

TOWN OF CANMORE
AGENDA
Special Meeting of Council
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, May 23, 2023 at 1:00 p.m.

Times are estimates only.

- 1:00 – 1:05
- A. CALL TO ORDER AND APPROVAL OF AGENDA**
 - 1. **Land Acknowledgement**
 - 2. **Agenda for the May 23, 2023 Special Meeting of Council**
 - B. PUBLIC HEARINGS – None**
 - C. DELEGATIONS – None**
 - D. APPROVAL OF MINUTES – None**
 - E. BUSINESS ARISING FROM THE MINUTES – None**
 - F. UNFINISHED BUSINESS – None**
- 1:05 – 1:25
- G. BYLAW APPROVAL**
 - 1. **Revised Land Use Bylaw Amendment – Omnibus 2023-18**
Recommendation: That Council give first reading to Bylaw 2023-18 and schedule a public hearing for July 4, 2023.
- 1:25 – 1:30
- H. NEW BUSINESS**
 - 1. **Appointment of the Business Improvement Area (BIA) Board of Directors**
Recommendation: That Council appoint members to the Downtown Business Improvement Area board of directors as presented.
- 1:30 – 1:40
- 2. **Grant Funding Increase to 2022 Lions Park Tennis Courts Redevelopment**
Recommendation: That Council approve an increase to the budget for the Lions Park Tennis Redevelopment capital project (7249) from \$750,000 to \$820,000 with the \$70,000 increase to be funded from the Calgary Foundation and Nancy Pauw Foundation Grant Programs.
- 1:40 – 1:50
- 3. **2023 Forest Resource Improvement Association of Alberta (FireSmart) Grant Funded Projects**
Recommendation: That Council approves the submission of an Expression of Interest for the 2023 Forest Resource Improvement Association of Alberta (FRIAA) grant for \$200,000.
- 1:50 – 2:00
- 4. **2023 New Capital Project - CPR Crossing Replacement at Railway Avenue South**
Recommendation: That Council approve a new 2023 capital project for the CPR Crossing Replacement at Railway Avenue South for \$330,000 to be funded from the Asset Replacement/Rehabilitation Reserve.

2:00 – 2:20

5. Rural Transit Solutions Fund Grant Funding Approval for Transit Infrastructure

Recommendation: That Council increase the budget for 2023 Bus Stop Improvements (7301) from \$550,000 to \$1,403,600 funded by a new grant from the Rural Transit Solutions Fund in the amount of \$853,600.

I. REPORTS FROM ADMINISTRATION – None

J. NOTICES OF MOTION – None

K. IN CAMERA – None

2:20

L. ADJOURNMENT



Request for Decision

DATE OF MEETING: May 23, 2023 **Agenda #:** G-1

TO: Council

SUBJECT: Omnibus Amendment to Land Use Bylaw

SUBMITTED BY: Harry Shnider, Senior Development Planner

RECOMMENDATION: That Council give first reading to Bylaw 2023-18 and schedule a public hearing for July 4, 2023.

EXECUTIVE SUMMARY

The proposed omnibus amendments are intended to update the Town of Canmore's Land Use Bylaw (LUB) 2018-22. The proposed updates will improve upon the clarity of regulations and definitions, resolve clerical errors, and delete redundant and/or irrelevant regulations. The amendments proposed have been outlined in a detailed summary table provided as Attachment 1 to this report.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

N/A.

DISCUSSION

The proposed amendments to the LUB (see Attachment 2) identify several sections that would benefit from harmonized text or resolving language inconsistencies. The proposed amendments also identify approval authorities at the provincial and federal government level that have undergone name changes since the passage of Land Use Bylaw 2018-22 and provides for future name changes to be accommodated without further amendment to the Land Use Bylaw.

The list of amendments is developed based on staff experiences in processing recent applications and feedback from applicants. The amendments that are advanced for consideration by Council are intended to be minor in nature. Issues identified through the application process that are deemed to require substantive changes to the LUB are brought forward as separate applications by Administration, as departmental capacity allows.

Administration aims to advance amendments semi-annually to be responsive to emerging trends and address procedural issues in a timely fashion. Should the amendments proposed in this omnibus be approved, there are approximately 60 amendments currently in the queue to be addressed via future omnibus or standalone amendments.

Since the Land Use Bylaw is a living document that needs to respond to legislative changes and shifts in the development industry, omnibus amendments are a normal course of action associated with the administration and maintenance of a Land Use Bylaw.

ANALYSIS OF ALTERNATIVES

Status Quo – if the proposed amendments are not advanced, the result may be an extended review process for certain types of application, as Applicants and the Administration engage in back-and-forth discussions on interpretation of regulations rather than focusing on the processing and decision making on applications.

FINANCIAL IMPACTS

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

STAKEHOLDER ENGAGEMENT

The proposed amendments have been circulated to BOWDA for information. At the time of report submission, no comments had been received.

STRATEGIC ALIGNMENT

N/A

ATTACHMENTS

- 1) Omnibus Amendment Summary Table
- 2) Amending Bylaw 2023-18

Submitted by:	Harry Shnider, RPP, MCIP Senior Development Planner	Date: <u>May 9, 2023</u>
Approved by:	Lauren Miller, RPP, MCIP, AICP Manager of Planning and Development	Date: <u>May 9, 2023</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>May 11, 2023</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>May 15, 2023</u>

LUB2018-22 OMNIBUS AMENDMENTS

Item	Section	Sub Section	Reason for Amendment	Proposed Amendment
1	Section 1	1.7.0.4	There are existing variances already allowed in Direct Control districts, so Section 1.7.0.4 needs an enabling clause to grant potential variances.	1.7.0.4 Variances to regulations within Direct Control Districts shall not be granted, except where a Direct Control District specifically contains provisions for the Development Authority to grant a variance.
2	Section 1	1.9.0.1(p)iii	Change of use applications are to be decided on their own merit, and it would not be fair to a prospective tenant to have to deal with any outstanding development permit deficiencies tied to the overall development	1.9.0.1(p)iii The requirements of the Development Permit for the building have been fulfilled; and
3	Section 1	1.9.0.1(q)iv	It is unreasonable to tie the performance of a previous development permit application to a new application. Any deficiencies noted from a previous application should be dealt with separately through the enforcement process.	1.9.0.1(q)iv The exterior details of such Dwelling Units are completed in accordance with approved Building Permit plans within one year of the completion of the foundations; and
4	Section 1	1.22.0.1	The name of the approving authority for telecommunications facilities has changed since the passage of the Land Use Bylaw. The suggested amendment will account for any future name changes without need for further amendment.	1.22.0.1 Innovation, Science and Economic Development Canada (or their successor) Industry Canada has the ultimate authority for the approval of telecommunications facilities. In order to ensure that these developments address municipal planning issues the following subsections describe what is required for the installation of telecommunications towers and facilities.
5	Section 2	2.4	Renaming section title to better reflect content within.	2.4 Setback Regulations Setbacks and Building Projections
6	Section 2	2.5	This section can be merged into Section 2.4 and renumbered accordingly.	<p>2.4.8 Setbacks from Bodies of Water</p> <p>2.4.8.1 In neighbourhoods or residential subdivisions established after September 22, 1998, buildings and development, other than public access and utilities, shall be set back a minimum of 60 m from the bank of the Bow River and 20 m from the banks of all other naturally occurring watercourses and waterbodies.</p> <p>2.4.8.2 For redevelopment within subdivisions approved before September 22, 1998, buildings and structures shall be set back a minimum distance of 20 m from the bank of Canmore Creek, Policeman Creek, Spring Creek, Cougar Creek, the Bow River and any other naturally occurring permanent streams and channels of these bodies of water.</p>
7	Section 2	2.7.1.3	The deleted sentence is considered in Section 2.7.2 regarding shared parking arrangements.	2.7.1.3 All automobile and bicycle parking stalls and loading spaces required by this Bylaw shall be located on the same site as the development except where the provisions within a Land Use District allow for cash-in-lieu of parking or off-site parking through shared parking strategies. Such off-site parking shall be used exclusively as a Parking Area and shall be secured by written agreement for a time period equal to that of the approved use.

Item	Section	Sub Section	Reason for Amendment	Proposed Amendment
8	Section 2	2.8.3	Change section title for consistency within the Bylaw.	2.8.3 Building Hmax Calculations Hmax Formula
9	Section 2	2.8.3.3	The subsection can be deleted as it is repetitive of 2.8.3.1(f) above	2.8.3.3 The H-value is the building height maximum listed in the regulations for each individual land use district.
10	Section 2	2.19	The section title can be amended, as subsections do not deal with vibration, only noise.	2.19 Noise and Vibration Attenuation from Railway
11	Section 3	3.7.3.4 a 3.8.3.3 a	All text regarding common party walls should be consistent from section to section.	3.7.3.4 a 3.8.3.3.a For a common property line it shall be zero; or Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m.
12	Section 3	3.9.3.2 3.10.3.2 3.11.3.2 3.17.3.2	All text regarding common party walls should be consistent from section to section.	3.9.3.2 3.10.3.2 3.11.3.2 3.17.3.2 The minimum side yard setback shall be 3.0 m. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m.
13	Section 3	3.12.3.2 3.18.2.6 3.18.3.7	All text regarding common party walls should be consistent from section to section.	3.12.3.2 3.18.2.6 3.18.3.7 The minimum side yard setback shall be 1.5 m, except on the street side of a corner site where it shall be 3.0 m. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m.
14	Section 3	3.16.3.6	All text regarding common party walls should be consistent from section to section.	3.16.3.6 The minimum side yard setback shall be 3.0 m for each side yard, except for a common property line for a Duplex Dwelling, where it shall be zero. The minimum side yard setback shall be 3.0 m for each side yard. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m.
15	Section 3	3.18.4.8	All text regarding common party walls should be consistent from section to section.	3.18.4.8 The minimum side yard setback shall be 1.5 m. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m.
16	Section 3	3.21.3.3	All text regarding common party walls should be consistent from section to section.	3.21.3.3 The minimum side yard setback shall be: 1.5 m for each side yard, zero in the case of a common property line; or a corner site where it shall be 3.0 m along the street. The minimum side yard setback shall be 1.5 m, except on the street side of a corner site, where it shall be 3.0 m. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m.
17	Section 4	4.4.10.4	Typographic error.	4.4.10.4 Solid waste containers, grease containers, recycling e-Retail Sales containers , and waste material shall be stored either inside a principal building or, at the discretion of the Development Authority, in a weatherproof and animal-proof enclosure.

Item	Section	Sub Section	Reason for Amendment	Proposed Amendment
18	Section 9	9.14.0.1 k	Grammar revision.	9.14.0.1 k Individual business signs on an approved Freestanding Sign, provided the following requirements are met: i. The Sign is in accordance with the approved conditions of the Development Permit; and ii. The sign area and sign height is consistent with the approved Development Permit; or iii. The Sign is in accordance with the Signage General Regulations complies with Section 9.1 of this bylaw.
19	Various	4.3.3.9 4.3.3.10 13 (definition yard, side) 14.24.4.6 14.24.4.7 14.24.5.4.b.iii	Typographic error in the following sections. Changing sideyard to two words is otherwise consistent with the Bylaw text.	Sideyard Side Yard

DRAFT

BYLAW 2023-18

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

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

TITLE

1. This bylaw shall be known as “Revised Land Use Bylaw Amendment - Omnibus”

INTERPRETATION

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

PROVISIONS

3. That sections of Bylaw 2018-22 be amended as described and included in the Schedule A of this bylaw.

ENACTMENT/TRANSITION

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

FIRST READING:

PUBLIC HEARING:

SECOND READING:

THIRD READING:

DATE IN EFFECT:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date

SCHEDULE A

Item	Section	Sub Section	Existing Regulation	Adopted Amendment
1	Section 1	1.7.0.4	Variances to regulations within Direct Control Districts shall not be granted.	Variances to regulations within Direct Control Districts shall not be granted, except where a Direct Control District specifically contains provisions for the Development Authority to grant a variance.
2	Section 1	1.9.0.1(p)iii	The requirements of the Development Permit for the building have been fulfilled; and	[Repealed by 2023-18]
3	Section 1	1.9.0.1(q)iv	The exterior details of such Dwelling Units are completed in accordance with approved Building Permit plans within one year of the completion of the foundations; and	[Repealed by 2023-18]
4	Section 1	1.22.0.1	Industry Canada has the ultimate authority for the approval of telecommunications facilities. In order to ensure that these developments address municipal planning issues the following subsections describe what is required for the installation of telecommunications towers and facilities	Innovation, Science and Economic Development Canada (or their successor) has the ultimate authority for the approval of telecommunications facilities. In order to ensure that these developments address municipal planning issues the following subsections describe what is required for the installation of telecommunications towers and facilities.
5	Section 2	2.4	SETBACK REGULATIONS	SETBACKS AND BUILDING PROJECTIONS
6	Section 2	2.4.8	(New Section)	<p>2.4.8 Setbacks from Bodies of Water</p> <p>2.4.8.1 In neighbourhoods or residential subdivisions established after September 22, 1998, buildings and development, other than public access and utilities, shall be set back a minimum of 60 m from the bank of the Bow River and 20 m from the banks of all other naturally occurring watercourses and waterbodies.</p> <p>2.4.8.2 For redevelopment within subdivisions approved before September 22, 1998, buildings and structures shall be set back a minimum distance of 20 m from the bank of Canmore Creek, Policeman Creek, Spring Creek, Cougar Creek, the Bow River and any other naturally occurring permanent streams and channels of these bodies of water.</p>
7	Section 2	2.5	<p>2.5 ENVIRONMENTAL PROTECTION</p> <p>2.5.1 Setbacks from Bodies of Water</p> <p>2.5.1.1 In neighbourhoods or residential subdivisions established after September 22, 1998, buildings and development, other than public access and utilities, shall be set back a minimum of 60 m from the bank of the Bow River and 20 m from the banks of all other naturally occurring watercourses and waterbodies.</p> <p>2.5.1.2 For redevelopment within subdivisions approved before September 22, 1998, buildings and structures shall be set back a minimum distance of 20 m from the bank of Canmore Creek, Policeman Creek, Spring Creek, Cougar Creek, the Bow River and any other naturally occurring permanent streams and channels of these bodies of water..</p>	[Repealed by 2023-18]

SCHEDULE A

Item	Section	Sub Section	Existing Regulation	Adopted Amendment
8	Section 2	2.7.1.3	All automobile and bicycle parking stalls and loading spaces required by this Bylaw shall be located on the same site as the development except where the provisions within a Land Use District allow for cash-in-lieu of parking or off-site parking through shared parking strategies. Such off-site parking shall be used exclusively as a <u>Parking Area</u> and shall be secured by written agreement for a time period equal to that of the approved use.	All automobile and bicycle parking stalls and loading spaces required by this Bylaw shall be located on the same site as the development except where the provisions within a Land Use District allow for cash-in-lieu of parking or off-site parking through shared parking strategies.
9	Section 2	2.8.3	Building Hmax Calculations	Hmax Formula
10	Section 2	2.8.3.3	The H-value is the building height maximum listed in the regulations for each individual land use district.	[Repealed by 2023-18]
11	Section 2	2.19	Noise and Vibration Attenuation from Railway	Noise Attenuation from Railway
12	Section 3	3.7.3.4 a	For a common property line it shall be zero; or	Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m; or
13	Section 3	3.8.3.3 a	For a common property line it shall be zero; or	Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m; or
14	Section 3	3.9.3.2	The minimum side yard setback shall be 3.0 m.	The minimum side yard setback shall be 3.0 m. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m.
15	Section 3	3.10.3.2	The minimum side yard setback shall be 3.0 m.	The minimum side yard setback shall be 3.0 m. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m.
16	Section 3	3.11.3.2	The minimum side yard setback shall be 3.0 m.	The minimum side yard setback shall be 3.0 m. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m.
17	Section 3	3.12.3.2	The minimum side yard setback shall be 1.5 m, except on the street side of a corner site where it shall be 3.0 m.	The minimum side yard setback shall be 1.5 m, except on the street side of a corner site where it shall be 3.0 m. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m.

SCHEDULE A

Item	Section	Sub Section	Existing Regulation	Adopted Amendment
18	Section 3	3.12.3.2	The minimum side yard setback shall be 1.5 m, except on the street side of a corner site where it shall be 3.0 m.	The minimum side yard setback shall be 1.5 m, except on the street side of a corner site where it shall be 3.0 m. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m.
19	Section 3	3.16.3.6	The minimum side yard setback shall be 3.0 m for each side yard, except for a common property line for a <u>Duplex Dwelling</u> , where it shall be zero.	The minimum side yard setback shall be 3.0 m for each side yard. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m.
20	Section 3	3.17.3.2	The minimum side yard setback shall be 3.0 m.	The minimum side yard setback shall be 3.0 m. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m.
21	Section 3	3.18.2.6	The minimum side yard setback shall be 1.5 m, except on the street side of a corner site where it shall be 3.0 m.	The minimum side yard setback shall be 1.5 m, except on the street side of a corner site where it shall be 3.0 m. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m.
22	Section 3	3.18.3.7	The minimum side yard setback shall be 1.5 m, except on the street side of a corner site where it shall be 3.0 m.	The minimum side yard setback shall be 1.5 m, except on the street side of a corner site where it shall be 3.0 m. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m.
23	Section 3	3.18.4.8	The minimum side yard setback shall be 1.5 m.	The minimum side yard setback shall be 1.5 m. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m.
24	Section 3	3.21.3.3	The minimum side yard setback shall be: 1.5 m for each side yard, zero in the case of a common property line; or a corner site where it shall be 3.0 m along the street.	The minimum side yard setback shall be 1.5 m, except on the street side of a corner site, where it shall be 3.0 m. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m.
25	Various	4.3.3.9	The minimum sideyard setback shall be 3.0 m.	The minimum side yard setback shall be 3.0 m.
26	Various	4.3.3.10	Where a property abuts Policeman Creek, one sideyard with a minimum setback of 4.5 m shall be provided.	Where a property abuts Policeman Creek, one side yard with a minimum setback of 4.5 m shall be provided.
27	Section 4	4.4.10.4	Solid waste containers, grease containers, recycling c <u>Retail Sales</u> ontainers, and waste material shall be stored either inside a principal building or, at the discretion of the Development Authority, in a weatherproof and animal-proof enclosure.	Solid waste containers, grease containers, recycling containers, and waste material shall be stored either inside a principal building or, at the discretion of the Development Authority, in a weatherproof and animal-proof enclosure.
28	Section 9	9.14.0.1 k	Individual business signs on an approved Freestanding Sign, provided the following requirements are met: i. The Sign is in accordance with the approved conditions of the Development Permit; ii. The sign area and sign height is consistent with the approved Development Permit; iii. The Sign is in accordance with the Signage General Regulations	Individual business signs on an approved Freestanding Sign, provided the following requirements are met: i. The Sign is in accordance with the approved conditions of the Development Permit; and ii. The sign area and sign height is consistent with the approved Development Permit; or iii. The Sign complies with Section 9.1 of this Bylaw.

SCHEDULE A

Item	Section	Sub Section	Existing Regulation	Adopted Amendment
29	Section 13	13.2	yard, side means the yard which extends between a side property line of a site and the sideyard setback as prescribed in a land use district. In circumstances where a sideyard is not clearly defined, the Development Authority may determine what constitutes the sideyard(s) of a site.	yard, side means the yard which extends between a side property line of a site and the side yard setback as prescribed in a land use district. In circumstances where a side yard is not clearly defined, the Development Authority may determine what constitutes the side yard(s) of a site.
30	Section 14	14.24.4.6	The minimum side-yard depth on the west property line shall be zero	The minimum side yard depth on the west property line shall be zero.
31	Section 14	14.24.4.7	Notwithstanding any other regulations in the Land Use Bylaw in regard to minimum development setbacks from the top of bank, the minimum side-yard depth from the east (creekside) property line shall be as follows: <ol style="list-style-type: none"> a. For structures and development on the first floor (where the top of the first floor is no more than 4.0m above grade and “grade” is determined by the geodetic elevation of the sidewalk on Main Street): 2.0m for a maximum of 30% of the length of the east elevation of the building and 5.0m for a minimum of 70% of the length of the east elevation of the building. b. For structures and development on the second floor (assumed to be approximately between 4.0m and 7.0m above grade): 6.0m for a maximum of 40% of the length of the building elevation and 8.0m for a minimum of 60% of the length of the building elevation. c. Notwithstanding these setback requirements, the Development Authority may approve a development permit for patios or other open, public-oriented spaces within the 5.0m at-grade setback if such spaces are less than 0.3m above the elevation of the adjacent Main Street sidewalk and provided that such public spaces provide direct access to the adjacent public property. d. Any roof structures above the maximum eaveline height shall be sloped away from the sideyard in accordance with Section 11, Community Architectural and Urban Design Standards. Although dormers may be allowed above 7.0m, these projections should be minor and allow the majority of the elevation to be roof. 	Notwithstanding any other regulations in the Land Use Bylaw in regard to minimum development setbacks from the top of bank, the minimum side yard depth from the east (creekside) property line shall be as follows: <ol style="list-style-type: none"> a. For structures and development on the first floor (where the top of the first floor is no more than 4.0m above grade and “grade” is determined by the geodetic elevation of the sidewalk on Main Street): 2.0m for a maximum of 30% of the length of the east elevation of the building and 5.0m for a minimum of 70% of the length of the east elevation of the building. b. For structures and development on the second floor (assumed to be approximately between 4.0m and 7.0m above grade): 6.0m for a maximum of 40% of the length of the building elevation and 8.0m for a minimum of 60% of the length of the building elevation. c. Notwithstanding these setback requirements, the Development Authority may approve a development permit for patios or other open, public-oriented spaces within the 5.0m at-grade setback if such spaces are less than 0.3m above the elevation of the adjacent Main Street sidewalk and provided that such public spaces provide direct access to the adjacent public property. d. Any roof structures above the maximum eaveline height shall be sloped away from the side yard in accordance with Section 11, Community Architectural and Urban Design Standards. Although dormers may be allowed above 7.0m, these projections should be minor and allow the majority of the elevation to be roof.
32	Section 14	14.24.5.4.b.iii	No further sideyard setback variances shall be granted by the Development Authority.	No further side yard setback variances shall be granted by the Development Authority.



Request for Decision

DATE OF MEETING: May 23, 2023 **Agenda #:** H-1

TO: Council

SUBJECT: Appointment of the Business Improvement Area (BIA) Board of Directors

SUBMITTED BY: Eleanor Miclette, Manager of Economic Development

RECOMMENDATION: That Council appoint members to the Downtown Business Improvement Area board of directors as presented.

EXECUTIVE SUMMARY

The Business Improvement Area (BIA) Bylaw (21-2005) outlines Council’s requirement to appoint members to the BIA board as elected at their annual general meeting (AGM).

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

As per section 6(3) of the BIA Bylaw (21-2005), members of the Board of Directors to the Downtown Business Improvement Area shall be appointed by Council for a two-year term.

DISCUSSION

As part of the BIA AGM on Tuesday, April 19, four new, and one returning board members were appointed by the membership and now require Council appointment to the board.

Below is the list of board members submitted to Council in this report for approval:

Name	Business	Position	Term
Tory Kendal	Glacier Holdings Ltd.	Chair	2022 2024
Reid Costley*, P.Eng	T1W Engineering & Consulting	Vice Chair	2023 2025
Dave Stratton*	Stratton Jewellers	Treasurer	2023 2025
Joanne March	Shoes't'Boot	Secretary	2021 2023
Gradey McMahon*	Cabeza Grande	Director	2023 2025
Kurt Menzies*	Jeff Walker Galleries	Director	2023 2025
Stephen Pearson	Freestyle Vapes Canmore	Director	2022 2024
Jade Ansley*	Project A	Director	2023 2025
Jeff Mah	Town of Canmore	Council Rep	2023
Eleanor Miclette	Town of Canmore	Assigned Administrative Rep.	

**New Board Member/New Term*

Beth VanderVoort is back as Interim Executive Director while they work to find a replacement. The job posting is currently open for applications.

ANALYSIS OF ALTERNATIVES

N/A

FINANCIAL IMPACTS

N/A

STAKEHOLDER ENGAGEMENT

BIA membership as part of the annual AGM.

ATTACHMENTS

None

AUTHORIZATION

Submitted by:	Eleanor Miclette Manager of Economic Development	Date:	<u>8 May 2023</u>
Approved by:	Scott McKay General Manager Municipal Services	Date:	<u>15 May 2023</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>15 May 2023</u>



Request for Decision

DATE OF MEETING: May 23, 2023 **Agenda #:** H-2

TO: Council

SUBJECT: Grant Funding Increase to 2022 Lions Park Tennis Courts Redevelopment (7249)

SUBMITTED BY: Amy Bernard, Public Works Project Coordinator

RECOMMENDATION: That Council approve an increase to the budget for the Lions Park Tennis Redevelopment capital project (7249) from \$750,000 to \$820,000 with the \$70,000 increase to be funded from the Calgary Foundation and Nancy Pauw Foundation Grant Programs.

EXECUTIVE SUMMARY

The Lions Park Tennis Courts Redevelopment capital project for \$750,000 was approved to remove the existing three courts, and to design and install four new courts that meet tournament regulation sizes. Higher costs than expected meant items not critical to the redevelopment project but of value to the community were reduced or eliminated from the contract award. The Canmore Tennis Association (CTA) has now received grants from the Calgary Foundation for \$40,000 and the Nancy Pauw Foundation for \$30,000 towards this project. The request to increase the total capital project budget by \$70,000 is to allow the non-critical items to be included to improve the overall facility.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

2021: Council approved the 2022 Capital Budget via motion 271-2021 on December 14, 2021.

DISCUSSION

The Lions Park Tennis Court Expansion - Construction (2022) capital project was originally approved with a budget of \$750,000 to expand the tennis court site to include a total of four new tournament regulation sized tennis courts (see capital detail sheet attached). Construction is coordinated with the replacement of the current playground at Lions Park (CAP 7245) in 2022/2023. After Council approved this project, the construction costs came in higher than expected (tenders accepted in October 2022), and therefore non-critical items were then reduced to allow for the project to proceed.

The Canmore Tennis Association applied for grants to allow the inclusion of these non-critical items that would enhance the overall facility and user experience, including windscreens, black vinyl coating on the fencing, storage shed, and a picnic shelter – to benefit all park users.

Accordingly, the purpose of this report is to amend the overall project budget to better address the cost associated with the tennis courts construction.

ANALYSIS OF ALTERNATIVES

NONE

FINANCIAL IMPACTS

While an increase in the budget is being requested, there is no net additional Town funding required from the original budget request. The funding of this capital project is as follows:

Source of Funding	Budget
CCBF Grant	\$500,000
Cash in Lieu of Municipal Reserve	\$105,000
Canmore Tennis Association	\$145,000
Additional Grant Funding	\$70,000
Total	\$820,000

STAKEHOLDER ENGAGEMENT

Town of Canmore internal stakeholders from Public Works, Facilities, Engineering, Recreation, Asset Management, Communications, Finance and the Canmore Tennis Association have been involved in the process of planning and implementing CAP 7249.

ATTACHMENTS

Attachment 1 – Lions Park Tennis Court Capital Sheet (with existing approved budget)

AUTHORIZATION

Submitted by:	Amy Bernard Public Works Project Coordinator	Date:	<u>May 4, 2023</u>
Approved by:	Andreas Comeau Manager of Public Works	Date:	<u>May 9, 2023</u>
Approved by:	Palki Biswas Manager of Finance	Date:	<u>May 11, 2023</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date:	<u>May 11, 2023</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>May 15, 2023</u>



Lions Park Tennis Court Expansion - Construction

Project Summary

Project Number

7249

Budget Year:	2022
Department:	Parks
Questica Reference:	PAR-21-10

Budget:	\$750,000
Project Type:	New Infrastructure
Priority:	C

Project Description:

The project is to expand the tennis court site to include a total of 4 tournament regulation sized tennis courts. The project design was completed in 2017. Construction will be coordinated with the replacement of the current playground at Lions Park (see project PAR-21-11) in 2022.

The project includes CFEP grant funding of \$125,000.

END

Budget Funding:

	2022	2023	2024	2025	2026	2027	Total
Cash in lieu of Municipal Reserve	\$105,000	0	0	0	0	0	\$105,000
CCBF	\$500,000	0	0	0	0	0	\$500,000
MSI Capital	0	0	0	0	0	0	0
Other	\$145,000	0	0	0	0	0	\$145,000
Total	\$750,000	0	0	0	0	0	\$750,000

Operating Budget Impact:

No operational impact identified at this time.

END

Project Rationale:

Community Need: A 2012 study (prepared by the Tennis Association) determined that demand for tennis courts exceeds supply. Similar sized communities have 6 tennis courts and the Town currently has a total of 4. The 2016 Recreation Master Plan identified tennis as a community priority as an outdoor amenity (tennis was 2nd - tied with Nature/Interpretive Trails).

Revenue Opportunity / Expense Recovery: The Canmore Tennis Association began administering a court rental/reservation system in 2014. It is anticipated that the revenue from the Canmore Tennis Association reservation and membership fee system will payback the full Town contribution of \$500k from MSI and \$105k from Cash in lieu in a 25-30 year timeframe. Additional revenue opportunities include hosting tennis tournaments that appeal to both locals and visitors which will positively impact local businesses.

END

Options Considered:

No other options considered at this time.

END



Request for Decision

DATE OF MEETING: May 23, 2023 **Agenda #:** H-3

TO: Council

SUBJECT: 2023 Forest Resource Improvement Association of Alberta (FireSmart) Grant Funded Projects

SUBMITTED BY: Lance Bushie, Fire Chief

RECOMMENDATION: That Council approves the submission of an Expression of Interest for the 2023 Forest Resource Improvement Association of Alberta (FRIAA) grant for \$200,000.

EXECUTIVE SUMMARY

A request for an Expression of Interest (EIO) is open for the new round of grant funding through the Forest Resource Improvement Association of Alberta (FRIAA). The Town of Canmore has successfully applied and received grants through the FRIAA program in the past. This funding has allowed for several FireSmart projects to take place around the community including fuel modification, plan development and public education.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Council approved the Wildfire Mitigation Strategy (motion 102-2018) which includes the work outlined in the application.

DISCUSSION

If approved by Council, this request and subsequent resolution will become part of the detailed application package for the 2023 FRIAA grant program. The application was submitted on May 8 and requires a Council resolution to follow as part of the application package.

The area of focus for this round of applications is vegetation management. The Town of Canmore Wildfire Mitigation Strategy (2018) is the guiding document for all FireSmart activities.

The Town of Canmore FireSmart Vegetation Management Plan Update (2023) has just been completed and is the document that will lead future FireSmart vegetation management projects for the next 5 years.

Detailed work plans include:

Second Pass Thin/Prune/Clean (TPC) - additional coniferous stem thinning to reduce stem density, dead/down and dead standing stem removal, and additional pruning of ladder fuels on residual coniferous stems.

Maintenance - minor selected coniferous stem thinning, dead/down and dead standing stem removal, and additional pruning of ladder fuels on residual coniferous stems.

New – full FireSmart thin/prune/clean as per prescription standards.

Debris disposal will be a combination of pile/burn and chip/haul depending on the block location.

Method will be hand crew with small low ground pressure equipment.

Map – see attached FRIAA application with treatment locations.

The grant funds will be used based on the priorities set in the updated Town of Canmore FireSmart Vegetation Management Plan (2023) until funds are expended. This project will focus on the Second Pass TPC of the existing Larch Islands neighbourhood perimeter fuel break, the critical (lift station) and special (Bow Valley Seniors Lodge) values as priority. After that if funds are still available, then the new cut blocks on the Larch Islands perimeter with Water Pumphouse No. 3 and into the Larch community will be done.

ANALYSIS OF ALTERNATIVES

None.

FINANCIAL IMPACTS

The grant request is for \$200,000, which is the maximum allowable funding for any given project. The request is subject to availability across the award process.

If the FRIAA grant is approved, Administration will return with a request to add a new capital project to be funded from the FRIAA grant. If the grant is not approved, an application would be resubmitted in the next round of submissions.

STAKEHOLDER ENGAGEMENT


Industry, planning and emergency management officials will be included where appropriate in updating and adjusting the plans.

ATTACHMENTS

1 – FRIAA Grant Application

AUTHORIZATION

Submitted by:	Lance Bushie Deputy Fire Chief	Date: <u>May 10, 2023</u>
Approved by:	Scott McKay (Eleanor Miclette Acting) General Manager Municipal Services	Date: <u>May 11, 2023</u>
Approved by:	Palki Biswas Manager of Finance	Date: <u>May 11, 2023</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>May 15, 2023</u>

 <p>Forest Resource Improvement Association of Alberta P.O. Box 11094, Main Post Office, Edmonton, Alberta T5J 3K4</p>	EOI # (from RFP invitation)	EOI-23-48
	Project Title	Larch FireSmart Vegetation Management
	Project Type	Vegetation/Fuel Management

FRIAA FIRESMART PROGRAM	Attn: FRIAA Administrator
Request for Proposal Summary - Application Form & Template	Telephone: 780-429-5873
FRIAA-FFP MARCH 2023, RFP	Submission Portal:
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Submission Deadline: May 8, 2023 4pm MST </div>	https://friaa.ab.ca/program-submissions/

Applicant Information			
Applicant Organization (Legal name):	Town of Canmore	Phone:	403-678-1535
Mailing Address:	902 – 7 th Ave, Canmore, AB. T1W 3K1	Fax:	N/A
Authorized Representative (name and title of signing authority)	Sally Caudill, Chief Administrative Officer	Email:	sally.caudill@canmore.ca
Project Manager (name and organization / company)	Lance Bushie, Fire Chief, Canmore Fire/Rescue	Phone:	403-678-6199
		Email:	lance.bushie@canmore.ca

FireSmart Discipline - Project Information		
Primary Eligible Activity	Term of Project	Amount of Funding Applied for
<input checked="" type="checkbox"/> Vegetation/Fuel management (e.g. fuel breaks, thinning and pruning, vegetation removal/reduction and conversion to more fire-resistant species);	July/2023-June/2024	\$200,000

Applicant has been in contact with a FRIAA Field Liaison to discuss the specified application activity. **(REQUIRED)**

Applicant has substantially completed all other FRIAA FireSmart projects, particularly in this discipline. **(REQUIRED)**

Agency Support Attachments:

Project Support Letter from Fire Department / Fire Emergency Service Provider, **OR** the Fire Department/Fire Emergency Service Provider is the applicant of this project – **REQUIRED.** (If submitted with EOI, do not need to resubmit.)

Project Support Letter from Wildfire Management Branch – Forestry, Parks and Tourism - strongly encouraged. (If submitted with EOI, do not need to resubmit.)

Cover Page of Current Approved Plan, if one exists. (If submitted with EOI, do not need to resubmit.)

Acknowledged by Applicant

Band Council Resolution (attached for applications from Alberta First Nations)

Settlement Council Resolution (attached for applications from Métis Settlements) or President of Métis Co-operative/Enterprise/Local

Municipality Council Resolution (for applications from Municipalities)

The Applicant acknowledges that it has read, understands and agrees with the requirements, terms and conditions of the FRIAA FireSmart Program (the "Program"), the Request for Proposal (the "RFP") and Program Outline, and the FRIAA FireSmart Project Grant Agreement (the "PGA") and by its submission of this Application and its Proposal acknowledges and agrees that the Applicant shall be bound by the requirements, terms and conditions of the Program, the RFP and Program Outline, the PGA and FRIAA's policies, procedures protocols and guidelines as well as any and all requirements and directions as may be determined by FRIAA's Board of Director at its sole discretion. The Applicant also acknowledges and agrees that this Application and Proposal may be accepted by FRIAA on further terms and conditions which shall be binding on the Applicant and that the acceptance of this Application and Proposal does not represent a commitment by FRIAA to fund all or any of the activities proposed therein.



 Authorized Representative (as named above)

 3 May 23
 Date

Application Template

1. Project Overview (Fuels and Values-At-Risk)

1.1. DESCRIPTION OF THE VEGETATION MANAGEMENT ACTIVITIES AND OUTCOMES

- Fire Guard (Specify ha) _____
- Mulch (Specify ha) _____
- Thin - mechanical (Specify ha) _____
- Thin/prune – hand crew (Specify ha) 5.2 ha estimated
- Remove Down and Dead (Specify ha) _____
- Pile and burn (Specify ha) _____
- Re-treatment (Specify ha) 25.1 ha estimated
- Other (Specify ha) _____

1.2. DESCRIPTION OF FUEL TYPES¹

- Conifer (Spruce, Pine) (ha) 30.3 ha
- Deciduous (Leafless) (ha) _____
- Mixedwood (Leafless, Green) (ha) _____
- Open (Grass: Matted, Standing) (ha) _____

1.3. DESCRIPTION OF FUEL PROXIMITY TO VALUES-AT-RISK

- Adjacent
- Fuel wick into community
- Within 500 m
- Within 10 km

1.4. DESCRIPTION OF VALUES-AT-RISK¹

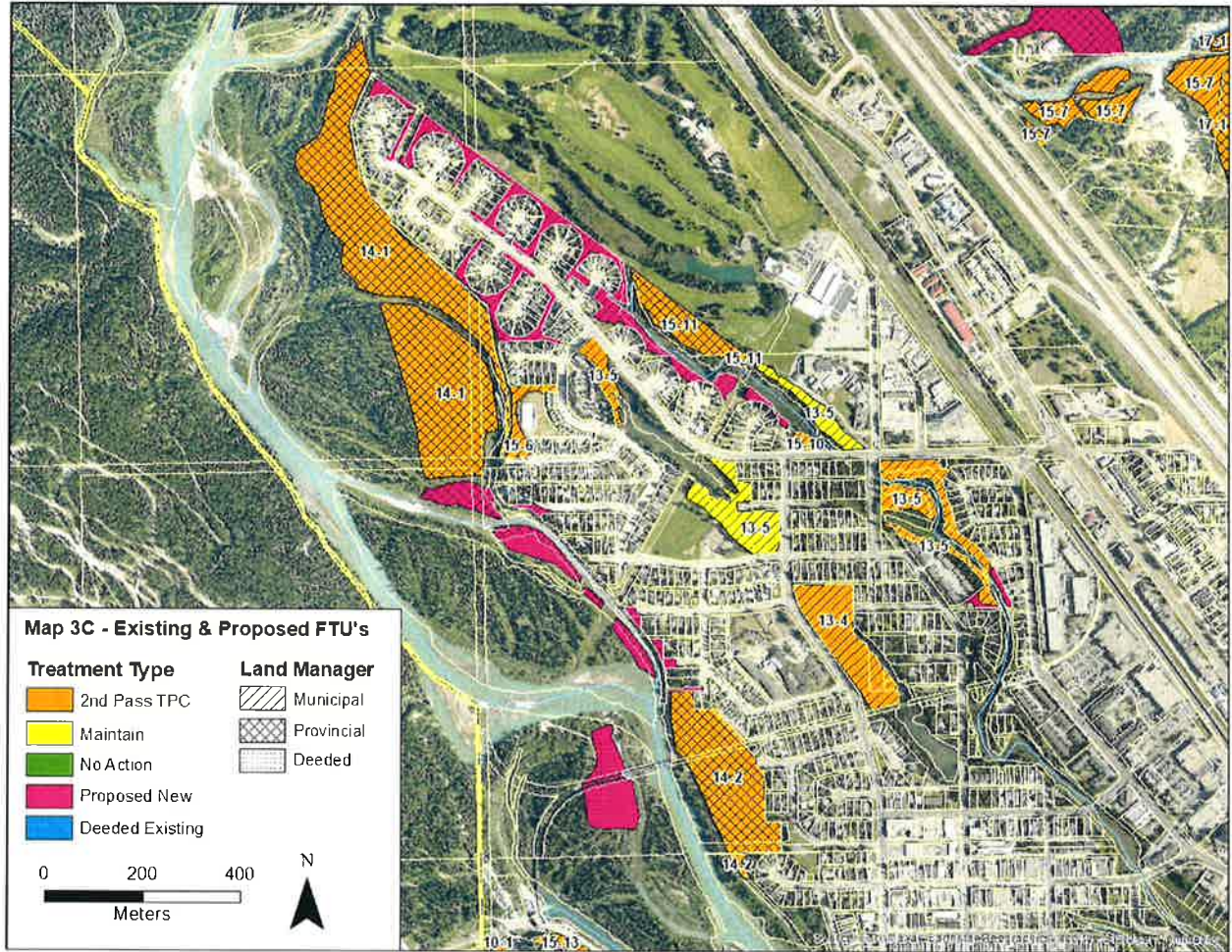
- Critical Infrastructure (Specify): School, Reception Centre, 2-Lift Stations, Water Pumphouse, Natural Gas Relay Station
- Standard Values (Specify): Residential homes
- Other (Specify): Bow Valley Seniors Lodge

2. Project Location (Access and Egress)

The Larch area includes existing fuel treatment units (FTU's) that were originally treated from 2013 to 2015 (14-1, 15-6, 13-5, 15-11, 15-10, 13-4, 14-2) and new proposed FTU's to strengthen the existing fuel breaks (see map). Proposed FTU's are on Municipal and Provincial-crown lands within the Town of Canmore.

Canmore Fire/Rescue operates their firehall within the Town.

¹ Additional information on fuel types and values-at-risk can be found in the "Guidebook for Community Protection": <https://wildfire.alberta.ca/firesmart/documents/FireSmart-GuideCommunityProtection-Nov2013.pdf>



3. Emergency Services Engagement

3.1. INDICATION OF ENGAGEMENT AND SUPPORT OF FIRE EMERGENCY SERVICES PROVIDER(S)

Lance Bushie, Fire Chief, Canmore Fire/Rescue is the Project Manager for this project thus support is implied. Project-specific letter not required.

3.2. INDICATION OF REVIEW AND SUPPORT WILDFIRE MANAGEMENT BRANCH

Letter of support from Richard Paton, FireSmart Coordinator, Calgary Forest Area, Wildfire Management Branch was provided with EOI.

4. Project Scope and Priority

4.1. DESCRIBE THE PROJECT SCOPE

Project scope includes treatment of FTU's identified in the Town of Canmore FireSmart Vegetation Management Plan Update (2023):

- Existing FTU's = 25.1 ha (2nd Pass TPC = 22.9 ha & Maintenance = 2.2 ha)
- Proposed New FTU's = 5.2ha

Work plan approach and timing includes:

Veg management plot completion, prescription development, stakeholder engagement, and boundary flagging	July-Aug/2023
RFP development and proposal evaluation	Aug-Sept/2023
Resident notification	Oct/2023
Project implementation	Nov/2023-June/2024

4.2. DESCRIBE IN DETAIL YOUR APPROACH AND PROJECT PLAN

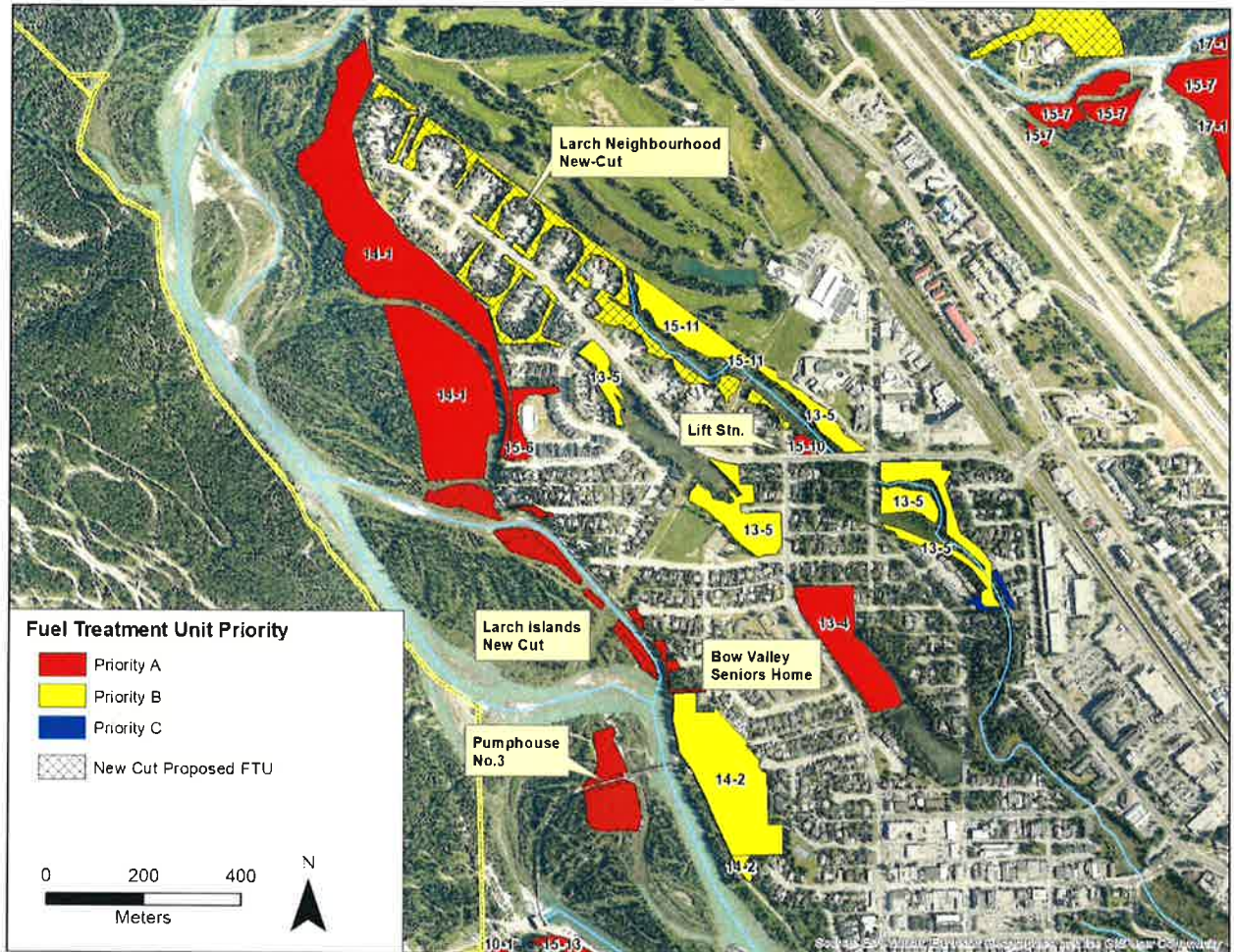
(a) Detailed work plan

Treatments include (see Section 2 for map):

- **2nd Pass Thin/Prune/Clean** - additional coniferous stem thinning to reduce stem density, dead/down and dead standing stem removal, and additional pruning of ladder fuels on residual coniferous stems
- **Maintenance** - minor selected coniferous stem thinning, dead/down and dead standing stem removal, and additional pruning of ladder fuels on residual coniferous stems
- **New** – full FireSmart thin/prune/clean as per prescription standards
- **Debris disposal** will be a combination of pile/burn and chip/haul depending on block location
- **Method** will be hand crew with small low ground pressure equipment

The **\$200,000** grant funds will be used based on the priorities set in the updated Town of Canmore FireSmart Vegetation Management Plan (2023) until funds are expended. This project will focus on 2nd Pass TPC of the existing Larch Islands neighbourhood perimeter fuelbreak and the critical (lift station) and special (Bow Valley Seniors Lodge) values as first priority (Refer to the map below). If we still have available funds, we will move forward with new cut blocks on the Larch Islands perimeter with Water Pumphouse No3 as highest priority and into the Larch community. **ALL COSTS FOR FUEL MODIFICATION CREW AND CONTRACT PROJECT SUPERVISOR ARE ESTIMATED ONLY AND ACTUAL AREA TREATED WILL DEPEND ON COSTS FOR EACH.**

Priority	FTU #	Area (Ha)	Estimated Cost/Ha	Estimated Total Cost
	Project Supervisor RPF			\$46,000
A	14-1 & 15-6 (2 nd Pass TPC)	12.65	\$8,500	\$107,550
A	13-4 & 15-10(2 nd Pass TPC)	2.45	\$8,500	\$20,850
A	Larch Islands New Cut	1.67	\$9,500	\$15,900
B	Larch Neighbourhood New Cut	3.44	\$9,500	\$32,700
B	Larch Neighbourhood 2 nd Pass TPC/Maint (13-5, 15-11, 14-2)	9.90	\$8,500	\$84,200



(b) Work schedule / milestones

Milestones	Schedule
Field Recon/Prescription Development/Stakeholder Consultation/ Block Layout	July-Aug/2023
RFP Development and Advertisement	Aug-Sept/2023
Fuel Modification Operations	Nov/2023-June/2024

(c) Project management

Lance Bushie, Fire Chief, Town of Canmore, is the Project Manager and is responsible for ensuring timely completion, quality and cost control, and FRIAA reporting.

Stew Walkinshaw, RPF/FireSmart Specialist, will develop the vegetation management prescription and provide project supervision/quality control. Stew has successfully managed many previous FRIAA vegetation management projects throughout the Bow Valley.

4.3. DESCRIPTION OF ANTICIPATED PROJECT OUTCOMES

This project will:

- Reduce the threat of wildfire to life and property, including critical infrastructure and special values at risk, in the Larch neighbourhood
- Make Canmore residents more aware of the wildfire threat and methods they can take on their own properties

4.4. DESCRIBE HOW THE PROPOSED ACTIVITIES LINK TO CURRENT FIRESMART PLANS OR HAZARD ASSESSMENTS

The Town of Canmore Wildfire Mitigation Strategy (2018) is the guiding document for all FireSmart activities.

The Town of Canmore FireSmart Vegetation Management Plan Update (2023) has just been completed and is the document that will lead future FireSmart vegetation management projects for the next 5 years (front page included in EOI). This plan assessed and prioritized all existing FTU's and classified them as:

- No Action Needed
- Maintenance Required
- 2nd Pass Thin/Prune/Clean Required

The Priority A existing FTU's chosen for this project were treated from 2013-2015 and assessment reveals that some require 2nd Pass Thin/Prune/Clean and others require minor maintenance including light thinning, removal of dead standing & dead/down, and additional pruning.

The Priority A and B new proposed blocks will be completed at the same time to strengthen the existing fuel breaks around and within the neighbourhood.

4.5. DESCRIBE AUTHORIZATIONS TO CONDUCT THE PROPOSED WORK

Temporary Field Authorization/Letter of Authority will be obtained for all Crown-land portions of the project.

5. Community Engagement

5.1. DESCRIBE THE APPLICANT AND PROJECT PARTNERS

The Town of Canmore is the only Project Partner.

5.2. DESCRIBE THE STAKEHOLDERS

Stakeholders include AB. Wildfire and AB. Parks for the crown-land portions of the project. AB. Parks will be consulted during the prescription development process and approvals will be received from AB Parks and Lands prior to project startup.

Residents will be notified by newspaper and on the Town of Canmore website.

5.3. PROJECT SUPPORT

Council Resolution to follow.

6. Funding Requested (Budget), Reporting and Payment Schedules

6.1. DESCRIBE PROJECT BUDGET AND FUNDING REQUEST

Total funding request is \$200,000 for a contract FireSmart Specialist (Walkinshaw) as Project Supervisor and a contract fuel management crew. This amount will not be enough to complete all of the blocks identified in this RFP application. Once a successful fuelmod contractor is chosen from the RFP process, blocks will be completed based on priorities set by the Town of Canmore Fire/Rescue in Section 4.2(a) of this RFP.

# of Hectares to be Treated	Treatment Type	Estimated Cost per Hectare	Estimated Project Cost
30.3 ha	Contract Project Supervisor	\$1,500/ha	\$46,000
22.9 ha	2 nd Pass Thin/Prune/Clean	\$8,500/ha	\$195,000
2.2 ha	Maintenance	\$5,500/ha	\$12,000
5.2 ha	New Proposed FuelMod	\$9,500/ha	\$49,500

Fair market value for fuel modification contract crew will be achieved through the competitive RFP process.

6.2. DESCRIBE OTHER (NON-FRIAA OR IN-KIND) SOURCES OF FUNDING

There are no other non-FRIAA sources of funding.

In-kind funds are estimated at \$2,500 for Project Manager Lance Bushie and Canmore Fire/Rescue Admin to provide project oversight, prepare and submit progress reports, and deal with invoices and financial accounting.

6.3. DESCRIBE MERCHANTABLE TIMBER OR BIOMASS

N/A – there is no merchantable timber or biomass with this project.

6.4. DETAILED PROJECT BUDGET

Activity Type	Description	Unit Quantity	Unit Type	Unit Price	Total
Project Expenses					
	Project Supervisor (Walkinshaw, RPF)	30.3	Ha	\$1,500	\$46,000
	Fuel Treatment Contractor – 2 nd Pass TPC	22.9	Ha	\$8,500	\$195,000
	Fuel Treatment Contractor – Maintenance	2.2	Ha	\$5,500	\$12,000
	Fuel Treatment Contractor – New Cut	5.2	Ha	\$9,500	\$49,500
Sub-total					\$302,500
In-kind Services					
	Project Manager (Lance Bushie)	25	hour	\$50	\$1,250
	Project Personnel #1 (Bridget Murphy)	25	hour	\$50	\$1,250
Sub-total					\$2,500
Non-FRIAA Funding	Applicant contribution				\$0
Merchantable Timber	Expected revenue from sale of timber or biomass				\$0
Total Project Budget					\$305,000

The Project Budget amounts exceed the \$200,000 budget request amount. Once fuelmod contractor quotes are received, blocks will be assigned based on priority until grant funds are depleted.

6.5. PROGRESS REPORTING SCHEDULE

Milestone	Date	Reporting	Payment
Field Recon/Prescription Development/Stakeholder Consultation/ Block Layout-Survey / RFP Development, Advertisement, & Contractor Selection	Nov 1/23	Progress Report 1	\$50,000
Fuel reduction 50% complete	Mar 1/24	Progress Report 2	\$100,000
Fuel reduction 100% complete	June 30/24	Final Report	\$50,000
		Total	\$200,000

6.6. PAYMENT SCHEDULE

Refer to Section 6.5

7. Additional Information

7.1. ADDITIONAL INFORMATION

FFP—22-04 Vegetation Management Planning final report send to FRIAA April 20, 2023

FF-22-05 Structure Protection Plan Update. In discussions with Montane Forest Management to complete this project. We plan to have this completed in June 2023.

FF-20-30 Bow Valley FireSmart Forum. In conjunction with Alberta Forestry, Canmore Fire-Rescue is planning an Open House in June of the year. The focus will be educating the public on the FireSmart program and increasing the number of home inspections.



Request for Decision

DATE OF MEETING: May 23, 2023 **Agenda #:** H-4

TO: Council

SUBJECT: 2023 New Capital Project - CPR Crossing Replacement at Railway Avenue South

SUBMITTED BY: Trevor Reeder, Engineering Project Manager

RECOMMENDATION: That Council approve a new 2023 capital project for the CPR Crossing Replacement at Railway Avenue South for \$330,000 to be funded from the Asset Replacement/Rehabilitation Reserve.

EXECUTIVE SUMMARY

The rail crossing at Railway Avenue by Elevation Place will be replaced by CP Rail (Rail Authority) in 2023. This unplanned expenditure is to be funded by the municipality based on the Crossing Agreement between the Town and the Rail Authority which is regulated by Transport Canada. Per Transport Canada regulations and the Crossing Agreement, the Rail Authority informs the Town of the need to perform crossing maintenance and rehabilitation at their discretion. They perform all work within the crossing and the Town bears most of the expenses. This is typical for Rail Authority Crossing Agreements throughout Canada.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

None.

DISCUSSION

Railway crossings are constructed for vehicle and pedestrian access at several locations in the community. For each of these crossings, a Crossing Agreement is in place between the Town (Road Authority) and CP Rail (Rail Authority) specifying responsibilities of the respective parties for maintenance, repair, and replacement. These agreements are regulated by Transport Canada and typically require the Road Authority to bear costs for crossing maintenance, rehabilitation, and replacement.

The Town has been working with the Rail Authority to schedule and complete repair and maintenance activities related to the crossing at this location since late 2021. In late 2022, the Rail Authority notified the Town of the need to undertake a full crossing replacement in 2023. The Town requested that the work be considered for 2024 to coordinate activities with the planned Railway Avenue Central Capital Project, to which the Rail Authority agreed pending successful implementation of temporary repairs. Several temporary repairs were undertaken in late 2022 and early 2023 at the Rail Authority's expense to defer the full replacement. In February of 2023, the Rail Authority notified the Town that the temporary repairs were not adequate, and a full replacement would be required in 2023. The Rail Authority identified lifecycle deterioration of the rail ties as the cause of degradation of the crossing.

Budget approvals are required in advance of expenditures. The Rail Authority has provided a cost estimate and the Town has applied several contingencies to that estimate to account for known possible cost escalation.

ANALYSIS OF ALTERNATIVES

The Rail Authority has provided Administration with an estimate and general overview of the scope of work and the Town has no input into the methods of maintenance and rehabilitation activities. The timing of the project and extent of work have been discussed between the Town and Rail Authority; however, the Rail Authority has now determined 2023 as the only option for this work to occur.

FINANCIAL IMPACTS

The project budget of \$330,000 is proposed to be funded by the Asset Replacement/Rehabilitation Reserve. This reserve has a projected 2023 ending balance of approximately 14.0 million.

The budget has been determined based on Rail Authority estimation of \$247,000 which includes the Authority’s preliminary estimate, and Town applied contingency consultant support in monitoring the work and reviewing invoices, uncertainty for final invoice costs based on previous rail projects, and minor miscellaneous costs that may be incurred directly by the Town, for a total of \$330,000. The Engineering Department will monitor the work for completion as planned, and to monitor the time, materials and equipment used for the purpose of invoice review for due diligence using staff resources and consultant support.

STAKEHOLDER ENGAGEMENT

The work will require detours and closures. The Rail Authority will be required to provide notice to the community and manage traffic during construction. The Town will share messaging with respect to project scope, schedule and impacts to help inform the community.

ATTACHMENTS

None.

AUTHORIZATION

Submitted by:	Trevor Reeder Engineering Project Manager	Date:	<u>March 10, 2023</u>
Approved by:	Andy Esarte Manager of Engineering	Date:	<u>March 31, 2023</u>
Approved by:	Palki Biswas Manager of Finance	Date:	<u>May 11, 2023</u>
Approved by:	Whitney Smithers GM of Municipal Infrastructure	Date:	<u>May 11, 2023</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>May 15, 2023</u>



Request for Decision

DATE OF MEETING: May 23, 2023 **Agenda #:** H-5

TO: Council

SUBJECT: Rural Transit Solutions Fund Grant Funding Approval for Transit Infrastructure

SUBMITTED BY: Calum Mackenzie, Engineering Intern
Trevor Reeder, Project Manager

RECOMMENDATION: That Council increase the budget for 2023 Bus Stop Improvements (7301) from \$550,000 to \$1,403,600 funded by a new grant from the Rural Transit Solutions Fund in the amount of \$853,600.

EXECUTIVE SUMMARY

In early 2022, a grant application to fund capital transit infrastructure improvements was submitted to the Capital Projects stream of the Rural Transit Solutions Fund (RTSF) offered through the Public Transit Funding program at Infrastructure Canada. This application was intended to complement a separate grant application from the Bow Valley Regional Transit Services Commission seeking funding for additional EV buses for the Canmore fleet.

The grant was approved by the Government of Canada in late 2022 and agreement details were provided in early 2023. The RTSF award provides a contribution of up to \$853,600 towards capital project transit infrastructure in Canmore which will be used to upgrade and expand priority transit infrastructure.

This grant requires the spend to be complete by March 31, 2025. This is a relatively short eligibility period and therefore a request for decision is being brought forward ahead of the fall budget amendment process to accommodate completion of the work.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

On December 20, 2022, Council approved the 2023 Capital Budget.

Administration's briefing to Council regarding Capital Budget Amendments on May 16, 2023, referenced this funding.

DISCUSSION

On April 7, 2022, a grant application to fund capital transit infrastructure was submitted to the Capital Projects stream of the RTSF offered through the Public Transit Funding program at Infrastructure Canada. This fund supports locally driven transit solutions for rural and remote communities, with flexibility for different local transit system innovations. The application was submitted to complement a separate application from the Bow Valley Regional Transit Services Commission seeking funding for additional EV buses for the Canmore fleet.

The approved 2023 capital project Bus Stop Improvements (7301) did not account for this grant, as funding details were not known at the time of budget development and approval. The current approved capital project includes scope for improvements to approximately 20 bus stops. This count includes bus stops to accommodate the planned 2024 seasonal route and improvements to several other stops serving existing routes. By applying the RTSF grant to this existing budget, Administration can leverage the approved scope and funding to meet grant requirements and increase the scope to include priority improvements to approximately 12 additional stops on existing routes. The increased scope of this project will reduce the scope of future year bus stop projects funded in the approved capital plan, and still leaves some transit-related priorities unfunded.

Seasonal stop improvements will typically include minimum requirements for accessibility, as the route is a pilot, is operating during better weather, and new routes are monitored for stop use to determine where to invest in improvements. Infrastructure improvements prioritized for current year-round routes are related to accessibility, connectivity, and amenity and may include concrete transit pads with accompanying pathway connections, harsh weather shelters, lighting, and furnishings such as waste bins and bike racks.

The grant application was approved by the Government of Canada in November 2022, and agreement details were provided to Administration in March 2023. The funding provides financial support equal to 80% of the total eligible project costs. Total eligible project costs consisted of the value of all projects included on the bus stop improvement projects priority list, estimated at \$1,067,000 over and above the currently approved project, which translates to a maximum RTSF contribution of \$853,600.

This project aligns with the current Strategic Plan, 2016 Municipal Development Plan, and 2018 Integrated Transportation Plan that promote multi-modal transportation and a 5% transit share of travel trips in peak season by 2030.

ANALYSIS OF ALTERNATIVES

Although not recommended by Administration, Council could choose to fund the entire list of priority bus stop improvements, with an increase to the budget of the full \$1,067,000. This would require a further allocation of funding through municipal sources of \$213,400. It would be a challenge to complete all expenditures by the March 31, 2025 funding deadline.

FINANCIAL IMPACTS

This grant funding represents 80% of the total project estimated costs and requires a 20% matching share. Administration recommends the matching share be funded by General Capital Reserve currently allocated in the approved project budget to meet scope and funding requirements of the grant. While the RTSF grant program allows Provincial grants for matching funding, these two specific grants have been approved for different bus stop scopes. Therefore the \$300,000 Provincial grant for the Grassi Lakes seasonal route cannot be used as matching funding for the RTSF grant.

The estimated total capital project cost under the grant application is \$1,067,000 with an approved RTSF contribution of \$853,600 and a Town contribution of \$213,400. The federal contribution is divided into the upcoming fiscal years as follows: \$517,000 for 2023-24 and \$550,000 for 2024-25. RTSF funding must be spent by 2024 federal fiscal year end (March 31, 2025).

General Capital Reserve funding could be reduced from \$250,000 to only the equivalent 20% or \$213,400 matching amount required by the grant. However, it is recommended that the existing budget funding (\$300,000 Provincial Grants and \$250,000 General Capital Reserve) should be maintained to allow for completion of priority scope, with the total budget increased by an amount equivalent to the RTSF portion (\$853,600).

The increased scope of this project will reduce the scope of future year bus stop projects funded in the approved capital plan. It is anticipated that a revised capital plan will be presented to Council later this year, at which time the future year bus stop capital budgets will be revised.

Operational impacts are expected to be minor, as no new stops require snow clearing. Additional garbage and recycling collection will be required at several stops for the new local stop improvements, beginning in 2024. Operational costs are not large and can be managed within existing budgets and will be accounted for in budget updates for 2025 and beyond.

STAKEHOLDER ENGAGEMENT

The bus stop improvements priority list is continually updated based on community feedback and in collaboration with the Bow Valley Regional Transit Commission. Directly impacted stakeholders will be consulted as designs develop, and throughout construction.

ATTACHMENTS

1 & 2 - 7301 Capital Project Sheet Current and Revised

AUTHORIZATION

Submitted by:	Calum Mackenzie Engineering Intern	Date:	May 11, 2023
Submitted by:	Trevor Reeder Project Manager	Date:	May 11, 2023
Approved by:	Andy Esarte Manager of Engineering	Date:	May 11, 2023
Approved by:	Palki Biswas Manager of Finance	Date:	May 11, 2023
Approved by:	Whitney Smithers GM of Municipal Infrastructure	Date:	May 11, 2023
Approved by:	Sally Caudill Chief Administrative Officer	Date:	May 15, 2023



Bus Stop Improvements - Current Budget Sheet

Project Summary

Project Number

7301

Budget Year:	2023	Budget:	\$550,000
Department:	Engineering	Project Type:	Growth
Questica Reference:	ENG-23-07	Priority:	B

Project Description:

Scope of work includes:

- Bus stop improvements for approximately 20 locations serving a new transit route to Quarry Lake, the Nordic Centre, and Grassi Lakes. The route travels along Bow Valley Trail, and through Spring Creek Mountain Village, primary visitor locations with limited bus stop infrastructure. As the route is seasonal, shelters are not expected to be included at any stops that don't also serve year-round routes. The improvements are funded in full through a provincial grant. \$300,000
- Bus stop improvements on the local and regional routes as prioritized through ridership review, safety and accessibility considerations, and in support of maximizing ridership.

END.

Budget Funding:

	2023	2024	2025	2026	2027	2028	Total
General Capital Reserve	\$250,000	0	0	0	0	0	\$250,000
Provincial Grants	\$300,000	0	0	0	0	0	\$300,000
Total	\$550,000	0	0	0	0	0	\$550,000

Operating Budget Impact:

Public works clears snow and maintains furnishings at bus stops. As inventory of built and planned bus stops is updated, operating budgets are updated as well. Costs to maintain bus stops on the new Quarry Lake route will be minimal, as the route is seasonal and will not require snow clearing.

Bus stop projects are demanding on internal resources for project delivery. Each location is unique and coordination of design and construction of work on arterial roadways is more complex and challenging. Pace of improvements is matched to internal capacity for project delivery.

END.

Project Rationale:

- Safe, accessible and comfortable bus stops that are well connected to pedestrian and cycle routes, enable a maximization of ridership. This maximizes the return on investments in transit operations, which make up the large majority of transit costs.

END.

Options Considered:

There are over 50 bus stops that serve local and regional transit routes. Each bus stop is evaluated and prioritized based on criteria for safety, and accessibility.

END.



Bus Stop Improvements - Revised Budget Sheet

Project Summary

Project Number

7301

Budget Year:	2023	Budget:	\$1,403,600
Department:	Engineering	Project Type:	Growth
Questica Reference:	ENG-23-07	Priority:	B

Project Description:

Scope of work includes:

- Bus stop improvements for approximately 20 locations serving a new transit route to Quarry Lake, the Nordic Centre, and Grassi Lakes. The route travels along Bow Valley Trail, and through Spring Creek Mountain Village, primary visitor locations with limited bus stop infrastructure. As the route is seasonal, shelters are not expected to be included at any stops that don't also serve year-round routes. The improvements are funded in full through a provincial grant. \$300,000

- Bus stop improvements on the local and regional routes as prioritized through ridership review, safety and accessibility considerations, and in support of maximizing ridership.

- Bus stop improvements for approximately 12 additional priority stops as prioritized through ridership review, safety and accessibility considerations, and in support of maximizing ridership. Procurement and installation of shelters at priority locations as funding allows. The improvements are funded through a federal grant of \$853,600, and require \$213,400 in matching funds (to be provided by General Capital Reserve).

END.

Budget Funding:

	2023	2024	2025	2026	2027	2028	Total
Federal Grants	\$853,600	0	0	0	0	0	\$853,600
General Capital Reserve	\$250,000	0	0	0	0	0	\$250,000
Provincial Grants	\$300,000	0	0	0	0	0	\$300,000
Total	\$1,403,600	0	0	0	0	0	\$1,403,600

Operating Budget Impact:

Public works clears snow and maintains furnishings at bus stops. As inventory of built and planned bus stops is updated, operating budgets are updated as well. Costs to maintain bus stops on the new Quarry Lake route will be minimal, as the route is seasonal and will not require snow clearing.

Bus stop projects are demanding on internal resources for project delivery. Each location is unique and coordination of design and construction of work on arterial roadways is more complex and challenging. Pace of improvements is matched to internal capacity for project delivery.

END.

Project Rationale:

- Safe, accessible and comfortable bus stops that are well connected to pedestrian and cycle routes, enable a maximization of ridership. This maximizes the return on investments in transit operations, which make up the large majority of transit costs.

END.

Options Considered:

There are over 50 bus stops that serve local and regional transit routes. Each bus stop is evaluated and prioritized based on criteria for safety, and accessibility.

END.