



TOWN OF CANMORE

AGENDA

Regular Meeting of Council

Council Chamber at the Civic Centre, 902 – 7 Avenue

Tuesday, September 2, 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 September 2, 2025 Regular Meeting of Council**

9:05 – 9:35

B. PUBLIC HEARINGS

1. Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation

- (1) Call to order
- (2) Administration Summary
- (3) Public Verbal Submissions
- (4) Public Written Submissions
- (5) Closing Comments from Administration
- (6) Council Questions of Administration
- (7) Adjournment of the Public Hearing

C. DELEGATIONS – none

D. APPROVAL OF MINUTES – none

E. BUSINESS ARISING FROM THE MINUTES – none

F. UNFINISHED BUSINESS – none

G. BYLAW APPROVAL

9:35 – 10:05

1. Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation

Recommendation:

- 1) That Council give second reading to Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation.
- 2) That Council give third reading to Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation.
- 3) That Council approve the additional 0.5 FTE Business Registry Coordinator position to be funded from the Economic Development Reserve beginning in 2025.

10:05 – 10:20

Meeting Break

- 10:20 – 10:35 **2. Cultural Advisory Committee Establishment Bylaw Amendment 2025-28 – Omnibus**
Recommendation:
1) That Council give first reading to Cultural Advisory Committee Establishment Bylaw Amendment 2025-28 – Omnibus.
2) That Council give second reading to Cultural Advisory Committee Establishment Bylaw Amendment 2025-28 – Omnibus.
3) That Council give leave to go to third reading of Cultural Advisory Committee Establishment Bylaw Amendment 2025-28 – Omnibus.
4) That Council give third reading to Cultural Advisory Committee Establishment Bylaw Amendment 2025-28 – Omnibus.
- H. NEW BUSINESS**
- 10:35 – 10:50 **1. Encroachment Policy ENG-001**
Recommendation: That Council approve Encroachment Policy ENG-001 as presented.
- 10:50 – 11:05 **2. Employee Code of Conduct Policy HR-002 Amendment**
Recommendation: That Council approve Employee Code of Conduct Policy HR-002 amended as presented.
- 11:05 – 11:20 **3. Receipt and Disbursement of Timber Revenue**
Recommendation: That Council approve the receipt of revenue generated by fuel reduction work in the Bow Valley Provincial Park and disbursement of those funds to support current or future Bow Valley Community Fireguard projects.
- 11:20 – 11:35 **4. 2025 Capital Budget Amendment – CAP7460 FireSmart Vegetation Management – Canyon Ridge**
Recommendation: That Council approve a new 2025 capital project for the FireSmart Vegetation Management – Canyon Ridge project funded by the Forest Resource Improvement Association of Alberta’s FireSmart – Vegetation Management grant in the amount of \$154,000.
- I. REPORTS FROM ADMINISTRATION – none**
- J. NOTICES OF MOTION – none**
- K. CLOSED SESSION – none**
- 11:35 **L. ADJOURNMENT**



Request for Decision

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

TO: Council

SUBJECT: Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation

SUBMITTED BY: Eleanor Miclette, Manager of Economic Development

RECOMMENDATION: That Council give second reading to Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation.

That Council give third reading to Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation.

That Council approve the additional 0.5 FTE Business Registry Coordinator position to be funded from the Economic Development Reserve beginning in 2025.

EXECUTIVE SUMMARY

Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation received first reading on July 8th, 2025 and is the subject of a public hearing on September 2nd, 2025.

Administration's analysis on this matter was presented at first reading. Please see the attachments for the Request for Decision (RFD) and related materials presented at first reading.

Should Council wish to proceed with the adoption of the updated bylaw, additional staffing resources will be required to support the increased administrative workload. This would involve increasing the Business Registry Coordinator position by 0.5 FTE, transitioning it from part-time to full-time hours, beginning in Q4 of 2025. The estimated annual cost associated with this change is approximately \$42,470.

ATTACHMENTS

- 1) RFD from the July 8th, 2025 Regular Council Meeting
- 2) Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation
- 3) Business Registry Bylaw 2015-02 (Redline)

AUTHORIZATION

Approved by: Sally Caudill
Chief Administrative Officer

Date August 26, 2025



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 4th 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 Miclette 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”; and
 - 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”, and
 - d) inserting “or unit” between “location” and “and pay”.
- 6 Section 26 is amended by striking out “and on or before September 30”.
- 7 Section 34 is amended by
 - a) striking out “or” and substituting “and”, and

Bylaw approved by: _____

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- b) inserting “s, 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”, and
- 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” and “\$150” after “Visitor Accommodation”; and
- 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: _____

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BYLAW 2015-02

Office Consolation current as of ~~November~~ September 28, 2025⁴

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

2024-27

- e) the Business is covered under a special event Business Registry Licence obtained by an event organizer. 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:

Office Consolation current as of ~~September~~
~~28, 2025~~

Page 8 of 14

- 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 31st 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.

2024-27; 2025-24

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.

2024-27; 2025-24

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:

2024-27

- 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.

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 – 2 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 rooms units	
Bed and Breakfast	\$150
Tourist Home	\$150
<u>Visitor Accommodation:</u>	
• <u>Condo Hotel unit</u>	<u>\$150</u>
• Hotels, Motels, Inns, Hostels: 42 -49 rooms units	\$225
• Hotels, Motels, Inns, Hostels: 50 – 100 rooms units	\$375
• Hotels, Motels, Inns, Hostels: 100 + rooms 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

Non-Resident Business	
Annual Licence	\$600
Temporary Licence: 2 days	\$50
Temporary Licence: 1 month	\$150
Temporary Licence: 3 months	\$200
Temporary Licence: 6 months	\$300
Restaurants & Bars (excludes outdoor patio seating)	
Restaurants: 0 - 35 seats	\$150
Restaurants: 36 - 69 seats	\$375
Restaurants: >69 seats	\$600
Retail/ Commercial/ Wholesale/Industrial	
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
Special Events	\$75 per day



Request for Decision

DATE OF MEETING: September 2, 2025 **AGENDA #: G 2**

TO: Council

SUBJECT: Cultural Advisory Committee Establishment Bylaw Amendment 2025-28 – Omnibus

SUBMITTED BY: Ben Stiver, Municipal Clerk

RECOMMENDATION: That Council give first reading to Cultural Advisory Committee Establishment Bylaw Amendment 2025-28 – Omnibus

That Council give second reading to Cultural Advisory Committee Establishment Bylaw Amendment 2025-28 – Omnibus.

That Council give leave to go to third reading of Cultural Advisory Committee Establishment Bylaw Amendment 2025-28 – Omnibus.

That Council give third reading to Cultural Advisory Committee Establishment Bylaw Amendment 2025-28 – Omnibus.

EXECUTIVE SUMMARY

This bylaw amendment is to update the Cultural Advisory Committee public membership composition requirements, improve the Indigenous membership language, and update the name of the governing Town of Canmore sub-department, as recommended by the Cultural Advisory Committee.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Cultural Advisory Committee Establishment Bylaw 2021-17

DISCUSSION

The first proposed amendment is to change the membership requirements for public members from a strict requirement to a guideline. The current bylaw has rigid requirements for the demographics of some committee positions which has limited the ability for the Committee to recruit and retain members effectively. When the Committee compiles a list of interested public members for the Annual Organizational Meeting of Council, applicants aren't explicitly asked for demographic information (but may choose to disclose such information voluntarily). Rather than require applicants to disclose demographic information, the recommended bylaw updates balance the need and desire to appoint a diverse group of individuals to this committee while allowing for flexibility based on the applicant pool during each recruitment.

The second proposed amendment updates committee eligibility language to be more inclusive and current. The previous requirement— “a member of Treaty 7 Nation or Region 3 Métis”—was considered outdated and restrictive. The revised wording— “Indigenous people with contemporary or historical connections to the Bow Valley”—was recommended by the current Indigenous committee member and unanimously approved. This change respects self-identification and supports broader, more inclusive participation.

The third and final amendment being proposed is the alignment of the sub-department name from Arts and Events to Arts and Culture as recommended within the Cultural Master Plan.

ANALYSIS OF ALTERNATIVES

None.

FINANCIAL IMPACTS

None.

INTEREST HOLDER ENGAGEMENT

The Cultural Advisory Committee has endorsed the recommendations being presented.

ATTACHMENTS

- 1) Cultural Advisory Committee Establishment Bylaw Amendment 2025-28 – Omnibus
- 2) Cultural Advisory Committee Establishment Bylaw 2021-17 (Redline)

AUTHORIZATION

Submitted by:	Ben Stiver Municipal Clerk	Date: <u>August 14, 2025</u>
Approved by:	Eleanor Miclette Manager of Economic Development	Date: <u>August 14, 2025</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date: <u>August 15, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>August 26, 2025</u>



BYLAW 2025-28

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO AMEND CULTURAL ADVISORY COMMITTEE ESTABLISHMENT BYLAW 2021-17

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 “Cultural Advisory Committee Establishment Bylaw Amendment 2025-28 – Omnibus”

INTERPRETATION

- 2 Words defined in Cultural Advisory Committee Establishment Bylaw 2021-27 shall have the same meaning when used in this bylaw.

PROVISIONS

- 3 Cultural Advisory Committee Establishment Bylaw 2021-17 is amended by this bylaw.
- 4 Subsection 10(b) is amended by striking out “one public member who is a member of a Treaty 7 Nation or Region 3 Metis” and substituting “four (4) to six (6) members of the public”.
- 5 Subsections 10(c), 10(d), and 10(e) are repealed.
- 6 The following is added below Section 10:

“10.1 Efforts will be made to reflect a diverse and representative public membership. The public membership composition options listed below are intended as a guideline rather than a strict requirement. The Committee may include public members as follows:

 - (a) one (1) public member who is an Indigenous representative who has contemporary or historical connections to the Bow Valley;
 - (b) up to three (3) public members who ideally represent the business, education, and social sectors in Canmore;
 - (c) one (1) professional cultural worker (employed or volunteer in the cultural sector); and
 - (d) one (1) member of the under 35 cultural community.”
- 7 Section 11 is amended by striking out “Events” and substituting “Culture”.
- 8 Section 12 is amended by striking out “, the Treaty member”.

- 9 Subsection 15 (a) is amended by striking out “a member of a Treaty 7 Nation or Region 3 Metis” and substituting “an Indigenous representative who has contemporary or historical connections to the Bow Valley.”.

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:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Manager, Municipal Clerk's Office

Date

Bylaw approved by: _____

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BYLAW 2021-17

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING THE CULTURAL ADVISORY COMMITTEE

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 “Cultural Advisory Committee Establishment Bylaw.”

INTERPRETATION

2. In this bylaw, “Committee” means the Cultural Advisory Committee.
3. Where a bylaw references a Town staff position, department, or committee, the reference is deemed to be to the current name that the staff position, department, or committee is known by.

ESTABLISHMENT

4. The Cultural Advisory Committee is hereby established.
5. The purpose of the Committee is to:
 - (a) provide advice and recommendations to help Council implement the Canmore Cultural Master Plan based on approved budgets;
 - (b) foster partnerships, innovation, and commitment for developing a creative economy, creative places, creative people, and creative identity; and
 - (c) provide advice and recommendations to help Administration acquire and manage the public art collection.

FUNCTIONS

6. The Committee:
 - (a) Reports annually to Council on:
 - (i) The progress in realizing the directions and actions outlined in the Canmore Cultural Master Plan;
 - (b) Assists Administration with:
 - (i) reviewing and recommending updates to the Town’s arts and culture policies and plans for council approval.
 - (ii) suggesting priorities and community actions to be incorporated into work plans and budgets related to implementation of the Cultural Master Plan; and

Bylaw approved by: _____

- (iii) making recommendations on all public art sites and acquisitions that are funded through the Public Art Trust or donated or acquired through other means.
- (c) Collaborates with the community by:
 - (i) looking for opportunities to engage, involve, and include the community in the public art process and in the building capacity of the cultural sector
- 7. The members of the Committee and any sub-committees established by the Committee must comply with the Town's Purchasing Policy and Code of Conduct Policy.

PUBLIC ART SELECTION SUB-COMMITTEES

- 8. The Committee is authorized to establish temporary public art selection sub-committees as required to evaluate submissions received in response to requests for proposals for commissioned artwork and recommend a successful candidate to Aadministration.
- 9. Selection sub-committees are comprised of a minimum of five (5) voting members and may include any of the following:
 - (a) the Council representative on the Cultural Advisory Committee,
 - (b) a member of the Cultural Advisory Committee,
 - (c) artist(s) appropriate for the selected medium,
 - (d) community representative(s),
 - (e) Treaty 7 and/or Metis Region 3 Indigenous representative(s),
 - (f) an architect, landscape architect, and/or public art professional, and
 - (g) a member of administration.

MEMBERSHIP AND TERM

- 10. The Committee is comprised of five (5) to seven (7) voting members as follows:
 - (a) one (1) member of Council; and
 - (b) ~~one-four (4) to six (6) members of the public (1) public member who is a member of a Treaty 7 Nation or Region 3 Metis;~~
 - (c) ~~up to three (3) public members who ideally represent the business, education, and social sectors in Canmore~~ Repealed 2025-28;

(d) ~~one (1) professional cultural worker (employed or volunteer in the cultural sector); and~~ Repealed 2025-28

(e) ~~one (1) member of the under 35 cultural community~~ Repealed 2025-28

10.1. Efforts will be made to reflect a diverse and representative public membership. The public membership composition options listed below are intended as a guideline rather than a strict requirement. The Committee may include public members as follows:

(a) one (1) public member who is an Indigenous representative who has contemporary or historical connections to the Bow Valley;

(b) up to three (3) public members who ideally represent the business, education, and social sectors in Canmore;

(c) one (1) professional cultural worker (employed or volunteer in the cultural sector); and

(d) one (1) member of the under 35 cultural community.

2025-28

11. The committee includes the Supervisor of Arts and ~~Events-Culture~~ or designate in a non-voting capacity.

12. Council appoints public members, ~~the Treaty member,~~ and the Council member at Council's annual organizational meeting.

13. The term of membership for public members is two (2) years for the first term and three (3) years for subsequent terms, beginning on the date following Council's annual organizational meeting and terminating on the date of the annual organizational meeting two or three years later.

14. The number of consecutive years served by a public member shall not exceed eight (8) years.

ELIGIBILITY

15. To be eligible for public membership on the ~~C~~committee, a person must:

(a) be a resident of Canmore; and/or an Indigenous representative who has contemporary or historical connections to the Bow Valley ~~a member of a Treaty 7 Nation or Region 3 Metis;~~

2025-28

(b) be at least eighteen (18) years of age.

17. A public member is not eligible for continuing a term on the ~~C~~committee and/or for reapplying for the next subsequent term on that ~~C~~committee if the public member:

(b) fails to attend three (3) consecutive meetings of the ~~C~~committee, unless that absence is caused through illness or is authorized in advance by resolution of the ~~C~~committee; or

(c) ceases to meet the eligibility requirements set out in this bylaw.

RESIGNATIONS AND REMOVALS

18. Any public member may resign from the Ccommittee at any time by sending written notice to the Ccommittee chair.
19. If a vacancy occurs before Council's annual organizational meeting, Council may appoint a replacement for the remainder of the term.

MEETING SCHEDULE AND PROCEDURES

20. Quorum is a simple majority.
21. The Ccommittee meets a minimum of nine (9) times per year according to a schedule approved by the voting members.
22. Public notice of a meeting is provided on the Town's website at least twenty-four (24) hours prior to the meeting.
23. The Ccommittee conducts its meetings in public except where authorized by the municipal Government Act to close a meeting to the public.
24. The Ccommittee chair is a public member selected by a majority vote of committee members.
25. Matters are decided by majority vote. A tied vote is defeated.

MEETING RECORDS

26. Agendas are made available to committee members at least three (3) days prior to a meeting and made available to the public at least one (1) day prior to a meeting.
27. Minutes are prepared for every Ccommittee meeting and contain the following:
 - (b) the date, time and location of the meeting;
 - (c) the names of all Ccommittee members present;
 - (d) the name of anyone other than a Ccommittee member who participated in the meeting; and
 - (e) any motions made at the meeting, along with the results of the vote on the motion.
28. Questions and debate are not recorded in Ccommittee minutes.
29. Minutes may, at the discretion of the members, include action items agreed upon by unanimous consent, including, but not limited to, action items accepted by individual Ccommittee members.
30. Minutes of a meeting are adopted by motion at the next meeting.

31. Any member may request a correction to the minutes before they are adopted; corrections are deemed adopted when the motion to adopt the minutes has carried.
32. Approved minutes are signed by the chairperson and the recorder who were present at the meeting where the minutes were taken, wherever possible. Where not possible, the minutes are signed by the current presiding officer and recording secretary.

ENACTMENT/TRANSITION

33. 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.
34. Public Art Committee Establishment Bylaw 2018-19 is repealed on October 26, 2021.
35. This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Manager, Municipal Clerk's Office

Date

Bylaw approved by: _____

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Request for Decision

DATE OF MEETING: September 2, 2025 **AGENDA #:** H 1

TO: Council

SUBJECT: Encroachment Policy ENG-001

SUBMITTED BY: Brian Kinzie, P.Eng., Municipal Engineer

RECOMMENDATION: That Council approve Encroachment Policy ENG-001 as presented.

EXECUTIVE SUMMARY

Encroachments are managed to prevent adverse effects to public lands, protect the Town's ability to maintain safe and effective service provision, minimize liability and risks to public health or safety, and to ensure public access and enjoyment of lands. The Encroachment Policy establishes an approach to managing encroachments on Town land and rights-of-way.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Encroachment Policy PD-002 dated January 8, 2008, was adopted by Council Resolution # 04-2008.

DISCUSSION

It is the policy of the Town that Encroachments in Town rights-of-way, reserve parcels, and other Town-owned legal parcels must not adversely affect these lands, impact the Town's ability to maintain safe and effective service provision, create risks to public health or safety, create liability risks for the Town, or restrict public access and enjoyment of lands for public use.

The Encroachment Policy is intended to enable the Town to manage Encroachments on Town land and rights-of-way effectively. It provides a consistent approach to managing Encroachments where Encroachments have been identified.

An Encroachment Policy has been in effect for several years and Administration has identified areas for improvement based on experience from applying the policy. The intent of the updated policy is to:

- Render the policy less punitive and reactive
- Decrease complexity and administrative burden
- Improve clarity on acceptable Encroachments
- Clarify enforcement procedures

The updated policy provides guidance on assessing Encroachments in Reserves and Town Owned Parcels, streets, and easements and rights-of-way to place them into the following categories:

- Acceptable – no agreement required
- Not acceptable
- Acceptable – Encroachment Agreement required

This new policy removes the Consent Letter process, which was housed in the previous version. The purpose of the Consent Letter was to acknowledge and document Encroachments while providing a degree of indemnification to the Town. Eliminating the Consent Letter is a risk management approach, which has been taken to reduce the administrative burden associated with Encroachments.

Key additions to the policy include:

- Removal of definitions housed in the Land Use Bylaw to avoid duplication;
- Updating parameters of acceptable Encroachments to align with best practices and to protect Town interests;
- Improving clarity of the process in applying for and obtaining an Encroachment Agreement; and
- Providing clear direction on the removal of Encroachments.

If approved, the proposed Encroachment Policy ENG-001 will repeal the current Encroachment Policy PD-002.

ANALYSIS OF ALTERNATIVES

N/A

FINANCIAL IMPACTS

No financial impacts associated with this report.

INTEREST HOLDER ENGAGEMENT

The following departments have been consulted and/or have participated in the revision of this policy:

- Public Works - Utilities
- Public Works – Parks
- Municipal Enforcement
- Town Solicitor
- Planning and Development

ATTACHMENTS

- 1) Encroachment Policy ENG-001
- 2) Encroachment Policy PD-002

AUTHORIZATION

Submitted by:	Brian Kinzie, P.Eng. Municipal Engineer	Date:	<u>July 25, 2025</u>
Approved by:	Zabrina Pendon, P.Eng. Manager of Engineering	Date:	<u>July 25, 2025</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date	<u>August 13, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>August 26, 2025</u>



Encroachment Policy

Policy Number: ENG-001

Date in Effect: September 2, 2025

POLICY STATEMENT

- 1 It is the policy of the Town that Encroachments in Town rights-of-way, Reserve parcels, and other Town-owned legal parcels must not adversely affect these lands, impact the Town's ability to maintain safe and effective service provision, create risks to public health or safety, create liability risks for the Town, or restrict public access and enjoyment of lands for public use.

PURPOSE

- 2 The purpose of this policy is to enable the Town to manage Encroachments on Town land and rights-of-way effectively. It provides a consistent approach to managing Encroachments where Encroachments have been identified.

DEFINITIONS

- 3 In this policy:
 - a) “Encroachment” means anything placed with a fixed location on the ground or attached to something having a fixed location on the ground, that extends on, over or under a Town Property or Interest, including the immediate airspace, and includes, but is not limited to the following, and does not include sound attenuation structures as required by the Town:
 - i) Improvements defined in the Alberta Land Surveyors’ Association Manual of Standard Practice, 2022, as amended from time to time;
 - ii) Buildings and all projections including eaves, cantilevers, or similar and siding;
 - iii) Sheds or other accessory buildings, including those attached to a dwelling or fence;
 - iv) Fences;
 - v) Asphalt, concrete or brick sidewalks, curbs, parking pads, driveway aprons or driveways;
 - vi) Structures such as decks, stairs, patios, pergolas, gazebos or similar;
 - vii) Extension of adjacent lands by fill;
 - viii) Walls;
 - ix) Swimming pools and hot tubs;

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- x) Soft landscaping, including shrubs, hedges, trees or other organic landscape materials; and
- xi) Hard landscaping including, but not limited to stones, rocks, boulders, structures, fire pits, fixed planters, or other inorganic materials placed on or in the ground.
- b) “Encroachment Agreement” means an agreement between the Town and a Property Owner of land authorizing an Encroachment onto a Town Property or Interest, including any existing agreements that in substance provide for an Encroachment onto a Town Property or Interest even if not named as an Encroachment Agreement.
- c) “Property Owner” means the owner of land adjacent to Town Property or Interest or the owner of land against which is registered an easement or right-of-way in favor of the Town.
- d) “Reserve” includes all forms of designated Reserve lands provided by Part 17 of the Municipal Government Act.
- e) “Self-Supporting Steps” means a staircase occupying the airspace over a utility right-of-way without any supporting pillars or contact with the ground surface within the boundaries of said right-of-way.
- f) “Town Property or Interest” means Reserve, any other Town-owned parcels of land, streets and roads under the control and management of the Town, and easements and rights-of way in favor of the Town.

GENERAL PRINCIPLES

- 4 No Encroachment into a designated emergency access route or an easement for emergency access shall be permitted.
- 5 An Encroachment shall not adversely affect the Town’s ability to access and maintain its infrastructure or the Town’s ability to provide safe and effective services to the citizens of Canmore.
- 6 An Encroachment shall not restrict public access to, and enjoyment of lands intended for public use, such as Town parks.
- 7 An Encroachment shall not interfere with the Town’s ability to access a Town Property or Interest or utility infrastructure contained within a Town Property or Interest.
- 8 An existing Encroachment extending onto Town owned land (non-Reserve land) or a street by greater than 3.0 metres is not eligible for an Encroachment Agreement.
- 9 An Encroachment that does not fit within the types and specifications of Encroachments listed in this policy may be permitted if deemed acceptable by the Chief Administrative Officer.

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- 10 Where an Encroachment has been authorized by the Town and an Encroachment Agreement is required, a Property Owner shall execute the Encroachment Agreement prepared and delivered by the Town, or the Encroachment shall be removed by the Property Owner, at the Property Owner's sole cost and expense, from the Town Property or Interest.
- 11 An Encroachment Agreement authorized by the Town and executed by the Property Owner shall be registered on the certificate of title to the Property Owner's land.
- 12 An authorized Encroachment does not release a Property Owner from the responsibility to comply with other municipal, provincial or federal regulations requirements or bylaws.
- 13 All expenses, costs, liabilities or other risk associated with both authorized and unauthorized Encroachments shall be borne by the Property Owner. The Town shall not be responsible for any expenses, costs, liabilities or other risk associated with both authorized and unauthorized Encroachments.
- 14 An Encroachment Agreement does not permit a Property Owner to add additional Encroachments to the property. Only Encroachments authorized at the time of the execution of the Encroachment Agreement are permitted, subject to all the terms of the Encroachment Agreement.
- 15 Public or franchise utilities located within a Town Property or Interest that is authorized by the Town will not be considered as an Encroachment.
- 16 Street patios as contemplated by the In Street Patio Policy that hold permits under the Traffic and Road Use Bylaw shall not be considered Encroachments.
- 17 Existing Encroachments authorized by Licenses of Occupation, Encroachment Agreements, Maintenance and Indemnity Agreements, or any other existing agreement with the Town authorizing an Encroachment shall be deemed to be an authorized Encroachment subject to the terms of the existing agreement.
- 18 Where the term 'or similar' is used in the Policy, the Town will make the sole determination if a material or other variable is considered 'similar'.
- 19 Tolerance of measurements when applying this policy shall take into consideration errors introduced by survey measurements. For the purposes of determining compliance with this policy with respect to the location of Encroachments, measurements shall be rounded off to the same number of significant figures used in this policy.
- 20 No Encroachment(s) shall be permitted, unless:
 - a) expressly permitted by the Town through a bylaw or Encroachment Agreement; or
 - b) expressly listed below as exempt from this requirement for a permission under a bylaw or Encroachment Agreement.

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ENCROACHMENTS ONTO RESERVES AND OTHER TOWN-OWNED PARCELS

- 21 An Encroachment Agreement is not required for the following:
- a) Fences encroaching not more than 1.0 metre, and that do not result in the enclosure of any part of a Reserve or the Town-owned land so that public access is discouraged or obstructed, or would result in exclusive access for the Property Owner; and
 - b) Any Encroachment constructed for municipal purposes by the Town.
- 22 Encroachments onto Reserves and Town owned parcels should not interfere with the purpose, use, or function of the land, or restrict the public's ability to access, use and enjoy the land.

ENCROACHMENTS INTO STREETS/ROADS/LANES

- 23 An Encroachment Agreement is not required for the following:
- a) Surface improvements or structures which provide direct access to a residential dwelling, including attached and detached garages, including:
 - i) Driveways of any material;
 - ii) Sidewalks to a maximum width of 2.0 metres;
 - iii) Special needs or emergency access ramps, elevators, fire escapes, or similar; and
 - iv) Steps to a maximum width of 2.0 metres.
 - b) Fences:
 - i) Encroaching not more than 0.34 metres where the Fence creates an enclosure.
 - ii) Encroaching up to 1.0 metre to the back of the sidewalk or to the curb (if there is no sidewalk) where the fence is a linear projection of a fence on the adjacent private property.
 - iii) Developer fences or developer walls required under development agreements.
 - c) Portable sheds and other accessory buildings and structures under 10 square metres and encroaching not more than 0.34 metres including any eaves.
 - d) Retaining walls not more than 0.24 metres in height, encroaching not more than 0.34 metres and where not located within 2.0 metres to above ground utility surface facilities.
 - e) Non-permanent surface improvements including:
 - i) Moveable planters including any movable border material (e.g. plastic, concrete, timber sections under 0.24 metres in height).

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- ii) Natural landscaping including shrubs and flowers under 1.0 metre in height but excluding trees.
- iii) Moveable surface level rocks not more than 0.24 metres in height.
- iv) Interlocking block, asphalt, gravel or similar material.
- f) Eaves, window wells, cantilevers or air conditioning units encroaching by not more than 0.14 metres into a street.
- g) Unless otherwise specified in Sections 23 or 24, non-permanent structures (no footings or foundations) that encroach not more than 0.34 metres into a street.
- h) Any Encroachment constructed for valid municipal purposes by the Town.

24 An Encroachment Agreement is required for the following:

- a) Pedestrian shelter above sidewalks in commercial areas in the form of arcades, structural awnings or structural canopies attached to building and store fronts, subject to the following:
 - i) Signage attached to the arcade, structural awning or structural canopies shall be subject to Town discretion and any further permit requirements.
 - ii) The minimum vertical dimension from the sidewalk to the underside of the Encroachment shall be 2.4 metres.
 - iii) In horizontal dimension, the Encroachment shall only be permitted above pedestrian areas and may not be extended above vehicle travel areas.
 - iv) Foundations and/or supporting pillars do not encroach.
- b) Additional driveways or parking pads of any material adjacent to a residential road which cross over any utility right-of-way and do not run parallel to it.
- c) Sidewalks or steps:
 - i) Of any width, which provide access to a residential property, but do not provide direct access to a residential dwelling or to an attached or detached garage; or
 - ii) Greater than 2.0 metres in width, which provide access to a residential dwelling, including attached and detached garages.

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- d) Surface improvements or structures, as described in more detail below, which provide access to a commercial property, multi-unit residential property or other similar property type, and which are part of a Development Permit approval, including:
 - i) Access driveways (including curbs) that provide vehicular access;
 - ii) Sidewalks to a maximum width of 2.0 metres, unless otherwise approved by the Town, that provide pedestrian and/or cycle access;
 - iii) Special needs or emergency access ramps, elevators, fire escapes, or similar; and
 - iv) Steps to a maximum width of 2.0 metres.
 - e) Walls not more than 0.24 metres in height, encroaching more than 0.34 metres and where not located adjacent to above ground utilities surface facilities.
- 25 All existing Encroachments into a Street, Road or Lane not listed in Sections 23 or 24 require circulation to the Town of Canmore to determine the acceptability of the Encroachment. If approved by circulation, an Encroachment Agreement will be required.
- 26 An Encroachment into a Street, Road or Lane that does not fit within the types and specifications of Encroachments listed above may be permitted if deemed acceptable by the Chief Administrative Officer, having regard to the factors to consider on applications for Encroachments under this policy.

ENCROACHMENTS INTO EASEMENTS AND RIGHTS OF WAY

- 27 Encroachments of the following types into easements and rights-of-way held by the Town will be allowed provided that they meet the following specifications and do not interfere with the purposes, uses and restrictions for which the easement or right-of-way is granted:
- a) Surface improvements or structures, which provide direct access to a residential dwelling, including attached and detached garages, including:
 - i) Driveways of any material which cross over any utility right-of-way and do not run parallel to it;
 - ii) Sidewalks to a maximum width of 2.0 metres;
 - iii) Special needs or emergency access ramps, elevators, fire escapes, or similar;
 - iv) Steps to a maximum width of 2.0 metres; and
 - v) Self-Supporting Steps over a utility right-of-way which provide access to a building.

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- b) Fences:
 - i) Encroaching not more than 0.34 metres where the Fence creates an enclosure.
 - ii) Encroaching to 1.0 metre to the back of the sidewalk or to the curb (if there is no sidewalk) where the fence is a linear projection of a fence on the adjacent private property.
 - iii) Fences running through a utility right-of-way bisected by a property line; and
 - iv) Developer fences or developer walls required under development agreements.
 - c) Portable sheds and other portable accessory buildings (not on footings) under 10 square metres in size;
 - d) Retaining walls not more than 0.24 metres in height, encroaching not more than 0.34 metres and where not located within 2.0 metres to utility above ground surface facilities;
 - e) Non-permanent surface improvements including:
 - i) Moveable planters including any movable border material (e.g. plastic, concrete, timber sections under 0.24 metres in height);
 - ii) Natural landscaping including shrubs and flowers under 1.0 metres in height, but excluding trees;
 - iii) Moveable surface level rocks not more than 0.24 metres in height; and
 - iv) Interlocking block, asphalt, gravel or similar material.
 - f) Eaves, window wells, cantilevers of air conditioning units encroaching by not more than 0.14 metres into a utility right-of-way.
 - g) Unless otherwise specified in Sections 27 or 28, non-permanent structures (no footings or foundation) that encroach by not more than 0.15 metres into a utility right-of-way that is 2.4 metres or less in width OR non-permanent structures (no footings or foundation) that encroach by not more than 0.34 metres into a utility right-of-way that is greater than 2.4 metres in width.
 - h) Any Encroachment constructed for valid municipal purposes by the Town.
- 28 The following Encroachments may be considered if they can be reflected in the existing or amended right-of-way agreement:
- a) Residential footings for buildings or structure encroaching not more than 0.34 metres into a utility right-of-way, wherein the building or structure is not encroaching, will be accepted.

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- b) Where the building or structure does not encroach, residential building eaves encroaching not more than 0.64 metres into a utility right-of-way above a height of 2.4 metres above grade will be authorized, except where adjacent to or located on lands with an overhead electrical line requiring minimum clearance.
 - c) Additional driveways or parking pads of any material adjacent to a residential road which cross over any utility right-of-way and do not run parallel to it.
 - d) Sidewalks or steps:
 - i) Of any width, which provide access to a residential property, not including those providing access to a residential dwelling or to an attached or detached garage; or
 - ii) Greater than 2.0 metres in width, which provide access to a residential dwelling, including attached and detached garages.
 - e) Surface improvements or structures, as described in more detail below, which provide access to a commercial property, multi-unit residential property or other similar property type, and which are part of a Development Permit approval, including:
 - i) Access driveways (including curbs) that provide vehicular access;
 - ii) Sidewalks to a maximum width of 2.0 metres, unless otherwise approved by the Town, that provide pedestrian and/or cycle access;
 - iii) Special needs or emergency access ramps, elevators, fire escapes, or similar; and
 - iv) Steps to a maximum width of 2.0 metres.
 - f) Walls not more than 0.24 metres in height, encroaching more than 0.34 metres and where not located adjacent to above ground utilities surface facilities.
- 29 All existing Encroachments not listed in Sections 27 or 28 require a full circulation to the Town of Canmore to determine the acceptability of the Encroachment. If approved by circulation, an amended right-of-way agreement will be required.
- 30 A proposed Encroachment into an easement or right-of-Way that does not fit within the types and specifications of Encroachments listed above may be permitted if deemed acceptable by the Chief Administrative Officer, having regard to the factors to consider on applications for Encroachments under this policy.

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APPLICATIONS

- 31 When a Property Owner applies to the Town for an Encroachment Agreement, they shall provide the following:
- a) Real Property Report detailing the property and the extent of the Encroachment;
 - b) a copy of the title to the parcel;
 - c) the application fee; and
 - d) photographs of the Encroachment.
- 32 Where an Encroachment requiring an Encroachment Agreement is approved by the Town, the Property Owner shall execute the Encroachment Agreement prepared and delivered by the Town. This agreement shall be registered on the title of the Property Owner's land and on the Town parcel where applicable.
- 33 Nothing in this policy shall:
- a) restrict the Town's discretion to reject an application for an Encroachment, or
 - b) require the Town to enter into an Encroachment Agreement.
- 34 When considering applications for Encroachment Agreements, in addition to anything in this policy, the Town may consider:
- a) adverse effects on the land or the environment;
 - b) the Town's ability to maintain safe and effective service provision;
 - c) risks to public health or safety from the Encroachment;
 - d) restrictions of public access and the enjoyment of lands for public use; and
 - e) any other factors the Town considers relevant.
- 35 Encroachment Agreements shall provide for the following:
- a) the identification of the Encroachment and its location in relation to lands;
 - b) the time period for which the Encroachment is authorized to remain, which may be indefinite subject to the terms of the consent;
 - c) provisions for the termination of the agreement or consent and removal of the Encroachment;
 - d) responsibility for costs of maintaining, repairing and removing the Encroachment; and

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- e) liability for the Encroachment and indemnification for claims or damages related to the Encroachment.

REMOVAL OF ENCROACHMENTS

- 36 All unauthorized Encroachments shall be removed and affected lands restored by the Property Owner from the affected Town Property or Interest at the Property Owner's sole cost and expense.
- 37 The Town may, at its sole discretion, require the removal of any Encroachments that do not have an Encroachment Agreement under this Policy.
- 38 All unauthorized Encroachments shall be removed by the Property Owner upon notice from the Town.
- 39 The Town in carrying out any of its operations will not be responsible for the reinstatement of Encroachments other than as provided in applicable Encroachment Agreements.
- 40 Subsequent to the removal of an Encroachment, the Property Owner shall submit an updated Real Property Report with certificate of compliance stamp from the Town, evidencing removal of the Encroachment(s).
- 41 Notwithstanding any of the above, in the event that an Encroachment poses clear and present danger to the public as determined by the Town, the Encroachment shall be removed immediately by the Property Owner and at the sole cost of the Property Owner.
- 42 Should the Property Owner not remove the Encroachment or restore the impacted area following written notice from the Town, then the Town may remove the Encroachment and all costs associated with the removal incurred by the Town shall be borne by the Property Owner.
- 43 When considering unauthorized Encroachments, the Town shall consider the following and shall determine the appropriate course of action:
 - (a) adverse effects on the land or the environment;
 - (b) the Town's ability to maintain safe and effective service provision;
 - (c) risks to public health or safety from the Encroachment;
 - (d) liability risks for the Town;
 - (e) restrictions of public access and the enjoyment of lands for public use; and
 - (f) any other factors the Town considers relevant.

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- 44 Where it is determined that the Town should enforce against an Encroachment, this Enforcement may be carried out under any Town bylaws, provincial statutes, Encroachment Agreements, or any other instruments applicable to the structures that comprise the Encroachment and the lands where the Encroachment is located.

FEES AND COSTS

- 45 The Town may charge a fee for entering into an Encroachment Agreement or amending a utility right-of-way agreement. This fee shall be established by resolution of Council and may be revised from time to time by Council.
- 46 Any additional costs required to accommodate an Encroachment, including but not limited to a road closure or subdivision application or Reserve disposition, shall be borne by the Property Owner responsible for the Encroachment.
- 47 Any costs of utility relocation or reconstruction required to accommodate an Encroachment shall be the responsibility of the Property Owner responsible for the Encroachment.
- 48 Where an Encroachment is created by a Property Owner granting land adjacent to Town Property or Interest (i.e. a dedication agreement concerning lands where an existing Encroachment is to remain), the Town shall enter into an Encroachment Agreement with the Property Owner for no charge.
- 49 Where an Encroachment Agreement is entered into, the Property Owner responsible for the Encroachment will pay all costs associated with preparation and registration of the agreement.
- 50 All costs associated with the preparation, execution and discharge of utility right-of-way agreements or amendments to right-of-way agreements that are needed to permit an Encroachment shall be borne by the Property Owner responsible for the Encroachment.

RESPONSIBILITIES

- 51 The Manager of Engineering is responsible for the maintenance of this policy.
- 52 The Chief Administrative Officer is responsible for the implementation of this policy through the creation and maintenance of any administrative procedures necessary for compliance with this policy.

POLICY REVIEW

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

RELATED DOCUMENTS

In-Street Patio Policy
Entrance Features in Municipal Road Right-of-Way Policy
Traffic and Road Use Bylaw 2020-03
Parks Bylaw 2019-09

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ATTACHMENTS

None.

REPEALS POLICY: Encroachment Policy PD-002

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk’s Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	1999-02-16	80-99	Encroachment Policy
Repealed	2008-01-08	04-2008	
Approved	2008-01-08	04-2008	Encroachment Policy PD-002
Repealed	2025-09-02	XXX-2025	
Approved	2025-09-02	XXX-2025	Encroachment Policy ENG-001

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TOWN OF CANMORE POLICY

EFFECTIVE DATE: 8 January, 2008

ADOPTED BY RESOLUTION #: 04 -2008

POLICY TITLE: Encroachment Policy (2008)

POLICY STATEMENT

The Town realizes private encroachments on Town of Canmore property and easements exist and will continue to be discovered, and has established this policy as a result. The Town administers or owns a variety of parcels of land including streets and reserves and also has interests in privately owned land by way of easements. On behalf of the citizens of Canmore, the Town must ensure that encroachments do not adversely affect these lands and easements or the Town's ability to maintain effective services or restrict public access and enjoyment of lands for public use. Identified owners of the encroachment may be allowed to keep the encroachment, may be required to enter into an agreement or, alternatively, remove the encroachment.

The following Encroachment Policy will assist the public and enable the Town to manage encroachments effectively. It is intended to provide a more consistent approach in processing applications, enforcing the policy, and protecting and indemnifying the Town wherever encroachments have been identified.

1.0 DEFINITIONS

- (a) **Council** means the Municipal Council for the Town.
- (b) **Developer Fence** means a fence installed under a subdivision or development agreement.
- (c) **Easement** means any right-of-way for the passage and maintenance of public utilities, identified by a registered plan or by description and documented by a Registered Easement Agreement granted to the Town.
- (d) **Encroachment** means anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground (excluding sound attenuation structures or fences as required by the Town), that extends on, over or under municipal lands and shall include, but is not limited to the following:
 - (i) Buildings and all projections (including eaves, cantilevers, etc.) and siding.
 - (ii) Sheds, (including those attached to a dwelling and / or fence).
 - (iii) Fences.
 - (iv) Asphalt, concrete or brick sidewalks, curbs, parking pads, aprons or driveways.
 - (v) Structures (including decks, stairs patios, etc.).
 - (vi) Retaining walls, and extension of adjacent lands by fill.
 - (vii) Swimming pools and hot tubs.
 - (viii) Shrubs, trees or other organic landscape materials planted in reserves or Town owned parcels.
 - (ix) Hard landscaping (including, but not limited to, retaining walls, structures, fire pits, planters).

- (x) Light standards.
- (xi) Signs.
- (e) **Encroachment Agreement** means an agreement (including a License of Occupation or an agreement amending an existing utility right-of-way) between the applicant and the Town authorizing an encroachment and shall, among other things, include:
 - (i) location and identification of the encroachment;
 - (ii) term;
 - (iii) termination notice;
 - (iv) cost and liability for repair and removal;
 - (v) indemnification of the Town, its agents or licensees;
 - (vi) a provision requiring removal following a minimum of 30 days notice by the Town.
- (f) **Fence** means a vertical physical barrier constructed to provide visual screening or to prevent unauthorized access or both.
- (g) **Municipal Lands** means collectively or individually a street, easement, reservoir or Town owned parcel.
- (h) **Property Owner** means the owner of land adjacent to Municipal Lands or the owner of land encumbered by an easement, who has required or may require an encroachment agreement on the said municipal lands or easement.
- (i) **Public utility lot** means a parcel of land dedicated for public utilities and designated as "PUL" on a plan of survey.
- (j) **Reserve** includes all municipal reserves (MR or any of the original designates), environmental reserves (ER), municipal and school reserves (MSR) or school reserves (SR) as defined in the Municipal Government Act or a public park, recreation ground or exhibition ground as defined in the Municipal Government Act.
- (k) **Street** means any thoroughfare, highway, road, trail, avenue, viaduct, lane, alley, square, bridge, causeway, trestle, walkway or other place, which are lands administered by the Town, any part of which the public is entitled or permitted to use.
- (l) **Tolerance of measurements**, when referred to in this policy shall take into consideration errors introduced by survey measurements. For the purposes of determining compliance with this policy with respect to the location of encroachments, measurements shall be rounded off to the same number of significant figures (i.e. a survey measurement between 0.25 m and 0.34 m would be rounded to 0.3 m and between 0.35 m and 0.39 m would be rounded to 0.4 m), etc.
- (m) **Town** means the corporation of The Town of Canmore.
- (n) **Town Owned Parcel** is any titled land the Town owns excluding a reserve, street or easement.
- (o) **Utility** means any one or more of the following:
 - (i) Systems for the distribution of gas, whether artificial or natural, electricity, telephone, cable television and oil products;
 - (ii) Facilities for storage, transmission, treatment, distribution or supply of water;
 - (iii) Facilities for the collection, treatment, movement or disposal of sanitary sewage, including pumping stations;
 - (iv) Storm water drainage facilities, including collection, treatment, pumping stations, storm water ponds, and wetlands;
 - (v) Any other items that may be prescribed by the Lieutenant Governor in Council by regulation.

2.0 ENCROACHMENTS INTO STREETS / ROADS / LANES

- 2.1 Encroachments into streets or road rights of way shall not be allowed except where:
- (i) The Encroachment meets the criteria as outlined in Schedule A; or
 - (ii) The Town has previously authorized an Encroachment by written agreement as authorized by the Municipal Government Act.
- 2.2 Encroachments as identified in Schedule "A" will not require an Encroachment Agreement. The Town may provide a letter in the form of Schedule "B," allowing the Encroachment to remain until such time as the Town instructs the Property Owner responsible for the Encroachment to remove it.
- 2.3 Unless the Town authorizes an Encroachment, the Town or the Owner shall remove the Encroachment from the affected street, lane or road right of way, following a minimum of 30 days notice in writing from the Town. All work conducted in removing an Encroachment shall be at the cost of the Property Owner responsible for the Encroachment.
- 2.4 Encroachments into Municipal Lands that are designated as or are part of an emergency access **shall** be removed from the affected Municipal Lands following a minimum of 14 days notice in writing from the Town, at the cost of the Property Owner.
- 2.5 Where an Encroachment is created by an owner granting land adjacent to a street to the Town (i.e. a Dedication Agreement where an existing Encroachment is to remain), the Town shall without charge permit an Encroachment Agreement to be entered into with the owner. The removal period is subject to negotiation with the Town and would be related to the life of the Encroachment or until the Town requires road widening.
- 2.6 An Encroachment Agreement authorized by the Town and executed by a Property Owner shall be registered by caveat on the title of the Property Owner's land.
- 2.7 Public or franchise utilities located within a public utility lot or street authorized by the Town will not be considered as an Encroachment.
- 2.8 An encroachment shall not interfere with the Town's or other utility company's need to access the easement.
- 2.9 Encroachments to accommodate pedestrian shelter (and attached signage) above sidewalks in commercial areas may be approved at the sole discretion of the Town, when the Encroachment clearly provides shelter to the public sidewalk. In such cases,
- (i) All such encroachments shall be specifically approved through an Encroachment Agreement.
 - (ii) The minimum vertical dimension from the sidewalk to the underside of the Encroachment shall be 2.4m.
 - (iii) In horizontal dimension, the Encroachment shall only be permitted above pedestrian areas and may not be extended above vehicle travel areas.
- 2.10 All expenses, costs, liabilities, or other risk associated with an Encroachment shall be borne by the owner responsible for the Encroachment.

- 2.11 An Encroachment once authorized through an Encroachment Agreement or by letter in the form of Schedule "B" by the Town may continue to be used, but the Encroachment shall not be added to, rebuilt or structurally altered except;
- (i) as may be necessary to remove the Encroachment; or
 - (ii) as may be necessary for the routine maintenance of the Encroachment.
- 2.12 If an Encroachment or the structure benefitting from the Encroachment is damaged or destroyed to the extent of more than 75% of the replacement value of the Encroachment or such structure, the Encroachment shall be removed unless the repair or reconstruction is authorized by the Town.
- 2.13 Existing Encroachments authorized by Licenses of Occupation, Encroachment Agreements, Maintenance and Indemnity Agreements, or any other existing agreement with the Town authorizing an Encroachment shall be deemed to be an authorized Encroachment subject to the terms of the existing agreement.
- 2.14 Notwithstanding any of the above, in the event that an Encroachment poses clear and present danger to the public as determined by the Town, the Encroachment shall be removed immediately by the Property Owner and at the sole cost of the Property Owner. Should the Property Owner, for whatever reason, be unable or unwilling to remove the Encroachment, then the Town shall immediately remove it and all costs of the removal incurred by the Town shall be borne by the Property Owner responsible for the Encroachment.

3.0 ENCROACHMENTS ONTO RESERVES AND TOWN OWNED PARCELS

- 3.1 The only Encroachments permitted onto reserves and Town owned parcels are those that do not interfere or restrict the public's ability to access, use and enjoy the land, in the sole determination of the Town.
- 3.2 No structures shall be permitted to encroach onto reserves or Town owned parcels.
- 3.3 No permanent improvements, including (but not limited to) compost bins, fire pits, barbeque areas, domestic lawns or ornamental landscaping and temporary uses including woodpiles, debris or garbage, excavation materials, vehicles, campers and trailer storage shall be permitted to encroach onto reserves or Town owned parcels.
- 3.4 Fences shall only encroach by a maximum of 1.0 metre onto reserves or Town owned parcels, and shall not result in the enclosure of the reserve or the Town owned land so that public access is discouraged.
- 3.5 Minor Encroachments onto reserves and Town owned parcels may be allowed to remain at the sole discretion of the Town. In such cases, the Town may provide a letter in the form of Schedule "B," allowing the Encroachment to remain until such time as the Town instructs the Property Owner responsible for the Encroachment to remove it.
- 3.6 Encroachments onto reserves or Town owned lands that do not comply with this Policy shall be removed by the Property Owner that caused the Encroachment, following a minimum of 30 days notice in writing from the Town. All work conducted in removing an

Encroachment shall be at the cost of the Property Owner responsible for the Encroachment.

- 3.7 Public or franchise utilities located within a public utility lot or an easement located on reserves or Town owned parcels authorized by the Town will not be considered as an Encroachment.
- 3.8 The disposition of any interest in reserve parcels or Town owned lands shall be subject to approval by the Council in accordance with the relevant provisions of the Municipal Government Act.
- 3.9 All costs associated with disposition of an interest in reserve parcels shall be borne by the Property Owner responsible for the Encroachment.

4.0 ENCROACHMENT INTO EASEMENTS AND UTILITY RIGHTS OF WAY

- 4.1 An Encroachment into an easement or utility right of way in accordance with the limitations outlined in Schedule "C" will be allowed where they do not interfere with the basic operation and maintenance of the facility, except where adjacent to or located on a Town owned parcel with an overhead electrical line. In cases involving overhead electrical lines, no Encroachment will be permitted.
- 4.2 An Encroachment into an easement or utility right of way not within the limitations outlined in Schedule "C" may be permitted, if deemed acceptable by the relevant utility operator. In these cases, a new utility right of way document acknowledging the Encroachment will be required to be executed and registered, and a partial discharge of the existing agreement executed. All costs associated with the preparation, execution and discharge of agreements shall be borne by the Property Owner responsible for the Encroachment.
- 4.3 An Encroachment into an easement or utility right of way not within the limitations outlined in Schedule "C" that is not permitted and not deemed acceptable by the relevant utility operator shall be removed by the Property Owner responsible for the Encroachment and all costs associated with the removal shall be borne by the Property Owner.
- 4.4 No Encroachment into an emergency access easement shall be permitted. All such Encroachments into emergency access easements shall be removed immediately by the Property Owner at his expense. Should the Property Owner be unable or unwilling to remove the Encroachment, then the Town shall immediately remove the Encroachment and all costs associated with the removal incurred by the Town shall be borne by the Property Owner.

5.0 GENERAL GUIDELINES

- 5.1 Where an Encroachment is identified, a Property Owner may make an application to the Town, for consideration of such Encroachment. If within:
 - (i) an easement or utility right of way; it will be reviewed by all affected municipal departments and any affected franchise utility; or

- (ii) a street; it will be reviewed by all affected departments and any affected utility; or
- (iii) a reserve, it will be reviewed by all affected departments; it will require removal unless other alternatives are pursued as referenced in this Policy; or
- (iv) a Town owned parcel; all affected departments and any affected utility will review it.

6.0 ENFORCEMENT

- 6.1 An encroachment into a street, easement, reserve, utility right of way or other Town owned parcel is enforced by a Designated Officer under the jurisdiction of relevant Town bylaws and Provincial Statutes.

7.0 ENCROACHMENT AGREEMENT FEES

- 7.1 All Encroachments will be required to be removed, enter into an Encroachment Agreement or request a letter from the Town acknowledging the Encroachment pursuant to this Policy.
- 7.2 The Town may levy a fee for entering into an Encroachment Agreement, providing a letter acknowledging the Encroachment or amending a utility right of way agreement.
- 7.3 This fee shall be established by resolution of Council and may be revised from time to time by Council.
- 7.4 Any additional costs required to accommodate an Encroachment, including but not limited to a road closure or subdivision application or reserve disposition, shall be borne by the Property Owner responsible for the Encroachment.
- 7.5 Any costs of utility relocation or reconstruction required to accommodate an Encroachment shall be the responsibility of the Property Owner responsible for the Encroachment.

8.0 ENCROACHMENT AGREEMENT APPLICATION REQUIREMENTS

When a Property Owner applies to the Town for an Encroachment Agreement, he / she shall provide the following:

- (a) a copy (preferably an original) of a Real Property Report detailing the property and the extent of the encroachment;
- (b) a copy of the title to the parcel;
- (c) the application fee; and
- (d) photographs of the encroachment.

Upon receipt of items (a) through (d), processing of an Encroachment Agreement will be commenced by the Town.

The Town will respond to all Encroachment complaints and will apply this policy when encroachments are identified through normal processes and management of Municipal Lands.

SCHEDULE "A"

AUTHORIZED ENCROACHMENTS INTO A STREET

General:

- (a) Encroachments shall in no cases exceed 0.3m into the street, easement or reserve.
- (b) In cases involving overhead electrical lines, no Encroachment will be permitted where adjacent to or located on a Town owned parcel with an overhead electrical line.
- (c) No Encroachments into an emergency access easement shall be permitted.

Structures which provide direct access to a dwelling, including:

- (a) front driveways (standard broom finished concrete – alternate, more costly materials may be permitted).
- (b) sidewalks to a maximum width of 2.0 metres (standard broom finished concrete – alternate, more costly materials may be permitted).
- (c) special needs access (ramps, elevators, fire escapes, etc.).
- (d) steps to a maximum width of 2.0 metres that provide access to a residential dwelling excluding retaining walls or landscape features that are in the opinion of the Town considered to be features not directly benefiting the access.

Driveways which access lanes:

- (a) which are constructed of asphalt, gravel, or shale which are constructed of concrete or other like material and which encroach not more than 0.3 metres into a gravel lane.
- (b) which are hard surfaced and which encroach into a hard surfaced (asphalt or concrete) lane.

Fences:

- (a) encroaching not more than 0.3 metres where the fence creates an enclosure.
- (b) encroaching to the back of the sidewalk or to 1.0 metres from the curb (if there is no sidewalk) where the fence is a linear projection of a fence on the adjacent private property.
- (c) developer fences required under development agreements fences running parallel to pathways (which run over a property line) may exceed 0.3 metres subject to minimum access requirements.

Portable sheds and other accessory buildings and structures:

- (a) Under 10 square metres (107 square feet) and encroaching not more than 0.3 metres.

Retaining walls:

- (a) not more than 0.2 metres in height and where not located within 2.0m to above ground utility surface facilities.

Non-permanent surface improvements including:

- (a) movable planters including any movable border material (e.g. plastic, concrete, timber sections under 0.2 metres in height).
- (b) natural landscaping including trees and shrubs.
- (c) surface level rocks not more than 0.2 metres in height.
- (d) surface interlocking blocks.

Pedestrian Shelter Above Sidewalks in Commercial Areas

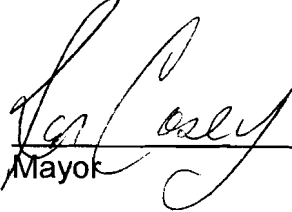
- (a) All such encroachments may be permitted and shall be specifically approved through an Encroachment Agreement at the sole discretion of the Town.
- (b) Arcades and structural awnings and structural canopies attached to building and store fronts that provide shelter to people on sidewalks.
- (c) Signage may be attached to the arcade, structural awning or structural canopies at the discretion of the Town, and subject to all permit requirements.
- (d) The minimum vertical dimension from the sidewalk to the underside of the Encroachment shall be 2.4m.
- (e) In horizontal dimension, the Encroachment shall only be permitted above pedestrian areas and may not be extended above vehicle travel areas.

Other:

Any encroachment constructed for valid municipal purposes by the Town or its agents (i.e. bollards, sound barriers, developer fences, subdivision entrance signs, guard rails, etc.)



Chief Administrative Officer



Mayor

TOWN OF CANMORE

WHERE THERE IS ANY CONFLICT BETWEEN THE POLICIES ADOPTED BY THE TOWN OF CANMORE AND THE POLICIES SET FORTH IN A COLLECTIVE AGREEMENT ADOPTED BY CUPE LOCAL #37, OR POLICIES SET FORTH IN A STATUTE OF THE PROVINCIAL OR FEDERAL GOVERNMENT, THE COLLECTIVE AGREEMENT OR THE PROVINCIAL OR FEDERAL STATUTE SHALL SUPERCEDE SUCH OTHER POLICIES.

T.M. Registered Trade Mark

SCHEDULE "B"

LETTER FORM FOR MINOR ENCROACHMENTS



Date

<Name>
<Address>
<City, Province>
<PC>

**RE: Encroachment into Road / Reserve Parcel / Utility Right of Way
Lot x, Block xx, Plan xxx xxxx
Municipal Address**

The Town has become aware of an encroachment (description of the encroachment) at the above noted property into the adjacent <Road / Reserve Parcel / Utility Right of Way>. The encroachment is within the guidelines set out in the Town of Canmore's Encroachment Policy and requires no Encroachment Agreement. The encroachment is permitted to remain until the Town notifies you that it must be removed or the encroachment needs to be replaced or substantially repaired, at which time it must then be removed to the property line.

By receipt and acknowledgement of this letter you also acknowledge that you are solely responsible for the encroachment and agree that you will, to the full extent of the law, indemnify and save harmless the Town from and against any and all claims, liabilities, actions, proceeds, demands, losses, costs, charges, damages and expenses whatsoever which may be brought against or suffered by the Town resulting from, attributable to or connected with the encroachment. If you are not willing to accept this responsibility, you must promptly advise the Town and remove the encroachment. You are also responsible for notifying future purchasers of the property of this obligation should you sell the property in the future.

If you have any questions or concerns, please do not hesitate to contact the undersigned at 678-xxxx.

Yours truly,

<Name>
<Position>

Please sign below to acknowledge receipt of this letter and return a signed copy to the Planning and Engineering Department at the Town of Canmore.

Date

Property Owner Signature

SCHEDULE “C”

PERMITTED ENCROACHMENTS INTO UTILITY RIGHTS OF WAY AND EASEMENTS

- (i) Surface vehicle driveways and parking areas (of any material);
- (ii) Surface pedestrian sidewalks and walkways (of any material);
- (iii) Sod, seed and planted landscaping such as shrubs and other low level landscaping but excluding trees and other deep rooted vegetation;
- (iv) Fences running through a utility right of way bisected by a property line;
- (v) Portable sheds and other portable accessory buildings (not on footings) under 10 square metres (107 square feet) in size;
- (vi) Retaining walls not more than 0.2 metres in height and where not located within 2.0m to utility above ground surface facilities;
- (vii) Non-permanent surface improvements including:
 - (a) movable landscaping planters including any movable border material (e.g. plastic, concrete, timber sections under 0.3 metres in height);
 - (b) surface level landscape rocks not more than 0.5 metres in height;
 - (c) municipal animal proof garbage containers and concrete pads;
 - (d) Canada Post mail “superboxes” for Federal mail delivery;
 - (e) Any item constructed for municipal purposes for or by the Town.



Request for Decision

DATE OF MEETING:	September 2, 2025	AGENDA #:	H 2
TO:	Council		
SUBJECT:	Employee Code of Conduct Policy HR-002 Amendment		
SUBMITTED BY:	Johanna Sauvé, Manager of Human Resources		
RECOMMENDATION:	That Council approve Employee Code of Conduct Policy HR-002 amended as presented.		

EXECUTIVE SUMMARY

The Employee Code of Conduct is a foundational document that provides clear and transparent expectations for acceptable employee behaviours, and ethical decision-making that assure trust and accountability to each other and the public we serve. It has been updated to strengthen privacy protections, clarify expectations around workplace relationships and conduct, and align with current legal standards. These changes support a respectful, inclusive, and accountable workplace culture.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The Employee Code of Conduct Policy must be reviewed by Council at least once per Council term. A draft of proposed changes was presented to Council in February 2025. Following legal review and further consultation with departmental managers, additional revisions are being proposed. The amended policy aligns with the Town's commitment to ethical governance and organizational excellence.

DISCUSSION

The Employee Code of Conduct Policy outlines the standards of behaviour expected of all Town employees. The proposed amendments aim to improve clarity, consistency, and legal compliance. Key changes include:

- Stronger language promoting respectful and inclusive workplace behaviour.
- Clearer guidance on conflicts of interest, including familial and personal relationships.
- Updated expectations for the use of Town resources and social media.
- New restrictions on audio and video recordings in the workplace to protect privacy, with specific exceptions.
- Clarification that workplace recordings are Town property and may only be shared by the Town.
- New definitions to align with other Town policies, including the definition of consent.
- Clearer explanation of consequences for non-compliance.
- Policy renamed to "Employee Code of Conduct" for clarity that this policy applies to Town Employees and not to Town Council who are no longer permitted to pass bylaws or resolutions that govern behaviour or conduct of councillors or of members of council committees who are not councillors.

These updates reinforce the Town's values of wellness, respect, integrity, service, and teamwork.

ANALYSIS OF ALTERNATIVES

Administration considered keeping the current policy unchanged. This option was not recommended, as it does not reflect updated legal guidance or best practices. No other alternatives were identified.

FINANCIAL IMPACTS

There are no financial impacts associated with the implementation of the amended policy.

INTEREST HOLDER ENGAGEMENT

The following engagement activities informed the policy updates:

- Impacted departmental managers reviewed the draft to ensure operational alignment and feasibility.
- External Legal Counsel provided advice to ensure compliance with legislation and legal best practices.
- Human Resources reviewed the policy to ensure consistency with organizational values and strategic goals.

ATTACHMENTS

- 1) Employee Code of Conduct Policy HR-002
- 2) Code of Conduct Policy HR-002 (Redline)

AUTHORIZATION

Submitted by:	Johanna Sauvé Manager of Human Resources	Date:	<u>August 11, 2025</u>
Approved by:	Dustin Schinbein General Manager of Corporate Services	Date:	<u>August 13, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>August 26, 2025</u>



Employee Code of Conduct

Policy Number: HR-002

Date in Effect: September 2, 2025

POLICY STATEMENT

- 1 It is the policy of the Town of Canmore ("Town") that Employees adhere to a Code of Conduct that supports the Town's values of wellness, respect, integrity, service and teamwork. Town Employees are accountable to the Town, Council and residents of Canmore, and are responsible for the assets entrusted to them. Employees must demonstrate the highest of standards of ethical business and personal behaviour.

176-2021; XXX-2025

PURPOSE

- 2 This Code of Conduct applies to all Employees of the Town.
- 3 This Code of Conduct outlines the Town's expectations regarding Employee conduct and behaviour, and addresses risk areas that an Employee may encounter in their work for the Town.
- 4 This policy does not answer every question or situation that may arise. It is intended to promote ethical decision making and behaviour and to make Employees think about how ethics and integrity must guide them in performing their work for the Town.

176-2021; XXX-2025

XXX-2025

XXX-2025

DEFINITIONS

- 5 "Conflict of Interest" means when the interests of an Employee conflict or compete, or appear to conflict or compete, with the interests of the Town. A Conflict of Interest may make it difficult for the Employee to fulfill their duties impartially, or may appear to make it difficult for the Employee to fulfill their duties impartially.
- 5.1 "Consent" means a voluntary, reasonably informed, and written agreement given by an Employee to the occurrence of a specific act or activity.
- 6 "Employee" means any individual who performs work for the Town in exchange for salary or wages and does not include councillors or members of council committees who are not councillors.
- 6.1 "Leader" means managers, supervisors, team leads, coordinators, and others responsible for directing, defining, coordinating, overseeing, and/or supervising the work of others.

XXX-2025

XXX-2025

XXX-2025

XXX-2025

Policy approved by: _____

- 6.2 “Recorded” or “Recording” means the act of capturing audio, video, or both, through any electronic device or medium, including but not limited to smartphones, tablets, computers, cameras, and Recording devices. This definition encompasses all forms of Recording, whether digital or analog, and includes live streaming, as well as storage and dissemination of Recorded content.

XXX-2025

7 *Repealed 176-2021*

- 8 “Relative” means a spouse, child, sibling, aunt, uncle, cousin, nephew, niece, parent or grandparent of the Employee, or any person who is related by marriage, and includes in-laws, or those whose relationship with the Employee is similar to that of persons who are family members or who are related by marriage.

- 8.1 “Workplace” means any location, whether physical or virtual, that Town work-related activities occur, such as but not limited to Town facilities, parks, trails, vehicles, conferences, training locations, meeting locations, events, on the telephone, during social functions, on the internet and on social media.

XXX-2025

PERSONAL CONDUCT

- 9 Employees will perform their duties with honesty and integrity, and in a manner that is helpful, respectful and courteous, and that honours the dignity and diversity of colleagues and the public.

176-2021

- 10 Employees may comment on public issues but must not engage in any activity or speak publicly where this could be perceived as an official act or representation (unless authorized to do so).

- a) Employees must not jeopardize the perception of impartiality in the performance of their duties through making public comments or entering into public debate regarding Town policies and operations.
- b) Employees must not use their position in government to lend weight to the public expression of their personal opinions.

176-2021

- 10.1 Employees who hold a professional designation must also abide by the specific ethical standards set by the certifying organization and/or professional regulatory bodies. Compliance with these professional ethics is in addition to the expectations outlined in this policy.

XXX-2025

TOWN TIME AND ASSETS

- 11 Employees are required to care for Town assets, which includes all property, equipment, software, information, and time. Town assets may only be used for Town purposes, or as approved by the Employee's supervisor.

176-2021

USE, COLLECTION, AND DISCLOSURE OF PERSONAL INFORMATION

- 12 Employees will use, collect, and disclose information only for purposes consistent with the use for which it was collected, and in accordance with the *Access to Information Act (ATIA)* and the *Protection of Privacy Act (POPA)*.

176-2021; XXX-2025

Policy approved by: _____

12.1 Employees have the right to know when they are being Recorded at work. As such, Employees are strictly prohibited from capturing audio and/or video Recordings of any conversations, meetings, or activities within the Workplace that involve other Town of Canmore Employees or third parties, unless Consent is obtained from all parties involved, or the Recording activity is required as part of the Employee's regular assigned work duties and responsibilities. Consent must be obtained prior to the commencement of any Recording and must be documented in a manner that clearly identifies the Consenting individuals and the Recording activity for which Consent is being granted.

XXX-2025

a) Exceptions to the requirement for written Consent include:

XXX-2025

- i) Recordings required by law or for legal proceedings.
- ii) Recordings made for safety, security, or emergency purposes, such as but not limited to; surveillance and body cameras in public areas, Recordings of physical hazards in the Workplace, and Recordings of incidents of violence, harassment and other unlawful activities.
- iii) Recordings for training and development purposes, including phone calls, webinars and digital training sessions.
- iv) All public Council Meetings, Town Halls, General Assemblies, conference presentations, and other open sessions intended to provide transparency and to disseminate information, which are Recorded and distributed to the public.
- v) Photos, including selfies, individual, and group photos at Town events and activities, where it is clear that photos are being taken and where Employees have reasonable opportunity to decline to have their photo taken.
- vi) Recordings made by business application and/or AI applications for the purpose of creating meeting minutes and/or meeting summaries that are shared with meeting attendees during the normal course of work.

b) Except for item 12.1(v), any and all Employee Recordings are and will at all times remain the property of the Town and may only be distributed in accordance with work responsibilities and/or Town policies and procedures.

XXX-2025

PERSONAL GAIN, BENEFITS, OR FAVOURITISM

13 Employees must remove themselves from any decision process that may result in personal gain, favouritism, benefit, or a situation in which a matter could monetarily affect them or their Relative. Where Employees have access to confidential information relating to any competition open to the public, they are ineligible to compete.

POLITICAL ACTIVITY

14 *Repealed 176-2021*

Policy approved by: _____

- 15 Employees are entitled to exercise their right to support and to be involved in a political campaign, provided they do so on personal time and do not utilize Town resources or Town property.

176-2021

GIFTS AND GRATUITIES

- 16 Employees will not accept or provide any gift (including cash or like cash), benefit, or favour in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment.

176-2021

- 17 Employees may accept a token or gift that is:

- a) Part of the normal exchange of hospitality among persons doing business such as a lunch or event ticket;
- b) A small gift showing appreciation (e.g., coffee, cookies, chocolates);
- c) Advertising material (e.g., calendars, note pads, pens, caps);
- d) A corporate discount available to all Employees;
- e) A protocol item (e.g., symbolic or ceremonial gifts);
- f) A conference door prize.

XXX-2025

- 18 *Repealed 176-2021*

OTHER EMPLOYMENT

- 19 Employees shall not engage in any outside employment, business, or undertaking for the Employee's direct or indirect personal gain:

- a) While on duty for the Town;
- b) Where it will, or is likely to, interrupt or interfere with the performance of their employment duties;
- c) Where the Employee derives some form of benefit by virtue of their employment with the Town;
- d) That will, or is likely to, influence, affect, or impair the manner in which the Employee carries out their duties with the Town;
- e) In such a manner, or in such a way, as to appear to be acting on behalf of the Town; or
- f) That may create a Conflict of Interest.

176-2021; XXX-2025

Policy approved by: _____

WORKPLACE RELATIONSHIPS

- 20 A romantic or sexual relationship between an Employee who is a Leader and an Employee who reports directly or indirectly to that person may create a Conflict of Interest. If such a relationship occurs, the Employees must report the existence of their relationship to the senior Employee's direct supervisor, or the Town's CAO if no such supervisor is available or exists. Upon being notified of the relationship, an effort will be made by the Town to arrange a transfer of one of the Employees to an acceptable alternative position in order to mitigate that Workplace relationship Conflict of Interest. The person transferred will not necessarily be the more junior Employee.

176-2021; XXX-2025

- 20.1 It is prohibited for an Employee who is a Leader to have a Relative report to them directly or indirectly, as such a relationship may create a Conflict of Interest. If such a relationship occurs, the Employees must report the existence of their relationship to the senior Employee's direct supervisor, or the Town's CAO if no such supervisor is available or exists. Upon being notified of the relationship, an effort will be made by the Town to arrange a transfer of one of the Employees to an acceptable alternative position in order to mitigate that Workplace relationship Conflict of Interest. The person transferred will not necessarily be the more junior Employee.

XXX-2025

MEDIA RELATIONS

- 21 Media inquiries should be directed to the Communications department or the department manager. Employees will not respond to media requests unless instructed to do so.

176-2021

- 22 *Repealed 176-2021*

- 22.1 Employees shall not post, share, or distribute material on social media or through other public channels that discloses confidential or proprietary information belonging to the Town, or is knowingly false or intentionally defamatory toward the Town, its current or former Employees, or members of Council. This is not intended to restrict protected speech, or lawful union activity.

XXX-2025

CONSEQUENCES OF NON-COMPLIANCE

- 23 Any violations of this policy, including but not limited to failure to report a Conflict of Interest or potential violation of this Code of Conduct may result in disciplinary action, up to and including dismissal.

XXX-2025

RESPONSIBILITIES

- 24 It is the responsibility of the Employee to:

- a) Review this Code of Conduct and sign the acknowledgement;
- b) Direct questions concerning the application, interpretation or disclosure of this Code of Conduct to their Leader; and
- c) Fully and promptly report to their Leader any situation where they may be in, or aware of a violation or potential violation of this Code of Conduct.

XXX-2025

XXX-2025

- 25 *Repealed 176-2021*

Policy approved by: _____

26 It is the responsibility of Town Leaders to:

- a) Ensure each Employee receives, reviews, and signs the acknowledgement to this Code of Conduct; XXX-2025
- b) *Repealed 176-2021* XXX-2025
- c) Notify the Town's Manager of Human Resources of any possible violations of the Code of Conduct.

27 It is the responsibility of the Manager of Human Resources to:

- a) Assist Employees with the interpretation and application of this Code of Conduct;
- b) When reported, review possible violations of this Code of Conduct with Town Leaders; XXX-2025
- c) Ensure a written record of the Employee's declaration of the Conflict of Interest, the decision of the Town's Manager of Human Resources, and written instructions to the Employee with respect to the Conflict of Interest are maintained in the Employee's personnel file.

28 *Repealed XXX-2025*

POLICY REVIEW

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

XXX-2025

RELATED DOCUMENTS

Respectful Workplace Policy
Alberta Human Rights Act
Protection of Privacy Act
Access to Information Act

XXX-2025

ATTACHMENTS

None.

REPEALS POLICY: Employee Code of Conduct 406-2010

Policy approved by: _____

AUTHORIZATION:


Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	1990-04-24	207-90	Code of Ethics Policy
Repealed	2010-10-05	406-2010	
Approved	2010-10-05	406-2010	Employee Code of Conduct
Repealed	2017-06-27	208-2017	
Approved	2017-06-27	208-2017	Code of Conduct Policy HR-002
Amended	2021-07-06	176-2021	Remove independent contractors; address personal views; remove requirements regarding running for office
Amended	2025-09-02	XXX-2025	Name Change: Employee Code of Conduct Policy HR-002 Add prohibition, with exceptions, for Workplace Recordings without Consent. Add new definitions. Expand inclusions for Workplace Relationships

Policy approved by: _____

	Council Policy
Policy Title:	<u>Employee Code of Conduct</u>
Policy Number:	HR-002
Date in Effect:	<u>June 27, 2017</u>
Current as of:	<u>July 6, 2024</u> <u>September 2, 2025</u>

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176-2021; XXX-2025**PURPOSE**

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- 3 This Code of Conduct ~~Policy~~ outlines the Town's expectations regarding Employee conduct and behaviour, and addresses risk areas that an Employee may encounter in their work for the Town.
- 4 This policy does not answer every question or situation that may arise. It is intended to promote ethical decision making and behaviour and to make Employees think about how ethics and integrity must guide them in ~~doing performing~~ their work for the Town.

XXX-2025**DEFINITIONS**

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XXX-2025

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XXX-2025

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XXX-2025

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XXX-2025

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XXX-2025

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9 Employees will perform their duties with honesty and integrity, and in a manner that is helpful, respectful and courteous, and that honours the dignity and diversity of colleagues and the public.

176-2021

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176-2021

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XXX-2025

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11 Employees are required to care for Town assets, which includes all property, equipment, software, information, and time. Town assets may only be used for Town purposes, or as approved by the Employee's supervisor.

176-2021

USE, COLLECTION, AND DISCLOSURE OF PERSONAL INFORMATION

12 Employees will use, collect, and disclose information only for purposes consistent with the use for which it was collected, and in accordance with the -Access to Information Act (ATIA) and the Protection of Privacy Act (POPA)~~Freedom of Information and Protection of Privacy (FOIP) Act.~~

176-2021;XXX-2025

Policy approved by: _____

12.1 Employees have the right to know when they are being Recorded at work. As such, Employees are strictly prohibited from capturing audio and/or video Recordings of any conversations, meetings, or activities within the Workplace that involve other Town of Canmore Employees or third parties, unless Consent is obtained from all parties involved, or the Recording activity is required as part of the Employee's regular assigned work duties and responsibilities. Consent must be obtained prior to the commencement of any Recording and must be documented in a manner that clearly identifies the Consenting individuals and the Recording activity for which Consent is being granted.

XXX-2025

a) Exceptions to the requirement for written Consent include:

XXX-2025

i) Recordings required by law or for legal proceedings.

ii) Recordings made for safety, security, or emergency purposes, such as but not limited to; surveillance, in-car video, and body worn cameras in public areas, Recordings of physical hazards in the Workplace, and Recordings of incidents of violence, harassment and other unlawful activities

iii) Recordings for training and development purposes, including phone calls, webinars and digital training sessions.

iv) All public Council Meetings, Town Halls, General Assemblies, conference presentations, and other open sessions intended to provide transparency and to disseminate information, which are Recorded and distributed to the public.

v) Photos, including selfies, individual, and group photos at Town events and activities, where it is clear that photos are being taken and where Employees have reasonable opportunity to decline to have their photo taken.

vi) Recordings made by business application and/or AI applications for the purpose of creating meeting minutes and/or meeting summaries that are shared with meeting attendees during the normal course of work.

b) Except for item 12.1 v), any and all Workplace Recordings are and will at all times remain the property of the Town and may only be disclosed or distributed in accordance with work responsibilities and/or Town policies and procedures.

XXX-2025

PERSONAL GAIN, BENEFITS, OR FAVOURITISM

- 13 Employees must remove themselves from any decision process that may result in personal gain, favouritism, benefit, or a situation in which a matter could monetarily affect them or their Relative. Where Employees have access to confidential information relating to any competition open to the public, they are ineligible to compete.

POLITICAL ACTIVITY

- 14 *Repealed 176-2021*

Policy approved by: _____

- 15 Employees are entitled to exercise their right to support and to be involved in a political campaign, provided they do so on personal time and do not utilize Town resources or Town property.

176-2021

GIFTS AND GRATUITIES

- 16 Employees will not accept or provide any gift (including cash or like cash), benefit, or favour in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment.

176-2021

- 17 Employees may accept a token or gift that is:

- a) Part of the normal exchange of hospitality among persons doing business such as a lunch or event ticket;
- b) A small gift showing appreciation (e.g., coffee, cookies, chocolates);
- c) Advertising material (e.g., calendars, note pads, pens, caps);
- d) A corporate discount available to all ~~Town~~ Employees;
- e) A protocol item (e.g., symbolic or ceremonial gifts);
- f) A conference door prize.

XXX-2025

- 18 *Repealed 176-2021*

OTHER EMPLOYMENT

- 19 Employees shall not engage in any outside employment, business, or undertaking for the Employee's direct or indirect personal gain:

- a) While on duty for the Town;
- b) Where it will, or is likely to, interrupt or interfere with the performance of their employment duties;
- c) Where the Employee derives some form of benefit by virtue of their employment with the Town;
- d) That will, or is likely to, influence, affect, or impair the manner in which the Employee carries out their duties with the Town;

e) In such a manner, or in such a way, as to appear to be acting on behalf of the Town; ~~or~~

~~e)f) That may create a Conflict of Interest.~~

176-2021; XXX-2025

WORKPLACE RELATIONSHIPS

Policy approved by: _____

- 20 A romantic or sexual relationship between an ~~Employee who is a Leader manager/~~ supervisor and an ~~Employee~~ who reports directly or indirectly to that person ~~may often create a compromising~~ ~~Conflicts of Interest, or the perception of such conflicts of interest.~~ If such a relationship occurs, the ~~Employees~~ must report the existence of their relationship to the senior ~~eEmployee's~~ direct supervisor, or the Town's CAO if no such supervisor is available or exists. Upon being notified of the relationship, an effort will be made by the Town to arrange a transfer of one of the ~~Employees~~ to an acceptable alternative position in order to ~~avoid-mitigate~~ that ~~W~~workplace relationship ~~eConflict of Interest.~~ The person transferred will not necessarily be the more junior Employee.

176-2021:XXX-2025

20.1 It is prohibited for an Employee who is a Leader to have a Rrelative report to them directly or indirectly, as such a relationship may create a Conflict of Interest. If such a relationship occurs, the Employees must report the existence of their relationship to the senior Employee's direct supervisor, or the Town's CAO if no such supervisor is available or exists. Upon being notified of the relationship, an effort will be made by the Town to arrange a transfer of one of the Employees to an acceptable alternative position in order to mitigate that Wworkplace relationship Conflict of Interest. The person transferred will not necessarily be the more junior Employee.

XXX-2025

MEDIA RELATIONS

- 21 Media inquiries should be directed to the Communications department or the department manager. Employees will not respond to media requests unless instructed to do so.

176-2021

22 *Repealed 176-2021*

22.1 Employees shall not post, share, or distribute material on social media or through other public channels that discloses confidential or proprietary information belonging to the Town, or is knowingly false or intentionally defamatory toward the Town, its current or former Employees, or members of Council. This is not intended to restrict protected speech, or lawful union activity.

XXX-2025

CONSEQUENCES OF NON-COMPLIANCE

2223 Any violations of this policy, including but not limited to fFailure to report a Cconflict of IInterest or potential violation of thiise Code of Conduct may result in disciplinary action, up to and including dismissal.

XXX-2025

RESPONSIBILITIES

2324 It is the responsibility of the Eemployee to:

- a) Review thiise Code of Conduct and sign the acknowledgement;
- b) Direct questions concerning the application, interpretation or disclosure of thiise Code of Conduct to their ~~Leadermanager; and~~
- c) Fully and promptly report to their ~~Leadermanager~~ any situation where they may be in, or aware of a violation or potential violation of thiise Code of Conduct.

XXX-2025

XXX-2025

Policy approved by: _____

~~2425~~ *Repealed 176-2021*

~~2526~~ It is the responsibility of Town ~~the manager or supervisor~~ Leaders to:

XXX-2025

- a) Ensure each Employee receives ~~and~~ reviews and signs the acknowledgement to this Code of Conduct;

XXX-2025

- b) *Repealed 176-2021*

- c) Notify the Town's Manager of Human Resources of any possible violations of the Code of Conduct.

XXX-2025

27 It is the responsibility of the Manager of Human Resources to:

- a) Assist Employees with the interpretation and application of this Code of Conduct;

- b) When reported, review possible violations of this Code of Conduct policy with Town Leaders ~~managers and supervisors~~;

XXX-2025

- c) Ensure a written record of the Employee's declaration of the ~~e~~Conflict of Interest, the decision of the Town's Manager of Human Resources, and written instructions to the ~~e~~Employee with respect to the Conflict of Interest are maintained in the Employee's personnel file.

XXX-2025

28 ~~Repealed XXX-2025~~ It is the responsibility of Council to:

~~Review and affirm or consider approval of amendments to this policy at least once per term.~~

POLICY REVIEW

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

XXX-2025

RELATED DOCUMENTS

Respectful Workplace Policy
~~Local Authorities Elections Act~~
 Alberta Human Rights Act
Protection of Privacy Act
Access to Information Act

ATTACHMENTS

None

REPEALS POLICY: Employee Code of Conduct 406-2010

Policy approved by: _____

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2017-06-27	208-2017	
Amended	2021-07-06	176-2021	Remove independent contractors; address personal views; remove requirements regarding running for office
<u>Amended</u>	<u>2025-09-02</u>	<u>XXX-2025</u>	<u>Add prohibition, with exceptions, for Workplace Recordings without Consent. Add new definitions. Expand inclusions for Workplace Relationships</u>

Policy approved by: _____



Request for Decision

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

TO: Council

SUBJECT: Receipt and Disbursement of Timber Revenue

SUBMITTED BY: Caitlin Miller, Manager of Protective Services

RECOMMENDATION: That Council approve the receipt of revenue generated by fuel reduction work in the Bow Valley Provincial Park and disbursement of those funds to support current or future Bow Valley Community Fireguard projects.

EXECUTIVE SUMMARY

Alberta Parks requests that the Town of Canmore receive and disburse funds from fuel reduction and wildlife habitat enhancement work in the Bow Valley Provincial Park that is being done at the same time as the Bow Valley Community Fireguard Canmore Nordic Centre projects. These funds would be received by the Town of Canmore and directed towards current or future Bow Valley Community Fireguard program projects.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

55-2025 – That Council approve the submission of a Request for Proposals in the FRIAA Community Fireguard Program for Canmore Nordic Centre East and West Phase 2: Construction.

196- 2025 - 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.

197-2025 - That Council approved 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.

DISCUSSION

The Town of Canmore is leading the Bow Valley Community Fireguard project, supported by Alberta Parks, Kananaskis. Concurrent to the fireguard construction, Alberta Parks will be completing an additional 70 hectares of fuel reduction and habitat enhancement in the Bow Valley Wildland Park above the Canmore Nordic Centre. The fuel reduction/habitat enhancement work will be completed simultaneously by the same contractors as the Bow Valley Community Fireguard and work is scheduled to begin late August 2025. The fuel reduction/habitat enhancement work is expected to generate additional revenue from the sale of merchantable timber and create efficiencies for both projects. Alberta Parks, Kananaskis has requested that the Town of Canmore receive and hold the additional revenue funds. The funds are to be dispersed in future Bow Valley fireguard and fuel reduction/habitat enhancement projects (as agreed to by both the Town of Canmore and Alberta Parks, Kananaskis).

Funds generated from the fuel reduction/habitat enhancement projects could be used for including, but not limited to the following purposes:

- Budget shortfalls in the Forest Resource Improvement Association of Alberta (FRIAA) funded Bow Valley fireguard program;
- Additional fuel reduction/habitat enhancement that fall outside of the scope of FRIAA funded projects; or
- Contributions towards future FRIAA fireguard initiatives and grant applications.

ANALYSIS OF ALTERNATIVES

None.

FINANCIAL IMPACTS

The Town of Canmore would receive the timber revenue and allocate the funds to the appropriate Bow Valley Community Fireguard capital project(s). The capital project budget amendment requests will be brought to Council once the total revenue amount is received and a recommendation from the Bow Valley Community Fireguard project team and Alberta Parks, Kananaskis is obtained as to what project the funds are recommended to support. The funds will be recorded as a contribution when completing grant reporting to FRIAA.

INTEREST HOLDER ENGAGEMENT

Alberta Parks, Kananaskis Region brought forward this request to the Bow Valley Community Fireguard project team for consideration. This strategy has been approved by the Bow Valley Community Fireguard project team.

ATTACHMENTS

- 1) Receipt and disbursement of revenue generation Fuel Reduction and Habitat Enhancement letter from Alberta Parks

AUTHORIZATION

Submitted by:	Caitlin Miller Manager of Protective Services	Date:	<u>August 8, 2025</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date:	<u>August 27, 2025</u>
Approved by:	Scott McKay General Manager, Municipal Services	Date:	<u>August 15, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>August 26, 2025</u>

Caitlin Miller

Manager of Protective Services /
 Director of Emergency Management
 Town of Canmore
caitlin.miller@canmore.ca
 403.678.8922

August 21, 2025**Debbie Mucha**

Kananaskis West Area Manager
 Alberta Parks, Kananaskis
Debbie.mucha@gov.ab.ca
 403.678.5509

Re: Receipt and disbursement of revenue generated by the Fuel Reduction and Habitat Enhancement work in Bow Valley Provincial Park

The intent of this letter is to confirm the transfer of revenue from fuel reduction and habitat enhancement, completed in conjunction with the Bow Valley Fireguard.

The Town of Canmore (TOC) and Alberta Parks, Kananaskis are collaborating in the building of the Bow Valley Community Fireguard around the Town of Canmore. Concurrent to the fire guard construction, Alberta Parks will be completing additional 70 hectares of fuel reduction and habitat enhancement in the Bow Valley Wildland Park above the Canmore Nordic Centre. The fuel reduction/habitat enhancement work will be completed simultaneously by the same contractors as the Bow Valley Community Fireguard and work is scheduled to begin late August 2025. The fuel reduction/habitat enhancement work is expected to generate additional revenue from the sale of merchantable timber. Alberta Parks, Kananaskis agrees that the Town of Canmore will receive and hold the additional revenue funds. The funds are to be dispersed in future Bow Valley fireguard and fuel reduction/habitat enhancement projects (as agreed to by both the Town of Canmore and Alberta Parks, Kananaskis). Funds generated from the fuel reduction/habitat enhancement projects could be used for including, but not limited to the following purposes:

- Budget shortfalls in the Forest Resource Improvement Association of Alberta (FRIAA) funded Bow Valley fireguard program;
- Additional fuel reduction/habitat enhancement that fall outside of the scope of FRIAA funded projects; or
- Contributions towards future FRIAA fireguard initiatives and grant applications.

By signing this letter, both parties agree with the transfer of the additional revenue funds from Alberta Parks, Fuel Reduction/Habitat Enhancement project to the Town of Canmore for the above purposes.

Debbie Mucha Digitally signed by Debbie Mucha
 Date: 2025.08.21 11:03:40 -06'00'

Date: August 21, 2025

Debbie Mucha
 Kananaskis West Area Manager

Date: _____

Caitlin Miller
 Manager of Protective Services



Request for Decision

DATE OF MEETING: September 2, 2025 **AGENDA #:** H 4

TO: Council

SUBJECT: 2025 Capital Budget Amendment – CAP7460 FireSmart Vegetation Management – Canyon Ridge

SUBMITTED BY: Caitlin Miller, Manager of Protective Services

RECOMMENDATION: That Council approve a new 2025 capital project for the FireSmart Vegetation Management – Canyon Ridge project funded by the Forest Resource Improvement Association of Alberta’s FireSmart – Vegetation Management grant in the amount of \$154,000.

EXECUTIVE SUMMARY

The Town of Canmore was successful in its application to the Forest Resource Improvement Association of Alberta’s (FRIAA) FireSmart – Vegetation Management program funding for a project in the Canyon Ridge area. The total funding received for this project was \$154,000 which will be used to support critical fuel reduction activities to enhance community safety. Council approval of the capital project is required before work can commence.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Motion 56-2025 - That Council approve the submission of an Expression of Interest for the 2025 Forest Resource Improvement Association of Alberta (FRIAA) grant for vegetation management in the Canyon Ridge area.

DISCUSSION

Following Motion 56-2025 at the March 4, 2025 Council meeting, administration applied for grant funds through the Forest Resource Improvement Association of Alberta’s FireSmart – Vegetation Management program. The Town of Canmore received \$154,000 for this project out of the originally requested \$200,000. It is estimated that approximately \$300,000 is needed to complete all of the recommended vegetation management in the Canyon Ridge area. As the full amount requested was not approved, vegetation management within 100 metres of infrastructure has been prioritized and a grant application to complete the full recommended treatment will be prepared for the fall 2025 grant intake period.

ANALYSIS OF ALTERNATIVES

None.

FINANCIAL IMPACTS

The grant award is for \$154,000. There are no anticipated impacts to the 2025 or 2026 operational budgets as a result of this work.

INTEREST HOLDER ENGAGEMENT

The residents in the affected areas will be provided with relevant neighbour letters ahead of work being completed in the area.

ATTACHMENTS

- 1) FireSmart Vegetation Management – Canyon Ridge (CAP 7460)
- 2) Map of the Project Area – Canyon Ridge

AUTHORIZATION

Submitted by:	Caitlin Miller Manager of Protective Services	Date:	<u>August 12, 2025</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date:	<u>August 27, 2025</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date:	<u>August 14, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>August 26, 2025</u>



FireSmart Vegetation Mgmt - Canyon Ridge

H4 Attachment 1

Project Summary

Project Number

7460

Budget Year:	2025	Budget:	\$154,000
Department:	Fire Services	Project Type:	Health & Safety
Questica Reference:	PRO-25-07	Priority:	B

Project Description:

This project is for FireSmart vegetation management and fuel reduction in the Canyon Ridge area.

END

Budget Funding:

	2025	2026	2027	2028	2029	2030	Total
Provincial Grants	\$154,000	0	0	0	0	0	\$154,000
Total	\$154,000	0	0	0	0	0	\$154,000

Operating Budget Impact:

n/a

Project Rationale:

This project will:

Reduce the threat of wildfire to life and property, including critical infrastructure, in the Canyon-Ridge/Elk Run neighbourhoods
Make Canmore residents and businesses more aware of the wildfire threat and methods they can take on their own properties

The Town of Canmore Wildfire Mitigation Strategy (2018) is the guiding document for all FireSmart activities and the Town of Canmore FireSmart Vegetation Management Plan Update (2023) has been completed and is the document that will lead future FireSmart vegetation management projects for the next 5 years. This plan assessed and prioritized new and existing FTU's and classified existing FTU's as:

No Action Needed

Maintenance Required

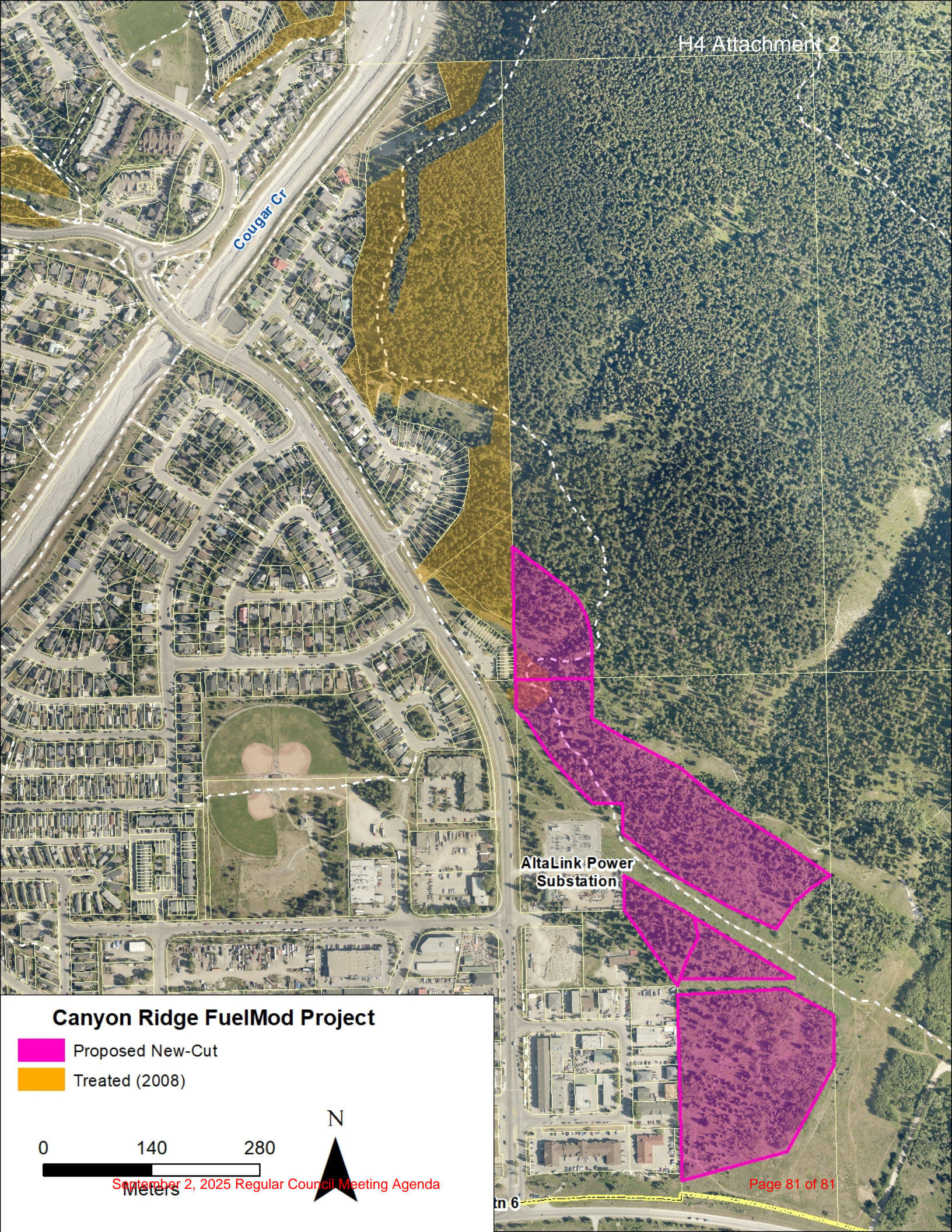
2nd Pass Thin/Prune/Clean Required

All new FTU's in the project are Priority A within the FireSmart Vegetation Management Plan Update.

END

Options Considered:



n/a



Cougar Cr

AltaLink Power Substation

Canyon Ridge FuelMod Project

-  Proposed New-Cut
-  Treated (2008)

0 140 280

N