



Sustainability Screening Policy

POLICY NUMBER: PD-012

CURRENT AS OF: January 8, 2019

1. POLICY STATEMENT

The primary purpose of the Sustainability Screening Policy is to provide an opportunity to describe how a planning or development proposal will enhance sustainability initiatives, provide a net benefit to the community, and at the same time provide the Town's decision-making bodies and the public an opportunity to review those benefits.

2. PURPOSE

The goal of the Sustainability Screening Policy is to assist in moving towards the Vision and Goals of the Town of Canmore and the Town's statutory planning documents, such as the Municipal Development Plan. These documents and their objectives should be considered by applicants in designing their proposals, and be at the forefront for the Town's decision-making bodies when proposals are being reviewed.

The process seeks to address a "triple bottom line" for Canmore's economic, environmental and community objectives. The applicant should be familiar with Canmore's community vision and planning documents, but a brief summary of the triple bottom line considerations are:

Economy

Decisions and practices that create the conditions for balanced and stable economic growth and facilitate economic diversification, with a short term horizon (2 to 5 years).

Key reference documents:

- Municipal Development Plan (MDP), Sections 9 (Economic Development) and 16 (Municipal Finances)
- Sustainable Economic Development and Tourism Strategy

Environment

Decisions and practices that respect the environment, defined development boundaries, limiting water usage and greenhouse gas emissions, minimizing waste creation, limiting the extraction from or introduction of substances to the earth, protecting wildlife and riparian habitats and natural spaces, with a very long term horizon (up to 50 years).

Key reference documents:

- Municipal Development Plan, Section 4 (Environmental Stewardship)
- Land Use Bylaw Green Building requirements
- Environmental Sustainability Action Plan

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Community

Decisions and practices directed at preserving and enhancing an inclusive, diverse, engaged, connected, self-sufficient community, with a long term horizon (up to 20 years).

Key reference documents:

- Municipal Development Plan, Sections 15 (Community Services), 5 (affordable Housing), 7 (Community Open Space, Recreation and Schools), and 13 (Urban Design and Historic Resources)
- Mining the Future Vision
- Comprehensive Housing Action Plan
- Signposts to Sustainability

3. SCOPE AND THRESHOLDS

3.1. Statutory Plans and Amendments

- a) Any statutory plan (including the Land Use Bylaw) or amendment thereto shall be subject to this Sustainability Screening Policy.
- b) Notwithstanding the above, when a statutory plan amendment has no material effect on the plan itself, is a technical or administrative amendment, or there will be no new physical development resulting directly from the amendment, then a Sustainability Screening Report (SSR) is not required. However, if prior to third reading being given to a bylaw amending a statutory plan (that has not been subject to this Sustainability Screening Policy), it becomes evident to Council that the amendment has a material effect; Council may require that the application follow the Sustainability Screening Policy.

3.2. Development Permits

- a) Any Development Permit application that 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) shall be subject to this Sustainability Screening Policy.
- b) Development Permit applications for development within land use districts that were previously subject to the Sustainability Screening Policy and for which a Sustainability Screening Report was approved by Council, shall be subject to the "Multiple SSRs" section below.

3.3. Municipal Applications

- a) Statutory plan preparation and amendments, and Development Permit applications made by the Town shall not be subject to this Policy unless specifically directed by resolution of Council. Council may consider requiring the preparation of a Sustainability Screening Report when a statutory plan amendment has a material effect on the plan itself or new physical development will result directly from the amendment.

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4. PROCESS

4.1. All applications that meet the above thresholds shall be required to undergo the Sustainability Screening Policy, unless exempted by resolution of Council. Applicants are encouraged to engage the process at an early, conceptual stage of their project planning to facilitate the subsequent application process.

4.2. Sustainability Screening Report Required Contents

- a) All applications subject to this Policy shall submit a Sustainability Screening Report. A complete Sustainability Screening Report shall consist of the following:
 - i) Impact – Offset Matrix
 - ii) Narrative (description of the proposal)

4.3. Impact – Offset Matrix

- a) Each Sustainability Screening Report shall complete the Impact – Offset Matrix, which is a spreadsheet in which the applicant inputs details of the proposed project. The spreadsheet will then create a resulting numerical “Impact,” based on extrapolating current community conditions to the new project. For some criteria, Administration will provide the necessary information to the applicant (such as distance to existing municipal infrastructure). The applicant will then be required 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. Administration can provide clarification to the applicant regarding matters of interpretation of offsets and may identify areas where further details in support of proposed offsets may be useful. Administration will not provide direction to applicants of what offsets are preferred or what is needed to gain approval.
- b) Both the Impact indicators and the Offset categories for community, environmental and economic impacts have importance ratings for each category. These ratings shall be subject to scheduled Council review and revision to allow for responses to changes in community, environmental or economic conditions. In order to ensure a stable decision framework for proponents, neither the scoring nor ratings elements of the assessment shall be subject to negotiation.
- c) Specific opportunities in the Offsets section of the Matrix allow for creativity and innovation, where importance ratings are proposed by the applicant, reviewed by Administration, and finally determined by the decision making body.
- d) The Impact – Offset Matrix is part of the decision making process. It will not be the only criterion, but achieving the required positive Net Score number is considered to be important for the proposal being assessed.
- e) Where submitted applications “Fail” to achieve a positive Net Score, the applicant must provide an explanation in the accompanying Narrative, and should rationalize why the application cannot achieve a “Pass.” If an applicant proposes to substitute actual numbers into the Impact – Offset Matrix to replace calculated impacts, then the numbers must be verified by

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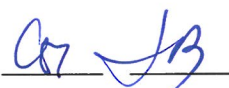
an independent third party. “Variances” may be permitted by the decision making authority, but must be explained in writing as part of the decision.

- f) Where a submitted application achieves a positive Net Score in the Impact – Offset Matrix, but Administration believes that the application should not be approved, then Administration must clearly identify (in writing to the applicant and the decision making authority) where in the Impact – Offset Matrix that impacts are not fully represented or measured, where independently verified actual numbers can replace projected numbers, or that Offsets are over-represented.
- g) Where a submitted application achieves a zero or negative Net Score in the Impact – Offset Matrix, but Administration believes that the application should be approved, then Administration must clearly identify (in writing to the applicant and the decision making authority) where in the Impact – Offset Matrix that offsets are not fully represented or measured, where independently verified actual numbers can replace projected numbers, or that impacts are over-represented.
- h) Where a development permit for a change of use is subject to the Sustainability Screening Policy, the applicant may not complete the Impact – Offset Matrix, but shall demonstrate the differential impacts of the proposed new use in relation to the existing use, particularly with respect to employment, housing affordability and environmental impact. The applicant shall further demonstrate how these identified impacts are proposed to be offset as part of the application.

4.4. Narrative

- a) Each Sustainability Screening Report shall include a “Narrative,” that describes 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. Applicants are encouraged to familiarize themselves with the objectives contained in the Town’s relevant documents, such as Mining the Future, A Vision for Canmore; the Municipal Development Plan; and the principles of The Natural Step.
- b) An applicant should first complete the Impact – Offset Matrix; then provide explanations or details supporting their scoring of the Offsets in the Matrix in their Narrative. The format of the written Narrative should follow the order and structure of the Matrix. The series of questions contained in the Offsets portion of the Matrix is intended to provide guidance to the contents of Narratives. These questions suggest examples of relevant questions which should be considered by an applicant and will be considered by the Town during its review. The list is not considered exhaustive, and applicants should consider other relevant questions. Demonstrating net community benefit and innovation and creativity in responding to these questions is encouraged.

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- c) 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.
- d) Although every Narrative should address each of the three areas described, the detailed contents of Narratives will vary depending on the type of application (e.g. Area Structure Plan, Land Use Bylaw amendment, Development Permit, etc.). The scope and detail of the Narrative may also depend on whether or not a previous SSR has been approved for the project.

4.5. Statutory Plans and Amendments

- a) The level of detail for Narratives for statutory plans (Municipal Development Plan (MDP), Area Structure Plans (ASP's), Land Use Bylaw (LUB) amendments, etc.) should reflect the level of detail present in the rest of the application. For example, if an ASP contains detailed urban design elements and descriptions of land uses, it would be expected to provide similar levels of detail for all three components of the net community benefit. On the other hand, an amendment to the MDP or a more conceptual ASP would require only broader descriptions of net community benefit, which would be described in more detail in subsequent steps in the development process or additional Sustainability Screening Reports (i.e. during the Land Use Bylaw and Development Permit processes).

4.6. Development Permits

- a) The same objectives above are applicable at the Development Permit stage. The variety in scale and types of applications will be reflected in the nature of the specific Narrative, but there is an expectation that clear, specific details of initiatives are to be provided.

4.7. Review Body

- a) All Sustainability Screening Reports will be reviewed as part of the usual application process. There are no special authorities required for the SSP.

4.8. Review Process

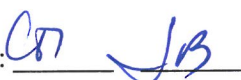
- a) Statutory Plans and Amendments
 - i) Sustainability Screening Reports as part of statutory plans or amendments are required as part of a complete application to the Planning and Development Department. The Sustainability Screening Report will be considered as part of the overall statutory plan application.
 - ii) Completed Sustainability Screening Reports, upon their submission, are a public document and will be publicly available for review by interested parties.
 - iii) Administration may provide information regarding matters of interpretation or clarity around aspects of the Sustainability Screening Policy, but are not intended to “negotiate” aspects of the application required to achieve approval. Administration may provide comments to the applicant on the submitted Sustainability Screening Report in advance of the Council meeting where the application will be considered.
 - iv) At First Reading, the applicant may present the Sustainability Screening Report, and Council may ask questions of the applicant. Council may ask questions of Administration. At the Public Hearing Council shall also allow for questions or

comments from the public on the entire application, including the SSR. Such questions or comments should be limited to 5 minutes. Extra time may be allocated at Council's discretion to consider matters specifically raised in the SSR.

- b) Development Permits
 - i) Sustainability Screening Reports as part of a Development Permit application shall be submitted as supplementary information to the application. An application may be deemed incomplete if a required Sustainability Screening Report is not provided. Administration will process the completed Development Permit application in accordance with the Act, the Municipal Development Plan, and the Land Use Bylaw.
 - ii) Completed Sustainability Screening Reports, upon their submission, are public documents and will be publicly available for review by interested parties.
 - iii) Administration may provide information regarding matters of interpretation or clarity around aspects of the Sustainability Screening Policy, but are not intended to "negotiate" aspects of the application required to achieve approval. Administration may provide comments to the applicant on the submitted Sustainability Screening Report in advance of a decision on the application.

4.9. Decisions

- a) Statutory Plans and Amendments
 - i) Consideration of the Sustainability Screening Report will occur as part of Council deliberations on the entire application. No separate decision will be required or issued. Council may table the application at any stage for any reason, including requiring clarification in order to demonstrate a net benefit to the community.
- b) Development Permits
 - i) The Development Authority shall consider the Sustainability Screening Report as part of the application and this consideration may form part of the reasons for a decision on the Development Permit by the Development Authority.
 - ii) A Development Permit may be refused by the Development Authority, despite the Sustainability Screening Report having a positive score for other planning reasons deemed appropriate.
 - iii) If the Sustainability Screening Report constitutes a reason or a part of the reason or reasons that the Development Authority refuses the Development Permit application, then the Development Authority in its reasons shall clearly identify the failure or failings of the Sustainability Screening Report in its reasons for its decision.
 - iv) If the Development Authority refuses a Development Permit, in part or in whole relating to the Sustainability Screening Report submitted with the application, then the applicant may appeal that decision to the Subdivision and Development Appeal Board in accordance with the Act.



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4.10. Multiple SSRs

- a) If a previous Sustainability Screening Report has been part of an approval by Council for an application, subsequent Sustainability Screening Reports shall be consistent with the prior Report, and provide additional details which might reasonably be expected to be available at the relevant level of planning. (For example, if a Sustainability Screening Report for an area structure plan had identified a green building commitment, then a subsequent Sustainability Screening Report for the subsequent Land Use Bylaw amendment and Development Permit application shall reflect that commitment, and additionally could include the particular green building program and level of expected certification.)
- b) Statutory Plans and Amendments
 - i) If Council has approved a Sustainability Screening Report for the property as part of a prior statutory planning application, then a new Sustainability Screening Report will still be required and will be reviewed. The review shall confirm that the latter Sustainability Screening Report is consistent with the earlier one. Administration shall report on this review when the statutory planning application is provided for first reading by Council, and shall confirm that the two reports are consistent.
 - ii) If, during a review conducted pursuant to section 4.10(b)(i), Administration is unable to confirm that the latter Sustainability Screening Report is consistent with the earlier one, then Administration shall identify any inconsistencies to Council in accordance with section 4.8.
- c) Development Permits
 - i) If a Sustainability Screening Report has been approved by Council as part of a statutory plan application that includes the development site then a the new Sustainability Screening Report shall be reviewed by Administration to confirm that the latter Sustainability Screening Report is consistent with the earlier one.
 - ii) If, during a review conducted pursuant to section 4.10(c)(i), Administration is unable to confirm that the latter Sustainability Screening Report is consistent with the earlier one, then Administration shall review the new Sustainability Screening Report and consider it in their deliberations on the application.

4.11. Changes to SSRs:

- a) Statutory Plans and Amendments
 - i) If, prior to Council reviewing a Sustainability Screening Report, an applicant wishes to make an amendment to the Report originally submitted, the amendment shall be in writing, clearly outlining the changes. Council, may, at its discretion, upon reviewing the amendment(s), postpone the decision pending further Council review or to request additional Administrative comments.
 - ii) If an applicant wishes to amend a Sustainability Screening Report after it has been approved by Council, such amendments are subject to review and approval by Council.
- b) Development Permits
 - i) prior to the Development Authority providing a decision on a Sustainability Screening Report, an applicant wishes to make an amendment to the Report, the amendment shall

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be in writing, clearly outlining the changes. The Development Authority, may, at its discretion, upon reviewing the amendment(s), postpone the decision pending further review.

- ii) If the Development Authority postpones a decision on a Sustainability Screening Report, it may, at its discretion and deemed necessary, seek an extension to the time period allowed to render a decision specified in the Act.
- iii) If an applicant wishes to amend a Sustainability Screening Report after it has been approved by the Development Authority, such amendments are subject to review and approval by the Development Authority. Substantial amendments to an approved Sustainability Screening Report may require the submission of a new Development Permit application.

4.12. Timelines

- a) Statutory Plans and Amendments
 - i) Where a Sustainability Screening Report is provided in support of a Statutory Plan application or amendment, the normal Council scheduling process will be followed.
- b) Development Permits
 - i) Where a Sustainability Screening Reports is submitted as part of a Development Permit application, a decision on the entire application shall be rendered within 40 days of a complete application being submitted to the Town, in accordance with the Act.
 - ii) Notwithstanding section 4.12(b)(i), the Development Authority may request an extension to the time limit to render a decision in accordance with the Act.

5. DEFINITIONS

5.1. "Act" means the Municipal Government Act, R.S.A. 2000, Ch. M-26.

5.2. "Gross Floor Area" shall have the same meaning as contained in the Land Use Bylaw.

5.3. "Statutory Plan" means a Municipal Development Plan, Area Structure Plan, Area Redevelopment Plan or a Land Use Bylaw.

6. POLICY REVIEW

6.1. This policy shall be subject to periodic review and reconsideration by Council.

6.2. Council will initially approve the importance ratings for each measure, and a review of the ratings shall be conducted by Council 1 year after original approval of the Process and subsequently every 2 years thereafter. Council may conduct a review with greater frequency at their discretion.

6.3. Administration will engage in a process with representatives of the Bow Valley Builders and Developers Association to develop and/or enhance mutually agreeable policies or bylaws to achieve all of the Sustainability Screening Policy objectives, which policies or bylaws would align with the new Municipal Development Plan and be presented to Council for approval. If deemed acceptable to Council, the Sustainability Screening Policy will be rescinded.

Amended January 8, 2019 by motion 23-2019

Policy approved by: CSJ JB

RESPONSIBILITIES

- 6.4. The CAO shall be responsible to ensure that the Manager of Planning & Development, Development Officers and Municipal Clerk meet their accountabilities under this Policy.
- 6.5. The Manager of Planning & Development shall be responsible to ensure that:
 - a) Council or the Planning Commission receives Administrative comments within the required timelines; and
 - b) The timelines and process for Development Permits is met; and
 - c) Reasons for decisions are provided by the Development Authority; and
 - d) Process reviews are conducted as required.
- 6.6. Development Officers shall be responsible to follow the requirements of this Policy.

7. VISION ALIGNMENT

7.1. The Sustainability Screening Policy is based upon the foundational values of the community and provides a mechanism to evaluate the consistency of new development applications for alignment with those values.

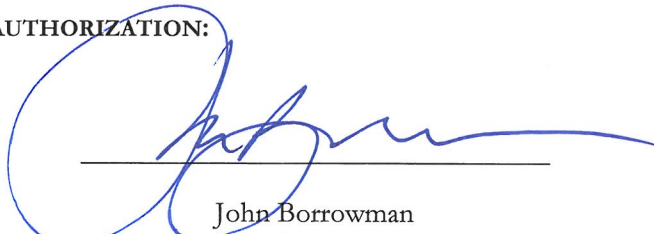
8. RELATED DOCUMENTS

- 8.1. Municipal Development Plan
- 8.2. Land Use Bylaw

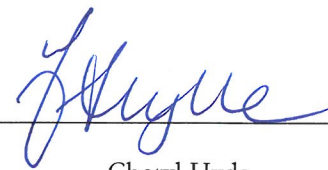
9. ATTACHMENTS

- 9.1. Impact – Offset Matrix

AUTHORIZATION:



John Borrowman
Mayor



Cheryl Hyde
Municipal Clerk

Policy approved by: CH JB

REVISION HISTORY

Policy Name	In Effect	Amended	Inactive
Sustainability Screening Policy PD-012	2017-06-28	2019-01-08	
Sustainability Screening Process 334-2007		2014-05-20	2017-06-28
Sustainability Screening Process 334-2007		2013-01-22	
Sustainability Screening Process 334-2007		2011-11-16	
Sustainability Screening Process 334-2007	2007-07-03		

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