

TOWN OF CANMORE
AGENDA
Regular Meeting of Council
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, April 4, 2023 at 9:00 a.m.

Times are estimates only.

PUBLIC QUESTION PERIOD – Before meeting is called to order

- 9:00 – 9:05 **A. CALL TO ORDER AND APPROVAL OF AGENDA**
1. Land Acknowledgement
 2. Agenda for the April 4, 2023 Regular Meeting of Council
- B. PUBLIC HEARINGS – None**
- C. DELEGATIONS – None**
- 9:05 – 9:10 **D. APPROVAL OF MINUTES**
1. Minutes of the February 28, 2023 Special Meeting of Council
 2. Minutes of the March 7, 2023 Regular Meeting of Council
- E. BUSINESS ARISING FROM THE MINUTES – None**
- F. UNFINISHED BUSINESS – None**
- G. BYLAW APPROVAL**
- 9:10 – 9:40 1. **Land Use Bylaw Amendment 2022-25 Canadian Rockies Public Schools
Lawrence Grassi Middle School Direct Control District**
Recommendation: That Council give first reading to Bylaw 2022-25 and
schedule a public hearing for May 2, 2023.
- 9:40 – 9:45 2. **Supplementary Assessment Bylaw 2023-10**
Recommendations:
 - 1) That Council give first reading to Supplementary Assessment Bylaw
2023-10.
 - 2) That Council give second reading to Supplementary Assessment Bylaw
2023-10.
 - 3) That Council give leave to go to third reading of Supplementary
Assessment Bylaw 2023-10.
 - 4) That Council give third reading to Supplementary Assessment Bylaw
2023-10.
- 9:45 – 9:55 3. **Downtown Business Improvement Area (BIA) Tax Bylaw 2023-11**
Recommendations:
 - 1) That Council approve the Downtown Business Improvement Area
2023 budget as presented.
 - 2) That Council give first reading to Bylaw 2023-11, the Downtown
Business Improvement Area Tax Rate Bylaw.
 - 3) That Council give second reading to Bylaw 2023-11, the Downtown
Business Improvement Area Tax Rate Bylaw.

- 4) That Council give leave to go to third reading of Bylaw 2023-11, the Downtown Business Improvement Area Tax Rate Bylaw.
- 5) That Council give third reading to Bylaw 2023-11, the Downtown Business Improvement Area Tax Rate Bylaw.

9:55 – 10:25

4. Mandatory Commercial Food Waste Diversion

Recommendations:

- 1) That Council give first reading to Recyclables and Waste Disposal Amendment 2023-15 Food Waste.
- 2) That Council give second reading to Recyclables and Waste Disposal Amendment 2023-15 Food Waste.
- 3) That Council give leave to go to third reading of Recyclables and Waste Disposal Amendment 2023-15 Food Waste.
- 4) That Council give third reading of Recyclables and Waste Disposal Amendment 2023-15 Food Waste.
- 5) That Council approve \$10,000 to fund implementation of the mandatory commercial food waste diversion program, to be funded from the Solid Waste Services Reserve.

10:25 – 10:40

Meeting Break

10:40 – 11:10

5. Procedural Bylaw Amendment 2023-16 Omnibus

Recommendations:

- 1) That Council give first reading to Procedural Bylaw Amendment 2023-16 Omnibus.
- 2) That Council give second reading to Procedural Bylaw Amendment 2023-16 Omnibus.
- 3) That Council give leave to go to third reading of Procedural Bylaw Amendment 2023-16 Omnibus.
- 4) That Council give third reading to Procedural Bylaw Amendment 2023-16 Omnibus.

H. NEW BUSINESS

11:10 – 11:20

1. Funding Increase to 2020 Light Fleet Replacement (#7140) to Accommodate External Funding

Recommendation: That Council approve an increase to the budget for the 2020 Light Fleet Replacement capital project (#7140) from \$123,000 to \$155,500 with the \$32,500 increase to be funded from the Municipal Climate Change Action Centre’s (MCCAC) Electric Vehicles for Municipalities program.

11:20 – 11:25

2. Appointment of Clerks to the Subdivision and Development Appeal Board

Recommendation: That Council appoint Cheryl Hyde, Allyssa Rygersberg, and Sara Jones as clerks to the Subdivision and Development Appeal Board for terms to end upon expiry of training certification.

11:25 – 11:30

3. Canmore Library Board Appointment

Recommendation: That Council appoint Doreen Saunderson to the Canmore Library Board for a term ending at the October 2025 annual organizational meeting.

- 11:30 – 12:00
- I. REPORTS FROM ADMINISTRATION**
 - 1. 2023 Safe Park Program Overview**
Purpose: To provide Council with an overview of the 2023 Safe Park Program.
 - J. NOTICES OF MOTION – None**
 - K. IN CAMERA**
 - 1. Three Sisters Mountain Village Properties Ltd. Litigation Update** (verbal)
Recommendation: that Council take the meeting in camera to prevent disclosure of information subject to legal privilege in accordance with section 27(1)(a) of the *Freedom of Information and Protection of Privacy Act*.
- 12:00 – 12:30
- 12:30
- L. ADJOURNMENT**



**TOWN OF CANMORE
MINUTES**

Special Meeting of Council
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, February 28, 2023 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

Joanna McCallum Councillor

ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Therese Rogers	General Manager of Corporate Services
Whitney Smithers	General Manager of Municipal Infrastructure
Scott McKay	General Manager of Municipal Services
Adam Driedzic	Town Solicitor
Adam Robertson	Communications Advisor
Cheryl Hyde	Municipal Clerk
Allyssa Rygersberg	Deputy Municipal Clerk (recorder)
Riley Welden	Development Planner
Lauren Miller	Manager of Planning and Development

Mayor Krausert called the February 28, 2023 special meeting to order at 9:00 a.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

1. Land Acknowledgement

2. Agenda for the February 28, 2023 Special Meeting of Council

34-2023

Moved by Mayor Krausert that Council approve the agenda for the February 28, 2023 special meeting of council as presented, with two additions:

- under New Business add item H1 Potential New Heliport in the MD of Bighorn
- under In Camera add item K1 Cougar Creek Contract Negotiations

CARRIED UNANIMOUSLY

B. PUBLIC HEARINGS

1. Land Use Bylaw Amendment 2022-24 General Industrial District (IND-2)

- (1) Mayor Krausert opened the public hearing for Bylaw 2022-24 at 9:03 a.m.
- (2) Administration provided a verbal report on the matter to provide context.
- (3) Public Submissions
None
- (4) Mayor Krausert closed the public hearing at 9:08 a.m.

2. Land Use Bylaw Amendment 2022-27 Staircase Lands

- (1) Mayor Krausert opened the public hearing for Bylaw 2022-27 at 9:08 a.m.
- (2) Administration provided a verbal briefing on the matter to provide context.
- (3) Public Submissions

In favour

Name	Verbal	Written
Karpat, Jessica, Three Sisters Mountain Village Properties Ltd.		X

Neutral or Unstated

Name	Verbal	Written
John Borrowman, Rocky Mountain Heritage Foundation	X	

Opposed

Name	Verbal	Written
Cousins-Mackie, Caroline		X
Giese-Davis, Janine		X
Haring, Leslie		X
Kohut, Duane		X
Laidlaw, Jeff		X
Poland, Carol		X
Williams, Graeme		X

- (4) The recording secretary read into the record the names of those who provided written submissions. These submissions are recorded in the list of public submissions above and are published in the record of public submissions for this meeting.
- (5) Mayor Krausert closed the public hearing at 9:28 a.m.

C. DELEGATIONS – None

D. APPROVAL OF MINUTES - None

Minutes approved by: _____

E. BUSINESS ARISING FROM THE MINUTES - None

F. UNFINISHED BUSINESS - None

G. BYLAW APPROVAL

1. Land Use Bylaw Amendment 2022-24 General Industrial District (IND-2)

35-2023 Moved by Mayor Krausert that Council give second reading to Land Use Bylaw Amendment 2022-24 General Industrial District (IND-2).

CARRIED UNANIMOUSLY

36-2023 Moved by Mayor Krausert that Council give third reading to Land Use Bylaw Amendment 2022-24 General Industrial District (IND-2).

CARRIED UNANIMOUSLY

2. Land Use Bylaw Amendment 2022-27 Staircase Lands

37-2023 Moved by Mayor Krausert that Council give second reading to Land Use Bylaw Amendment 2022-27 Staircase Lands.

CARRIED UNANIMOUSLY

38-2023 Moved by Mayor Krausert that Council give third reading to Land Use Bylaw Amendment 2022-27 Staircase Lands.

CARRIED UNANIMOUSLY

H. NEW BUSINESS

1. Potential New Heliport in the MD of Bighorn

39-2023 Moved by Mayor Krausert that Council direct the Mayor to voice concerns to the MD of Bighorn and the Province of Alberta with respect to locating any new heliport in close proximity to the Town of Canmore.

CARRIED UNANIMOUSLY

I. REPORTS FROM ADMINISTRATION – None

J. NOTICES OF MOTION – None

K. IN CAMERA

1. Cougar Creek Contract Negotiations (verbal)

40-2023 Moved by Mayor Krausert that Council take the meeting in camera at 9:56 a.m. to prevent disclosure of information related to the Town's contractual negotiations in accordance with section 25(1)(c)(iii) and information subject to legal privilege in accordance with section 27(1)(a) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

The following members of administration were present for the in camera session:
Sally Caudill, Whitney Smithers, Therese Rogers, Scott McKay, Adam Driedzic,
Adam Robertson, Cheryl Hyde, and Allyssa Rygersberg.

41-2023 Moved by Mayor Krausert that Council return to the public meeting at 10:56 a.m.

CARRIED UNANIMOUSLY

Minutes approved by: _____

42-2023 Moved by Mayor Krausert that Council direct administration to negotiate and execute a without-cause termination, settlement and release agreement respecting the contract with Flatiron Constructors Canada Ltd. dated June 23, 2020 for the construction of the Cougar Creek Debris Flood Retention Structure (Capital Project 1562) and report back to Council with a plan for project completion.
CARRIED UNANIMOUSLY

L. ADJOURNMENT

43-2023 Moved by Mayor Krausert that Council adjourn the February 28, 2023 regular meeting at 10:58 a.m.
CARRIED UNANIMOUSLY

Sean Krausert, Mayor

Allyssa Rygersberg, Deputy Municipal Clerk

Minutes approved by: _____



**TOWN OF CANMORE
MINUTES**

Regular Meeting of Council
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, March 7, 2023 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Therese Rogers	General Manager of Corporate Services
Whitney Smithers	General Manager of Municipal Infrastructure
Scott McKay	General Manager of Municipal Services
Caitlin Miller	Manager of Protective Services
Greg Burt	Supervisor of Municipal Enforcement
Cheryl Hyde	Municipal Clerk
Allyssa Rygersberg	Deputy Municipal Clerk (recorder)

Mayor Krausert called the March 7, 2023 regular meeting to order at 9:00 a.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

- 1. Land Acknowledgement**
- 2. Agenda for the March 7, 2023 Regular Meeting of Council**

44-2023 Moved by Mayor Krausert that Council approve the agenda for the February 7, 2023 regular meeting as presented.

CARRIED UNANIMOUSLY

B. PUBLIC HEARINGS - None

C. DELEGATIONS - None

D. APPROVAL OF MINUTES

- 45-2023 **1. Minutes of the February 7, 2023 Regular Meeting of Council**
Moved by Mayor Krausert that Council approve the minutes of the February 7, 2023 regular meeting as presented.
CARRIED UNANIMOUSLY

E. BUSINESS ARISING FROM THE MINUTES - None

F. UNFINISHED BUSINESS - None

G. BYLAW APPROVAL - None

H. NEW BUSINESS

- 46-2023 **1. Municipal Enforcement Service Level Change**
Staff Sergeant Ryan Singleton from the Canmore RCMP detachment answered questions from Council.
Moved by Mayor Krausert that Council approve a service level change to the Municipal Enforcement department that allows Community Peace Officers to conduct moving traffic enforcement within municipal limits.
CARRIED UNANIMOUSLY

- 47-2023 **2. Advocacy Letter to Canada Infrastructure Bank**
Moved by Councillor Foubert that Council direct the Mayor to write to the federal Minister of Intergovernmental Affairs to advocate in support of the Canada Infrastructure Bank (CIB) funding Canmore's future housing development projects.
CARRIED UNANIMOUSLY

- 48-2023 **3. Council Remuneration Committee**
Moved by Councillor Foubert that Council direct administration to draft a terms of reference to establish a new committee to review council remuneration and that administration return for Council approval of the terms of reference prior to the committee recruitment process in advance of the 2023 annual organizational meeting.
CARRIED UNANIMOUSLY

- 49-2023 **4. Midsized Cities Mayors Caucus Grant**
Moved by Mayor Krausert that Council endorse the Alberta Community Partnership grant application to fund the four phases of the Unlocking the Full Potential of Alberta's Midsized Cities Initiative.
CARRIED UNANIMOUSLY

I. REPORTS FROM ADMINISTRATION - None

J. NOTICES OF MOTION - None

K. IN CAMERA - None

Minutes approved by: _____

L. ADJOURNMENT

50-2023

Moved by Mayor Krausert that Council adjourn the March 7, 2023 regular meeting at 10:35 a.m.

CARRIED UNANIMOUSLY

Sean Krausert, Mayor

Allyssa Rygersberg, Deputy Municipal Clerk

Minutes approved by: _____



Request for Decision

DATE OF MEETING: April 4, 2023 **Agenda #:** G-1

TO: Council

SUBJECT: Land Use Bylaw Amendment 2022-25 Canadian Rockies Public Schools
Lawrence Grassi Middle School Direct Control District

SUBMITTED BY: Nathan Grivell, Development Planner

RECOMMENDATION: That Council give first reading to Bylaw 2022-25 and schedule a public hearing for May 2, 2023.

EXECUTIVE SUMMARY

The Canadian Rockies Public Schools (CRPS) is applying to redesignate a portion of their site that is currently designated as PD – Public Use District to a direct control district (DC District). The purpose of the redesignation is to achieve the goals and objectives of the CRPS Lawrence Grassi Middle School Area Redevelopment Plan.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The recently approved CRPS Lawrence Grassi Middle School Area Redevelopment Plan, Bylaw 2021-07, has directed the creation of the DC District.

DISCUSSION

CRPS is proposing a land use redesignation to be consistent with the recently approved CRPS Lawrence Grassi Middle School Area Redevelopment Plan (the ARP). Generally, the Land Use Bylaw (the LUB) regulations provide the “how we get there”, in response to the goals and objectives, “where we want to go”, of an Area Redevelopment Plan. The ARP contains eight goals: pedestrian focused design, affordable housing, employee housing, housing diversity, neighbourhood character, energy and green building principles, community amenities, and public-school sustainability. In this report, the proposed DC District regulations are organized under these goals.

1. Pedestrian Focused Design

The CRPS ARP contains the goal to:

“Enhance the pedestrian realm by prioritizing pedestrian safety and movement, encouraging non-motorized modes of travel, while accommodating vehicle access to the site.”

To provide further guidance to this goal, the ARP includes a pedestrian circulation concept (Map 3), a cross section for the internal road showing it as a shared street (Figure 6), and requirements for off-site pathway development and road improvements to 4th Street. The details of these concepts are sufficient such that no further direction is required to be added to the DC District. However, to ensure orderly development through the phased development of this area, the DC District includes a

requirement (see 14.40.5.7a) for a comprehensive site plan to be provided with the first development permit application. The plan will show the location of all site elements in greater detail, as the developer will have reached the detailed design stage of their project by then. The plan must demonstrate compliance with the ARP. As well, it will establish a logical phasing of these elements, including pedestrian elements, to support occupants as the site develops.

Administration considers this goal to be achieved through the proposed DC District.

2. Affordable Housing & 3. Employee Housing

The ARP contains goals to:

“Dedicate a portion of the housing stock to align with the Canmore Community Housing program”

“Dedicate a portion of the housing stock and build suitable employee housing.”

To provide further guidance, ARP policy statement 5.3 directs that 20 units be part of the Canmore Community Housing (CCH) program and 20 units be of purpose-built employee housing, to help recruit and retain staff. In response to this, the DC District includes Perpetually Affordable Housing and Employee Housing as permitted uses. The commitment for these units is not reflected in the DC District as these commitments will be secured outside of the land use process.

Administration considers this goal to be achieved through the proposed DC District.

4. Housing Diversity

The ARP contains the goals to:

“Provide a range of dwelling sizes and configurations to increase available housing choice for local residents to allow people of all ages to live in the area.”

“Incorporate a diversity of housing choices to assist in achieving housing affordability through the provision of townhouses, stacked townhouses and a variety in unit sizes.”

In response to these goals, the DC District enables a range of housing choices by including various housing types through permitted and discretionary uses. For example, Apartment Building, Townhouse, and Townhouse, Stacked are listed as permitted uses, while Accessory Dwelling Unit, Attached is listed as a discretionary use. At the development permit stage, the developer will be required to provide a comprehensive site plan with the first development permit that demonstrates a range of unit sizes and types in compliance with the policy of the ARP.

ARP policy statement 5.1.3 prescribes the maximum density (120 units) for the site. The DC District complies with this policy (see 14.40.4.12) and duplicates this maximum density.

Administration considers this goal to be achieved through the proposed DC District.

5. Neighbourhood Character

The ARP contains the goal to:

“Establish neighbourhood design requirements that result in a sense of place”.

There are several policy statements captured under Section 5.2 that provide detailed direction on design, such as, required building setbacks, maximum height, and massing strategies.

With regards to building setbacks, the ARP contains detailed and specific minimum building setbacks (Section 5.2.1). The DC District complies with this, as it includes and duplicates these setbacks (see 14.40.4.2 to s14.40.4.5).

With regard to building massing, the ARP (Section 5.2.2) contains a requirement for taller buildings to be located internal to the site to control building massing. The DC District complies with Section 5.2.2 as it includes and duplicates this requirement (see 14.40.4.6 and 14.40.4.7).

With regard to building height, the ARP contains requirements on the number of building storeys, limiting these as 2 ½ storeys in Area A and 3 ½ storeys in Area B (Section 5.2.3). The DC District includes these regulations, as well as prescribes absolute building heights of 10 m for Area A and 14 m for Area B. Although there is no specific mention of the 10 m and 14 m height limits in the ARP policy statements, these heights were clearly used in Appendix E of the ARP in the Comparative Massing and Setback Cross Section to demonstrate the appropriateness of the number of storeys.

Related to maximum height, the DC District includes an opportunity for a variance to maximum height where the architecture of the building is further enhanced (see 14.40.5.2). The applicant has taken this regulation from the Old Daycare Lands DC District, although they have increased the maximum roof area from 10% of roof area to 20%. The applicant believes the flexibility will result in more attractive looking buildings (adding to a sense of place).

Administration considers this goal to be achieved through the proposed DC District.

6. Energy and Green Building Principles

The ARP contains the goal to:

“Promote the development and use [of] energy saving technologies and green building design.”

To provide further guidance, ARP policy statement 5.7.4 directs that a portion of vehicle parking stalls shall be equipped for future Level 2 charging. In response to this, the DC District includes a commitment that all parking stalls be EV Capable (14.40.5.4). A definition of this term has been provided as well for clarity.

Furthermore, ARP policy statement 5.6 includes a commitment to “explore opportunities” to help meet the GHG reduction targets set out in the Town Climate Action Plan. In response to this, the DC District includes a reiteration of this commitment (14.40.5.3). As the regulation does not prescribe any mandatory requirements, its inclusion is more symbolic to emphasize CRPS’s intention to explore this at the detailed design stage. At a minimum, any new development will be required to

comply with the Town's Green Building regulations as outlined in the LUB.

Administration considers this goal to be achieved through the proposed DC District.

7. Community Amenities

The ARP contains the goal to:

"Provide a variety of community amenities for residents and visitors to the Town of Canmore."

Examples of amenities include the school garden, off-site improvements, open space, and a public pathway. In response, the DC District includes:

- a. A reiteration of the requirements of policy statement 5.2.6 in the ARP, that the school garden is to be relocated within the site and remain the same size in area. However, the DC District regulation (14.40.5.5) provides the current area of 960m² for ease of review at the DP stage;
- b. Requirements for the developer, prior to or concurrent with the issuance of the first development permit, to build and secure the public multi-use pathway that transects the site (14.40.5.7b, c);
- c. A requirement for a comprehensive site plan to be provided with the first development permit application (14.40.5.7a). The plan will show the location of all site elements in detail, as the developer will have reached the detail design stage of their project, including the new location for the school garden, open space, and pathways, and demonstrate compliance with the ARP. As well, it will establish a logical phasing of these elements to support occupants as the site develops.
- d. A requirement that 37% of the district's land area be landscaped. This aligns with the requirements of the R4 District. However, given the design of the sites - with buildings internal to the site, some building areas may have less than this amount and some may have more.

Administration considers this goal to be achieved through the proposed DC District.

8. Public-School Sustainability

The ARP contains the goal to

"Place proceeds from residential development into a CRPS Legacy Fund to help sustain future operations of the public-school board so that CRPS can continue to provide quality education for the Bow Valley community."

The DC District does not respond to this goal, as this is a financial sustainability goal of the proponent and not a land use matter.

There are additional matters outside of the ARP goals that are also included in the DC District, such as parking, bus drop-off area, and the development authority for applications under this DC District.

Parking

The ARP does not provide direction on minimum parking requirements for the site other than that it needs to be accommodated on-site. As the DC District does not establish any special requirements, the town-wide minimum parking requirements will apply. The applicant has confirmed that they can meet these requirements for 120 units on the site without the need for a variance to these regulations. Administration is therefore satisfied that there will be adequate on-site parking.

Bus Drop-off Area

The ARP shows development within the existing bus drop-off area (south-east of the school, at the west-end of 5th Street). As this is within the development area, this bus drop-off spot will need to be relocated. The ARP does not identify a new location, and the applicant has not included one in the DC District. However, the DC District includes a requirement (14.40.5.6) for the applicant to propose and receive approval for a new location, as part of any development permit application that includes development within the DC lands, that affects the current bus drop-off area. Administration is satisfied that there are options around or near the school for relocation and that a new location does not need to be established at this stage.

ANALYSIS OF ALTERNATIVES

1. Council has the option through the DC District to prohibit the use of the 5th Avenue laneway (adjacent to the north side of the LGMS) for future school bus drop-off and access. It is recommended, however, that the evaluation of the future school bus drop-off and access be at the discretion of Administration, based on the merits of the proposed location, later in the development process.
2. Administration recommends that Council amend 14.40.5.2, which allows for a roof height variance, as follows:

Excluding buildings that are located adjacent to the east property line, ~~the~~ the Development Authority may grant variances to allow roof areas to exceed the maximum height, either:

- a. *to allow a total of 10% ~~20%~~ of the roof areas to exceed the maximum height by up to 10% where it is of the opinion that the architecture of the development would be enhanced, or*
- b. *where the view shed from immediately across the street is not impaired more than would be created by a building of the maximum height as measured at the point of the front setback.*

The rationale for these recommended changes are as follows:

- This relaxation is not present in the R4 District, which is the district that the DC District is broadly modeled after.
- Although not directly out of alignment, the opportunity for a variance for buildings on the east side of the property would not complement Section 5.2.1 of the ARP which states:
“Provide a setback from the neighbouring residential multi-family development called Caffaro Fusion and Encore developments to the East.”
- Building height was consistently identified as a concern in the feedback received from the community.

- A reduction of the permitted roof area from 20% to 10% would be consistent with the limits allowed in the Old Daycare Lands and the Peaks Landing DC Districts.

FINANCIAL IMPACTS

There are no associated financial implications.

STAKEHOLDER ENGAGEMENT

The applicant has not completed any public engagement post approval of the ARP. In their opinion, a rigorous public engagement process was undertaken as part of the development of the ARP and as this application conforms with the ARP, no further engagement is required.

Administration completed a circulation to landowners within, and adjacent to the boundary of the ARP and allowed a month for comment. Approximately 40 letters were received, and these were reviewed and also provided to the applicant for their consideration for making changes. No changes were made by the applicant as a result of this feedback. The concerns highlighted by the public are grouped and summarized below. Many of the concerns were to aspects of the development already approved by the ARP. As the applicant is not proposing to amend the ARP, their DC District is required to comply with the requirements of the ARP.

A summary of the feedback includes:

- Density and building height are too high and negatively impact adjacent properties
 - As noted above, the review and appropriateness of the maximum density and building heights for the site occurred as part of the ARP. The maximum building height and density proposed in the DC District are consistent with the ARP.
- Loss of views
 - The impact on views on adjacent properties was assessed as part of the approval of the ARP, including the review of cross sections and establishing minimum building setbacks. The DC District is consistent with the ARP.
- Diminishment of neighbourhood character
 - The appropriateness of the development itself was assessed as part of the approval of the ARP. Future development is required to conform with the Community Architectural and Urban Design Standards of the LUB, so from an architectural perspective, the site should be consistent and even enhance the look of the street.
- Loss of greenspace and play area for children and removal of trees
 - The appropriateness of the development itself was assessed as part of the approval of the ARP. The DC District requires that 37% of the site be landscaped, which is in line with the R4 District. It also requires that the school garden be maintained.
 - On-site trees and shrubs will be required in accordance with Section 11 of the LUB.

- Vehicle parking challenges
 - As noted above, Administration is satisfied that the town-wide LUB parking requirements will provide adequate parking for the development.
- Traffic congestion and pedestrian safety
 - The proposed development will make existing roads in South Canmore busier, but is not expected to have a significant impact on road capacity in the area. The Town’s Engineering department requires a Traffic Impact Assessment (TIA) when a threshold of 100 person trips per hour is reached at peak times. The proposed development was assessed by a Transportation Engineer and does not meet this threshold; therefore, no TIA was required. The additional traffic generated by the proposed development is not anticipated to result in unacceptable delays or safety concerns.
- Street vehicle access to development inadequate
 - The conceptual design and location of the 4th Street vehicle access was reviewed and accepted by the Engineering Department as part of the approval of the ARP.
- Inadequate servicing capacity in the area
 - The ability to service the site was reviewed and deemed feasible by the Engineering Department at the ARP stage. Any infrastructure improvements required as a result of the proposed development, will be undertaken and paid for by the developer, and could benefit the surrounding area.
- A bus drop-off area located adjacent to the lane on the north side of the school is not appropriate
 - As noted above, the review and appropriateness of a new location will be assessed by the Engineering Department at the time of development permit.
- Town Council should have delayed 2nd and 3rd reading of the ARP to further consider the feedback provided at the public hearing.
 - The approval of the ARP was completed in accordance with the MGA requirements for passing a bylaw. Town Council, at its discretion, may proceed with 2nd and 3rd reading at anytime following a public hearing.

ATTACHMENTS

1. Bylaw 2022-25

AUTHORIZATION

Submitted by:	Nathan Grivell Development Planner	Date: <u>March 6, 2023</u>
Approved by:	Lauren Miller Manager of Planning and Development	Date: <u>March 8, 2023</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>March 20, 2023</u>
Approved by:	Therese Rogers Acting Chief Administrative Officer	Date: <u>March 27, 2023</u>

BYLAW 2022-25

**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 the Canadian Rockies Public Schools Lawrence Grassi Middle School Direct Control Bylaw.

INTERPRETATION

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

PROVISIONS

- 3 That Section 15 of Land Use Bylaw 2018-22 be amended to re-designate Plan 0715292, Block 60, Lot 21 from PD - Public Use District to DC2022-25 CRPS Lawrence Grassi Middle School Direct Control District and PD - Public Use District as shown in Schedule A of this bylaw.
- 4 That Section 14 of Land Use Bylaw 2018-22 be amended to include Section 14.40 as described in Schedule B of this bylaw.

ENACTMENT/TRANSITION

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

FIRST READING:

PUBLIC HEARING:

SECOND READING:

THIRD READING:

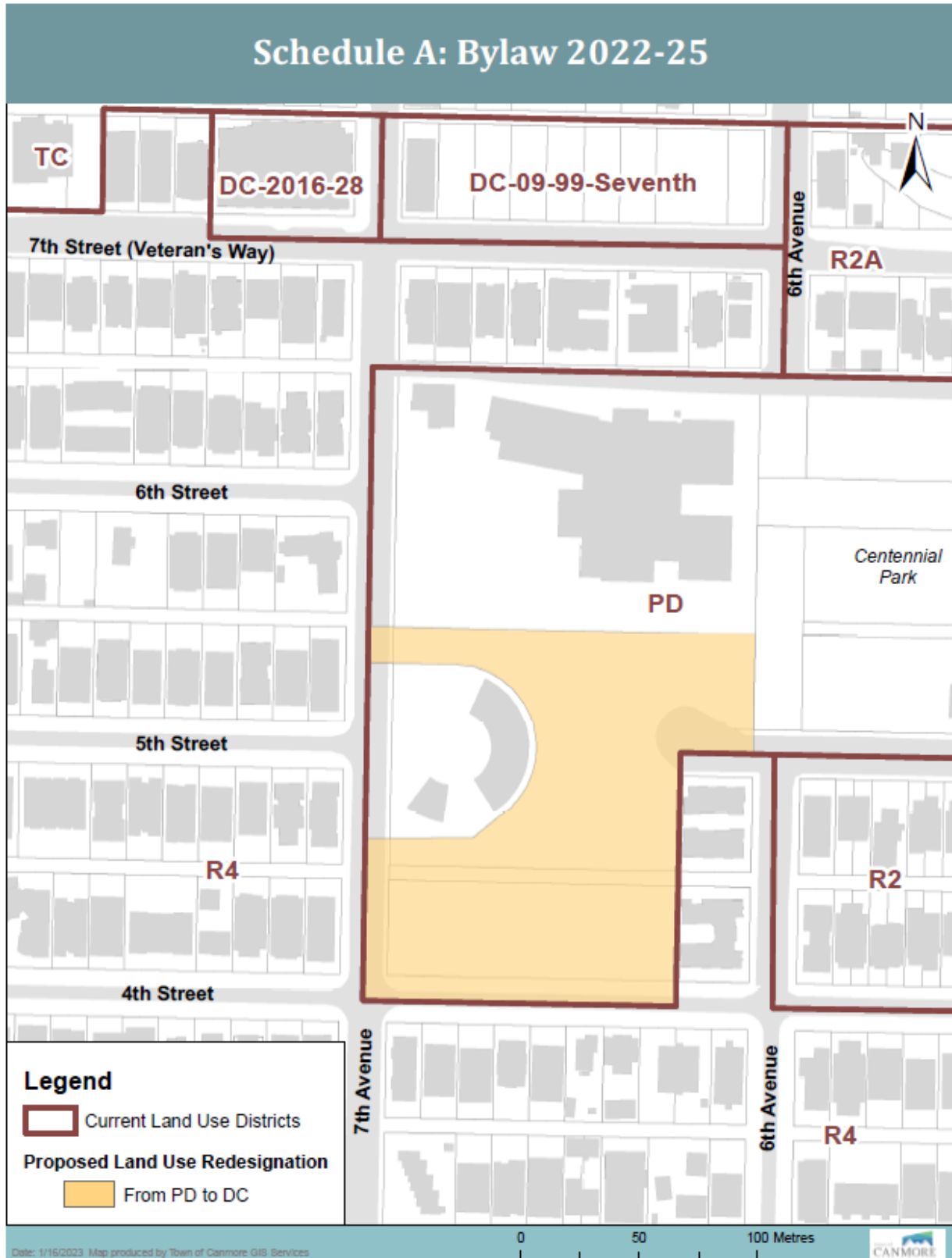
Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date



SCHEDULE B**14.40 CRPS LAWRENCE GRASSI MIDDLE SCHOOL DIRECT CONTROL DISTRICT [BYLAW 2022-25]****14.40.1 Purpose**

To provide for medium density multi-unit residential housing with complementary uses that are compatible with the surrounding neighbourhood.

14.40.2 Permitted Uses

Accessory Building
 Apartment Building
 Employee Housing
 Home Occupation – Class 1
 Open Space
 Perpetually Affordable Housing
 Public Utility
 Townhouse
 Townhouse, Stacked

14.40.3 Discretionary Uses

Accessory Dwelling Unit, Attached
 Accessory Dwelling Unit, Detached
 Administrative/Sales Office
 Care Facility
 Common Amenity Housing
 Cultural Establishment
 Day Care
 Home Occupation – Class 2
 Public Building
 Signs

14.40.4 Regulations

- 14.40.4.1 Except as specifically modified by this Direct Control Bylaw, the provisions of the Land Use Bylaw 2018-22 including but not limited to Section 2, General Regulations, and Section 11, Community Architectural & Urban Design Standards, shall apply. Variances to these regulations may be granted where deemed appropriate by the Development Authority.
- 14.40.4.2 The location of yard setbacks and building heights shall be in accordance with Schedule “B”.
- 14.40.4.3 The minimum front yard setback shall be 3.0 m.
- 14.40.4.4 The minimum side yard setback shall be 6.0 m.
- 14.40.4.5 A minimum 12.0 m setback from the east property boundary shall apply for buildings located in the northernmost 75 m of the site as measured from the northern most property line (as identified on Schedule “B”).
- 14.40.4.6 The maximum building height for perimeter buildings (as identified in “Area A” in Schedule “B”) shall be 10.0 m.
- 14.40.4.7 The maximum building height for internal buildings (as identified in “Area B” in Schedule “B”) shall be 14.0 m.
- 14.40.4.8 Perimeter buildings (as identified in “Area A” in Schedule “B”) shall be a maximum of 2.5 storeys.
- 14.40.4.9 Internal buildings (as identified in “Area B” in Schedule “B”) shall be a maximum of 3.5 storeys.
- 14.40.4.10 A minimum of 37% of the land within the District shall be landscaped. Each individual development may vary from 37% while achieving a minimum 37% across the District.
- 14.40.4.11 The minimum density shall be 49 units per gross hectare.
- 14.40.4.12 The maximum number of dwelling units for the development in this District shall not exceed 120 units.

14.40.5 Additional Regulations

- 14.40.5.1 Contemporary architectural forms are permitted in this district and are not required to adhere to the requirements for green building initiatives outlined in Section 11.6.2.2 of Bylaw 2018-22 or the roof pitch requirements of Section 11.6.4.1 of Bylaw 2018-22 should the Development Authority be satisfied that the development does not impact the access to light and privacy of the neighboring properties.
- 14.40.5.2 The Development Authority may grant variances to allow roof areas to exceed the maximum height, either:
- a. to allow a total of 20% of the roof areas to exceed the maximum height by up to 10% where it is of the opinion that the architecture of the development would be enhanced, or
 - b. where the view shed from immediately across the street is not impaired more than would be created by a building of the maximum height as measured at the point of the front setback.
- 14.40.5.3 Building and site design should incorporate the use of technologies and techniques which support the policies set out in the Town's Climate Action Plan.
- 14.40.5.4 100% of parking stalls shall be EV Capable which means that sufficient electrical capacity is available for future EV charging load and infrastructure rough-ins are in place to allow EV Charging units to be installed with ease. This requires that electrical equipment, e.g., distribution panels, outlets, or junction boxes, be installed and wall and floor penetrations, or conduit, be completed as required to accommodate future EV charging.
- 14.40.5.5 The existing garden north of the day care site shall be relocated into the amenity area within the District. The minimum area of the garden shall be 960m².
- 14.40.5.6 Prior to, or concurrent with, the issuance of a Development Permit that approves development in the existing bus staging area, the developer shall apply for and receive approval from the Town of Canmore for a new location for a bus staging area.
- 14.40.5.7 Prior to, or concurrent with, the endorsement of the first subdivision application, or issuance of the first Development Permit, the landowner shall:
- a. Provide a concept plan to include staging of development and timing for any offsite improvements as shown in the approved Area Redevelopment Plan. The site plan shall include location of mews road, pedestrian pathways, amenity areas, relocated garden, the number of units proposed per building, and confirm the location of the underground shallow and deep utilities.
 - b. Dedicate and construct a public pathway across the northerly boundary of the site to connect 7th Avenue with Centennial Park.
 - c. Register and enter into an agreement, or agreements, with the Town of Canmore for an Access Right of Way to allow for public access through the site, to the satisfaction of the Town. The Town will be responsible for the operations and maintenance of this public access.
 - d. Register and enter into an agreement, or agreements, with the Town of Canmore for an Emergency Access Right of Way through the site, to the satisfaction of the Town. The landowner(s) will be responsible for the operations and maintenance of this emergency access.
 - e. The portion of laneway, as shown on Schedule "A", that runs through the District shall be consolidated with the adjacent parcels.

14.40.6 Development Authority

- 14.40.6.1 The Development Authority for this District shall be the Development Officer.

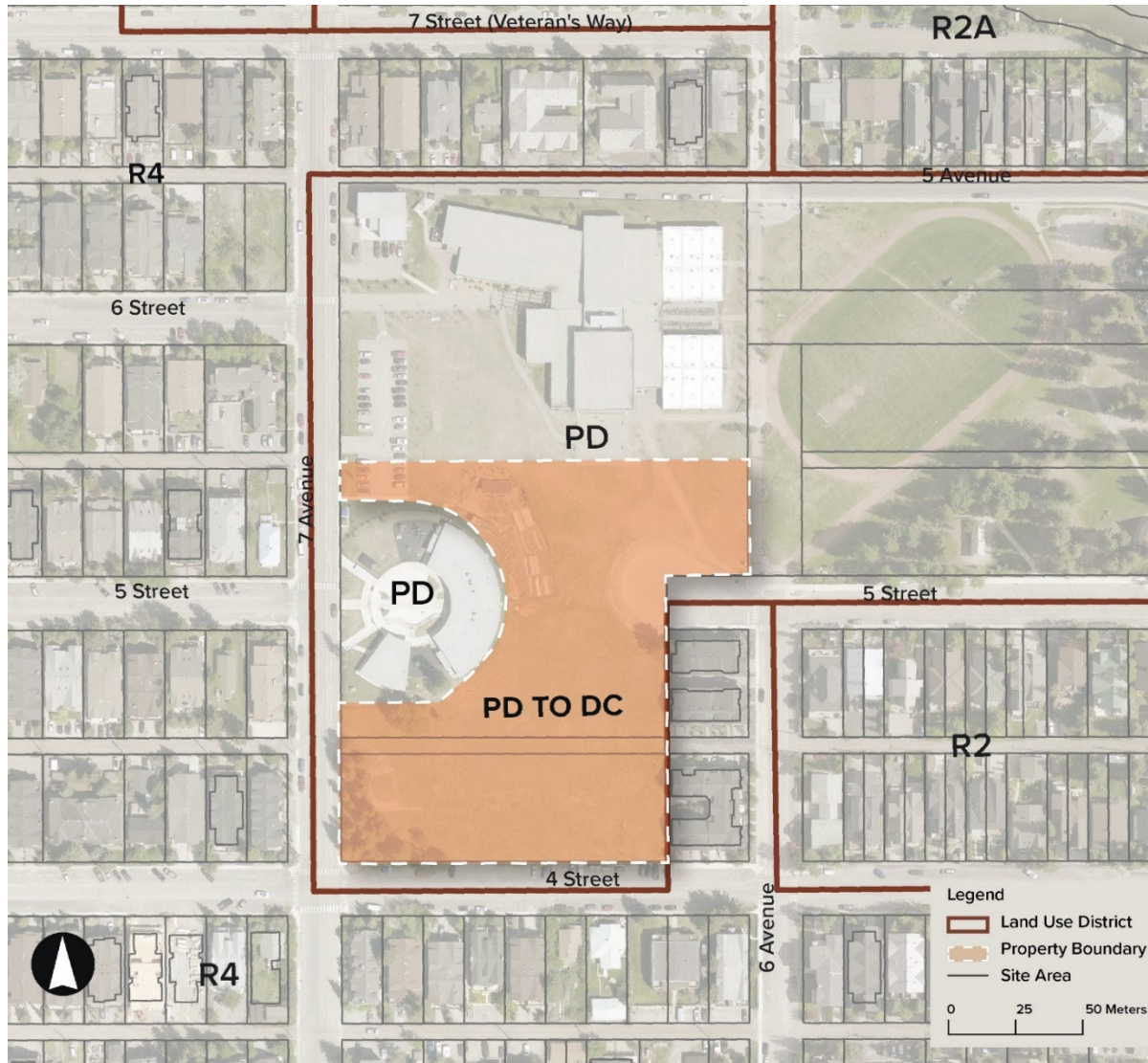
14.40.7 Schedules

- 14.40.7.1 The following Schedules form part of this District.

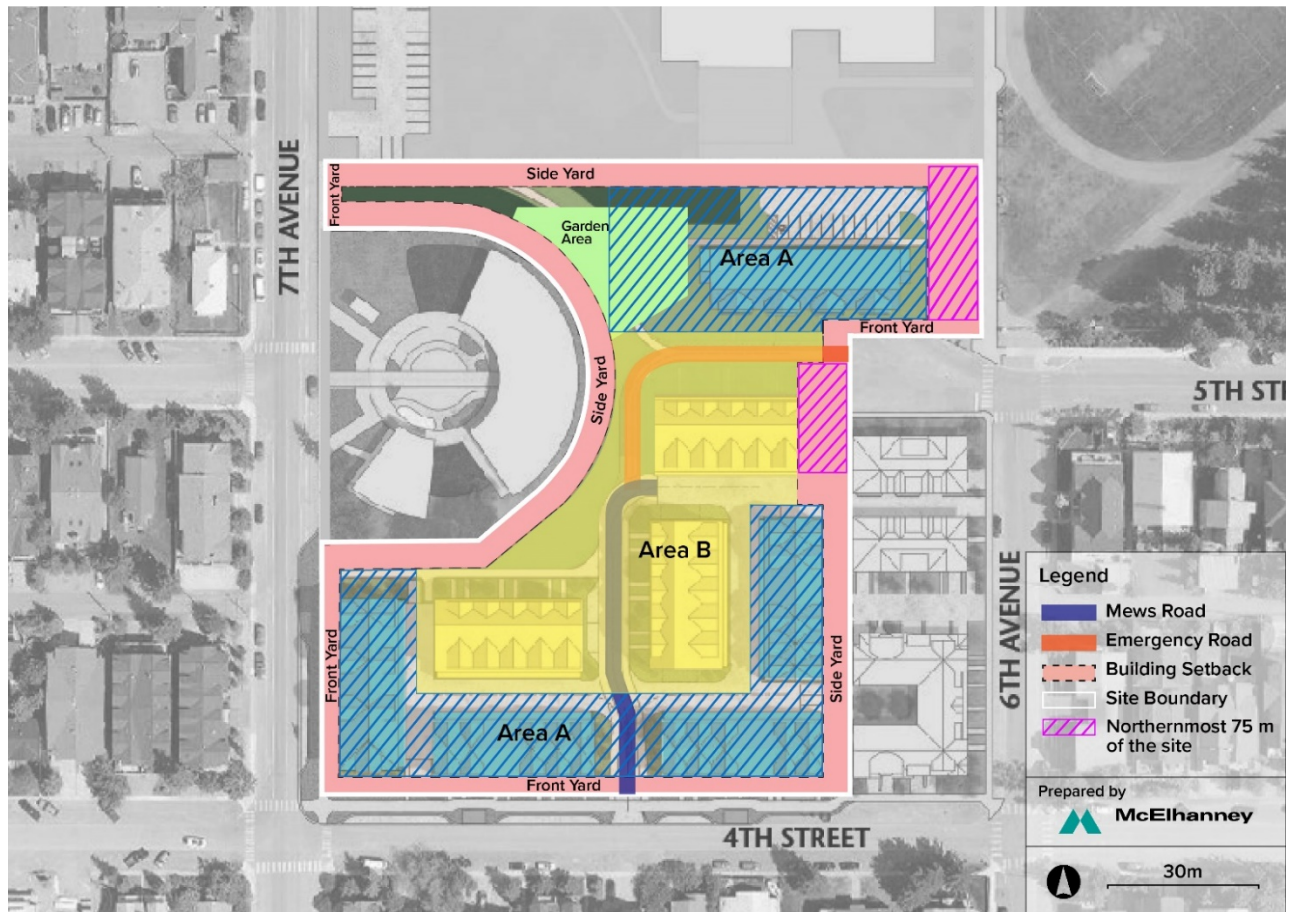
Schedule A: Location of CRPS Lawrence Grassi Middle School Direct Control District

Legal Description: Plan 0715292, Block 60, Lot 21

Municipal Address: 618, 7 Avenue



Schedule B: Conceptual Site Plan Showing Location of Yards and Height Areas



Bylaw approved by: _____



Request for Decision

DATE OF MEETING: April 4, 2023 **Agenda #:** G-2

TO: Council

SUBJECT: Supplementary Assessment Bylaw 2023-10

SUBMITTED BY: Palki Biswas, Manager of Finance

RECOMMENDATION: That Council give first reading to Supplementary Assessment Bylaw 2023-10.

That Council give second reading to Supplementary Assessment Bylaw 2023-10.

That Council give leave to go to third reading of Supplementary Assessment Bylaw 2023-10.

That Council give third reading to Supplementary Assessment Bylaw 2023-10.

EXECUTIVE SUMMARY

To impose supplementary taxes each year, Council must authorize administration to prepare supplementary assessments for all relevant properties within the Town of Canmore through a bylaw. Supplementary assessments are prepared for the purpose of levying supplemental taxes. Administration recommends continuing with the practice of preparing supplementary assessments and has prepared Bylaw 2023-10 for Council's consideration. The bylaw will remain in force for the subsequent years unless it is repealed.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Section 313(1) of the *Municipal Government Act* (MGA) states: If a municipality wishes to require the preparation of supplementary assessments for improvements, the Council must pass a supplementary assessment bylaw authorizing the assessments to be prepared for the purpose of imposing a tax under Part 10 in the same year.

Section 313(3) of the MGA states: A supplementary assessment bylaw or any amendment to it applies to the year in which it is passed, only if it is passed before May 1 of that year.

(New) Continuous Bylaws – assessment, Section 325.1 of the MGA states: Bylaws enacted under section 297 or 313 remain in force after the year in which they are enacted and apply in respect of subsequent years until they are repealed.

DISCUSSION

Pursuant to Section 313 of the MGA, municipalities have a choice whether to prepare supplementary assessments or not. For many years, it has been the Town of Canmore's practice to send out supplementary

assessments once a year, in October. The Act further requires that a bylaw be passed annually, prior to May 1st of each year, authorizing the supplementary assessment to be prepared.

Previously, Council would pass a bylaw each year authorizing the assessments to be prepared. On December 5, 2019, Bill 25: the *Red Tape Reduction Implementation Act*, came into force. Notably, Bill 25 amended the MGA, by adding Section 325.1 which allows a supplementary bylaw to be enacted and remain in force for subsequent years unless it is repealed.

Supplementary assessments are calculated for properties that have reached completion and/or were granted occupancy during the year. Supplementary assessments allow for fairness and equity among property owners and recognizes that these new properties and its occupants use the Town's amenities and services just like existing properties. Therefore, the funding of these amenities and services should be levied on the new properties on a prorated basis.

Supplementary taxes will be billed to all properties currently under development that have a construction completion date prior to October 1st of each year. The combined Supplementary Property Assessment and Tax Notice will be sent to property owners to advise them of an additional property assessment amount that has been calculated against their property by October each year. The supplementary assessment reflects the additional assessed value from December 31 of the previous year up to completion. The associated supplementary tax levy is pro-rated from the first day of the month in which completion/occupancy was granted by the Town until December 31 of the tax year.

ANALYSIS OF ALTERNATIVES

Although not recommended by administration, Council can choose to table or defeat the bylaw.

Any points of clarity on this bylaw would require a resolution prior to May 1. If the bylaw is not passed by May 1st, the Town will not be permitted to prepare supplementary assessments. This will negatively affect the tax revenue and will create inconsistencies with prior years' processes. Property owners of new improvements must be taxed for the portion of the year that the property has been finished or occupied and if this bylaw is not passed, then they are not paying their fair share of the property taxes for the current year.

FINANCIAL IMPACTS

The Town of Canmore 2023 and 2024 approved budget for supplementary tax revenue is \$25,000 each year. This bylaw will ensure that funds are generated for the Town's budgeted programs.

STAKEHOLDER ENGAGEMENT

The taxpayers of Canmore are notified of supplementary assessments and taxation through a number of methods during the year. These methods include publications in a local paper, Town website and social media, the annual assessment notice, the annual taxation notice, combined supplementary property assessment and taxation notice.

ATTACHMENT

Supplementary Assessment Bylaw 2023-10

AUTHORIZATION

Submitted by: Palki Biswas
Manager of Finance Date: February 27, 2023

Approved by: Therese Rogers
General Manager of Corporate
Services/Acting Chief Administrative
Officer Date: March 27, 2023

BYLAW 2023-10

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA
TO AUTHORIZE PREPARATION OF SUPPLEMENTARY ASSESSMENTS FOR ALL
IMPROVEMENTS IN THE TOWN OF CANMORE**

WHEREAS under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26, and amendments thereto (the “Act”), Council may authorize a supplementary assessment of improvements to property within the municipality for the purpose of imposing a tax;

AND WHEREAS if Council wishes to authorize the preparation of supplementary assessments, Council must pass a supplementary assessment bylaw authorizing the assessments to be prepared for the purpose of imposing a tax;

AND WHEREAS the Act allows a Supplementary Assessment Bylaw to remain in force in the year in which it is enacted and will apply in respect of subsequent years until repealed;

NOW THEREFORE the Municipal Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

- 1 This bylaw shall be known as the Supplementary Assessment Bylaw.

PROVISIONS

- 2 A supplementary assessment shall be prepared for all improvements to property within the Town of Canmore, for imposing a tax in the same year and in accordance with Part 10 of the Act.
- 3 Subject to the provisions of section 314 of the Act, the municipal assessor must prepare supplementary assessments
 - i) for machinery and equipment used in manufacturing and processing if those improvements are operational in the year in which they are to be taxed under Part 10,
 - ii) for all other improvements if these improvements are completed or occupied during all or any part the year to which they are to be taxed, or are moved into the municipality during the tax year and will not be taxed in the same year by another municipality, and
 - iii) in the same manner as the assessments are prepared under Part 9, Division 1 of the Act.
- 4 Supplementary assessments must be prorated to reflect only the number of months, including the whole first month, during which the improvement is complete, occupied, located in the municipality or in operation.

ENACTMENT/TRANSITION

- 5 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

- 6 Supplementary Assessment Bylaw 2022-05 is repealed.

- 7 This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date

Bylaw approved by: _____



Request for Decision

DATE OF MEETING: April 4, 2023 **Agenda #:** G-3

TO: Council

SUBJECT: Downtown Business Improvement Area (BIA) Tax Rate Bylaw 2023-11

SUBMITTED BY: Beth VanderVoort, BIA Interim Executive Director
Tory Kendall, BIA Board Chair
Palki Biswas, Manager of Finance, Town of Canmore

RECOMMENDATION: That Council:

- 1) approve the Downtown Business Improvement Area 2023 budget as presented.
- 2) give first reading to Bylaw 2023-11, the Downtown Business Improvement Area Tax Rate Bylaw.
- 3) give second reading to Bylaw 2023-11, the Downtown Business Improvement Area Tax Rate Bylaw.
- 4) give leave to go to third reading of Bylaw 2023-11, the Downtown Business Improvement Area Tax Rate Bylaw.
- 5) give third reading to Bylaw 2023-11, the Downtown Business Improvement Area Tax Rate Bylaw.

EXECUTIVE SUMMARY

If there is a Business Improvement Area (BIA) within a municipality, the *Municipal Government Act* (MGA) requires Council to approve the BIA's budget and pass a BIA tax rate bylaw each year.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The Downtown BIA was established in 2005 by Bylaw 21-2005. Council has subsequently passed a BIA tax rate bylaw annually by May 1 in accordance with subsection 20(1) of Alberta's Business Improvement Area Regulation 93/2016.

Council is also required to approve the BIA's annual budget prior to passing the annual tax rate bylaw, in accordance with subsection 11(1) of the Alberta's Business Improvement Area Regulation 93/2016.

DISCUSSION

The BIA's 2023 revised budget includes \$121,786 in tax revenue (see attachment # 1). The BIA Regulation requires that the taxes collected equal that amount approved in the budget and that the amount collected be done using an assessment method that is consistently applied to all affected properties. The method of assessment employed by the BIA board for 2023 is as follows:

2023 Rate Structure based on Location

	Frontage on Main Street	Frontage on Other Streets	Lower/Rear/Upper Unit
Landowner	\$280	\$280	\$280
0-500 sq. ft. Business	448	392	280
501-1000 sq. ft. Business	504	448	336
1001-1500 sq. ft. Business	560	504	392
1501-2000 sq. ft. Business	616	560	448
2001+ sq. ft. Business	672	616	504

Each property within the Downtown Canmore Business Improvement Area is assessed based upon the following:

- Each property is identified by the Lot, Block, Plan, and Tax Roll#
- Each Landowner/Business is a member at the prescribed rate in the membership approved table above (Fee Structure)
- Each Landowner that also owns a Business is only charged once; the fee is applied to the business
- Non-profit organizations are not charged a fee
- Each space that has been, or is occupied, is assessed a fee
- Un-demised, never occupied, and un-leased space within the same building and landowner's possession where the legal parcels are contiguous is considered in totality
- Vacant lots are not charged unless business is conducted on it during the year; one fee per location
- Each member has one vote per paid membership (not-for-profit members are entitled to 1 vote)

Based on the methodology, the BIA board has prepared an assessment roll (Schedule A of the attached bylaw) and notified all affected property owners. The assessment roll totals \$121,786, which is consistent with their board approved budget.

ANALYSIS OF ALTERNATIVES

N/A

FINANCIAL IMPACTS

No direct financial implications to the Town. The BIA, however, cannot execute its budget unless the bylaw is approved.

STAKEHOLDER ENGAGEMENT

Affected property owners were notified, by the BIA Administration, that Council would consider the 2023 BIA tax rate bylaw at its April 4, 2023, meeting via mail and email. Alberta's Business Improvement Area Regulation 93/2016 does not require advertisement, merely notification to all owners.

The Town of Canmore's (Finance) Property Assessment and Taxation department will distribute the BIA assessments to property owners within the BIA with the annual property tax notices.

ATTACHMENTS

- 1) Downtown BIA 2023 Budget
- 2) Downtown BIA 2023 Tax Rate Bylaw 2023-11

AUTHORIZATION

Submitted by: Palki Biswas
Manager of Finance

Date: March 13, 2023

Approved by: Therese Rogers
General Manager of Corporate
Services/Acting Chief Administrative
Officer

Date: March 27, 2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET
REVENUES			
Landlords/Businesses	\$ 122,720.00	\$ 121,786.00	\$ 121,786.00
Grants	\$ 34,930.00	\$ 25,000.00	\$ 25,000.00
Downtown Canmore Study		\$ 57,430.00	\$ -
Sublease rentals	\$ 26,436.00	\$ 29,100.00	\$ 29,100.00
Interest	\$ 300.00	\$ 300.00	\$ 300.00
Total Revenue	\$ 184,386.00	\$ 233,616.00	\$ 176,186.00
EXPENSES			
Accounting and Legal			
Auditor	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Administration			
Executive Director, Benefits	\$ 50,400.00	\$ 65,000.00	\$ 65,000.00
Admin Support/Bookkeeping	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Summer Employment Prog	\$ 1,500.00	\$ -	\$ -
Office Supplies	\$ 500.00	\$ 500.00	\$ 500.00
Memberships/Newsletters	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Postage and Delivery	\$ 200.00	\$ 60.00	\$ 200.00
Conferences	\$ 2,000.00	\$ -	\$ 2,000.00
Rent	\$ 7,800.00	\$ 8,100.00	\$ 8,100.00
Telephone	\$ 1,200.00	\$ 1,050.00	\$ 1,050.00
Insurance	\$ 3,200.00	\$ 3,750.00	\$ 3,750.00
Bank/service charges	\$ 100.00	\$ 100.00	\$ 100.00
Lease Expenses	\$ 26,436.00	\$ 29,000.00	\$ 30,000.00
Marketing			
Marketing Campaigns	\$ 28,000.00	\$ 20,260.00	\$ 21,000.00
Advertising	\$ 3,920.00	\$ 4,000.00	\$ 4,000.00
Website/Computer Updates	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00
Board & Member Services			
Board & Member Meetings	\$ 500.00	\$ 500.00	\$ 500.00
AGM	\$ 500.00	\$ 800.00	\$ 500.00
Stakeholder Engagement	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Downtown Enhancement			
Winter/ Summer Streetscape	\$ 34,630.00	\$ 20,000.00	\$ 16,420.00
Projects & Events			
WiFi	\$ 4,500.00	\$ 3,566.00	\$ 3,566.00
Downtown Canmore Study	\$ -	\$ 57,430.00	\$ -
Total Expenses	\$ 184,386.00	\$ 233,616.00	\$ 176,186.00
Excess (deficit) of revenue over expenses	\$ -	\$ -	\$ -

BYLAW 2023-11

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH A TAX RATE FOR THE
DOWNTOWN BUSINESS IMPROVEMENT AREA IN THE YEAR 2023**

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

TITLE

- 1 This bylaw shall be known as the Downtown Business Improvement Area 2023 Tax Rate Bylaw.

TAX RATE

- 2 Council establishes the 2023 tax rate for the Downtown Business Improvement Area in accordance with Schedule A.

ENACTMENT/TRANSITION

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

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date

Downtown BIA Tax Rate Levy 2023
Schedule A

Roll	Lot/Unit	Block	Plan	Unit #	Building #	Street	Tax Rate Levy
10193	7	46	1095F		826	10TH STREET	\$ 1,232
10195	10	46	1095F		838	10TH STREET	\$ 2,072
10205	1	48	1095F		802	MAIN STREET	\$ 2,688
10206	2	48	1095F		806	MAIN STREET	\$ 952
10207	3	48	1095F		810	MAIN STREET	\$ 672
10208	4, 5	48	1095F		820	MAIN STREET	\$ 4,144
10209	6	48	1095F		822	MAIN STREET	\$ 1,400
10210	7	48	1095F		826	MAIN STREET	\$ 2,968
10211	8, 9	48	1095F		830	MAIN STREET	\$ 3,640
10212	9, 10	48	1095F		836 & 838	MAIN STREET	\$ 1,008
10221	11, 12	49	1095F	101 & 102	837	MAIN STREET	\$ 3,024
10222	13	49	1095F		829	MAIN STREET	\$ 784
10224	15	49	1095F		821	MAIN STREET	\$ 896
10225	16	49	1095F		817	MAIN STREET	\$ 3,416
10226	17-20	49	1095F		801	MAIN STREET	\$ 4,984
10395	12	62	1095F		733	MAIN STREET	\$ 1,624
10396	13	62	1095F		729	MAIN STREET	\$ 2,072
10397	14, 15	62	1095F		721	MAIN STREET	\$ 4,032
10398	16	62	1095F		717	MAIN STREET	\$ 1,568
10399	17	62	1095F		713	MAIN STREET	\$ 2,520
10401	19, 20	62	1095F		701 & 705	MAIN STREET	\$ 4,032
10402	1	63	1095F		702	MAIN STREET	\$ 2,800
10403	2, 3, 4	63	1095F		710	MAIN STREET	\$ 5,264
10405	5	63	1095F		718	MAIN STREET	\$ 952
10406	6	63	1095F		722	MAIN STREET	\$ 2,632
10407	7, 8	63	1095F		726	MAIN STREET	\$ 952
10408	8 PRT	63	1095F		730	MAIN STREET	\$ 952
10409	9, 10	63	1095F		738	MAIN STREET	\$ 1,568
10413	3	64	1095F		709	9TH STREET	\$ 1,344
10415	5	64	1095F	201 - 203	717	10TH STREET	\$ 1,736
10416	6	64	1095F		721	10TH STREET	\$ 896
10417	7	64	1095F		725	9TH STREET	\$ 840
10419	9W,10	64	1095F		737	10TH STREET	\$ 1,008
10420	1	65	1095F		702	10TH STREET	\$ 840
10426	7	65	1095F		726	10TH STREET	\$ 784
10427	8	65	1095F		730	10TH STREET	\$ 280
10451	8	69	1095F		629	10TH STREET	\$ 616
10452	9	69	1095F		633	10TH STREET	\$ 728
10453	10	69	1095F		1000	6TH AVENUE	\$ 1,568
10454	3, 4, 5	70	1095F		610	MAIN STREET	\$ 1,176
10456	6	70	1095F		622	MAIN STREET	\$ 952
10457	7	70	1095F		626	MAIN STREET	\$ 2,072
10458	8	70	1095F		630	MAIN STREET	\$ 1,400
10460	9, 10	70	1095F		638	MAIN STREET	\$ 952
10469	11	71	1095F		637	MAIN STREET	\$ 1,848
10470	12	71	1095F		633	MAIN STREET	\$ 784
10471	13	71	1095F		629	MAIN STREET	\$ 672
10472	14, 15	71	1095F		621	MAIN STREET	\$ 952
11069	11, 12	2	3608GP		901	MAIN STREET	\$ 1,512
11088	3	3	3608GP		902	MAIN STREET	\$ 1,176
11836	11	62	1095F		737	MAIN STREET	\$ 3,808
13814	1		9311903	1	718	10TH STREET	\$ 840
13815	2		9311903	2	718	10TH STREET	\$ 840
14781	1		9512682	1	714	10TH STREET	\$ 560
14782	2		9512682	2	714	10TH STREET	\$ 560
14783	3		9512682	3	714	10TH STREET	\$ 450
16356	1		9811639	100A	729	10TH STREET	\$ 3,920
17727	1		0212378	101	1000	7TH AVENUE	\$ 504.00
17728	2		0212378	105	1000	7TH AVENUE	\$ 448.00
17729	3		0212378	109	1000	7TH AVENUE	\$ 504.00
17730	4		0212378	113	1000	7TH AVENUE	\$ 504.00
17731	5		0212378	117	1000	7TH AVENUE	\$ 504.00
17732	6		0212378	121	1000	7TH AVENUE	\$ 448.00
17775	1		0213573	100	709	MAIN STREET	\$ 616
17776	2		0213573	104	709	MAIN STREET	\$ 560
17777	3		0213573	108	709	MAIN STREET	\$ 672
17778	4		0213573	208	709	MAIN STREET	\$ 672
17779	5		0213573	300	709	MAIN STREET	\$ 672
17780	6		0213573	308	709	MAIN STREET	\$ 616
19217	1		0514329	105	1001	6TH AVENUE	\$ 896
19218	2		0514329	109	705	10TH STREET	\$ 728
19219	3		0514329	113	705	10TH STREET	\$ 448
19220	4		0514329	117	1001	6TH AVENUE	\$ 840
19221	5		0514329	101	1001	6TH AVENUE	\$ 504
19222	6		0514329	217	1001	6TH AVENUE	\$ 448
19223	7		0514329	221	1001	6TH AVENUE	\$ 392
19224	8		0514329	225	1001	6TH AVENUE	\$ 336
19225	9		0514329	201	1001	6TH AVENUE	\$ 728
19226	10		0514329	205	1001	6TH AVENUE	\$ 336
19227	11		0514329	206	1001	6TH AVENUE	\$ 672
19228	12		0514329	213	1001	6TH AVENUE	\$ 560
19609	1		0710982	104	621	10TH STREET	\$ 336
19610	2		0710982	101	621	10TH STREET	\$ 392
20406	31		0813748	107	829	10TH STREET	\$ 560
20407	32		0813748	109	829	10TH STREET	\$ 616
20408	33		0813748	111	829	10TH STREET	\$ 560
20409	34		0813748	113	829	10TH STREET	\$ 616
20410	35		0813748	101	1002	8TH AVENUE	\$ 784
20411	36		0813748	103	1002	8TH AVENUE	\$ 784
20726	4		0911653	109	710	10TH STREET	\$ 560
20727	5		0911653	101	710	10TH STREET	\$ 784
20728	6		0911653	209	710	10TH STREET	\$ 544
20729	7		0911653	201	710	10TH STREET	\$ -
21243	6		1012362	101	901	8TH AVENUE	\$ 1,680
Total							\$ 121,786



Request for Decision

DATE OF MEETING: April 4, 2023 **Agenda #:** G-4

TO: Council

SUBJECT: Mandatory Commercial Food Waste Diversion

SUBMITTED BY: Simon Robins, Supervisor of Solid Waste Services

RECOMMENDATION: That Council give first reading to Recyclables and Waste Disposal Amendment 2023-15 Food Waste.

That Council give second reading to Recyclables and Waste Disposal Amendment 2023-15 Food Waste.

That Council give leave to go to third reading of Recyclables and Waste Disposal Amendment 2023-15 Food Waste.

That Council give third reading of Recyclables and Waste Disposal Amendment 2023-15 Food Waste.

That Council approve \$10,000 to fund implementation of the mandatory commercial food waste diversion program, to be funded from the Solid Waste Services Reserve.

EXECUTIVE SUMMARY

More than half of commercial waste is food waste. When landfilled, this food waste produces greenhouse gas (GHG) emissions. In 2020, to reduce the amount of food waste going to landfill and the associated GHGs, the Town of Canmore (Town) created a voluntary commercial food waste collection program. Currently, only 30% of relevant businesses in Canmore are diverting food waste, even after two thorough recruitment campaigns. To achieve higher food waste diversion in the commercial sector, stricter measures are needed. Administration is seeking Council approval of amendments to the Recyclables and Waste Disposal Bylaw to make food waste diversion in the commercial sector mandatory, similar to what Banff, Calgary and many other municipalities across Canada have done.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

In motion 262-2022 from the November 1, 2022, Council meeting, administration was directed to amend the Recyclables and Waste Bylaw and to develop an implementation plan that would support the requirement for mandatory commercial food waste diversion.

Council's Strategic Plan (2023-2026) includes goals for Canmore to be a recognized leader in managing human impact on the environment, to collaborate as a community to reduce the impact on climate change, and to raise community awareness of the Town's environmental leadership.

In motion 269-2018, Council accepted the Climate Action Plan (CAP) for planning purposes. The CAP set GHG reduction targets and included an action to implement food waste collection programs for the residential and commercial sectors.

DISCUSSION

Bylaw Amendments:

The proposed amendments to the Recyclables and Waste Disposal Bylaw are detailed in Attachment 1. The intent of the proposed changes to the bylaw is to put the onus on property owners to ensure that any property providing space to a food service establishment must have food waste diversion services in place. Along with this, it will be included that no owner, occupant, or person of a commercial premise shall put any food waste into a waste container.

Property owners will have the flexibility to use a food diversion service/method of their choice. They are not required to specifically use the Town's food waste service. Those that do not use the Town's service will need to provide proof that they are diverting food waste. Also, any containers/roll carts that are used must either be kept in an animal proof enclosure, be animal proof or be a certified animal resistant roll cart.

To address the potential impact of not properly disposing of commercial garbage and food waste and maintaining secured animal-proof containers, enclosures, or carts, administration is recommending a specified fine amount related to these infractions starting at \$1,000 for the first offence, \$2,500 for the second offence, and \$10,000 for third offences.

Implementation Plan:

Businesses and property owners should be aware of the new requirements as they were invited to provide feedback via an online survey (mycanmore.ca) earlier this year. Once the bylaw comes into force there will be a period of six months, over the summer and fall of 2023, where properties can plan, prepare, and subscribe to some type of food waste diversion service. This grace period will be given in consideration of the busy summer season. After the six months, all relevant properties will be required to participate in the Town's collection program or show proof of food waste diversion through another means. If a property is not compliant, the Town will work with them to find a solution. If this does not work, then a fine (outlined in schedule C of the bylaw) will be issued until they are compliant.

The monies being requested will be used for contracted services to assist with onboarding customers, and to contact and support noncompliant properties after the 6-month grace period.

Additional Change:

As administration was updating the bylaw for mandatory food waste diversion, the following issue was also identified:

There is no mention of used cooking oil containers in the bylaw. There are many of these containers around Town and most of them are not animal proof and are left outside. To control this serious animal attractant, it is proposed that used oil containers must be kept in an animal proof enclosure or used cooking oil container enclosure. This issue is also being proposed for inclusion in the amendments. It will be actively enforced as part of the initiative to inventory and inspect commercial waste storage.

ANALYSIS OF ALTERNATIVES

Council could choose to require that the used cooking oil containers must be in an animal proof enclosure. This would be a more secure option as an animal proof enclosure requires the walls to consist of concrete or metal. The used cooking oil containers enclosures would also include wooden buildings (i.e., wooden shed). This option would put a greater burden on properties owners due to space needs and higher construction costs.

FINANCIAL IMPACTS

Administration recommends \$10,000 is required to support the onboarding of new customers and supporting businesses as part of the implementation plan for the mandatory commercial food waste diversion. This was not accounted for in planning the 2023 budget and will need to be approved by Council.

The additional \$10,000 can be funded from the Solid Waste Services Reserve. This reserve will have a projected balance of approximately \$855,000 by the end of 2023.

STAKEHOLDER ENGAGEMENT

Internally, Sustainability, Municipal Enforcement, Municipal Clerk’s Office, Economic Development and Solid Waste Services took part in developing the bylaw amendments and implementation plan.

Externally, all restaurants, catering businesses, hotels/motels in the Town's Business Registry, as well as the respective owners of the properties, were directly emailed about the proposed requirements for mandatory food waste diversion with a link to a survey to be able to provide feedback. A notice of the proposed food waste requirement was also advertised in the Rocky Mountain Outlook. Presentations were made to the Canmore Business Alliance and the Canmore Hotel and Lodging Association, and direct conversations were had with the two major property management companies and two property owners.

ATTACHMENTS

- 1) Recyclables and Waste Disposal Bylaw 2016-11 REDLINE
- 2) Recyclables and Waste Disposal Amendment 2023-15 Food Waste

AUTHORIZATION

Submitted by:	Simon Robins Supervisor of Solid Waste Services	Date: <u>March 7, 2023</u>
Approved by:	Palki Biswas Manager of Finance	Date: <u>March 8, 2023</u>
Approved by:	Andreas Comeau Manager of Public Works	Date: <u>March 8, 2023</u>
Approved by:	Caitlin Miller Manager of Protective Services	Date: <u>March 22, 2023</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>March 16, 2023</u>
Approved by:	Therese Rogers Acting Chief Administrative Officer	Date: <u>March 27, 2023</u>

BYLAW 2016-11
Office Consolidation Current as of December 14, 2021

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
REGULATE DISPOSAL OF RECYCLABLES AND WASTE**

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

1: TITLE

1.1. This bylaw shall be known as the “Recyclables and Waste Disposal Bylaw.”

2: PURPOSE

2.1. The purposes of this bylaw are

- a) To provide for safe disposal and collection of recyclables and waste, and to provide mechanisms to address damage and/or misuse of recyclables and waste infrastructure;
- b) To reduce animal attractants within the townsite;
- c) To support recycling; and
- d) To regulate residential and commercial recyclables and waste collection.

2.2. Revenue collected in accordance with this bylaw shall be dedicated to operating, maintaining, and enhancing the recyclables and waste disposal and collection system.

3: INTERPRETATION

3.1. Words which have been defined in the *Municipal Government Act*, and/or the *Interpretation Act* as amended shall have the same meaning when used in this bylaw unless otherwise defined in section 3.2.

3.2. In this bylaw,

“animal-proof container” means a receptacle designed in accordance with the Town of Canmore’s Engineering Design Standards for the storage of waste between collection times;

“animal-proof enclosure” means a structure designed in accordance with the Town of Canmore’s Engineering Design Standards for the storage of waste between collection times;

“animal-resistant cart” means a receptacle certified as a Bear-Resistant Product by the Interagency Grizzly Bear Committee (IGBC);

“commercial premises” includes any building, structure or premises which is not used for residential purposes, and for greater certainty, but not to be restricted to the generality of the foregoing, any building, structure or premises which is used by any Business or non-profit-organization, or for any professional, institution, industrial, commercial, retail, restaurant or worship purpose;

“dangerous goods” are those goods defined in the Province of Alberta *Dangerous Goods Transportation and Handling Regulation*, as amended;

“dwelling” means any building or place including the land upon which the building or place is located, which is occupied or used as a place of abode;

“food establishment” means any place, vehicle, business or institutional facility that serves, sells, dispenses, vends, prepares, creates, makes, holds, stores, manufactures, packages or otherwise deals with food, food items, drinks, or meals, regardless of whether consumption is on or off the premises of the place and regardless of whether there is a fee for the food, food items, drinks or meals. For the purposes of this bylaw, this includes but is not limited to

any place where food is provided or served to the public,

eating and drinking establishments, which includes but is not limited to restaurants, drive-ins, cafes, coffee shops, bakeries, catering kitchens, food concessions, food trucks, any other mobile food restaurant, theatres, cafeterias, and rental halls,

commercial accommodations with food services, which includes but is not necessarily limited to hotels, motels, bed and breakfasts, camps or other places of nightly accommodations,

retail businesses that sell goods directly to a consumer, including but not limited to grocery stores, butchers, bakeries, gas stations, pharmacies, convenience stores, liquor stores, and cannabis stores,

educational, recreational and health-care operations, which deal with food, which may include schools, day care centers, summer camps, senior housing facilities, substance abuse treatment facilities, and hospitals,

places of food and beverage manufacturing,

any other facilities providing commercial food services;

“food waste” means any material identified as acceptable by the Town in accordance with Schedule D;

“household waste” means solid waste ~~that is normally~~ generated ~~by and or~~ discarded ~~as refuse on a residential premises~~ from a Dwelling and does not include waste generated on a commercial premises or through activities related to construction, demolition, and renovation;

“large item cleanup program” means the municipal service where residents of Canmore can schedule the pickup of large items for disposal. These large items can include, but are not limited to furniture and large appliances;

“occupier” means the person residing in or in apparent possession or control of the premises, which may but not necessarily include the owner, a renter, a tenant or a lessee of the premises;

“owner” means

in the case of land registered under the *Land Titles Act*, the owner of a fee simple estate or registered leasehold interest in a parcel of land, or

a person residing in or in possession or control of the premises, and

in the case of personal property, the registered owner, and

in the case of unregistered personal property, any person with lawful possession and control over the property;

“pedestrian waste” means any waste or refuse generated or discarded by a person while that person is travelling by foot or non-motorized means within the town other than when indoors. Pedestrian waste includes but is not limited to food wrappers, beverage containers, fruit peels or cores and waste originating from any animal;

“person” means any individual, firm, partnership, association, corporation, or other legal entity;

“premises” includes any real property that may be owned, occupied, managed, or controlled by an owner or occupier, including parcels of land, any subdivisions of land or units of real property, and any structures that may be owned, occupied managed or controlled by an owner or occupier;

“recyclables” means any material accepted by the Town of Canmore in accordance with Schedule B;

“recycling container” means a container used for the storage of recyclables material between collection times;

“recycling depot” means a facility operated by the Town for the purpose of collecting recyclables;

“structure” means any building, extension from a building, garage, shed, shelter, fence, or other thing erected or placed in, on, over, or under land, whether or not it is movable or affixed to the land;

“toxic round-up” means a Town sponsored event for the collection of dangerous goods from residential areas and commercial premises;

“used cooking oil” means spent cooking oil from a commercial kitchen deep fryer;

“used cooking oil container enclosure” means a structure designed in accordance with the Town of Canmore’s Engineering Design Standards for the storage of used cooking oil between collection times;

“violation tag” means a municipal tag or similar document issued by a peace officer in relations to an offence under this bylaw;

“violation ticket” means a ticket issued pursuant to the Provincial Offences Procedures Act, as amended, and the regulations thereunder;

“waste” means any material that would normally be discarded as garbage and does not include recyclables or food waste.

4: GENERAL DISPOSAL

4.1. Unless otherwise permitted by this bylaw, no person shall dispose of waste or food waste anywhere in the town other than in

- a) an animal-proof container, or
- b) an animal-proof enclosure.

4.2. Unless otherwise permitted by this bylaw, no person shall store waste outside.

4.2.1 An owner or occupier shall store waste on the premises from which it was generated.

4.2.2 A person shall not deposit waste in a container or bin without the consent of

- a) the owner of the container or bin,
- b) the owner of the property where the container or bin is located, or
- c) the occupier of the property where the bin is located.

4.3. No person shall provide a container or enclosure meant for the collection of waste or food waste that does not meet the Town of Canmore's Engineering Design and Construction Guidelines, as amended.

4.4. No person shall dispose of waste or food waste in such a manner as to prevent an animal-proof container or animal-proof enclosure from securely closing.

4.5. No person shall place ashes in an animal-proof container unless the ashes are quenched and have been contained within a securely fastened bag.

4.6. No person shall place damaged fluorescent lighting or gas filled electric discharge tubes in an animal-proof container unless the item has been crushed and is contained within a securely fastened, puncture-proof container.

4.7. No person shall place any of the following in an animal-proof container signed as being provided for household waste or pedestrian waste

- a) waste generated by demolition, renovation, or construction,
- b) waste generated on a commercial property,
- c) any object longer than 1 metre,
- d) hypodermic needles,
- e) liquids, and

f) recyclables.

4.8. Unless otherwise permitted by this bylaw, no person shall dispose of recyclables anywhere in the town other than in

a) a recycling depot, or

b) a recycling container signed for collection of the recyclables being disposed of.

4.9. Notwithstanding section 4.8, no person shall dispose of materials at a recycling depot or in a recycling container unless

a) the materials are listed in Schedule B, and

b) the materials have been prepared for disposal in accordance with Schedule B.

4.10. No person shall permit a recycling container to remain uncovered or otherwise open in a fashion that allows the contents of the container to escape.

4.11. No person shall convey recyclables, food waste, or waste in a vehicle unless the load is secured in such a way as to prevent the recyclables or waste from escaping from the vehicle.

4.12. No person shall dispose of ~~organic~~ food waste into any outdoor container or structure for the purpose of composting.

4.13. No person, other than a person authorized by the Town, shall remove or interfere with recyclables, food waste, or waste after it has been deposited in an animal-proof container, animal-proof enclosure, animal-resistant cart, or recyclables container.

4.14. No person shall affix, mark, damage, or alter an animal-proof container, animal-proof enclosure, animal-resistant cart, or recyclables container.

4.15. No person shall place or keep an animal-proof container, animal-resistant cart, or recyclables container on or encroaching on public property unless authorized in writing to do so by the chief administrative officer.

4.16. No person shall impede, obstruct, or hinder any Town of Canmore employee or agent, or any peace officer, while that employee, agent, or peace officer is performing or executing duties pursuant to this bylaw.

5: DISPOSAL IN RESIDENTIAL AREAS

5.1. Sections 5.2 through ~~5.9~~5.6 apply only to the disposal and collection of waste in residential areas, whether on public or private property.

- 5.2. Notwithstanding section 4.1, no person shall dispose of household waste in any bin other than an animal-proof container or animal-proof enclosure signed as being for the collection of household waste.
- 5.3. No person shall dispose of household waste in an animal-proof container unless the waste is contained within a securely fastened bag.
- 5.4. No person shall place any object or material that interferes with the use or servicing of the containers within 7 metres of any animal-proof container or recyclables container.
- 5.5. Where an animal-proof container, animal-proof enclosure, or community recycling container is located on private residential property, the owner or occupier of the property or ~~his~~their agent shall ~~remove, or cause to be removed:~~
- a) ~~remove or cause to be removed~~ any recyclables or waste placed on top of or beside, or which has overflowed from, any animal-proof container, animal-proof enclosure, or community recycling container located on that premises,
 - b) ~~remove or cause to be removed~~ any vehicle parked within 7 metres of the container or enclosure,
 - c) ~~remove or cause to be removed~~ any object or material that interferes with the use or servicing of the containers placed within 7 metres the container or enclosure, ~~and~~
 - d) ~~remove or cause to be removed~~ any ice or snow from the area in front of or within 7 metres of the side of the container or enclosure within 48 hours after the ice or snow was formed or deposited.
- 5.6. No person shall operate a service for the collection, removal, or disposal of recyclables or waste from residential areas unless authorized in writing to do so by the chief administrative officer.

6: DISPOSAL ON COMMERCIAL PREMISES

- 6.1. Notwithstanding section 4.1, no person shall dispose of waste generated on a commercial premises in any location other than the animal-proof bin or animal-proof enclosure associated with that premises.
- 6.1.1 ~~No person shall dispose of food waste from a food establishment in a container provided for the collection of waste or recyclables.~~
- 6.2. Every owner of a commercial premises where any of the following are produced shall provide for the separate storage and removal of
- a) waste,
 - b) food waste generated by a food establishment, and

- 6.2.1 Every owner or occupier of a commercial premises shall dispose of food waste generated by a food establishment and recyclables in the containers provided for those materials in accordance with section 6.2.
- 6.2.2 If an owner of a commercial premises provides for the separate collection of used cooking oil, the owner must locate the container inside an animal-proof enclosure or used cooking oil container enclosure.
- 6.3. Every owner and occupier of a commercial premises shall maintain any animal-proof container or animal-proof enclosure located on that premises in such a manner that it remains animal-proof, serviceable and sanitary.
- 6.3.1 Every owner of a commercial premises where one or more commercial food service establishments are located shall maintain any animal-resistant cart located on that premises in such a manner that it remains animal-resistant, serviceable, and sanitary.
- 6.4. Every owner and occupier of a commercial premises shall remove, or cause to be removed, any recyclables, food waste, or waste placed on top of or beside, or which has overflowed from, any animal-proof container, animal-proof enclosure, animal-resistant cart, or commercial recycling container located on that premises.
- 6.4.1 The chief administrative officer may grant an exemption pursuant to section 6.2 upon written request of the owner if the chief administrative officer is satisfied that the premises does not routinely generate food waste.

7: DISPOSAL OF DANGEROUS GOODS

- 7.1. No person shall dispose of a dangerous good anywhere in the town unless it is disposed of in accordance with a collection program and/or at a specific location authorized by the chief administrative officer.

8: EXEMPTIONS

- 8.1. Persons shall be exempt from the provisions of sections 4.1 and 4.2 when
- a) storing waste outdoors that is scheduled for pick-up by the Town of Canmore's large item cleanup program and is stored no longer than 24 hours prior to the scheduled pick-up time;
 - b) storing an appliance outdoors provided:
 - i) all doors with a latching mechanism have been removed or secured so as to prevent the opening of a door, and
 - ii) the item has been scheduled for pick-up by the Town of Canmore's large item clean-up program and is stored no longer than 24 hours prior to the scheduled pick-up time.

- c) providing a container for the collection of waste at a special event approved by the Town, and disposing waste generated at the special event in that container;
- d) providing a container for the collection of construction, renovation, and demolition waste, and disposing of waste produced by the construction, renovation or demolition in that container.
- e) storing waste leaves, grass, shrubs, and brush outside, provided the waste is
 - i) stored on private property,
 - ii) stored in a manner which prevents it from escaping the private property, and
 - iii) not stored for longer than 30 days.

9: FEES

9.1. All owners of residential and commercial property shall pay the fees set out in Schedule A of this bylaw from the date an occupancy certificate is issued, unless otherwise authorized by the chief administrative officer.

10: DELEGATION OF AUTHORITY

10.1. Without restricting any other power, duty or function granted by this bylaw the Town of Canmore's chief administrative officer shall

- a) oversee the collection, removal, and disposal of recyclables and waste;
- b) approve the location and construction of animal-proof containers, animal-proof enclosures, [animal-resistant carts](#) and recyclables containers;
- c) authorize collection and disposal of hazardous goods;
- d) carry out any inspection to determine compliance with this bylaw;
- e) take any steps or carry out any actions required to enforce this bylaw;
- f) take any steps or carry out any actions required to remedy a contravention of this bylaw;
- g) establish forms for the purpose of this bylaw;
- h) issue approvals with such terms and conditions as are deemed appropriate; and
- i) delegate any powers, duties or functions under this bylaw to an employee of the Town of Canmore.

11: ENFORCEMENT AND PENALTIES

11.1. Any person who contravenes any provision of this bylaw is guilty of an offence and shall be liable for a minimum penalty in accordance with Schedule C of this bylaw, and not exceeding \$10,000.

11.2. Any person who contravenes any provision of this bylaw for which a penalty is not set out in Schedule C of this bylaw is liable to a minimum penalty of \$250.

11.3. For the purposes of this bylaw, an act or omission by an employee or agent of a person is deemed also to be an act or omission of the person if the act or omission occurred in the course of the employee's employment with the person, or in the course of the agent exercising the powers or performing the duties on behalf of the person under their agency relationship.

11.4. If a partner in a partnership is guilty of an offence under this bylaw, each partner in that partnership that authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence

11.5. A peace officer is hereby authorized and empowered to issue a violation tag to any person, who a peace officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.

11.6. A violation tag may be issued to such person:

- a) either personally; or
- b) by mailing a copy to such person at their last known address.

11.7. The violation tag shall be in a form approved by the peace officer and shall state:

- a) the name of the defendant;
- b) the nature of the offence;
- c) the appropriate penalty for the offence as specified in the bylaw;
- d) that the penalty shall be paid within 14 days of the issuance of the violation tag; and
- e) Any other information as may be required by the peace officer.

11.8. Where a contravention of this bylaw is of a continuing nature, further violation tags may be issued by the peace officer, provided however, that no more than one violation tag shall be issued for each day that the contravention continues.

11.9. The person to whom a violation tag is issued may, in lieu of being prosecuted for the offence, pay to the Town of Canmore the penalty specified on the violation tag.

11.10. If the penalty specified on a violation tag has not been paid within the prescribed time, then a peace officer is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act*, as amended.

11.11. Notwithstanding section 11.5 of this bylaw, a peace officer is hereby authorized and empowered to immediately issue a violation ticket pursuant to the *Provincial Offences Procedure Act*, as amended, to any person who a peace officer has reasonable grounds to believe has contravened any provision of this bylaw.

12: ENACTMENT/TRANSITION

12.1. 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.

12.2. Schedules A - Fees, B – Acceptable Recyclables Materials, and C – Penalties form part of this bylaw.

12.3. Bylaw 09-2001 and its amendments are repealed.

12.4. This bylaw comes into force on the date it is passed.

FIRST READING: August 16, 2016

SECOND READING: August 16, 2016

THIRD READING: August 16, 2016

DATE IN FORCE: August 18, 2016

OFFICE CONSOLIDATION

This document is a consolidation of a bylaw with one or more amending bylaws. Anyone making use of this consolidation is reminded that it has no legislative sanction. Amendments have been included for convenience of reference only. The approved bylaws should be consulted for all purposes of interpreting and applying the law.

Bylaws included in this consolidation:

2016-11	Recyclables and Waste Disposal Bylaw
2021-26	Amending Bylaw 2022 Rates
<u>2023-15</u>	<u>Amending Bylaw Food Waste</u>

SCHEDULE A

Amended December 14, 2021 by Bylaw 2021-26

2022 Rates for Recyclables and Waste Collection

Residential Collection		
Recyclables	\$16.51 per residential unit	Monthly
Waste	\$18.82 per residential unit	Monthly
Commercial Collection		
Recyclables	\$24.10 per commercial unit	Monthly

SCHEDULE B**Acceptable Recyclables Materials**

The following materials are acceptable for recycling in Canmore provided that they are prepared for recycling in the manner described below and placed in the container that is designated for the particular recyclables:

Material	Acceptable	Required Preparation
Batteries	<ul style="list-style-type: none"> Automotive batteries Household batteries 	<ul style="list-style-type: none"> Undamaged In a plastic bag if damaged
Bicycle Tires	<ul style="list-style-type: none"> Bicycle tires 	<ul style="list-style-type: none"> No automotive tires
Bulbs	<ul style="list-style-type: none"> Fluorescent tubes Compact fluorescent bulbs High pressure sodium & metal halide bulbs 	<ul style="list-style-type: none"> No damaged bulbs
Electronics	<ul style="list-style-type: none"> Monitors, keyboards and CPU towers Televisions, media players Microwaves Small appliances(toaster, hair dryer, lamps) Cellular phones and accessories 	
Glass	<ul style="list-style-type: none"> Clear, amber & green bottles and jars Window, automotive & broken glass 	<ul style="list-style-type: none"> No light bulbs, mirrors, Pyrex, china & porcelain Remove labels and lids from bottles & jars Thoroughly rinse bottles & jars clean No refundable containers
Glycol	<ul style="list-style-type: none"> Glycol (antifreeze) 	
Leaves & Grass	<ul style="list-style-type: none"> Leaves Grass Garden waste 	<ul style="list-style-type: none"> No construction waste or pressure treated wood Loose without bags
Metal	<ul style="list-style-type: none"> Tin and aluminum food and beverage cans 	<ul style="list-style-type: none"> No appliances Rinse cans thoroughly and remove labels
Mixed Paper	<ul style="list-style-type: none"> Newspaper and inserts Magazines Newsprint & glossy flyers All corrugated cardboard (boxes having a wavy or corrugated section between 2 flat layers) Paper egg cartons Boxboard (cereal & cracker type boxes) Office, computer & fax paper 	<ul style="list-style-type: none"> Break down and flatten all boxes Remove all plastic wrappings and Styrofoam inserts Shredded paper in a paper bag Clean product only(no food scraps, oil stains)

Material	Acceptable	Required Preparation
Oil products	<ul style="list-style-type: none"> • Paper bags • Used motor oil • Used oil filters • Used oil 1-20 litre plastic containers 	<ul style="list-style-type: none"> • No non-oil related products • Remove lids from 20 litre containers
Paint & Household Hazardous Waste	<ul style="list-style-type: none"> • Aerosols • Paint, varnish, lacquer, etc. • Pesticides and Herbicides • Poison • Propane/butane cylinders • Solvents and Cleaners 	<ul style="list-style-type: none"> • Large commercial loads may be saved for the Toxic Roundup
Plastics	<ul style="list-style-type: none"> • All rigid plastic containers with a Mobius loop symbol 	<ul style="list-style-type: none"> • No plastic bags/film or styrofoam • Thoroughly rinse containers
Scrub & Brush	<ul style="list-style-type: none"> • Branches • Twigs 	<ul style="list-style-type: none"> • No construction waste or pressure treated wood • Loose without bags
Textiles	<ul style="list-style-type: none"> • Clean and reusable clothing 	<ul style="list-style-type: none"> • Secured in a plastic bag
Refundable Beverage Containers	<ul style="list-style-type: none"> • Polycoat containers (juice boxes, milk, cream, rice and soya cartons, etc.) • Plastic drink bottles (water, juice, soft drink, etc.) • Plastic jugs and bottles (clear, coloured and opaque plastic drink containers) • Aluminum cans (soft drink, juice, “energy” drink, beer, etc.) • Bag-in-a-box (wine) • Juice pouches and poly cups • Glass bottles (wine, juice, soft drink, beer, etc.) • Bi-metal cans (tomato juice, apple juice, coconut milk, etc.) 	<ul style="list-style-type: none"> • Deposit in plastic/metal containers • Glass bottles can only be deposited in specific refundable beverage collection containers. Do not deposit in the Glass container.

SCHEDULE C**Penalties**

Minimum Penalty: \$250 unless otherwise specified below.

Section	Description	Minimum Specified Penalty
4.7a)	Disposal of demolition, renovation, or construction waste	\$400.00
6.2.1	<u>Failure to dispose of food waste generated by a food establishment and recyclables in the containers provided for those materials in accordance with section 6.2</u>	<u>First offence \$1000</u> <u>Second offence \$2,500</u> <u>Third offence \$10,000</u>
6.2.2	<u>Failure to locate used cooking oil container in animal-proof enclosure or used oil container enclosure</u>	<u>First offence \$1000</u> <u>Second offence \$2,500</u> <u>Third offence \$10,000</u>
6.3	<u>Failure to maintain animal-proof container or enclosure in such a manner that it remains animal-proof, serviceable and sanitary</u>	<u>First offence \$1000</u> <u>Second offence \$2,500</u> <u>Third offence \$10,000</u>
6.3.1	<u>Failure to maintain animal-resistant carts located on premises in manner that it remains animal-resistant, serviceable, and sanitary</u>	<u>First offence \$1000</u> <u>Second offence \$2,500</u> <u>Third offence \$10,000</u>
6.4	<u>Failure to remove overflowed waste or recyclables from animal-proof container, enclosure, or cart</u>	<u>First offence \$1000</u> <u>Second offence \$2,500</u> <u>Third offence \$10,000</u>
7.1	Disposal of dangerous goods	\$1000.00

SCHEDULE D

Food Waste

Acceptable	Not Acceptable
<ul style="list-style-type: none"> • Fruits & vegetables • Pits, peelings, rinds, tops, cores and husks • Rice, breads, cereal, noodles, toast, tortillas, baked goods, pastries, pies, etc. • Pumpkins • Coffee grounds and filters • Tea bags and leaves • Dairy products • Paper soiled with food • Egg & eggshells • Popsicle and stir sticks (wooden only) • Meat, fish & bones • Certified compostable foodware 	<ul style="list-style-type: none"> • Plastic • Elastics • Twist ties • Stickers • Plastic labels • Fabrics • Pet waste

BYLAW 2023-15

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
AMEND RECYCLABLES AND WASTE DISPOSAL BYLAW 2016-11**

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

TITLE

- 1 This bylaw shall be known as the Recyclables and Waste Disposal Amendment –Food Waste.

INTERPRETATION

- 2 Words defined in Bylaw 2016-11 shall have the same meaning when used in this bylaw.

PROVISIONS

- 3 Bylaw 2016-11 is amended by this bylaw.
- 4 Section 3.2 is amended by adding the following definitions in alphabetical order:

“animal-resistant cart” means a receptacle certified as a Bear-Resistant Product by the Interagency Grizzly Bear Committee (IGBC),

“commercial premises” includes any building, structure or premises which is not used for residential purposes, and for greater certainty, but not to be restricted to the generality of the foregoing, any building, structure or premises which is used by any Business or non-profit-organization, or for any professional, institution, industrial, commercial, retail, restaurant or worship purpose.

“dwelling” means any building or place including the land upon which the building or place is located, which is occupied or used as a place of abode;

“food establishment” means any place, vehicle, business or institutional facility that serves, sells, dispenses, vends, prepares, creates, makes, holds, stores, manufactures, packages or otherwise deals with food, food items, drinks, or meals, regardless of whether consumption is on or off the premises of the place and regardless of whether there is a fee for the food, food items, drinks or meals. For the purposes of this bylaw, this includes but is not limited to

any place where food is provided or served to the public,

eating and drinking establishments, which includes but is not limited to restaurants, drive-ins, cafes, coffee shops, bakeries, catering kitchens, food concessions, food trucks, any other mobile food restaurant, theatres, cafeterias, and rental halls,

commercial accommodations with food services, which includes but is not necessarily limited to hotels, motels, bed and breakfasts, camps or other places of nightly accommodations,

retail businesses that sell goods directly to a consumer, including but not limited to grocery stores, butchers, bakeries, gas stations, pharmacies, convenience stores, liquor stores, and cannabis stores,

educational, recreational and health-care operations, which deal with food, which may include schools, day care centers, summer camps, senior housing facilities, substance abuse treatment facilities, and hospitals,

places of food and beverage manufacturing,

any other facilities providing commercial food services;

“food waste” means any material identified as acceptable by the Town in accordance with Schedule D;

“large item cleanup program” means the municipal service where residents of Canmore can schedule the pickup of large items for disposal. These large items can include, but are not limited to furniture and large appliances;

“occupier” means the person residing in or in apparent possession or control of the premises, which may but not necessarily include the owner, a renter, a tenant or a lessee of the premises;

“owner” means

in the case of land registered under the *Land Titles Act*, the owner of a fee simple estate or registered leasehold interest in a parcel of land, or

a person residing in or in possession or control of the premises, and

in the case of personal property, the registered owner, and

in the case of unregistered personal property, any person with lawful possession and control over the property;

“pedestrian waste” means any waste or refuse generated or discarded by a person while that person is travelling by foot or non-motorized means within the town other than when indoors. Pedestrian waste includes but is not limited to food wrappers, beverage containers, fruit peels or cores and waste originating from any animal;

“person” means any individual, firm, partnership, association, corporation, or other legal entity;

“premises” includes any real property that may be owned, occupied, managed, or controlled by an owner or occupier, including parcels of land, any subdivisions of land or units of real property, and any structures that may be owned, occupied managed or controlled by an owner or occupier;

“structure” means any building, extension from a building, garage, shed, shelter, fence, or other thing erected or placed in, on, over, or under land, whether or not it is movable or affixed to the land;

“used cooking oil” means spent cooking oil from a commercial kitchen deep fryer;

“used cooking oil container enclosure” means a structure designed in accordance with the Town of Canmore’s Engineering Design Standards for the storage of used cooking oil between collection times;

- 5 In section 3.2,
 - a) the definition of “household waste” is amended by adding “solid” after “means” and by striking out “that is normally generated and discarded on a residential premises” and substituting “generated by or discarded as refuse from a Dwelling”; and
 - b) the definition of “waste” is amended by adding “or food waste” after “recyclables”.
- 6 Sections 4.1, 4.3, and 4.4 are amended by adding “or food waste” after “waste”.
- 7 The following are added after section 4.2:
 - 4.2.1 An owner or occupier shall store waste on the premises from which it was generated.
 - 4.2.2 A person shall not deposit waste in a container or bin without the consent of
 - a) the owner of the container or bin,
 - b) the owner of the property where the container or bin is located, or
 - c) the occupier of the property where the bin is located.
- 8 Section 4.11 is amended by adding “food waste” after “convey recyclables”.
- 9 Section 4.12 is amended by striking out “organic.”
- 10 Section 4.13 is amended by adding “food waste” after “interfere with recyclables” and by adding “animal-resistant care” after “animal-proof enclosure”.
- 11 Section 4.14 is amended by adding “animal-resistant cart” after “animal-proof enclosure”.
- 12 Section 4.15 is amended by adding “animal resistant cart” after “animal-proof container”.
- 13 Section 5.1 is amended by striking out “5.9” and substituting “5.6”.
- 14 Section 5.5 is amended
 - a) by adding “or occupier” after “owner”,
 - b) by striking out “his” and substituting “their”,
 - c) by striking out “remove, or cause to be removed”,
 - d) in subsections a), b), c), and d), by adding “remove or cause to be removed” at the beginning of each subsection.

15 The following is added after section 6.1:

6.1.1 No person shall dispose of food waste from a food establishment in a container provided for the collection of waste or recyclables.

16 Section 6.2 is amended by

a) adding “where any of the following are produced” after “commercial premises” and by adding “separate storage and” after “shall provide for the”, and

b) adding subsection (b) food waste generated by a food establishment and,

17 The following is added after section 6.2:

6.2.1 Every owner or occupier of a commercial premises shall dispose of food waste generated by a food establishment and recyclables in the containers provided for those materials in accordance with section 6.2.

6.2.2 If an owner of a commercial premises provides for the separate collection of used cooking oil, the owner must locate the container inside an animal-proof enclosure or used cooking oil container enclosure.

18 Section 6.3 is amended by adding “and occupier” after “owner”.

19 The following is added after section 6.3:

6.3.1 Every owner of a commercial premises where one or more commercial food service establishments are located shall maintain any animal-resistant cart located on that premises in such a manner that it remains animal-resistant, serviceable, and sanitary.

20 Section 6.4 is amended by adding “and occupier” after “owner”, by adding “food waste” after “recyclables” and by adding “animal-resistant cart” after “animal-proof enclosure”.

21 The following is added after section 6.4:

6.4.1 The chief administrative officer may grant an exemption pursuant to section 6.2 upon written request of the owner if the chief administrative officer is satisfied that the premises does not routinely generate food waste.

22 Section 10.1(b) is amended by adding “animal-resistant carts” after “animal-proof enclosures”.

23 Schedule C is amending by adding the following penalties:

Section	Description	Minimum Specified Penalty
6.2.1	Failure to dispose of food waste generated by a food establishment and recyclables in the containers provided for those materials in accordance with section 6.2	First offence \$1000 Second offence \$2,500 Third offence \$10,000
6.2.2	Failure to locate used cooking oil container in animal-proof enclosure or used cooking oil container enclosure	First offence \$1000 Second offence \$2,500 Third offence \$10,000
6.3	Failure to maintain animal-proof container or enclosure in such a manner that it remains animal-proof, serviceable and sanitary	First offence \$1000 Second offence \$2,500 Third offence \$10,000
6.3.1	Failure to maintain animal-resistant carts located on premises in manner that it remains animal-resistant, serviceable, and sanitary	First offence \$1000 Second offence \$2,500 Third offence \$10,000
6.4	Failure to remove overflowed waste or recyclables from animal-proof container, enclosure, or cart	First offence \$1000 Second offence \$2,500 Third offence \$10,000

24 The following schedule is added after Schedule C:

SCHEDULE D

Food Waste

Acceptable	Not Acceptable
<ul style="list-style-type: none"> • Fruits & vegetables • Pits, peelings, rinds, tops, cores and husks • Rice, breads, cereal, noodles, toast, tortillas, baked goods, pastries, pies, etc. • Pumpkins • Coffee grounds and filters • Tea bags and leaves • Dairy products • Paper soiled with food • Egg & eggshells • Popsicle and stir sticks (wooden only) • Meat, fish & bones • Certified compostable foodware 	<ul style="list-style-type: none"> • Plastic • Elastics • Twist ties • Stickers • Plastic labels • Fabrics • Pet waste

25 The numbering of the bylaw is amended by removing numbers in the headers and numbering all sections chronologically.

ENACTMENT/TRANSITION

26 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.

27 This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date



Request for Decision

DATE OF MEETING: April 4, 2023 **Agenda #:** G-5

TO: Council

SUBJECT: Procedural Bylaw Amendment 2023-16 Omnibus

SUBMITTED BY: Cheryl Hyde, Municipal Clerk

RECOMMENDATION: That Council give first reading to Procedural Bylaw Amendment 2023-16 Omnibus.

That Council give second reading to Procedural Bylaw Amendment 2023-16 Omnibus.

That Council give leave to go to third reading of Procedural Bylaw Amendment 2023-16 Omnibus.

That Council give third reading to Procedural Bylaw Amendment 2023-16 Omnibus.

EXECUTIVE SUMMARY

This report contains recommendations for amending the Procedural Bylaw to address amending a published agenda, questions from the public, points of order, and electronic meeting attendance.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Council held a workshop with administration in March 2023 to recommend potential amendments to their Procedural Bylaw. These proposed amendments are discussed below. The current bylaw was first approved in 2018 and has seen several amendments since then, most recently in spring of 2022.

DISCUSSION

Amending a published agenda

The current bylaw contains a procedure for adding urgent business to a published agenda but is silent on how to amend the agenda package to include a new written submission. Administration recommends that Council authorize administration to delete a published agenda and replace it with an agenda that contains the new item and is clearly marked to show the change.

Questions from the public

Currently, the Procedural Bylaw allows for a member of the public to submit a question in writing to Council and have their question answered by the Mayor in public before a regular meeting is called to order.

One of Council's strategic priorities is "meaningful, two-way public engagement and communication (that) is civil, supportive and productive." Further, "Our focus is on strengthening relationships with residents by increasing satisfaction with public engagement processes." Public question period rarely aligns with this

priority. Questions are submitted infrequently and when they are they tend to be directed at protesting a Council decision rather than seeking information or clarity. Neither Council nor the public member comes away satisfied with these interactions.

As a result of concerns raised at the workshop about alignment with Council's strategic priorities, administration recommends removing the sections of the Procedural Bylaw related to questions from the public (sections 35 and 36). Members of the public can still ask questions by emailing questions directly to Council as a whole or to individual councillors, requesting to appear as a council delegation, and participating in public hearings, open houses, and other opportunities routinely provided to receive feedback.

Points of order

Administration is recommending an amendment to the description of a point of order in section 46a) to soften the language and provide more clarity. The recommended language, that "(a member may) call a point of order at any time the member believes that a rule or customary procedure of council has been incorrectly applied or overlooked during the proceedings" is sourced from the House of Commons Procedure and Practice.

There was some discussion at the workshop about whether the authority to call a point of order, point of procedure, or question or privilege should be expanded from council members to include the chief administrative officer and the municipal clerk. If a member of council wishes to propose this amendment, the motion would be as follows:

Section 46 is amended by adding "chief administrative officer and municipal clerk" after "A member".

Electronic meeting attendance

As part of the amendments to the Municipal Government Act included in the 2022 *Red Tape Reduction Statutes Amendment Act*, section 199 of the MGA was amended to allow council meetings and council committee meetings to be carried out by "electronic means" if a council has passed a bylaw allowing for this. The specific requirements are addressed as follows:

1. Specify the type or types of electronic means by which meetings are authorized to be held.

Since the pandemic, we have had the technology to allow members to join council meetings by telephone or by videoconferencing. No change is recommended other than setting out the authority in the bylaw.

2. Require the identity of each councillor attending the meeting to be confirmed by a method authorized by the bylaw.

Currently, the bylaw requires members joining electronically to have their cameras on and their faces visible. Council indicated this is still preferred, but indicated they wish to allow for situations where it isn't possible. The recommendation is that a member joining electronically without a camera be required to verbally confirm their identity after the meeting is called to order, after each break, and at any other time the presiding officer requests it (to account for things like lost connections.)

3. Specify a method for giving notice of a meeting to be held entirely by electronic means, a method by which the public may access the meeting and make submissions, and a method by which the public may access information related to the meeting.

It's recommended that notices of meetings to be held entirely by electronic means be provided in the same manner as notices of special meetings. That is, notice will be published in the local paper where

time allows, and if notice can't be provided in the paper then it will be given on the Town's website and social media and posted on the front door of the Civic Centre. Information related to the meeting will be posted on the Town's website, as is our usual practice.

Also, if a meeting is held entirely by electronic means, the public may attend by watching the livestream. The livestream (or the videoconferencing feed if the livestream isn't operational) will also be projected in the council chamber should a member of the public wish to attend in person.

ANALYSIS OF ALTERNATIVES

None

FINANCIAL IMPACTS

None

STAKEHOLDER ENGAGEMENT

None

ATTACHMENTS

- 1) Procedural Bylaw 2018-01 Redline
- 2) Procedural Bylaw Amendment 2023-16 Omnibus

AUTHORIZATION

Submitted by:	Cheryl Hyde Municipal Clerk	Date: <u>March 13, 2023</u>
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Approved by:	Therese Rogers GM of Corporate Services/Acting Chief Administrative Officer	Date: <u>March 27, 2023</u>
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BYLAW 2018-01
Office Consolidation Current as of April 11, 2022

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH PROCEDURES AND CONDUCT OF COUNCIL
AND MEMBERS OF COUNCIL**

WHEREAS the Municipal Government Act authorizes council to pass bylaws respecting the procedures and conduct of council and council members,

NOW THEREFORE 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 “Procedural Bylaw 2018-01.”

INTERPRETATION

- 2 The following words and phrases mean:

- a) **agenda** means the order of items of business for a meeting and the associated reports, bylaws, and other documents;
- b) **Agenda Review Committee** means a committee consisting of the mayor, the deputy mayor, and the chief administrative officer;
- c) **Committee of the Whole** means a committee consisting of all members of council;
- d) **Finance Committee** means the committee established by *Finance Committee Bylaw 2016-19* as amended;
- e) **member** means an elected member of council and, in the case of the Finance Committee only, the chief administrative officer;
- f) **presiding officer** means the mayor; or, in the absence of the mayor, the deputy mayor; or in the absence of both the mayor and deputy mayor, the member chosen by resolution of council;
- g) **regular meeting** means a council meeting scheduled at the annual organizational meeting;
- h) **two-thirds vote** means a favourable vote made by five of seven, four of six, three of five and three of four members;
- i) **social media** means websites and applications that enable users to create and share content or to participate in social networking.

- 3 The precedence of rules governing council's procedures is:
 - a) the *Municipal Government Act*,
 - b) other provincial legislation,
 - c) this bylaw, and
 - d) the current edition of *Robert's Rules of Order and Parliamentary Procedure*.
- 4 Where a bylaw references a Town staff position, department or council committee, the reference is deemed to be to the current name that the staff position, department or committee is known by.
- 5 This bylaw applies to regular meetings, special meetings, annual organizational meetings, Committee of the Whole meetings, and Finance Committee meetings.

MEETINGS

- 6 The business of the annual organizational meeting shall include
 - a) the schedule of regular meetings,
 - b) the schedule of committee of the whole meetings,
 - c) the roster of deputy mayor appointments, and
 - d) the appointment of members and public representatives to council committees and external agencies.

2022-04
- 7 If a regular meeting or committee of the whole meeting is scheduled to occur on a statutory holiday, that meeting shall be rescheduled or cancelled.

2022-04
- 8 When a special meeting is called, notice of the special meeting is deemed to have been given to the public
 - a) when the time, date, location, and purpose of the meeting has been advertised at least once in the week preceding the meeting in a local newspaper, or
 - b) where advertising in a local paper is not possible, when a notice that specifies the time, date, location, and purpose of the meeting has been posted for at least twenty-four hours on the front door of the Civic Centre and on the Town's website and social media.
- 9 Meetings governed by this bylaw shall not exceed nine hours in length unless the members present unanimously consent to an extension. If an extension is not approved, any remaining agenda items shall be considered at the next regularly scheduled meeting or at a meeting called specially to complete the business.

2019-08, 2022-04

- 10 The presiding officer shall call a recess every two hours, or as near as is practical, unless the members present unanimously agree to reschedule or cancel the recess.

2019-08

QUORUM

- 11 If quorum, as defined in the *Municipal Government Act*, is not present within fifteen minutes after the time fixed for a meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting.
- 12 If a meeting is adjourned for failure to constitute a quorum, or for loss of quorum during a meeting, the agenda for that meeting shall be considered at the next regular meeting or at a special meeting called to complete the business.
- 13 If quorum is present within fifteen minutes after the time fixed for a meeting, but the mayor and deputy mayor are absent, the CAO shall call the meeting to order and call for a presiding officer to be chosen by resolution of council.
- 14 Notwithstanding sections 11 and 13, if an absent member provides notice within fifteen minutes after the time fixed for a meeting of their expected arrival time, the presiding officer or the CAO may postpone the meeting until the absent member or members arrive.

AGENDA

- 15 Agendas shall be prepared under the direction of the Agenda Review Committee.
- 16 Unless otherwise authorized by this bylaw, submissions for inclusion in an agenda shall be delivered to the CAO no later than 4:30 p.m. on the twenty-second calendar day prior to the meeting.
- 17 When the twenty-second calendar day prior to a meeting falls on a legislated or general holiday, submissions for the agenda shall be delivered to the CAO no later than 4:30 p.m. on the first business day following the holiday.
- 18 The Agenda Review Committee may authorize inclusion on the agenda of items received after the submission deadline but before the agenda is published.
- 19 Once an agenda is published, it is the property of council. Items may only be removed from the agenda by a unanimous vote or added as urgent business by a two-thirds vote.
- 20 The agenda shall be made available to members at least three business days prior to the meeting and made available to the public not less than twenty-four hours later.

2019-08

2019-08

20. If an item added as urgent business in accordance with section 19 contains a written submission, the municipal clerk shall delete published agenda and replace it with an agenda that contains the new item and is clearly marked to show the change.

- 21 Failure to meet the deadlines imposed in section 20 does not invalidate the agenda.

22 The order of business for a regular meeting shall be decided by a majority vote.

MEMBER SUBMISSIONS

- 23 A member wishing to introduce a new matter for consideration may submit a motion and any supporting information, in the form of a request for decision, to the CAO in accordance with section 16.
- 24 If approved for inclusion in the agenda, a request for decision submitted by a member will be included as new business at the next regular meeting or special meeting called to complete regular business.
- 25 If a request for decision submitted by a member is not approved for inclusion in the agenda, the member may submit a notice of motion. The notice of motion will appear on the agenda for the next regular meeting or special meeting called to complete regular business.
- 26 A notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determined.
- 27 A notice of motion is not debatable, however the member presenting the notice may speak to the notice for a period not to exceed five minutes.
- 28 The motion for which notice was given and any supporting documents must be submitted to the CAO in the form of a request for decision by 4:30 p.m. on the fourth day following the meeting at which the notice of motion was made.
- 29 The motion on notice shall be added as new business on the agenda for the subsequent regular meeting or special meeting called to complete regular business.
- 30 Council may waive the requirement for notice by a two-thirds vote and add the matter to the agenda as urgent business.

PUBLIC SUBMISSIONS

- 31 A person other than a member may submit a request to the CAO to include written material in the agenda and/or appear as a delegation at a regular council meeting or a committee of the whole meeting and the agenda review committee may, in their unfettered discretion, permit the request provided
- a) the person has submitted their request in accordance with section 16,
 - b) the person has provided a description of the matter they wish to address,
 - c) the person has not addressed council on the same matter within the previous six months,
 - d) the matter pertains to a community event, new initiative or provides an update on an item of council interest or that the Town has funded,

- e) the matter does not pertain to any undecided matter that has been the subject of a public hearing or a matter that is on a proposed future agenda for a decision of council, and
 - f) there are no concerns around procedural fairness.
- 32 No delegation shall address council for longer than ten minutes, exclusive of the time required to answer questions from council, unless granted a time extension by the Agenda Review Committee or a majority vote of members present.
- 2022-04
- 33 When a delegation or written submission requires a council decision, council shall not make a decision at the same meeting in which the request is received; rather, the request shall appear on the agenda for the following regular meeting as business arising from the minutes, at which time council shall
- a) refer the request to administration or a committee for further research, review and recommendation,
 - b) accept the request as information only, or
 - c) make a decision on the request.
- 34 Notwithstanding section 33, council may, by two-thirds vote, immediately add consideration of a request made by a delegation or through a written submission to the current meeting agenda and, if that motion is successful,
- a) refer the request to administration or a committee for further research, review and recommendation,
 - b) accept the request as information only, or
 - c) make a decision on the request.
- 2022-04
- 35 ~~Before a regular meeting is called to order, council will answer questions from the public, without the need to comply with section 31 and in accordance with the following:~~
- ~~a) questions on the following items will not be permitted:
 - ~~(i) items that are on the current agenda, or~~
 - ~~(ii) items that are currently being dealt with at a public hearing;~~~~
 - ~~b) in order to facilitate meaningful responses to questions, citizens must provide a brief written submission stating their question(s) to the municipal clerk a minimum of one business day before the start of the council meeting; and~~

~~e)a) the question(s) provided will be read out, will include the name of the questioner, and will be answered by the presiding officer.~~

36 ~~A question asked before a meeting is called to order shall not be recorded in the minutes of the meeting.~~

MEETING CONDUCT

37 The presiding officer shall

- a) maintain order and decorum and may, if necessary, call a member to order,
- b) determine who has a right to speak,
- c) ensure all members who wish to speak to a motion have spoken, ensure that the members are ready to vote, and subsequently call the vote,
- d) rule when a motion is out of order, and
- e) ensure persons in the gallery maintain quiet and order and may, if necessary, provide for the removal of those who do not comply.

38 A member wishing to speak at a meeting shall address the presiding officer and must be recognized by the presiding officer before speaking.

39 No member shall speak for longer than five consecutive minutes.

40 Members shall be respectful and attentive, shall avoid distracting themselves and others, and shall not cause disruptions during a meeting.

41 When a member is speaking at a meeting, that member shall

- a) speak respectfully,
- b) refrain from using any offensive or disrespectful language when speaking about any member, administration, council as a whole, or any other parties,
- c) not shout or use a raised voice, and
- d) assume personal responsibility for any stated quote, and at the request of council, give the source of the information.

42 No person in the public gallery during a meeting shall address council unless invited to do so by the presiding officer.

43 No person shall use a video recording device during a meeting unless authorized to do so by this bylaw or by a unanimous vote of members present.

- 44 No member shall engage in use of social media during a meeting.
- 45 When the presiding officer calls a member to order, the member shall immediately cease to speak. After the presiding officer has ruled, the member may explain their action that resulted in the call to order.
- 46 A member may
- a) call a point of order at any time the member believes that ~~a rule pertaining to the conduct of the meeting has been violated~~ a rule or customary procedure of council has been incorrectly applied or overlooked during the proceedings,
 - b) call a point of procedure at any time the member requires more information about the rules of council or parliamentary law, and
 - c) call a question of privilege at any time the member believes the comfort, dignity, safety or reputation of the organization or an individual is at stake.
- 47 When any point of order, point of procedure, or question of privilege arises, it shall be immediately taken into consideration and ruled upon by the presiding officer.
- 48 Any decision of the presiding officer with respect to meeting conduct or procedure may be appealed through a motion decided by a majority of members present.

ELECTRONIC MEETING ATTENDANCE

- 48.01 Members may participate in any meeting to which this bylaw applies by attending in person or by electronic means, including by telephone or by the videoconferencing system approved by the CAO.
- 48.1 Members who are participating in ~~council or council committee proceedings~~ a meeting by electronic means shall, whenever practicable, join using videoconferencing technology ~~must have the audio and video functions enabled with~~ and have their face clearly visible in order to be counted towards quorum, to participate in debate, and to vote.
- 2020-22
- 48.1.1 If a member participating a meeting by electronic means is unable to make their face clearly visible, the member shall verbally confirm their identity to the satisfaction of the presiding officer after the meeting is called to order, after each break, and at any other time the presiding officer requests confirmation of identity in order to be counted towards quorum, to participate in debate, and to vote.
- 48.1.2 A member must attend no more than 25% of regular council meetings and 25% of committee of the whole meetings by electronic means in a calendar year unless otherwise authorized by a council motion.

48.2 Persons who are participating in closed sessions (in camera sessions) of council or council committee proceedings by ~~videoconferencing technology~~electronic means must prevent any person not authorized to be at the closed session from hearing the proceedings.

2020-22

48.3 Persons other than members are eligible to participate in council or council committee proceedings by ~~videoconferencing technology~~electronic means only upon compliance with relevant sections of *Procedural Bylaw 2018-01* and acceptance of their registration by the municipal clerk.

2020-22

48.4 In the event all members participate in a meeting by electronic means,

- a) a public notice shall be advertised a least once in a local newspaper, and where that is not possible notice shall be posted for at least twenty-four hours on the front door of the Civic Centre and on the Town's website and social media,
- b) information related to the meeting shall be posted to the Town of Canmore website, and
- c) the CAO shall provide a physical location for members of the public to watch or listen to the meeting and, whenever possible, provide a live streaming video that can be viewed remotely.

MOTIONS

- 1 Members may ask questions of administration through the presiding officer before a motion is made, for the purposes of determining what motion should be made in relation to the item.
- 2 All motions shall be presented in writing unless members present unanimously agree to consider a verbal motion.
- 3 Motions based on recommendations by administration will be moved by the presiding officer. Amending motions and subsequent motions on the same topic may be made by any member.
- 4 The presiding officer may speak to a motion at any time after it has been moved.
- 5 All members speaking to a motion must comply with meeting procedures as stated in this bylaw.
- 6 Any motion substantially the same as a motion voted on in the previous six months, with the exception of a motion to reconsider, is out of order.
- 7 A motion may be withdrawn by the member that made the motion any time before voting occurs, subject to no objection from any member present. Motions withdrawn in this manner shall not be recorded in the minutes.
- 8 A friendly amendment, defined as a proposed change in wording that enhances and strengthens the original motion, may be proposed and adopted if the mover of the motion approves. Only the motion as amended by the friendly amendment shall appear in the minutes.
- 9 When a motion contains more than one distinct proposition, council shall vote on each proposition separately if any member so requests or the presiding officer so directs.

- 10 After a motion has been made a member may request further information. The presiding officer shall provide the information or direct the request to administration or to the appropriate member.
 - 11 After a motion for first, second or third reading of a bylaw, members may
 - a) debate the substance of the bylaw,
 - b) propose and vote on amendments to the bylaw,
 - c) make a motion to postpone the vote on the motion for a reading of the bylaw; and
 - d) vote on the bylaw reading.
 - 12 After a motion has been made, no other motion may be made except for
 - a) a motion to amend the motion on the floor,
 - b) a motion to table the motion until a time later in the meeting, or
 - c) a motion to postpone the main motion to a specific date.
- 2022-04
- 13 Amending motions shall be made in accordance with the following:
 - a) Only one amendment to the main motion and one amendment to that amendment shall be on the floor at any given time.
 - b) A member who moved a motion may not move an amendment to that motion, except the presiding officer who moves a motion recommended by administration.
 - c) The main motion shall not be debated until all amendments to it have been put to the vote.
 - d) Amendments shall be voted on in the reverse order in which they were moved.
 - e) When all amendments have been voted on, that main motion shall be put to a vote incorporating all adopted amendments.
 - 14 A member may not move an amendment which
 - a) does not relate to the subject matter of the main motion, or
 - b) is contrary to the main motion.
 - 15 A motion to postpone must include the reason for postponement and a specific date when the matter shall be considered. A motion to postpone is debatable and is decided by a majority vote of council.

- 16 A motion to table must include the reason and time within the current meeting to which the matter is to be tabled. A motion to table is not debatable.
- 17 A motion to reconsider a motion that has already been voted on
- a) must be made by a member who voted on the prevailing side of the motion in question,
 - b) must be made the same day the vote was taken on the motion in question or added to a future agenda in accordance with the provisions related to member submissions in this bylaw,
 - c) is debatable,
 - d) may be postponed,
 - e) must be decided by a two-thirds vote, and
- e.1) may not be made if a vote for which the reconsideration sought has caused an irrevocable action.

- 18 A motion to rescind a motion which has been passed
- a) may be added to a future agenda in accordance with the provisions related to member submissions in this bylaw,
 - b) is debatable,
 - c) may be postponed,
 - d) must be decided by a two-thirds vote, and
 - e) may not be made if a vote for which the rescission is sought has caused an irrevocable action.

- 19 A motion to adjourn may be made by any member except when
- a) another member has the floor,
 - b) a call for a vote has been made,
 - c) the members are voting,
 - d) the meeting is in camera, or
 - e) a previous motion to adjourn has been defeated, and no other proceedings have taken place.

- 20 A motion to adjourn is not debatable and cannot be reconsidered.
- 21 When considering approval or acceptance of a document
 - a) a motion to approve a document provides direction for administration to implement any actions or direction articulated in the document, subject to council approval of actions or directions with unbudgeted financial implications,
 - b) a motion to accept a document for planning purposes provides direction for administration to use the document as a guide, and to gain council approval before taking action or establishing a direction, and
 - c) a motion to accept as information provides direction for administration to take no action related to the document.
- 22 Any member may request the motion under consideration to be read at any time, but not so as to interrupt a member who is speaking.
- 23 Any member may request that the presiding officer call a vote on a motion, and the presiding officer shall consider and rule on the request immediately.
- 24 Once the presiding officer has called the vote on a motion on the floor, no member may speak to the motion until after the result of the vote has been declared.
- 25 Unless otherwise provided for in this bylaw, motions will be decided by majority vote of council.
- 26 Motions receiving a unanimous vote shall be recorded in the minutes as “carried unanimously” or “defeated unanimously” and, in the case of a split vote, as “carried” or “defeated,” and the names of those who voted for and against the motion shall be recorded.

MEETING RECORDS

- 27 Unless otherwise authorized by this bylaw, discussion, questions and debate shall not be recorded in the minutes.
- 28 Unless otherwise authorized by this bylaw, a summary of any verbal presentations made and/or a copy of written materials provided by members of the public will be recorded in the minutes.
- 29 When a meeting is closed to the public to discuss a matter that is within one of the exceptions to disclosure in the Freedom of Information and Protection of Privacy Act, the reason for closing the meeting and the names of persons present other than members shall be recorded in the minutes.
- 30 Minutes of a meeting other than a committee of the whole meeting shall be adopted by motion at the following regular meeting, regardless of whether or not the same members are present.
- 31 Any member may request a correction to the minutes before they are adopted. Corrections are deemed adopted when the motion to adopt the minutes has carried.

- 32 Approved minutes shall be signed by the presiding officer and the recording secretary who were present at the meeting where the minutes were taken, wherever practicable. Where not practicable, the minutes shall be signed by the current presiding officer and recording secretary.
- 33 The CAO is authorized to provide for streaming video and video recording of any meeting.
- 34 A video recording provided by the CAO may be used to determine the accuracy of a portion of the minutes.

COMMITTEE OF THE WHOLE

- 35 The business of a committee of the whole meeting shall include
 - a) briefings from members, administration, and the public, and
 - b) consideration of policies, bylaws, and plans for recommendation to council.
- 36 The committee of the whole is authorized only to make recommendations, by motion, to council. Such recommendations will be submitted to a council agenda in accordance with section 16.
- 37 The following exceptions to this bylaw apply to committee of the whole:
 - a) a member may speak for longer than five minutes,
 - b) members must be recognized by the chair before speaking, however members may direct questions and answers to one another and to administration, and
 - c) members may discuss an issue without a motion on the floor.
- 38 Minutes of a committee of the whole meeting shall be adopted by motion at the following committee of the whole meeting, regardless of whether or not the same members are present.

PROCEDURE FOR FIRST READING OF A PLANNING BYLAW

86.1 Before giving first reading to

- a) a proposed bylaw to adopt or amend a municipal development plan,
- b) a proposed bylaw to adopt or amend an area structure plan,
- c) a proposed bylaw to adopt or amend an area redevelopment plan, or
- d) a proposed bylaw amending the Land Use Bylaw,

Council shall, at a regular or special council meeting,

- a) provide the applicant, if any, with the opportunity to present their application,

- b) hear a presentation from administration, and
 - c) hold a question period for Council to ask questions of the applicant, if any, and administration.
- 2022-04

PUBLIC HEARINGS PROCEDURE

39 Notwithstanding any other section of this bylaw, Sections 88 through 93 apply to public hearings.

40 A public hearing shall include

- a) a brief summary from administration and/or the applicant to provide context,
- b) presentations from the public and questions of clarification from council,
- c) acknowledgment of written submissions received by the municipal clerk,
- c.1) Council questions of the applicant in response to public presentations (if applicable),
- d) closing comments from administration, and
- d.1) Council questions of administration.

2020-28; 2022-04

41 No person shall address council at a public hearing

- a) without the permission of the presiding officer, and
- b) unless the person is speaking in accordance with section 88(a), more than once or for more than five minutes, exclusive of the time required to answer questions from council.

2022-04

42 Notwithstanding section 89(b), the presiding officer retains the right to limit or extend public presentations in order to ensure the integrity of the public hearing.

43 Any person, group, or representative of a person or group who is providing a verbal presentation at a public hearing

- a) must be present in the council chamber or via electronic attendance, and
- b) must register with the municipal clerk by noon on the business day preceding the hearing.

2022-04

91.1 Notwithstanding section 91(b), a person, group, or representative of a person or group who has not registered may provide a verbal presentation after all registered participants are heard if they are present in the council chamber during the hearing.

2022-04

91.2 A person or group may submit their presentation using a pre-recorded video or audio provided that the video is shown by a representative who is present in the council chamber or via electronic attendance.

2022-04

91.3 Notwithstanding section 91.2, the presiding officer retains the right to stop a pre-recorded video or audio presentation that does not comply with the public hearing procedures set out in this bylaw.

2022-04

91.4 A representative of a person or group referenced in sections 91, 91.1, or 91.2 must be willing and able to speak for and answer questions on behalf of the person or group they represent. If it is determined upon questioning by the presiding officer that the representative

a) will only be reading a written statement of a person or group, and with respect to which they will not be able to answer questions of council, then, notwithstanding sections 91 and 91.2, the presiding officer may end the presentation immediately by acknowledging receipt of the written statement without it being read by the representative, or

b) will only be presenting a pre-recorded video or audio, and with respect to which they will not be able to answer questions of council,

then, notwithstanding section 91.2, the presiding officer may end the presentation immediately without the pre-recorded video or audio being shown.

2022-04

44 The presiding officer shall ensure all members of the public present at a public hearing feel safe to participate by requiring those present to

a) speak respectfully,

b) refrain from using any offensive or disrespectful language,

c) directly address the item without repetition or reference to matters irrelevant to the public hearing,

d) maintain order and quiet,

e) refrain from interrupting any speech or action of members of council or any other member of the public that is addressing council, and

f) refrain from displaying placards or signs supporting a particular outcome of the topic under discussion.

45 No motions shall be made at a public hearing.

PUBLIC HEARING RECORDS

46 Repealed 2018-18.

47 Repealed 2018-18.

48 A member of the public wishing to have a written submission included in the record of public submissions shall ensure one copy of the submission is received by the municipal clerk between the time council sets a date for a public hearing and the close of the hearing.

2020-18; 2022-04

96.1 The municipal clerk shall compile written submissions received from members of the public before 9 a.m. two business days before the hearing into a record of public submissions and publish that record by 5 p.m. two business days before the hearing.

2020-18; 2022-04

96.2 The municipal clerk shall add written submissions received from members of the public between 9 a.m. two business days before the hearing and the close of the hearing to the published record of public submissions by the end of the next business day after the adjournment of the council meeting during which the public hearing was held.

2020-18; 2022-04

96.3 Anonymous submissions shall not be accepted, and an individual's name must be attached to every submission.

2022-04

49 Where a person provides more than one identical or largely identical written submission, only one shall be included in the record of public submissions.

2022-04

50 The minutes of a public hearing shall record

- a) the names of administration and the applicant, or representatives of the applicant, who presented at the hearing, and
- b) the names of the members of the public who provided written and/or verbal submissions along with a general indication of support, opposition, or neutrality, but not a summary of the presentations and/or a copy of any written materials provided.

ENACTMENT/TRANSITION

51 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.

52 Bylaws 04-2013, 2015-14, 2016-16, and 2017-35 are repealed.

53 This bylaw comes into force on the date it is passed.

FIRST READING: January 23, 2018

SECOND READING: January 23, 2018

THIRD READING: January 23, 2018

DATE IN FORCE: January 26, 2018

OFFICE CONSOLIDATION

This document is a consolidation of a bylaw with one or more amending bylaws. Anyone making use of this consolidation is reminded that it has no legislative sanction. Amendments have been included for convenience of reference only. The approved bylaws should be consulted for all purposes of interpreting and applying the law.

Bylaws included in this consolidation:

- 2018-01 Procedural Bylaw
- 2019-08 Amending Bylaw Meeting Length
- 2020-18 Amending Bylaw Public Hearing Submissions
- 2020-22 Amending Bylaw Electronic Meeting Attendance
- 2022-04 Amending Bylaw Omnibus

BYLAW 2023-16

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
AMEND PROCEDURAL BYLAW 2018-01**

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 Procedural Bylaw Amendment 2023-16 Omnibus.

INTERPRETATION

- 2 Words defined in Bylaw 2018-01 shall have the same meaning when used in this bylaw.

PROVISIONS

- 3 Bylaw 2018-01 is amended by this bylaw.
- 4 Section 2e) is amended by adding “and, in the case of the Finance Committee only, the chief administrative officer” after “elected member of council”;
- 5 The following is added after section 20:
 - 20.1 If an item added as urgent business in accordance with section 19 contains a written submission, the municipal clerk shall delete the published agenda and replace it with an agenda that contains the new item and is clearly marked to show the change.
- 6 Section 35 and Section 36 are repealed.
- 7 Section 46a) is amended by striking out “a rule pertaining to the conduct of the meeting has been violated” and substituting “a rule or customary procedure of council has been incorrectly applied or overlooked during the proceedings”.
- 8 The following is added after section 48:
 - 48.01 Members may participate in any to which this bylaw applies by attending in person or by electronic means, including by telephone or by the videoconferencing system approved by the CAO.
- 9 Section 48.1 repealed and substituted with, “Members who are participating in a meeting by electronic means shall, whenever practicable, join using videoconferencing technology and have their face clearly visible in order to be counted towards quorum, to participate in debate, and to vote.”
- 10 The following are added after section 48.1:
 - 48.1.1 If a member participating in a meeting by electronic means is unable to make their face clearly visible, the member shall verbally confirm their identity to the satisfaction of the presiding

officer after the meeting is called to order, after each break, and at any other time the presiding officer requests confirmation of identity in order to be counted towards quorum, to participate in debate, and to vote.

48.1.2 A member must attend no more than 25% of regular council meetings and 25% of committee of the whole meetings by electronic means in a calendar year unless otherwise authorized by a council motion.

11 Sections 48.2 and 48.3 are amended by striking out “videoconferencing technology” and substituting “electronic means”.

12 The following is added after section 48.3:

48.4 In the event all members participate in a meeting by electronic means,

- a) a public notice shall be advertised a least once in a local newspaper, and where that is not possible notice shall be posted for at least twenty-four hours on the front door of the Civic Centre and on the Town’s website and social media, and
- b) the CAO shall provide a physical location for members of the public to watch or listen to the meeting and, whenever possible, provide a livestreaming video that can be viewed remotely.

ENACTMENT/TRANSITION

13 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.

14 This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date

Bylaw approved by: _____



Request for Decision

DATE OF MEETING: April 4, 2022 **Agenda #:** H-1

TO: Council

SUBJECT: Funding Increase to 2020 Light Fleet Replacement (#7140) to Accommodate External Funding

SUBMITTED BY: Geordie Heal, Supervisor of Streets and Roads

RECOMMENDATION: That Council approve an increase to the budget for the 2020 Light Fleet Replacement capital project (#7140) from \$123,000 to \$155,500 with the \$32,500 increase to be funded from the Municipal Climate Change Action Centre's (MCCAC) Electric Vehicles for Municipalities program.

EXECUTIVE SUMMARY

The 2020 Light Fleet Replacement for \$123,000 was approved to purchase three replacement vehicles, two of which are electric vehicles along with related electric vehicle charging infrastructure and installation. The request to increase the total capital project budget by \$32,500 is to account for additional up-front costs for electric vehicles, charging stations and installation charges. An increased grant from the Municipal Climate Change Action Centre (MCCAC) will offset the increase to the budget.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

2018: On July 18, 2018, CAP 7140 (2020 Light Fleet Replacement) was approved with a budget of \$110,000 funded through the Asset Rehabilitation/Replacement Reserve.

2019: Council accepted the Update to the Climate Action Plan: Priority Actions for 2020 (194-2019) for planning purposes. These priority actions included "Assessing the suitability of electric vehicles for the passenger fleet ahead of vehicle replacement".

2020: On May 27, 2020, CAP 7140 was cancelled by Council for budget reductions due COVID-19.

2020: On October 20, 2020, the Committee of the Whole was provided a briefing on the results of an Electric Vehicle Fleet Feasibility Study. This study, on a small subset of Town of Canmore fleet vehicles and equipment that were coming due for replacement, analyzed the costs and benefits of transitioning to electric models. It recommended replacing administrative fleet vehicles with electric models.

2020: On December 1, 2020, CAP 7140 was re-approved by Council with a scope change and a budget of \$110,000 funded through the General Capital Reserve.

2021: On July 6, 2021, CAP 7140 funding increase request for \$13,000 was approved by Council to accommodate external funding from the Municipal Climate Change Action Centre's (MCCAC) Electric Vehicles for Municipalities program.

DISCUSSION

The Light Fleet Replacement (2020) capital project was originally approved with a budget of \$110,000 to replace one administrative vehicle, and two half tonne trucks in 2020. On May 27, 2020, the project was canceled as part of cost reduction efforts in response to the impact of the COVID-19 pandemic on the Town budget. In 2020, the Town received Municipal Operating Support Transfer (MOST) funding through the provincial and federal Safe Restart Agreement and the Light Fleet Replacement project was subsequently re-approved by Council on December 1, 2020, with a change to the previously approved scope. The new scope initiated a transition, where possible and appropriate, towards electric vehicles and supporting charging stations. Two of the three vehicles included in this capital project are electric. The third vehicle included in the project is one for which no electric alternative is available. On July 6, 2021, Council approved a \$13,000 increase to the original budget to accommodate external funding from the Municipal Climate Change Action Centre's (MCCAC) Electric Vehicles for Municipalities program.

Since that time, Administration has confirmed that a change to the original budget should also have been requested to account for higher up-front costs for electric vehicles, charging stations, and installation. Further funding from the Municipal Climate Change Action Centre's (MCCAC) Electric Vehicles for Municipalities program is available to cover this previously unbudgeted expense. Accordingly, the purpose of this report is to amend the overall project budget to better address the cost associated with the EV purchase.

ANALYSIS OF ALTERNATIVES N/A

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
General Capital Reserve	\$110,000
MCCAC Grant	13,000
MCCAC Grant (Additional)	32,500
Total	\$155,500

STAKEHOLDER ENGAGEMENT

Town of Canmore internal stakeholders from Public Works, Facilities, Engineering, IT, Sustainability, Economic Development, Arts & Events, FCSS, Asset Management, and Communications have been involved in the process of planning and implementing CAP 7140, in particular the planning for the EV charging infrastructure.

ATTACHMENTS N/A

AUTHORIZATION

Submitted by:	Geordie Heal Streets and Roads Supervisor	Date:	<u>March 8, 2023</u>
Approved by:	Palki Biswas Manager of Finance	Date:	<u>March 13, 2023</u>
Approved by:	Andreas Comeau Manager of Public Works	Date:	<u>March 9, 2023</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date:	<u>March 14, 2023</u>
Approved by:	Therese Rogers Acting Chief Administrative Officer	Date:	<u>March 27, 2023</u>



Request for Decision

DATE OF MEETING: April 4, 2023 **Agenda #:** H-2

TO: Council

SUBJECT: Appointment of Clerks to the Subdivision and Development Appeal Board

SUBMITTED BY: Cheryl Hyde, Municipal Clerk

RECOMMENDATION: That Council appoint Cheryl Hyde, Allyssa Rygersberg, and Sara Jones as clerks to the Subdivision and Development Appeal Board for terms to end upon expiry of training certification.

EXECUTIVE SUMMARY

This report provides a recommendation that Council appoint employees of the municipal clerk's office as clerks to the Subdivision and Development Appeal Board (SDAB).

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Section 627.1 of the Municipal Government Act requires Council to appoint one or more clerks of the subdivision and development appeal board. The appointment is restricted to persons who have successfully completed a training program in accordance with the Matters Related Subdivision and Development Regulation.

In February 2020, Council appointed two employees of the planning and development department, Jolene Noel and Jane Dean, as clerks to the SDAB. Ms. Dean's certification has already expired and Ms. Noel's is due to expire in September 2023.

DISCUSSION

Administration recommends that employees of the planning and development department be excluded from appointments as clerks to the SDAB to avoid perception of bias in the appeal process. Employees of the municipal clerk's office are already trained in legislative procedure and the production of council agenda packages and minutes and so have been identified as the most qualified to take over SDAB duties. It's not possible to estimate the number of hearings that will be required, however based on current yearly averages we believe the workload can be managed with existing resources.

Cheryl Hyde, municipal clerk, Allyssa Rygersberg, deputy municipal clerk, and Sara Jones, executive assistant, completed the required training program in March 2023. The certifications are due for renewal in March of 2026.

ANALYSIS OF ALTERNATIVES

None

FINANCIAL IMPACTS

None

STAKEHOLDER ENGAGEMENT

None

ATTACHMENTS

None

AUTHORIZATION

Approved by: Cheryl Hyde
Municipal Clerk Date March 13, 2023

Approved by: Therese Rogers
General Manager of Corporate
Services/Acting Chief Administrative
Officer Date: March 27, 2023



Request for Decision

DATE OF MEETING: April 4, 2023 **Agenda #:** H-3

TO: Council

SUBJECT: Canmore Library Board Appointment

SUBMITTED BY: Sara Jones, Executive Assistant

RECOMMENDATION: That Council appoint Doreen Saunderson to the Canmore Library Board for a term ending at the October 2025 annual organizational meeting.

EXECUTIVE SUMMARY

The recent passing of a library board member has left a mid-term vacancy on the board. The board has requested that Council appoint a new member to fill this vacancy with a term ending in October 2025, the same term as the previous member.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Council appoints Canmore Library Board members every year at the organizational meeting. When a vacancy on the board arises Council can appoint a new member as necessary. The board can provide their recommendation to Council should they wish to.

DISCUSSION

The Canmore Library Board is recommending Doreen Saunderson be appointed to the board to fill the vacancy. Ms. Saunderson's application has been provided to Council only to keep her personal information private.

If Council wishes to discuss the personal qualifications of Ms. Saunderson, administration recommends taking the meeting in camera to prevent disclosure of third-party personal information in accordance with section 17(4)(g)(i) of the Freedom of Information and Protection of Privacy Act.

ANALYSIS OF ALTERNATIVES

None.

FINANCIAL IMPACTS

None.

STAKEHOLDER ENGAGEMENT

None.

ATTACHMENTS

- 1) Recommendation letter from the Canmore Library Board.
- 2) Doreen Saunderson's committee application (provided to Council only to protect personal information).

AUTHORIZATION

Submitted by: Sara Jones
Executive Assistant Date: March 14, 2023

Approved by: Cheryl Hyde
Municipal Clerk Date: March 14, 2023

Approved by: Therese Rogers
General Manager of Corporate
Services/Acting Chief Administrative
Officer Date March 27, 2023



14 March, 2023

Dear Mayor Krausert and Councillors,

I am sad to report to Council that Library Board Member Karl Wahl passed away on March 5, 2023. We will miss his thoughtful participation on the Library Board.

We would like to nominate an applicant from this past year, Doreen Saunderson, to fill the vacancy created by Karl's passing for the term beginning immediately and ending October 2025.

Doreen has indicated that she is still able and willing to fulfil the duties. She has been volunteering as a public member on the Library Board's Strategic Planning committee, so is well positioned to take an active role in the work of the Board.

Sincerely,

A handwritten signature in black ink that reads "Glynis Carling".

Glynis Carling
Chair, Canmore Library Board



Briefing

DATE OF MEETING: April 4, 2023 **Agenda #:** I-1

To: Council

SUBJECT: 2023 Safe Park Program Overview

SUBMITTED BY: Elle West, Community Evaluator

PURPOSE: To provide Council with an overview of the 2023 Safe Park Program.

EXECUTIVE SUMMARY

The Safe Park program provides working residents with a permitted overnight space to park and sleep during the summer months when Canmore’s demand for a seasonal workforce is increased and available short-term accommodation is limited. The Safe Park program was piloted in 2021 and 2022; 2023 will be the third year that this program will be operational. To date, the program has had low to moderate participation rates with under 5 participants in 2021 and 11 vehicles (13 individuals) in 2022. The 2023 Safe Park program aims to incorporate learnings from the pilot years by reducing participation barriers, decreasing administration costs, and simplifying program enforcement. The Safe Park program budget was approved as part of the 2023 operating budget and will be reassessed based on the 2023 program evaluation.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

On May 7, 2019:

122-2019: that Council directs administration to implement enforce parking restrictions on municipal lots between Save on Foods and Elevation Place, to prohibit parking between 7am and 9am.

123-2019: that Council allocates up to \$25,000 from the General Municipal Operating Reserve to hire a seasonal Outreach Worker to provide social service supports, monitor impact of enforcement actions, and collect information on the demographics of the vehicular-housed community.

On October 1, 2019:

210-2019: that Council directs administration to create a seasonal, safe, overnight parking program for Council’s approval that utilizes community partnerships and has clear criteria for participation.

On February 4, 2020:

28-2020: that Council approves the implementation of the Safe Park Pilot Program as presented for the 2020 season, beginning May 4, and concluding October 2, and moving Safe Parking from the front of artsPlace to the back.

On June 2, 2020:

127-2020: that Council approves the transfer of \$110,000 allocated to the Safe Park Program in the Community Social Development Department 2020 operating budget to the Tax Stabilization Reserve.

128-2020: that Council approves:

- Capital funding to provide social supports for those community members most impacted by the COVID-19 pandemic for a total of \$397,000 from two sources: (a) \$355,000 from Tax Stabilization Reserve and (b) \$42,000 from grants; and
- Any future grant received for this work be utilized to support a reduction in tax stabilization funds expended for this project.

On April 6, 2021:

85-2021: that Council approves 2021 Safe Park Pilot as presented for the 2021 season, beginning on June 15, 2021, and concluding on September 15, 2021.

On November 16, 2021 (Committee of the Whole):

Administration presented the 2021 Safe Park evaluation and requested that Council consider a second pilot in 2022 as part of the 2022 budgeting process. Through the 2022 budgeting process, Council approved the reallocation of the remaining dollars from the COVID-19 capital project to the 2022 Safe Park pilot and the Housing Evaluator position.

On October 18, 2022 (Committee of the Whole):

Administration presented the 2022 Safe Park Evaluation to Council for information. Through the 2023-2024 budgeting process, Council approved the 2023 Safe Park program and directed administration to amend the Safe Park program based on the pilot evaluation and continue the program through 2023.

BACKGROUND/HISTORY

In summer 2018, there was a significant increase in the number of individuals living or camping in their vehicles. An Outreach Worker was hired and a report on Overnight Parking on Municipal Lots was presented to Council in October 2019. As part of the report, a community survey identified that approximately 35 individuals who resided in their vehicles worked in Canmore. Survey respondents stated that they resided in their vehicles because they were unable to find appropriate, affordable housing that allowed independence and flexibility. Based on the report, Council directed Municipal Enforcement (ME) department to create and enforce municipal camping bylaws and directed Community Social Development (CSD) department to develop a seasonal parking program to support Canmore's seasonal workforce who reside in their vehicles.

The initial Safe Park pilot, which was to launch in 2020, was cancelled due to the pandemic and an amended Safe Park program was launched in 2021. The 2021 Safe Park pilot had low utilization (under five participants). It was unclear if the program utilization was low because the program was not required or because of the pandemic. A second pilot was launched in 2022, and a final pilot evaluation was presented to Council in fall 2022, noting the following learnings:

1. In 2022, the program utilization increased from 2021:
 - There were 39 program inquiries (two of which were businesses)
 - 11 vehicles, representing 13 individuals, registered and participated in the program
 - Average length of stay was 25 nights, and total nights utilized were 278
 - 82% of participants renewed their program participation beyond their initial stay

2. ME did increase program participation
ME had 108 interactions with unpermitted campers. Although not formally tracked, there were reports that some participants signed up for the program as a direct result of interacting with the enforcement team. In addition, some participants commented that they participated in the program because they wanted to live a ‘van-life’ but also wanted to abide by the municipal laws.
3. Program participants were safe
There were no tickets given to any program participants and no reported incidents or any suspicious or criminal activities. No environmental impact such as improper disposal of garbage or wildlife attractants were noted. All participants commented that they felt safe within the program.
4. The fee structure was challenging for both the participants and administration
Participants were required to pay for a two-week period and then renew for each additional two-week period (during business hours). This was a challenge for both the participants and administration. Significant time was spent tracking payments and communicating changes to the security company and ME.
5. Participant satisfaction increased after costs were decreased
The program cost was reduced to \$5 per night part way through the 2022 pilot. This decreased program fee increased program satisfaction.

Generally, the program was well-received by participants. Some participants mentioned that they appreciated being located near amenities (indoor washrooms with running water, grocery store, etc.). Many participants purchased a membership at Elevation Place. A couple of individuals noted that the nightly security services helped them feel safe while in the program.

DISCUSSION

The Safe Park pilot was designed to meet three key community outcomes (Attachment 1). Upon completion of the pilot, administration reviewed the program outcomes to ensure that they still met Council’s initial direction. The Safe Park program outcomes are:

- The Safe Park Program meets a community need
- Employed individuals living in their vehicle felt part of the community, safe, and able to maintain employment throughout the pilot
- The number of overnight parking violations for individuals who are working in the Bow Valley are low

Administration met with other municipalities that have a similar ‘van-life’ population to determine if the Safe Park program is the best program to meet the above stated outcomes. There were no other available programs that administration identified that could meet the above outcomes.

For the sake of clarity, administration also reviewed program scope. Support for individuals who are without shelter, for individuals who are without employment, or for individuals who are visiting Canmore remains out of scope. Enforcement of unpermitted camping on municipal lots, while related, also remains out of scope. A program to provide the seasonal workforce, who live in their vehicles, with a safe, alternative overnight space to sleep remains within scope.

The Safe Park program is only one option for seasonally employed individuals. It is still important that Canmore’s seasonal staff have access to long-term rentals as well as staff accommodation.

The 2023 Safe Park program will begin on June 1, 2023 and run until September 30, 2023. Program amendments that are planned for the 2023 program are based on learnings from the 2022 final evaluation. The below changes are aimed at removing participation barriers, reducing administration time and cost, and simplifying program enforcement:

	<u>Program Changes:</u>		<u>Goal:</u>		
	Pilot Program (2021/2022)	2023 Program	Reduce Participation Barriers	Simplify Enforcement	Reduce Administration Cost
Security Monitoring	Four lots monitored by security	Two lots monitored by security		X	X
Safe Park Location	Designated Safe Park lot stalls	Designated Safe Park lots		X	X
Fee Structure	Renewal fees due every two weeks	One-time fee and deposit	X	X	X
Eligibility Criteria	Re-assessed every two weeks	Assessed upon program entry	X		X

Safe Park participants will be required to sign a participant responsibility agreement, consistent with previous years. To participate in the program, participants will also be required to pay a one-time fee of \$100 and a deposit of \$50, which will be returned to the participant when they leave the program pending no concerns or damage and the completion of a program survey. The two locations will be the gravel municipal lot behind Save-On and the Recreation Centre parking lot. To support Council with their decision on the effectiveness of the Safe Park program, an evaluation will be presented to Council outlining the program’s ability to meet the above stated outcomes as well as program costs (including administration and enforcement costs).

FINANCIAL IMPACTS

The 2023 budget includes \$81,000 for a full-time Community Evaluator position (formerly Housing Evaluator). The Community Evaluator is tasked with Safe Park management, Housing support for vulnerable individuals, Community Monitoring (updating the Community Monitoring Report), Community Assessment, CSD data management, and grant support. Efficiencies have been gained by amalgamating the Safe Park program into the Community Evaluator position as the Community Evaluator can complete tasks simultaneously and duties related to on-boarding/off-boarding a temporary Safe Park worker could be removed from the workplan.

Some savings were realized in 2022 as the Safe Park program was incorporated into the Housing Evaluator position (part-time position). As a result, the total Safe Park program cost was approximately \$34,000 (includes program materials and staffing), as opposed to the original anticipated budget of \$42,300.

The anticipated cost of the amended 2023 Safe Park program is \$17,500 (CSD administration time, program materials and supplies). ME time needed to support the Safe Park program is anticipated to decrease by approximately 2 hours per week.

The Safe Park program budget was approved as part of the 2023 operational budget and will be reassessed based on the 2023 program review.

STAKEHOLDER ENGAGEMENT

Communication with other communities including Squamish, Tofino, Ucluelet, and Duncan are ongoing. Administration will continue to gather feedback from both internal and external stakeholders throughout the program operation period.

ATTACHMENTS

Safe Park Program Outcomes and Evaluation

AUTHORIZATION

Submitted by:	Elle West Community Evaluator	Date:	March 14, 2023
Approved by:	Palki Biswas Manager of Finance	Date:	March 15, 2023
Approved by:	Lisa Brown Manager of CSD	Date:	March 14, 2023
Approved by:	Scott McKay General Manager of Municipal Services	Date:	March 16, 2023
Approved by:	Therese Rogers Acting Chief Administrative Officer	Date:	March 27, 2023

Attachment 1 – Safe Park Program Outcomes and Evaluation

The Safe Park program is evaluated based on the below indicators and outcomes. Data and information collected from the program will help inform future needs, program feasibility, and potential program changes.

Outcome 1: The Safe Park program meets a community need

Related indicators:

- Program Demand
Measured by:
 - Number of individuals who enquired about the Safe Park program
 - Number of submitted applications
 - Length of stay in the program
- Program Eligibility
Measured by:
 - Number of submitted applications deemed not eligible and why
 - Number of eligible applications
 - Number of participants
- Community Satisfaction
Measured by:
 - How many concerns or complaints were received from the community during the program
 - Nature of complaints and/or concerns
- Housing Options
Measured by:
 - Other housing options considered by participants, and reasons for not accessing these other options.

Outcome 2: Employed Individuals living in their vehicle felt part of the community, safe, and able to maintain employment throughout the pilot

Related indicators:

- Participant Program Success
Measured by:
 - Average length enrolled in program
 - Reason participants left the program
 - Number of participants that were asked to leave the program, and reason
 - Average number of hours per week participants worked
- Participant Satisfaction
Measured by:
 - A follow-up survey to program participants to understand overall satisfaction.
Example questions include:
 - How user-friendly did you find this program?
 - How safe did you feel while using the program?
 - How affordable did you find the cost of this program?
 - Would you enroll in Safe Park again in the future?

- What worked and what didn't?
- Payment Logistics
Measured by:
 - Number of participants who did not pay program fees or made late payments
 - Number of participants who received deposit at the end of the program

Outcome 3: Number of overnight parking violations for individuals who are working in the Bow Valley are low

Related indicators:

- Enforcement Impact
Measured by:
 - Number of occurrences where the patrolling security company contacted RCMP and/or Municipal Enforcement to report a program violation or disturbance.
 - Number of Municipal Enforcement tickets to participants, and reason for the tickets