



PUBLIC GUIDE TO THE SUSTAINABILITY SCREENING PROCESS

What is the Sustainability Screening Process?

The primary purpose of the Sustainability Screening Process is to provide an opportunity for people with new planning and development concepts and designs to describe how the proposal will provide a net benefit to the community and build on the Town's sustainability initiatives. It also allows for both Council and the public an opportunity to consider and assess the proposed benefits.

It seeks to address a "triple bottom line" for Canmore's economic, environmental and community objectives.

Do I need to do any homework?

It will help if an applicant is somewhat familiar with the Town's key strategic sustainability initiatives. You do not need to read them cover to cover or know any or all of them in great detail, but an interest in the following will be helpful:

- Mining the Future Vision
- Municipal Development Plan (MDP)
- Land Use Bylaw Green Building requirements
- Sustainable Economic Development and Tourism Strategy
- Environmental Sustainability Action Plan
- Comprehensive Housing Action Plan
- Signposts to Sustainability

What applications are subject to the Sustainability Screening Process?

If a statutory plan is prepared or amended, then it is subject to the process. Statutory plans include:

- Municipal Development Plan
- Land Use Bylaw
- Area Structure Plan
- Area Redevelopment Plan

However, when a statutory plan amendment is a technical or administrative amendment, or there will be no new physical development resulting directly from the amendment, then the process need not be followed.

If a Development Permit application includes a gross floor area of 500 square metres (5,382 square feet) or more, for any development (residential, commercial, industrial, institutional),

including all forms of residential development (single family homes and duplexes included), then the process needs to be followed.

What is required as part of a Sustainability Screening Process Report?

The process requires that you provide the following:

- a) Application Form (attached below or available at www.canmore.ca or from the Planning and Development Department (403 678 1543)
- b) Impact – Offset Matrix (available at www.canmore.ca or from the Planning and Development Department (403 678 1543)
- c) Narrative (description of the proposal)

What is the Impact – Offset Matrix?

The Impact – Offset Matrix is a spreadsheet in which the applicant inputs details of the proposed project. The spreadsheet will then create a numerical “Impact,” which is the estimated impact resulting from the proposal.

The Impact – Offset Matrix also requires you to select from a wide range of “Offset” criteria that produce a corresponding numerical result.

The aim is that the resulting difference between the Impact and the Offset is at least zero, or that the Offsets exceed the Impacts.

There are specific opportunities in the Offsets section of the Matrix allow for creativity and innovation, where scoring is more subjective. In these cases, the score is proposed by the applicant, reviewed by Administration, and finally determined by either Council or the Planning Commission. Discussions around points afforded for creativity and innovation take place at the Planning Commission meeting or the Council meeting and will not be negotiated with the Planning and Development Department.

The Impact – Offset Matrix forms the critical element of the process. It is not be the only criterion, but achieving the required positive Net Score number is considered to be extremely important.

Sustainability Screening Report Process Impact - Offset Matrix

Project / Application Details from Applicant	Input information in shaded cells
For Residential Only Projects	
Proposed Residential Units	0
Gross Floor Area (sq. m.) of Residential Development	0
Net Residential Density per ha. (excluding MR, ER and roads)	0
For Commercial Only Projects	
Gross Floor Area (sq. m.) of Commercial Development	0
For Industrial Only Projects	
Gross Floor Area (sq. m.) of Industrial Development	0
For Mixed Use Only Projects	
Proposed Residential Units	0
Gross Floor Area (sq. m.) of Residential Development	0
Gross Floor Area (sq. m.) of Commercial Development	0
Total Gross Floor Area (sq.m.) of Commercial Development	0
Floor Area Ratio of Commercial Development	0.00
Site Area (sq. m.)	0
Site Area Previously Undeveloped (sq. m.)	0
Total Gross Floor Area (sq.m.) of all development	0
Average Sales Price Proposed for Residential Units	\$0
Estimated Assessment Value: commercial	\$0
Estimated Assessment Value: residential	\$0
	0
New public road length (m)	0
Length of designated public trail (m)	0
Number of jobs created over median income (\$33,500)	0
Number of jobs created below median income (\$33,500)	0
<small>1 FTE = 40 hours / week or 0.5FTE = 20 hours / week</small>	
Project / Application Details to be calculated by Town	
Distance from Downtown along road network (metres)	0
Distance from Waste Water Treatment Plant along sewer gravity (metres)	0
Distance from Waste Water Treatment Plant along sewer pressure (metres)	0
Amount of land within or adjacent to Environmental Sensitive Areas	0

If your application “Fails” to achieve a positive Net Score, you will need to provide an explanation in the accompanying Narrative, and should rationalize why the application cannot achieve a “Pass.”

Sometimes an application will achieve a positive Net Score in the Impact – Offset Matrix, but Administration may still recommend that it not be approved. In those cases, Town staff must clearly identify why they are making the recommendation for refusal to you and Council or the Planning Commission.

Sustainability Screening Report Process
Impact - Offset Matrix

Summary Page

Overall Results	Impact		Offset	
		%		%
Economic Sustainability	-0.10	2.68	0.45	3.68
Environmental Stewardship	-1.80	46.62	10.20	84.38
Social Fabric	-1.96	50.70	1.44	11.93
Total Impact	-3.87		Total Offset	12.09
			Net Score	8.22

Sometimes an application will achieve a negative Net Score in the Impact – Offset Matrix, but Administration may still recommend that it be approved. In those cases, Town staff must clearly identify why they are making the recommendation for approval to you and Council or the Planning Commission.

What should be in the Narrative?

A Narrative will describe the basic outline and intent of the proposed project, the net community benefit and any sustainability initiatives that are included. The intent of the Narrative is to demonstrate how the application will move the community towards the Town’s objectives. It is recommended that you first complete the Impact – Offset Matrix; then provide explanations or details supporting their scoring of the Offsets in the Matrix in the Narrative. The series of questions contained in the Offsets portion of the Matrix is intended to provide guidance to the contents of Narratives.

The Narrative should address the “triple bottom line” for the community, and be divided into economic, environmental and community components, and provide details and initiatives of the project in each of the categories.

The level of detail contained in a Narrative will depend on the application, with more detail expected when it accompanies a Development Permit, and with less detail provided with statutory plans.

Who reviews and approves Sustainability Screening Reports?

Sustainability Screening Reports submitted with statutory plan and amendment applications shall be reviewed by Council.

Sustainability Screening Reports submitted as part of a Development Permit application are reviewed by the Planning Commission in all but a few instances.

How does the review process work?

For statutory plans and amendments, the Report is submitted to the Municipal Clerk. The Municipal Clerk will advise you of the date of the meeting at which Council will consider and make a decision on it, and it will be posted on the Town's web site. Your application will then be reviewed by Town staff and they will prepare a report for Council. You will receive a copy of this report prior to the Council meeting. There will be little or no discussion between Town staff and you regarding your Report.

For Development Permit applications, the Report is submitted to the Planning and Development Department. The Planning and Development Department will advise you of the date of the meeting at which Planning Commission will consider and make a decision on it, and it will be posted on the Town's web site. Your application will then be reviewed by Town staff and they will prepare a report for Planning Commission. You will receive a copy of this report prior to the Commission meeting. There will be little or no discussion between Town staff and you regarding your Report.

At either a Council meeting or Planning Commission meeting on your application, you will be allowed to present and speak to your application, and you may be asked questions by Council or the Planning Commission.

What could the decision be?

Council or Planning Commission will provide one of the following decisions on your application:

- a) Approved as submitted (it demonstrates a net community benefit); or
- b) Refused as submitted (it fails to demonstrate a net community benefit); or
- c) Tabled, with more clarification needed in order to demonstrate a net benefit to the community. Details will be provided on what clarification is needed.

If your application is tabled, you will need to review and revise it, and resubmit it for consideration at a future Council or Planning Commission meeting.

Can I appeal the decision?

If Council makes a decision on Sustainability Screening Report then no appeal is possible.

If the Planning Commission makes a decision on a Sustainability Screening Report, then you can appeal this to the Subdivision and Development Appeal Board.

What happens if a Sustainability Screening Report has already been approved?

If a Sustainability Screening Report has already been approved by Council for the same lands as your application, your new Sustainability Screening Report will be reviewed and may be approved by town staff. The staff review will confirm that your Sustainability Screening Report is consistent with the earlier one. If staff find it consistent, they will approve it. If staff do not consider it consistent then your application will be referred to Council or the Planning Commission.

Can I change my Sustainability Screening Report?

You can make changes to your submitted Sustainability Screening Report at any time before Council or the Planning Commission makes a decision on it.

If you make changes to your submitted Sustainability Screening Report shortly before the Council or Planning Commission meeting, and if the changes are substantial, then Council or the Planning Commission will likely table the application to consider the changes, and make a decision at a later meeting.

If you change your Sustainability Screening Report after it has been approved by Council or the Planning Commission, then the changes will be reviewed by Town staff. If the changes are substantial, then it will likely restart the process and require a new meeting for Council or the Planning Commission to consider the changes.

How long will this take?

For statutory plans and amendments, the Town will try to schedule a Council meeting to consider your Sustainability Screening Report within 45 days of you submitting your application.

For development permits, a decision will be provided within 40 days of you submitting your application.



Date stamp

Sustainability Screening Report – SUBMITTAL FORM

OFFICE USE ONLY

SSR File # _____ Application # _____
(When available)

For (please check one): Development Permit, Subdivision, Area Structure Plan, Area Redevelopment Plan, Municipal Development Plan Amendment, Land Use Bylaw Amendment, Other:

Applicant _____

Company Name _____

Mailing Address _____ Postal Code _____

E-Mail Address _____ Phone _____ Fax _____

Registered Owner of Land _____ Phone _____ Fax _____

Mailing Address _____ Postal Code _____

Civic Address of Development _____

Legal Description Lot(s) _____ Block _____ Plan _____

Existing Use/Land Use designation of Land/Building _____

Proposed development, subdivision, land use change, statutory plan amendment: _____

(Please submit a digital copy of the Sustainability Screening Report on disk or via e-mail to ssr@canmore.ca)

The Town of Canmore Council adopted the Sustainability Screening Process on September 6, 2011.

Through the SSR Process Council requires that required planning and development proposals are considered by Council or the Development Authority at a public meeting to determine how a project will benefit the community. This requirement expresses Council's intent that proponents should have the **Foundational Values** and **Guiding Principles of Mining the Future: A Vision for Canmore**, at the forefront of their thinking when planning a project within the Town. **Only after Council has approved a Sustainability Screening Report will applications for statutory plans or amendments be deemed complete and ready for further review and processing by the Town.**

I have carefully read, and understand, this requirement

Date Signed

Signature of Applicant