capital or program expenditures, the repayment of which is wholly funded by non-tax levy sources, including, but not limited to, utility ~~charges-user fees~~ and levies, ~~user fees~~, rental revenue, local improvement levies, and grants. The fact that financing conditions may require any debt servicing shortfalls be funded through general municipal tax levies does not preclude the debt from being self-supported, ~~as long as if~~ the probability of requiring tax support is remote.
- j) “Short-Term Debt” means debt with terms of five years or less as defined under MGA section 257. For greater certainty it does not include a line of credit, operating loan, or credit cards.
- k) “Sustainable” means meeting present needs without compromising the ability to meet future needs.
- l) “Tax-Supported Debt” means debt that has been taken to fund capital expenditures, the repayment of which is funded by tax levy revenue. This includes, but is not limited to, revenue from property taxes, non-utility user fees and levies, fines, permit fees, and license fees that are not otherwise restricted. For greater certainty it does not include investment income, ~~utility user fees and levies~~, transfers from Town reserves, and restricted developer contributions and levies.
- m) “Temporary Debt” means debt with a repayment term not exceeding one year that is used as an expenditure payment mechanism. It includes sources such as lines of credit, operating loans, and credit cards.

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

- n) “Utilities” means self-funded Town operations providing a service to its customers at rates regulated by Council. These utilities include solid waste, recycling, water, and wastewater services.

#### **PRINCIPLES**

4. Debt is an ongoing component of the Town's funding structure and is integrated into the Town's long-term plans and strategies.
5. Debt must be affordable and sustainable.
6. The Town must maintain flexibility to take debt in response to emerging financing needs.
7. Debt must be structured in a way that is fair and equitable to those who pay and benefit from the underlying assets acquired by taking the debt over time.
8. Debt decisions must contribute to a sustainable and vibrant Town by balancing quality of life and financial considerations.
9. Tax-supported and self-supporting debt will only be used to fund infrastructure and asset acquisition or construction projects; it will not be used to fund ongoing operating costs.
10. Long-term debt can only be used to fund projects with long-term community benefits, for infrastructure needed to support or in the anticipation of population growth, that advance Council priorities, are major rehabilitations of existing assets, or to refinance debt originally taken for these reasons.
11. The issuance of new debt must be approved by Council.
12. Debt must be managed, monitored and reported upon.

#### **USE OF DEBT**

13. Tax Supported Debt
  - o) Council may enter into long-term, tax supported debt obligations to finance or refinance non-utility projects involving the construction or acquisition of infrastructure and other assets valued at over \$300,000 in the following circumstances:
    - i) The project has long-term benefits,
    - ii) The project benefits the community at large,
    - iii) The project is for growth related infrastructure and/or other assets,
    - iv) To fund emerging needs to support Council priorities and approved strategic and business plans,

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

- v) To refinance existing tax supported debt, or
- vi) The project is on behalf of external agencies or authorities that support the goals and objectives of the Town.
- p) Internal financing will be used to finance tax supported capital projects valued at \$300,000 or less.

14. Self-Supporting Debt

- q) Council may enter into long-term, self-supporting debt obligations to finance or refinance projects involving the construction or acquisition of infrastructure and other assets of any value as in the following circumstances:
  - i) The project has long-term benefits and non-tax funding,
  - ii) It is a utility project,
  - iii) It is an offsite levy funded project,
  - iv) The project is growth related,
  - v) To fund emerging needs to support Council priorities and approved strategic and business plans,
  - vi) To refinance existing self-supported debt, or
  - vii) The project is on behalf of external agencies or authorities that support the goals and objectives of the Town and have long-term benefits and non-tax funding sources.

15. Short Term Debt

- r) Short-term debt may be used as:
  - i) Interim financing for capital project expenditures,
  - ii) Financing for capital projects that result in the construction or acquisition of assets having a useful life of five years or less, or
  - iii) Financing for capital projects where the debt term considerations indicate that a term of five years or less is appropriate.

16. Temporary Debt

- s) Temporary debt may be utilized for the following:
  - i) As a source of funding to pay trade accounts payable, or

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

- ii) To temporarily fund cash flow shortages.

17. Taking Debt

- t) When taking debt, the Town will comply with:
  - i) *Repealed 176-2021*
  - ii) Sections of the Municipal Government Act governing borrowing bylaws, and
  - iii) Any other applicable statutory or legal requirements.

18. Retiring Debt

- u) When debt retires, and the debt servicing costs for tax supported debt falls below 5% of tax revenue, ~~the related debt service funding will~~may:
  - i) Be used to fund new debt service costs, and/or
  - ii) Be transferred to Town capital reserves.

**DEBT TERMS**

- 19. All long-term debt obligations shall have a maximum term to maturity of the estimated useful life of the infrastructure or other assets being financed. 176-2021
- 20. All short-term debt obligations shall have a maximum term to maturity of the lesser of the estimated useful life of the infrastructure or other assets being finances, or five years. 176-2021
- 21. The following elements should be considered when establishing the debt term:
  - v) Cost minimization,
  - w) Availability of debt servicing funding,
  - x) Fair distribution of costs between periods, such that not more than 50% of all outstanding debt will mature within ten years,
  - y) Capital life cycle implications,
  - z) Sustainability, and
  - aa) Town's financial flexibility

**DEBT LIMITS**

- 22. The debt limit shall be used to guide the issuance of debt.

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

23. The Town shall not exceed 70% of the total debt limit based on total debt outstanding, plus available debt to borrow as per approved borrowing bylaws, plus loan guarantees, plus letters of credit.

#### DEBT SERVICING LIMITS

24. The debt servicing limit shall be used to guide the issuance of debt.
25. On its total outstanding debt, the Town shall not exceed total debt servicing costs of 70% of the Town's debt servicing limit.
26. For tax supported debt, the Town shall not exceed debt servicing costs of 15% of municipal tax revenue.
27. For self-supporting utility project debt, the Town shall not exceed debt servicing costs of 22% of utility user fees and levies.
28. Where the debt servicing costs of a non-utility project will be fully funded by related grants, local improvement levies, user fees, rental revenue, or levies, up to 100% of these funds may be used to fund the debt servicing costs.

#### EXCEPTIONS

29. Council may exceed the limits set out in provisions ~~13. h) i) 23~~ and ~~13. i) i) 25~~ without need to amend this Policy under the following conditions:
- bb) There is an emergent need for an infrastructure or other asset project and alternative funding sources are not available, or
  - cc) There is an opportunity to leverage grant dollars to help pay for an infrastructure or other asset project that requires a municipal contribution, but alternative funding sources are not available, and
  - dd) In both cases, a plan for returning the debt and debt servicing costs to within limits will be provided at the time Council is considering approval of the debt that causes them to be exceeded.

#### RESPONSIBILITIES

30. Administration will annually provide Council with five-year debt requirement projections.
31. Administration will annually provide Council with the following debt statistics:
- ee) Percentage of the most current, audited debt limit used,
  - ff) Percentage of debt that will mature within ten years,
  - gg) Percentage of the most current, audited debt servicing limit used,

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



- hh) Percentage of municipal taxes being used to fund tax supported debt servicing costs,
- ii) Percentage of utility user fees and levies being used to fund utility project debt servicing costs,
- jj) Current and five year projected total annual debt servicing costs, and
- kk) The amount of debt servicing cost reductions that have been allocated to new debt servicing costs and/or capital reserves.

#### POLICY REVIEW

32. This policy will be reviewed ~~by Council on or before July 30, 2025~~ at least once per term by Council.

#### RELATED DOCUMENTS

- 33. Municipal Government Act
- 34. Alberta's Debt Limit Regulation A.R. 255/2000, as amended.
- 35. *Repealed 176-2021*
- 36. Reserves Policy

#### 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>2013-05-21</u>	<u>143-2013</u>	
<u>Repealed</u>	<u>2016-05-17</u>	<u>159-2016</u>	
<u>Approved</u>	<u>2016-05-17</u>	<u>159-2016</u>	
<u>Amended</u>	<u>2021-07-06</u>	<u>176-2021</u>	<u>General language update; removal of references to the Alberta Capital Finance Authority</u>
<u>Amended</u>	<u>2025-07-08</u>	<u>xxx-2025</u>	
<u>Action</u>	<u>Date</u>	<u>Council Motion</u>	<u>Notes</u>
<u>Approved</u>	<u>2016-05-17</u>	<u>159-2016</u>	
<u>Amended</u>	<u>2021-07-06</u>	<u>176-2021</u>	<u>General language update; removal of references to the Alberta Capital Finance Authority</u>

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



# Request for Decision

**DATE OF MEETING:** July 8, 2025 **AGENDA #:** H 12

**TO:** Council

**SUBJECT:** Tangible Capital Assets FIN-008 Policy Amendment

**SUBMITTED BY:** Chelsey Gibbons, Manager of Finance

**RECOMMENDATION:** That Council approve Tangible Capital Asset FIN-008 Policy amended as presented.

## EXECUTIVE SUMMARY

Administration is recommending several small amendments to the Tangible Capital Assets FIN-008 Policy to enhance clarity and readability, align descriptions with the original source of the toolkit provided by Alberta Municipal Affairs, and add language regarding the approach for disposal of grouped/pooled assets where itemized inventories are impractical.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The Tangible Capital Assets Policy FIN-008 was approved by Council on July 6, 2021, by motion 176-2021.

## DISCUSSION

The proposed amendments to the policy are as follows:

Proposed Amendment	Rationale
General wording, punctuation, and section clean-up.	To provide greater clarity and enhance readability.
Adjustment to parameters for Machinery and Equipment.	Aligned description with a TCA toolkit provided by Alberta Municipal Affairs, which is the source for the original definitions.
Added deemed disposal language for grouped/pooled assets.	To clarify practice, where it is impractical to keep and track and detailed itemized inventories for grouped/pooled assets, a deemed disposal approach may be used at end of life.
Grouped Water System Asset Classes in Appendix A.	No changes to the maximum useful lives, just tightened up for clarity and presentation purposes.

## ANALYSIS OF ALTERNATIVES

None.

## FINANCIAL IMPACTS

No financial impacts are anticipated from the recommended amendments; they are meant to align with other existing documents and provide clarity on current practices.

**INTEREST HOLDER ENGAGEMENT**

N/A

**ATTACHMENTS**

- 1) Tangible Capital Asset Policy FIN-008
- 2) Tangible Capital Asset Policy FIN-008 - Redline

**AUTHORIZATION**

Submitted by:	Chelsey Gibbons Manager of Financial Services	Date:	<u>June 16, 2025</u>
Approved by:	Dustin Schinbein General Manager of Corporate Services	Date:	<u>June 17, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>June 30, 2025</u>



# Tangible Capital Assets Policy

**Policy Number:** FIN-008

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

## POLICY STATEMENT

- 1 The Town of Canmore recognizes, records and reports on Tangible Capital Assets (TCA) and their Betterments in accordance with the Public Sector Accounting Board (PSAB) 3150.

## PURPOSE

- 2 The purpose of this policy is to provide direction for recognizing, recording, and reporting on TCA on a consistent basis.
- 3 The policy forms the basis for the TCA accounting for the audited financial statements and so informs the audit and the note disclosure for the accounting policies and presentation of TCA.
- 4 This policy applies to all Town of Canmore departments and other organizations falling within the reporting entity of the Town, including the Canmore Museum, the Canmore Public Library and Canmore Community Housing. All tangible property owned by the Town of Canmore, either through donation, purchase or construction, and which qualifies as a Tangible Capital Asset is included in the scope of this policy.

## DEFINITIONS

- 5 In this policy:
  - a) “Accumulated Amortization” means the cumulative use of a recorded TCA.
  - b) “Amortization” means a non-cash charge to operations representing a portion of the Useful Life of a recorded TCA.
  - c) “Betterment” means subsequent expenditures on recorded TCA that:
    - i) increase physical output or service capacity,
    - ii) extend the Useful Life of the asset,
    - iii) lower associated operating costs, or
    - iv) improve the quality of the output.

Any other expenditure should be considered a repair or maintenance and should be expensed in the period it is incurred.

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- d) “Capitalization” means recording a TCA on the Town’s balance sheet as a long-term asset.
- e) “Net Book Value (NBV)” means original cost of a TCA less Accumulated Amortization and asset write-downs.
- f) “Service Potential” means the output or service capacity of a TCA and is normally determined by reference to attributes such as physical output capacity, quality of output capacity, quality of output, associated operating costs, and Useful Life.
- g) “Tangible Capital Asset (TCA)” means non-financial assets having physical substance that:
  - i) are held for use in the production or supply of goods or services, for rental to others, for administrative purposes, or for the development, construction, maintenance, or repair of other Tangible Capital Assets;
  - ii) have useful economic lives extending beyond an accounting period;
  - iii) are to be used on a continuing basis; and
  - iv) are not for resale in the ordinary course of operations.
- h) “Useful Life” means the asset’s expected physical, technological, municipal, or legal life.

#### PARAMETERS

##### 6 Asset Classification

- a) Assets will be classified in Major, Minor, and Subclasses as outlined in this section.
  - i) Major – A group of TCAs that is significantly different in design and use.
  - ii) Minor – A classification within a major class that has unique characteristics.
  - iii) Subclass – A further classification that may be required due to unique TCA criteria, applications, methodologies, and asset lives. There is the option to classify further into subclass one, subclass two, subclass three, etc.
- b) Major classifications will include:
  - i) Land – Land includes land purchased or acquired for value for parks and recreation, building sites, infrastructure (highways, dams, bridges, tunnels, etc.) and other program use.
  - ii) Land improvements – All improvements of a permanent nature to land such as parking lots, landscaping, lighting and fences.

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- iii) Buildings – Permanent, temporary or portable building structures such as offices, garages, warehouses and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.
- iv) Engineered Structures – Permanent structural works such as roads, bridges, canals, dams, water and sewer and utility distribution and transmission systems including plants and substations. Minor classification in this category will be:
  - Roadway system - Assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes items such as roads, bridges, overpasses, ramps, parkades, lights, sidewalks and signage.
  - Water system - Systems for the provision of water through pipes or other constructed convey. It is normally comprised of assets for the intake, distribution, storage and treatment of safe potable water. It may also be comprised of assets required to distribute non-potable water. Includes items such as mains, services, pump and lift stations, plants and equipment, reservoirs and fire hydrants.
  - Wastewater system - Wastewater is defined as water that has been used for household, business and other purposes, which flows from private plumbing systems to public sanitary sewers and on to a treatment plant. This system is comprised of assets used for the collection and treatment of non-potable water intended for return to a natural water system or other originating water source or used for other environmentally approved purposes. Includes such items as mains, services, pump and lift stations, plants and equipment and lagoons.
  - Storm system - Assets used for the collection, storage and transfer of water as a result of rain, flood or other external source to a natural water system. Includes mains, services, catch basins, pump and lift stations, outfalls and retention ponds.
- v) Machinery and Equipment – Heavy equipment for constructing infrastructure, smaller equipment in buildings and offices, furnishings, computer hardware and software. This class does not include stationary equipment used in the engineered structures class.
- vi) Vehicles - Rolling stock that is used primarily for transportation purposes.
- vii) Cultural and Historical Assets - Works of art and historical treasures that have cultural, aesthetic or historical value that are worth preserving perpetually. These assets are not recognized as Tangible Capital Assets in the financial statements; however, the existence of such property should be disclosed. Buildings declared as heritage sites may be included in this asset classification.

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## 7 Division of Assets

- a) For purposes of Capitalization and Amortization, the two methods of defining a capital asset that will be used are the whole asset approach and component approach:
  - i) The whole asset approach considers an asset to be an assembly of connected parts. Costs of all parts would be capitalized and amortized as a single asset by year of acquisition. For example, a computer network or a building may be considered as single assets.
  - ii) Under the component approach different components are individually capitalized and amortized. For computers, the servers, routers, lines, and software may be listed as individual assets. For buildings, the roof, foundation, HVAC and framing may be components.
- b) In certain circumstances, it is appropriate to allocate the total disbursement of an asset to its component parts and account for each component separately. This is the case when the component assets have different useful lives or provide economic benefits or Service Potential to the entity in a different pattern, thus necessitating use of different Amortization rates. Additional factors that may influence the choice of method include:
  - i) significance of amounts,
  - ii) quantity of individual asset components (volume),
  - iii) availability of information with respect to specific components, and
  - iv) specific information needs of management for decision-making and asset control purposes.
- c) The Finance Department in conjunction with the Department Managers will determine the approach that will best meet departmental needs.

## 8 Grouping/Pooling of Assets

- a) Similar assets that have a unit value below the Capitalization threshold (on their own) but have a material value as a group. Such assets shall be pooled as a single asset with one combined value. Although recorded in the asset module as a single asset, each unit of the pool may be recorded in an asset sub-ledger for monitoring and control of their use and maintenance. Examples would include the following:
  - i) computer hardware,
  - ii) furniture and fixtures, and
  - iii) small machinery.

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- b) As similar items are purchased, Finance, in conjunction with the department responsible, will decide whether or not the item will be added to the pool. An inventory will be taken on a periodic basis.

## 9 Valuation of Assets

- a) TCAs are to be recorded at historical cost and recognized as assets on the Town's Statement of Financial Position on the date of receipt for capital goods or when the asset is put into use for capital projects.
- b) Cost, as defined by PSAB 3150, is the gross amount of consideration given up to acquire, construct, develop or better a TCA and includes all costs directly attributable to acquisition, construction, development or Betterment of the TCA, including installing the asset at the location and in the condition necessary for its intended use.
- c) The cost of a contributed TCA, including a TCA in lieu of a developer charge is considered to be equal to its fair value at the date of contribution. Capital grants or donations against the cost will not be netted against the cost of the related TCA. The cost of a leased TCA is determined in accordance with Public Sector Guidelines PSG-2, Leased Tangible Capital Assets.
- d) Donated assets will be valued at fair market value.

## 10 Thresholds

- a) Thresholds, the minimum values of the major TCA categories, are set as follows and are used in determining whether expenditures are to be capitalized as assets and depreciated or treated as a current year operating expense.
- b) Expenditures that fall within the definition of a TCA and have a cost that meets or exceeds the following suggested Capitalization thresholds are to be recorded as a TCA on the Statement of Financial Position and amortized:

Major Asset Category	Capitalization Threshold (\$)
Land	-
Land Improvements	5,000
Buildings	25,000
Engineered Structures	25,000
Machinery and Equipment	5,000
Vehicles	5,000

- c) Where it is not practical to maintain a detailed inventory for grouped/pooled assets, a deemed disposal approach will be used at the end of the Useful Life.

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## 11 Useful Life and Amortization Methods

- a) Appendix A shows the maximum expected life for the tangible asset classes. The actual length of the Useful Life for an asset will depend on the asset quality and its intended use. In some situations, the Useful Life may be expected to be longer than the recommended life.
- b) For all TCAs we will use the straight-line method of Amortization. The straight-line method assumes that the asset's economic usefulness is the same each year and the repair and maintenance expense is essentially the same each period. The Amortization amount is determined by dividing the asset's original cost by its estimated life in years. In the year an asset is acquired or put into service and the year of disposal, an amount equal to 50% of the annual Amortization will be expensed.
- c) Land is not a depreciable asset as the expected Useful Life is infinite. Land will be inventoried and recorded on the Statement of Financial Position at historical cost until such time it is disposed of. There will be no annual Amortization expense recognized.
- d) The Useful Life of an asset may require revision during its life due to significant events such as physical damage, technological developments, a significant change in use, etc. The effect of this change will be recorded in the year of revision and future years.

## 12 Presentation and Disclosure

- a) In total, and for each major category of capital assets, the Town's financial statements will disclose the following:
  - i) cost at the beginning and end of the period;
  - ii) additions in the period;
  - iii) disposals in the period;
  - iv) the amount of any write-downs in the period;
  - v) the amount of Amortization of the costs for the period;
  - vi) Accumulated Amortization at the beginning and end of the period;
  - vii) net carrying amount at the beginning and end of the period;
  - viii) the Amortization method used, including Amortization period or rate for each major capital category of TCA;
  - ix) the Net Book Value of TCAs not being amortized because they are under construction or development or have been removed from service;

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

- x) the nature and amount of contributed TCAs received in the period;
- xi) the nature and use of Tangible Capital Assets disclosed at nominal value;
- xii) the nature of the works of art and historical treasures held by the government; and
- xiii) the amount of interest included in the cost in the period.

#### **RESPONSIBILITIES**

- 13 All Town of Canmore Department Managers and Supervisors are responsible for ensuring the keeping of accurate records when purchasing, acquiring, selling and maintaining capital assets owned by the Town of Canmore by providing valuation details such as purchase price, fair market value, replacement value, Useful Life and scheduled maintenance of existing and future TCA(s) for which they are responsible.
- 14 The Manager of Finance is responsible for overall enforcement of the policy, and the Finance Officer II is responsible for the development and maintenance of an asset registry to track all Tangible Capital Assets and support all employees who are involved in the purchasing, acquisition, sale and maintenance of capital assets to ensure the upkeep of accurate records.

#### **POLICY REVIEW**

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

#### **RELATED DOCUMENTS**

Public Sector Accounting Handbook Section 3150 - Tangible Capital Assets  
FIN-009 Asset Management Policy

#### **ATTACHMENTS**

Appendix A: Recommended Maximum Useful Life

**REPEALS POLICY:** Tangible Capital Assets FIN-008 approved January 6, 2009

#### **AUTHORIZATION:**

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Sean Krausert  
Mayor

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Cheryl Hyde  
Manager, Municipal Clerk's Office

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

**REVISION HISTORY**

Action	Date	Council Motion	Notes
Approved	2009-01-06	016-2009	Tangible Capital Assets Policy 016-2009
Repealed	2021-07-06	176-2021	
Approved	2021-07-06	176-2021	Tangible Capital Assets Policy FIN-008
Amended	2025-07-08	XXX-2025	Minor language updates

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

APPENDIX A:

**RECOMMENDED MAXIMUM USEFUL LIFE**

<b>Asset Classes</b>		<b>Maximum Useful Life</b>
<b>Major</b>	<b>Minor</b>	
	<b>Sub-class One</b>	
	<b>Sub-class Two</b> <b>Sub-class Three</b>	
<b>Land</b>	<i>Right-of-way</i> <i>Undeveloped right-of-way</i> <i>Parks</i> <i>General</i>	
<b>Cultural &amp; Historical Assets</b>	<i>Public art</i> <i>Historical</i> <i>Heritage site</i>	
<b>Land Improvements</b>		
	<i>Parking lot</i>	
	Gravel	15
	Asphalt	25
	<i>Playground structures</i>	15
	<i>Landscaping</i>	25
	<i>Fences</i>	20
	<i>Sprinkler systems</i>	25
	<i>Golf courses</i>	45
	<i>Tennis courts</i>	20
	<i>Fountains</i>	20
	<i>Lakes/ponds</i>	25
	<i>Retaining walls</i>	20
	<i>Running tracks</i>	15
	<i>Outdoor lighting</i>	20
	<i>Paths</i>	
	Gravel	15
	Hard surface	20
	<i>Landfill</i>	
	Pits	Volume
	Pads	Volume
	Transfer stations	25
	<i>Gates</i>	30
	<i>Benches</i>	15
	<i>Kiosks</i>	20
	<i>Picnic tables</i>	15
	<i>Signs</i>	10
	<i>Bike structures</i>	25
	<i>Sports fields</i>	40
	<i>Mountain bike skills parks</i>	15
	<i>Outdoor rinks</i>	15
	<i>Skateboarding parks</i>	20
	<i>Bleachers</i>	20
	<i>Boat launch platforms</i>	20

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



<b>Asset Classes</b>		
<b>Major</b>	<b>Minor</b>	
	<b>Sub-class One</b>	
	<b>Sub-class Two</b>	
	<b>Sub-class Three</b>	<b>Maximum Useful Life</b>
<i>Construction in progress</i>		
<b>Buildings</b>		
<i>Permanent structures</i>		
	Envelope	50
	Foundation	50
	Mechanical	25
	Roof	25
	Single unit structures	25
<i>Portable structures</i>		25
<i>Leasehold improvements</i>		Variable
<i>Construction in progress</i>		
<b>Engineered Structures</b>		
<b>Roadway system</b>		
	Bridges	Variable
	Overpass/interchange	60
	Curb & gutter	50
	Parkades	50
	Roads & streets	
	<i>Lanes/alleys</i>	
	ACP - hot mix	35*
	Gravel	15*
	Nonconforming	20*
	<i>Local/Collector/Arterial/Major Arterial Surface</i>	
	Concrete	30*
	ACP - hot mix	35*
	ACP - cold mix	10*
	Chip seal	10*
	Oil	5*
	Gravel	25*
	<i>Subsurface</i>	105*
	Road signs	
	<i>Traffic control</i>	30
	<i>Information</i>	30
	Lights	
	<i>Decorative</i>	30
	<i>Street</i>	30
	<i>Traffic</i>	30
	Guard rails	30
	Ramps	30
	Sidewalks & para-ramps	
	<i>Asphalt</i>	20
	<i>Concrete</i>	50
	Medians	50
	Retaining walls	75
	Transit stops	30
	Construction in progress	

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Asset Classes		
Major	Minor	
	Sub-class One	
	Sub-class Two	
	Sub-class Three	Maximum Useful Life
(* subject to weather conditions)		
<b>Water System</b>		
	Distribution system	
	<i>Mains</i>	75
	<i>Services</i>	75
	Pump, lift and transfer stations	50
	Plants and facilities	
	<i>Structures</i>	50
	<i>Treatment equipment (Mechanical, Electrical, General)</i>	45
	<i>Pumping equipment</i>	75
	Hydrants/fire protection	50
	Reservoirs	
	Construction in progress	
<b>Wastewater System</b>		
	Collection system	
	<i>Mains</i>	75
	<i>Services</i>	75
	Pump, lift and transfer stations	50
	Plants and facilities	
	<i>Structures</i>	50
	<i>Treatment equipment</i>	
	Mechanical	45
	Electrical	45
	General	45
	<i>Pumping equipment</i>	45
	Lagoons	45
	Construction in progress	
<b>Storm System</b>		
	Collection system	
	<i>Mains</i>	75
	<i>Services</i>	75
	Pump, lift and transfer stations	50
	Catch basins	75
	Outfalls	75
	Wetlands	75
	Retention ponds	75
	Treatment facility	45
	Culverts	75
	Drywells	75
	Erosion structures	75
	Oil and grit separators	75
	Construction in progress	
<b>Fibre Optics</b>		30


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Asset Classes		
Major	Minor	
	Sub-class One	
	Sub-class Two	
	Sub-class Three	Maximum Useful Life
<b>Electrical System</b>		
	Electrical generation	Variable
	Electrical transmission	Variable
	Electrical distribution	
	<i>Site development</i>	35
	<i>Station &amp; line equipment</i>	Variable
	<i>Poles and fixtures</i>	38
	<i>O/H conductors &amp; devices</i>	35
	<i>U/G conductors &amp; devices</i>	40
	<i>Construction in progress</i>	
	General plant - Electrical	80
	Electrical substations	Variable
	Gas distribution system	Variable
<b>Machinery and Equipment</b>		
	<i>Heavy construction equipment</i>	Variable
	<i>Stores</i>	25
	<i>Food services</i>	10
	<i>Fire equipment</i>	12
	<i>Police special equipment</i>	10
	<i>Boats</i>	25
	<i>Fitness and wellness</i>	10
	<i>Control systems</i>	5
	Communication links	20
	SCADA system	10
	<i>Fuelling stations</i>	15
	<i>Laboratory</i>	10
	<i>Communications</i>	
	Radios	10
	Telephone systems	10
	<i>Tools, shop and garage equipment</i>	15
	<i>Scales</i>	15
	<i>Bins</i>	20
	<i>Bin pads</i>	40
	<i>Meters</i>	
	Electrical	20
	<i>Cumulative</i>	20
	<i>Interval</i>	20
	Gas	20
	Water	40
	Parking meters and splitters	20
	<i>Turf equipment</i>	10
	<i>Ice re-surfacer</i>	10
	<i>Office Furniture &amp; Equipment</i>	
	Furniture	20
	Office equipment	10
	<i>Audiovisual</i>	10
	<i>Photocopiers</i>	5
	<i>Computer Systems</i>	

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<b>Asset Classes</b>		
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	<b>Sub-class One</b>	
	<b>Sub-class Two</b>	
	<b>Sub-class Three</b>	<b>Maximum Useful Life</b>
	Hardware	8
	Software	10
	Facility equipment	Variable
	Recycling equipment	15
	Solar panels	30
	Construction in progress	
<b>Vehicles</b>		
	Light duty	10
	Medium duty	10
	Heavy duty	10
	Transit buses	20
	Fire trucks	25
	Light rail transit cars	40
	Construction in progress	

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	<del>Council</del> <b><u>Tangible Capital Assets</u></b> <b>Policy</b>
<b>Policy Title:</b>	<del>Tangible Capital Assets</del>
<b>Policy Number:</b>	FIN-008
<b><del>Effective Date:</del><u>Date in Effect:</u></b>	<del>July 6, 2024</del> <u>July 8, 2025</u>

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  - iv.a) **Roadway system** - Assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes items such as roads, bridges, overpasses, ramps, parkades, lights, sidewalks and signage.
  - iv.b) **Water system** - Systems for the provision of water through pipes or other constructed convey. It is normally comprised of assets for the intake, distribution, storage and treatment of safe potable water. It may also be comprised of assets required to distribute non-potable water. Includes items such as mains, services, pump and lift stations, plants and equipment, reservoirs and fire hydrants.
  - iv.c) **Wastewater system** - Wastewater is defined as water that has been used for household, business and other purposes, which flows from private plumbing systems to public sanitary sewers and on to a treatment plant. This system is comprised of assets used for the collection and treatment of non-potable water intended for return to a natural water system or other originating water source or used for other environmentally approved purposes. Includes such items as mains, services, pump and lift stations, plants and equipment and lagoons.
  - iv.d) **Storm system** - Assets used for the collection, storage and transfer of water as a result of rain, flood or other external source to a natural water system. Includes mains, services, catch basins, pump and lift stations, outfalls and retention ponds.
- v) **Machinery and Equipment** – ~~Equipment that is heavy~~**Heavy** equipment for constructiong-  
~~v.a)~~ ~~Infrastructure~~, smaller equipment in buildings and offices, furnishings, computer hardware and software. This class does not include stationary equipment used in the engineered structures class.
- vi) **Vehicles** - Rolling stock that is used primarily for transportation purposes.
- vii) **Cultural and Historical Assets** - Works of art and historical treasures that have cultural, aesthetic or historical value that are worth preserving perpetually. These assets are not recognized as tangible capital assets in the financial statements; however, the existence of

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such property should be disclosed. Buildings declared as heritage sites may be included in this asset classification.

7. Division of Assets

- a) For purposes of capitalization and amortization, the two methods of defining a capital asset that will be used are the whole asset approach and component approach:
  - i) The whole asset approach considers an asset to be an assembly of connected parts. Costs of all parts would be capitalized and amortized as a single asset by year of acquisition. For example, a computer network or a building may be considered as single assets.
  - ii) Under the component approach different components are individually capitalized and amortized. For computers, the servers, routers, lines, ~~software, and software~~ may be listed as individual assets. For buildings, the roof, foundation, HVAC and framing may be components.
- b) In certain circumstances, it is appropriate to allocate the total disbursement of an asset to its component parts and account for each component separately. This is the case when the component assets have different useful lives or provide economic benefits or service potential to the entity in a different pattern, thus necessitating use of different amortization rates. Additional factors that may influence the choice of method include:
  - i) significance of amounts,
  - ii) quantity of individual asset components (volume),
  - iii) availability of information with respect to specific components, and
  - iv) specific information needs of management for decision-making and asset control purposes.
- c) The Finance Department in conjunction with the Department Managers will determine the approach that will best meet departmental needs.

8. Grouping/Pooling of Assets

- a) Similar assets that have a unit value below the capitalization threshold (on their own) but have a material value as a group. Such assets shall be pooled as a single asset with one combined value. Although recorded in the asset module as a single asset, each unit of the pool may be recorded in an asset sub-ledger for monitoring and control of their use and maintenance. Examples would include the following:
  - i) computer hardware ~~& software~~,
  - ~~ii) streetlights,~~
  - ~~iii) ii) furniture and fixtures, and~~

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~~iv)iii)~~ small machinery, ~~and~~

~~v) signage.~~

- b) As similar items are purchased, Finance, in conjunction with the ~~responsible~~ department responsible, will decide whether or not the item will be added to the pool. An inventory will be taken on a periodic basis.

#### 9. Valuation of Assets

- a) TCAs are to be recorded at historical cost and recognized as assets on the Town's Statement of Financial Position on the date of receipt for capital goods or when the asset is put into use for capital projects.
- b) Cost, as defined by PSAB 3150, is the gross amount of consideration given up to acquire, construct, develop or better a TCA and includes all costs directly attributable to acquisition, construction, development or betterment of the TCA, including installing the asset at the location and in the condition necessary for its intended use.
- c) The cost of a contributed TCA, including a TCA in lieu of a developer charge is considered to be equal to its fair value at the date of contribution. Capital grants or donations against the cost will not be netted against the cost of the related TCA. The cost of a leased TCA is determined in accordance with Public Sector Guidelines PSG-2, Leased Tangible Capital Assets.
- d) Donated assets will be valued at fair market value.

#### 10. Thresholds

- a) Thresholds, the minimum values of the major TCA categories, are set as follows and are used in determining whether expenditures are to be capitalized as assets and depreciated or treated as a current year operating expense.
- b) Expenditures that fall within the definition of a TCA and have a cost that meets or exceeds the following suggested capitalization thresholds are to be recorded as a TCA on the Statement of Financial Position and amortized:

Major Asset Category	Capitalization Threshold (\$)
Land	-
Land Improvements	5,000
Buildings	25,000
Engineered Structures	25,000
Machinery and Equipment	5,000
Vehicles	5,000

- c) Where it is not practical to maintain a detailed inventory for grouped/pooled assets, a deemed disposal approach will be used at the end of the useful life.

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11. Useful Life and Amortization Methods

- a) Appendix A shows the maximum expected life for the tangible asset classes. The actual length of the useful life for an asset will depend on the asset quality and its intended use. In some situations, the useful life may be expected to be longer than the recommended life.
- b) For all TCAs we will use the straight-line method of amortization. The straight-line method assumes that the asset's economic usefulness is the same each year and the repair and maintenance expense is essentially the same each period. The amortization amount is determined by dividing the asset's original cost by its estimated life in years. In the year an asset is acquired or put into service and the year of disposal, an amount equal to 50% of the annual amortization will be expensed.
- c) Land is not a depreciable asset as the expected useful life is infinite. Land will be inventoried and recorded on the Statement of Financial Position at historical cost until such time it is disposed of. There will be no annual amortization expense recognized.
- d) The useful life of an asset may require revision during its life due to significant events such as physical damage, technological developments, a significant change in use, etc. The effect of this change will be recorded in the year of revision and future years.

12. Presentation and Disclosure

- a) In total, and for each major category of capital assets, the Town's financial statements will disclose the following:
  - i) cost at the beginning and end of the period,
  - ii) additions in the period,
  - iii) disposals in the period,
  - iv) the amount of any write-downs in the period,
  - v) the amount of amortization of the costs for the period,
  - vi) accumulated amortization at the beginning and end of the period,
  - vii) net carrying amount at the beginning and end of the period,
  - viii) the amortization method used, including amortization period or rate for each major capital category of TCA,
  - ix) the net book value of TCAs not being amortized because they are under construction or development or have been removed from service,
  - x) the nature and amount of contributed TCAs received in the period,

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- xi) the nature and use of tangible capital assets disclosed at nominal value,
- xii) the nature of the works of art and historical treasures held by the government, and
- xiii) the amount of interest included in the cost in the period.

#### RESPONSIBILITIES

- 13. All Town of Canmore Department Managers and Supervisors are responsible for ensuring the keeping of accurate records when purchasing, acquiring, selling and maintaining capital assets owned by the Town of Canmore by providing valuation details such as purchase price, fair market value, replacement value, useful life and scheduled maintenance of existing and future TCA(s) for which they are responsible.
- 14. The Manager of Finance is responsible for overall enforcement of the policy, and the Finance Officer II is responsible for the development and maintenance of an asset registry to track all tangible capital assets and ~~supportingsupport~~ all employees who are involved in the purchasing, acquisition, sale and maintenance of capital assets to ensure the upkeep of accurate records.

#### POLICY REVIEW

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

#### RELATED DOCUMENTS

- 16. Public Sector Accounting Handbook Section 3150 - Tangible Capital Assets
- 17. FIN-009 Asset Management Policy

#### ATTACHMENTS

- 18. Attachment A: Recommended Maximum Useful Life

**REPEALS POLICY:** Tangible Capital Assets FIN-008 approved January 6, 2009

#### AUTHORIZATION:

~~John Borrowman~~ Sean Krausert  
Mayor

Cheryl Hyde  
Municipal Clerk

#### REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2021-07-06	176-2021	

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## APPENDIX A:

**RECOMMENDED MAXIMUM USEFUL LIFE**

<b>Asset Classes</b>		<b>Maximum Useful Life</b>
<b>Major</b>	<b>Minor</b>	
	<b>Sub-class One</b>	
	<b>Sub-class Two</b> <b>Sub-class Three</b>	
<b>Land</b>	<i>Right-of-way</i> <i>Undeveloped right-of-way</i> <i>Parks</i> <i>General</i>	
<b>Cultural &amp; Historical Assets</b>	<i>Public art</i> <i>Historical</i> <i>Heritage site</i>	
<b>Land Improvements</b>		
	<i>Parking lot</i>	
	Gravel	15
	Asphalt	25
	<i>Playground structures</i>	15
	<i>Landscaping</i>	25
	<i>Fences</i>	20
	<i>Sprinkler systems</i>	25
	<i>Golf courses</i>	45
	<i>Tennis courts</i>	20
	<i>Fountains</i>	20
	<i>Lakes/ponds</i>	25
	<i>Retaining walls</i>	20
	<i>Running tracks</i>	15
	<i>Outdoor lighting</i>	20
	<i>Paths</i>	
	Gravel	15
	Hard surface	20
	<i>Landfill</i>	
	Pits	Volume
	Pads	Volume
	Transfer stations	25
	<i>Gates</i>	30
	<i>Benches</i>	15
	<i>Kiosks</i>	20
	<i>Picnic tables</i>	15
	<i>Signs</i>	10
	<i>Bike structures</i>	25
	<i>Sports fields</i>	40
	<i>Mountain bike skills parks</i>	15
	<i>Outdoor rinks</i>	15
	<i>Skateboarding parks</i>	20
	<i>Bleachers</i>	20
	<i>Boat launch platforms</i>	20

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<b>Asset Classes</b>		
<b>Major</b>	<b>Minor</b>	
	<b>Sub-class One</b>	
	<b>Sub-class Two</b>	
	<b>Sub-class Three</b>	<b>Maximum Useful Life</b>
<i>Construction in progress</i>		
<b>Buildings</b>		
<i>Permanent structures</i>		
	Envelope	50
	Foundation	50
	Mechanical	25
	Roof	25
	Single unit structures	25
<i>Portable structures</i>		25
<i>Leasehold improvements</i>		Variable
<i>Construction in progress</i>		
<b>Engineered Structures</b>		
<b>Roadway system</b>		
	Bridges	Variable
	Overpass/interchange	60
	Curb & gutter	50
	Parkades	50
	Roads & streets	
	<i>Lanes/alleys</i>	
	ACP - hot mix	35*
	Gravel	15*
	Nonconforming	20*
	<i>Local/Collector/Arterial/Major Arterial Surface</i>	
	Concrete	30*
	ACP - hot mix	35*
	ACP - cold mix	10*
	Chip seal	10*
	Oil	5*
	Gravel	25*
	<i>Subsurface</i>	105*
	Road signs	
	<i>Traffic control</i>	30
	<i>Information</i>	30
	Lights	
	<i>Decorative</i>	30
	<i>Street</i>	30
	<i>Traffic</i>	30
	Guard rails	30
	Ramps	30
	Sidewalks & para-ramps	
	<i>Asphalt</i>	20
	<i>Concrete</i>	50
	Medians	50
	Retaining walls	75
	Transit stops	30
	Construction in progress	

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Asset Classes		Maximum Useful Life
Major	Minor	
	Sub-class One	
	Sub-class Two	
	Sub-class Three	
(* subject to weather conditions)		
<b>Water System</b>		
	Distribution system	
	<i>Mains</i>	75
	<i>Services</i>	75
	Pump, lift and transfer stations	50
	Plants and facilities	
	<i>Structures</i>	50
	<i>Treatment equipment (Mechanical, Electrical,</i>	45
	<i>General)</i>	45
	<i>Mechanical</i>	45
	<i>Electrical</i>	45
	<i>General</i>	45
	<i>Pumping equipment</i>	75
	Hydrants/fire protection	50
	Reservoirs	
	Construction in progress	
<b>Wastewater System</b>		
	Collection system	
	<i>Mains</i>	75
	<i>Services</i>	75
	Pump, lift and transfer stations	50
	Plants and facilities	
	<i>Structures</i>	50
	<i>Treatment equipment</i>	
	Mechanical	45
	Electrical	45
	General	45
	<i>Pumping equipment</i>	45
	Lagoons	45
	Construction in progress	
<b>Storm System</b>		
	Collection system	
	<i>Mains</i>	75
	<i>Services</i>	75
	Pump, lift and transfer stations	50
	Catch basins	75
	Outfalls	75
	Wetlands	75
	Retention ponds	75
	Treatment facility	45
	Culverts	75
	Drywells	75
	Erosion structures	75
	Oil and grit separators	75
	Construction in progress	

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<b>Asset Classes</b>		
<b>Major</b>	<b>Minor</b>	
	<b>Sub-class One</b>	
	<b>Sub-class Two</b>	
	<b>Sub-class Three</b>	<b>Maximum Useful Life</b>
	<b>Fibre Optics</b>	<b>30</b>
	<b>Electrical System</b>	
	Electrical generation	<b>Variable</b>
	Electrical transmission	<b>Variable</b>
	Electrical distribution	
	<i>Site development</i>	<b>35</b>
	<i>Station &amp; line equipment</i>	<b>Variable</b>
	<i>Poles and fixtures</i>	<b>38</b>
	<i>O/H conductors &amp; devices</i>	<b>35</b>
	<i>U/G conductors &amp; devices</i>	<b>40</b>
	<i>Construction in progress</i>	
	General plant - Electrical	<b>80</b>
	Electrical substations	<b>Variable</b>
	Gas distribution system	<b>Variable</b>
	<b>Machinery and Equipment</b>	
	<i>Heavy construction equipment</i>	<b>Variable</b>
	<i>Stores</i>	<b>25</b>
	<i>Food services</i>	<b>10</b>
	<i>Fire equipment</i>	<b>12</b>
	<i>Police special equipment</i>	<b>10</b>
	<i>Boats</i>	<b>25</b>
	<i>Fitness and wellness</i>	<b>10</b>
	<i>Control systems</i>	<b>5</b>
	Communication links	<b>20</b>
	SCADA system	<b>10</b>
	<i>Fuelling stations</i>	<b>15</b>
	<i>Laboratory</i>	<b>10</b>
	<i>Communications</i>	
	Radios	<b>10</b>
	Telephone systems	<b>10</b>
	<i>Tools, shop and garage equipment</i>	<b>15</b>
	<i>Scales</i>	<b>15</b>
	<i>Bins</i>	<b>20</b>
	<i>Bin pads</i>	<b>40</b>
	<i>Meters</i>	
	Electrical	<b>20</b>
	<i>Cumulative</i>	<b>20</b>
	<i>Interval</i>	<b>20</b>
	Gas	<b>20</b>
	Water	<b>40</b>
	Parking meters and splitters	<b>20</b>
	<i>Turf equipment</i>	<b>10</b>
	<i>Ice re-surfacer</i>	<b>10</b>
	<i>Office Furniture &amp; Equipment</i>	
	Furniture	<b>20</b>
	Office equipment	<b>10</b>

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<b>Asset Classes</b>		<b>Maximum Useful Life</b>
<b>Major</b>	<b>Minor</b>	
	<b>Sub-class One</b>	
	<b>Sub-class Two</b>	
	<b>Sub-class Three</b>	
	<i>Audiovisual</i>	<b>10</b>
	<i>Photocopiers</i>	<b>5</b>
	<i>Computer Systems</i>	
	Hardware	<b>8</b>
	Software	<b>10</b>
	<i>Facility equipment</i>	<b>Variable</b>
	<i>Recycling equipment</i>	<b>15</b>
	<i>Solar panels</i>	<b>30</b>
	<i>Construction in progress</i>	
<b>Vehicles</b>		
	<i>Light duty</i>	<b>10</b>
	<i>Medium duty</i>	<b>10</b>
	<i>Heavy duty</i>	<b>10</b>
	<i>Transit buses</i>	<b>20</b>
	<i>Fire trucks</i>	<b>25</b>
	<i>Light rail transit cars</i>	<b>40</b>
	<i>Construction in progress</i>	

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