

TOWN OF CANMORE
AGENDA
Regular Meeting of Council
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, July 5, 2022 at 9:00 a.m.

Times are estimates only.

PUBLIC QUESTION PERIOD – Before meeting is called to order

A. CALL TO ORDER AND APPROVAL OF AGENDA

9:00 – 9:05

1. Land Acknowledgement
2. Agenda for the July 5, 2022 Regular Meeting of Council

B. PUBLIC HEARINGS – None

C. DELEGATIONS

9:05 – 9:20

1. Resilient Canmore Society

9:20 – 9:35

2. Bow Valley Victim Services Annual Update (verbal)

D. APPROVAL OF MINUTES

9:35

1. Minutes of the May 24, 2022 Special Meeting of Council
2. Minutes of the June 7, 2022 Regular Meeting of Council

E. BUSINESS ARISING FROM THE MINUTES

9:35 – 9:40

1. Bow Valley Clean Air Society

Request: That Council direct administration to implement a closed-door bylaw from approximately early September to early June.

Council may:

- 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.

9:40 – 9:45

2. Bow Valley Connections Centre

Requests:

1. That Council support Bow Valley Connections Centre in discussions with Bow Valley Regional Housing and the Province of Alberta, and advocate to the Alberta Social Housing Corporation for the creation of supporting housing for individuals with disabilities.
2. That Council support Bow Valley Connections Centre with locating a consistent and affordable daytime space for their emerging Life Campus program.

Council may:

- 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.

F. UNFINISHED BUSINESS – None

G. BYLAW APPROVAL

9:45 – 9:50

1. Bylaws 2022-09 and 2022-10 800 3rd Avenue Municipal Development Plan and Land Use Bylaw Amendments

Recommendation: That Council direct administration to return no later than November 1, 2022 with a response to Council direction from the May 24, 2022 Council meeting.

9:50 – 10:50

2. Spring Creek Mountain Village Area Redevelopment Plan Amendments Bylaw 2021-22 and Land Use Bylaw Amendments Bylaw 2021-23

Recommendations:

1. That Council give first reading to Bylaw 2021-22.
2. That Council give first reading to Bylaw 2021-23.
3. That Council schedule a single public hearing for Bylaw 2021-22 and Bylaw 2021-23 for August 16, 2022.

Meeting Break 10:50 – 11:05

11:05 – 11:35

3. Enforcement Appeal Review Committee Bylaw 2022-11

Recommendations:

1. That Council give first reading to Enforcement Appeal Review Committee Bylaw 2022-11.
2. That Council give second reading to Enforcement Appeal Review Committee Bylaw 2022-11.
3. That Council give leave for third reading of Enforcement Appeal Review Committee Bylaw 2022-11.
4. That Council give third reading to Enforcement Appeal Review Committee Bylaw 2022-11.
5. That Council appoint two members to the Enforcement Appeals Committee.

11:35 – 11:40

4. Emergency Management Bylaw Amending Bylaw 2022-17

Recommendations:

1. That Council give first reading to Emergency Management Bylaw Amending Bylaw 2022-17.
2. That Council give second reading to Emergency Management Bylaw Amending Bylaw 2022-17.
3. That Council give leave for third reading of Emergency Management Bylaw Amending Bylaw 2022-17.
4. That Council give third reading to Emergency Management Bylaw Amending Bylaw 2022-17.

H. NEW BUSINESS

11:40 – 12:10

1. Budget Development Direction

Recommendations: That Council direct administration to:

1. Prepare preliminary operating and capital budgets for 2023 and 2024 based on status quo service levels.
2. Prepare preliminary operating plans for 2025-2026 and capital plans for 2025-2028.
3. Prepare prioritized lists of optional increases or decreases to the 2023 and 2024 budgets for consideration, based on strategic priorities or recommended administrative items.

Lunch Break 12:10 – 1:10

1:10 – 1:30

2. E-Services Project Scope Change

Recommendation: That Council amend the scope of the E-Services project (7063) to perform assessment, planning and implementation activities to renew the Town of Canmore's Website platform.

I. REPORTS FROM ADMINISTRATION

1:30 – 1:45

1. 2022 Financial Report – Year to Date as at April 30

Purpose: To provide Council the year-to-date financial report as at April 30, 2022 for information.

J. NOTICES OF MOTION – None

K. IN CAMERA – None

1:45

L. ADJOURNMENT

RESILIENT CANMORE

A Briefing Note for the Mayor and Council of Canmore

The Purpose of this Briefing Note:

This Briefing Note will give you the background information you need in order to understand our presentation to Council on July 5th. It includes:

- A. A summary of the benefits of our work.
- B. Who we are now.
- C. Our understanding of resilience and its increasing importance in the early 21st Century.
- D. The concerns and possibilities which stimulated us to create Resilient Canmore and seek the opportunity to make a presentation to Council.
- E. Our survey of the whole Canmore community.
- F. What we are, and are not, asking Council to commit to now.
- G. The work to be done over the summer and fall if Council agrees to our requests.

A. A Summary of the Benefits of Our Work:

We see the need for a new type of ongoing work in Canmore.

The new work is to undertake the ongoing development of the Canmore community on a proactive and whole-of-community basis with a view to nurturing an ever greater resilience and sense of cohesion.

In light of how turbulent and stressful the 2020s will be, this work is no longer a nice to have option if we can afford it. It has become a requirement for sustained success in the 21st Century, although this is not yet widely recognized. If you wait for the evidence that the 2020s will be more stressful and chaotic, it will be too late to act to resist the fragmentation of the Canmore community.

The first major benefit is the survival of Canmore as a resilient and cohesive community at a time when many communities, in and beyond Alberta, will fail. Over time, Canmore will develop the capacity (1) to notice, understand and act to mitigate tensions on fault-lines that will cause real damage if they become rifts, and (2) to understand and nurture creative initiatives which nurture resilience and community cohesion. Our resources will be available not only to Council, but to all organizations and groups in Canmore who wish to take advantage of them.

A second benefit is that space will be created in which it will be safer for you to act courageously as a Council. You will know that the citizens of Canmore will have your backs because they will know that their well-being as a cohesive community is one of your major priorities and one on which you are acting.

A Briefing Note to the Mayor and Council of Canmore

As this work develops, it will be citizen-led and become widely supported. It is our hope that in time the Town will become a full partner and investor.

B. Who We are Now:

Resilient Canmore is a made-in-Canmore, made-for-Canmore, undertaken-in-and-by-Canmore initiative. We are a group of local citizens who are aware of the extraordinary risks and opportunities of our time and of some of the implications for Canmore's future.

Legally, we are a not-for-profit Society incorporated under the Societies Act of Alberta.

Present Board members: Liz Baker, Ron Casey, Tracey Henderson, Kelly Learned and Ruben Nelson (chair). Eli Panning-Osendarp provides part-time staff support.

Present Valued Advisors: Steve de Keijzer, Laurie Edward, Jenn Hoffman, Laura S. Lynes, Bart Robinson, Carole Stark and Josh Welsh.

Present Partners: The Resilience Institute, Canmore is our first partner. The Resilience Institute is providing us with the services of Eli Panning-Osendarp for 20 hours a month. For this and their advice we are deeply thankful.

In addition, we are developing a network of Partner Institutions. We are in conversations with researchers and practitioners in the Cascade Institute, Mount Royal University, the University of Alberta, and Thompson Rivers University. Others will follow. We have access to hundreds of the world's leading researchers in such fields as ecological economics, resilience, community prosperity, community cohesion, the polycrisis, complexity science, futures research and strategic foresight.

To date, almost all of the several hundred hours of work on this project have been undertaken by volunteers. If paid for at normal commercial rates the cost would be over \$500,000.

C.. Our Understanding of Resilience:

If asked, "*What does Resilient Canmore mean by 'resilience'?*" we offer the definition of Robertson and Cooper in their article on [Resilience](#): They see "*resilience as an ongoing protective capability that enables not only reactive recovery but also proactive learning and growth through conquering challenges.*" Resilience prepares us to cope with events and conditions which would otherwise catch us unprepared.

Please note: (1) Resilience is like maturity or being in physical shape. It is obvious when you are not and there is no apparent upper limit to either being mature or in shape. (2) Resilient persons and communities are protected from greater harm in the same way that being in shape protects one from some of the harms of a fall. (3) Resilience enables a person or group to maintain their core character regardless of the challenges they face. (4) Resilience includes a bias to learn and grow that is futures-oriented. Resilience is not only the capacity to carry on after taking a hit; resilient persons, groups and communities search for ways to shape their future proactively. (5) This latter dimension implies that resilient persons and organizations have an adequate grasp on their circumstances and how the forces of change are working within them.

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We note further that as our world becomes more uncertain and chaotic in what some now characterize as a *cascading polycrisis*, the importance and virtues of resilience are being accented in the media in virtually every field of human endeavour – business, health care, education, personal development, the arts, governments...

D. The Concerns and Possibilities which Stimulated Us to Action:

Bart Robinson and Ruben Nelson have both had a long love affair with Canmore, the Bow Valley, its surrounding landscapes and the communities and creatures with whom we share this space. Both of them played key roles in Mining the Future (MTF) – the only formal exercise held to date that was focused on the future of the whole of Canmore and open to the participation of all Canmorites. MTF revealed that Canmorites placed a very high value on the sense of community which animated the town.

In the spring of 2021, when the TSMV Area Structure Plans were being considered, it was obvious to many (most?) Canmorites that our sense of community was being eroded by several factors, e.g. Covid, rapid population growth of both full and part-time residents, the financialization of real estate. the divisions over the growth and role of tourism revealed by the consultant's study, divisions over the role of Canmore as a source of cash through development and as a protector of wildlife and landscapes and the prospect that all of these may become permanent conditions. These concerns were amplified by a sharp awareness of the way that previously peaceful democratic cultures are coming unstuck in many parts of the world, in and beyond Canada.

The thought emerged that something must be done within Canmore to resist the slide into citizen passivity and community division. The core notion was that Canmorites would benefit from a series of community-wide, citizen-led conversations that were designed to get persons on the many sides of these issues talking respectfully with each other as caring persons. This thought was sustained by the realization that Canmore is more blessed than most towns because it has such a high percentage of citizens who are well-educated, well-read, well-travelled, active and caring. The conditions seemed to be at hand for a new venture to nurture an inclusive sense of belonging in and to the same community.

Accordingly, Bart and Ruben began to host small gatherings during which they tested their ideas and sought persons to work with them. One result was that efforts were made in the late summer and early fall to get the notion of the need for inclusive community conversations on the agenda of the October election campaign.

At this stage, some Canmorites asked if they were thinking of a new MTF exercise which would result in a new vision for the community. Their consistent response was, *"No. Not at all. It is not a new vision that Canmore needs, but a deeper sense of community cohesion."* And, yes, they muddied the waters by, at first, calling their new venture *"Futures Canmore."* It took a few months to realize that the focus needed to be on nurturing a future-oriented capacity for community resilience and cohesion. In late 2021, the name was changed to *"Resilient Canmore."* In the spring of 2022, the *"Resilient Canmore Society"* was incorporated under the Societies Act of Alberta.

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From the beginning, the aspiration was to do something in Canmore that would be of great value to Canmorites. However, the possibility was also recognized that something might be done that would be seen as significant beyond Canmore – Resilient Canmore would be learning how to assist a mountain town, successful by late 20th Century standards, to come to understand and adapt to the radically different standards of success which, while not yet well-recognized, are coming to mark the 21st Century. Accordingly, feelers were put out to a few universities and the New Cascade Institute to determine if they would have any interest in what we aspired to do. Happily, all have answered in a positive manner. The possibility that Canmore may become a serious learning laboratory for success in the 21st Century is alive.

We readily admit that this has been a learning journey for us. Over time, as we understood more deeply the situation we and the world are in our understanding of what it is that would be truly helpful has changed. We have moved our sights from a series of inclusive community conversations held over 12 to 18 months, to a the creation of a new type of civic infrastructure – an ongoing capacity to understand Canmore on a whole-of-community basis; a body that is able to work with persons and organizations in all sectors, the goal of which is a future-oriented culture of resilience and cohesion in Canmore and its communities, organizations and citizens. Unlike most organizations, we seek neither to serve today’s market nor to solve one of today’s problems. Rather, we seek to work with those who are willing to change the condition of the conditions in Canmore in order to privilege rather than discount the future of the Canmore community.

Given this, it is very clear to us that while this initiative needs to be citizen-led, in time the Council and Administration of the Town of Canmore must be, and be seen to be, fully on board as a partner and investor.

Obviously, we need to speak to the Council. We shall do so on July 5th. Further, we need to be in an ongoing dialogue during the rest of 2022.

It is also obvious to us that before we speak to Council we must determine as best we can if there is an appetite for this initiative among Canmorites and if there is a willingness to participate in its life. If there is not, we must stand down.

E. Our survey of the whole Canmore community.

We understand that an initiative such as ours cannot simply be imposed on Canmore. We also understand that it will be a non-starter if there is no evidence that the citizens of Canmore welcome it and are willing to participate in it. We also understand that it is our obligation to provide such information to Council.

Given the constrains of time and money, the best way we knew to determine if even a critical mass of citizens are up for this work was to undertake an inclusive survey of the community.

Accordingly, we broke the town down into 21 sectors. We were careful to ensure that often neglected minorities were included. The sectors we used are: Sports & Recreation, Arts & Culture, Seniors, High School Youth, Health Care, Young Adults, Development/Real Estate,

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Small Business, Education, Religion, Immigrants/New Canadians, Environment, Service Organizations, Non-Resident Workers, Tourism, Service Industry Workers, Social Services, Neighbourhoods/Communities, Random Citizens, Construction Workers and scientists.

We also identified over 80 sub-groups in these 21 sectors. These are the ones whom we asked to send our survey to their board and staff.

As of noon Monday, June 27, XX persons had completed the survey. We will have an interpretation of this data when we speak to Council in early July.

You will find the survey by using this link: <https://www.surveymonkey.com/r/RC-Council> You may complete it if you wish. Your responses will be 100% anonymous.

The critical question for which we seek an answer is this: **Does Canmore need a new, on-going effort to help us protect and advance those things that are most important to us and to nurture community resilience and cohesion, and if so, is it likely that you would participate in this new, whole-of-community work?**

We will share the answers that emerge with Council in early July.

F. What we are, and are not, asking Council to commit to now.

To begin with, the next sections will only be relevant if the survey shows that Canmorites are up for this work. If they are not, we will reassess our ambitions. What follows assumes that the survey results show that Canmorites are open to this work.

By now, you will have figured out that what we are up to is somewhat abnormal. It is. The positive phrase is, “ground-breaking.”

One implication is that this project cannot be dealt with in a normal way – we tell you exactly what we want, you understand our request completely and then decide according to your best judgement. The trouble is that if we reduce what needs to be done to something we can be “exact” about, something which you can understand fully in July, then we will have taken virtually all of the potential for significant results out of the project. This result, of course, is unacceptable.

What we need now is a way to have occasional one-on-one access to the Mayor, the Councillors and a few relevant staff in the Town’s Administration as we work over the next nine months to develop a program for the 2023 – ’24 year. We want to be able to figure some things out together to ensure that our plans work for both of us.

Therefore, on July 5th we will ask you to:

- 1. Recognize that Canmore needs** a new institutional support system designed to help all Canmorites, persons and groups, who are interested to (a) make better sense of our confusing world, (b) see the realities of Canmore on a whole-of-society basis, (c) nurture future-oriented community trust, resilience and cohesion, and (d) work together, across all divisions and sectors of Canmore in order to co-create a livable Canmore that we are all proud to call home.

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- 2. Work with Resilient Canmore over the next nine months as we** design the potential program for the 2023 – 2024 year.¹ We assume that the Mayor will be the point person on the Council and that the CAO will play the same role for the Town's Administration.
- 3. Require** that Resilient Canmore report to you regarding the plans for 2023-'24 early in the first quarter of 2023.
- 4. Provided the plans are acceptable, provide a token amount in your 2023 – '24 budget** to indicate to persons and institutions in and beyond Canmore that you support this new body and its work.

G. The work to be done over the summer and fall if Council agrees to our requests.

For the remaining six months of 2022, we see a two track strategy for the development of *Resilient Canmore*:

- One track will focus on practical matters: expanding and training our Board, developing a formal Review and Advisory Group (RAG), deepening our relationships with supportive institutions, securing funding, securing staff, securing the technology we will require to function efficiently, etc..
- The second track will focus on developing the program for the 2023 – '24 year – our 1st program year. At this point, we see a program focussed on getting to know Canmore and Canmorites more completely: what we have been, what we actually are today and the path to the future on which we are now dependent.

Our assumption is that, today, no one in Canmore actually knows the whole town well enough to be confident that their “mental maps” of the town are both complete and up to date.

One of the products of this work will be the most complete and comprehensive assessment of Canmore ever developed. We will have a baseline against which, in the future, we can measure both our progress and our failings in every important dimension of our lives, as measured by both hard and soft data. As of today, no town in Canada has such an all-sectors, all dimensions, whole-of-community baseline.

You will have noticed that the work of the first year will require Resilient Canmore comes to be trusted by many existing groups on town as we must work closely with them. We are conscious on this obligation.²

Thank you. We will welcome your questions before or on July 5th.

Ruben

Ruben Nelson
Chair
Resilient Canmore
403-609-1016 cell
rubennelson@shaw.ca

¹ See Appendix A for how we envision this relationship working.

² See the Q and A that is attached as Appendix B for details.

Appendix A

Our understanding of the work of the next nine months

Given the novelty and potential significance of what we are proposing, it is important that we do everything that can be done to capitalize on the openness of the situation by being as creative as possible. This “new wine” must not be poured into “old wineskins.” We take seriously the thought expressed in 1991 by the *Premier’s Commission on Future Health Care for Albertans*, ***“It is no longer good enough for Albertans to learn to do better, those things they already so well.”***

We do not have a fixed understanding of exactly how Resilient Canmore will relate to the Town Council and its administration during the 2023 – ’24 program year. We do know that by the end of this year all parties must have a clear and common understanding of where we will start in April of 2023. As well, we will need a common expectation that, within limits, the relationship may evolve during the first year, let alone beyond it.

As of today, no one knows the ways Resilient Canmore may well come to be of use to the Council or to parts of the Town’s administration. To figure this out we will need to get to know each other better. As we say this, we are respectful of the fact that there are many calls on your time and that we have yet to demonstrate that we are able to attract funds from other sources. We will keep our requests for your time and attention to matters which really matter.

Appendix B

Commonly Asked Questions

The following responses to commonly asked questions may help you grasp what we are proposing.

1. Can you say a bit more about ‘resilience?’

Resilience is the ability of a system – a person, family, organization, community or the Earth’s biosphere – to cope with short-term disruptions and adapt to long-term changes without losing its essential character or its capacity to evolve enough to take advantage of new conditions.

Resilience requires the capacities to make reliable sense of our changing context, anticipate risk, limit impacts, learn, survive and adapt.

Community Resilience is an on-going process – a journey towards ever greater capacities, supported by appropriate programs and institutional and physical infrastructures.

Over time, Community Resilience gets woven into the consciousness, culture, routines and the infrastructures of a community.

2. Why focus on “community resilience?”

Because we take these quotations seriously:

The future that is coming will require community.

Dick Rauscher, Blog post, 2022

When it comes to the future, being successful “is not about ‘the smartest guys in the room.’ It’s about what we can do collectively. So the intelligence that matters is collective intelligence, and that’s the concept of ‘smart’ that I think will really tell the tale.”

Peter Senge, Director, Centre of organizational Learning, MIT

3. Who or what will become more resilient?

The consciousness, habits and fabric of the whole community of Canmore – its citizens, families, organizations, institutions, infrastructure and architecture.

4. Why is now the right time?

The best time to prepare for a crisis is before it happens.

We are at the beginning of a new municipal cycle, with new thinking, insight, ideas, energy and leadership.

We need to be better prepared to cope with the stressful unpredictability and polarization which already marks the 21st Century.

Even now, there are significant tensions within the community. Tourism, income and wealth inequity, development and land use and climate change are just some of the issues that divide us.

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Happily, Canmore has a rich diversity of residents with extraordinary talents, knowledge and experience, and a demonstrated readiness to work together on issues that concern us.

5. Why a citizen-led initiative?

Citizen-led initiatives which a Town/City also sponsors or partners with are common in Canada.

Resilient Canmore will be able to be more innovative and creative because it will have fewer constraints and greater flexibility than a wholly-owned Town-led initiative.

Resilient Canmore will have access to funds not available to the Town. The reverse is also true.

Resilient Canmore will have long-term continuity that transcends municipal cycles.

6. Will the Town be involved?

We certainly hope so.

On July 5th, we will invite the Town to nominate three persons to our Board so they can work closely with us as we develop the program for our first program year.

Early in 2023 we hope to be able to invite the Town to become a Partner and a significant, but not sole, investor.

7. Who else will be involved?

We will invite all persons, families, organizations, businesses, researchers, artists and communities and philanthropists in Canmore who are willing to work and play with us. We will also invite foundations beyond Canmore to support our work.

There will be many ways to be involved. Some ways will ask for just a little time and energy, others will require extended efforts in order to achieve more substantial results.

The degree of involvement will be determined by each person and organization.

8. Will you compete with any existing groups in town?

No!

We will not duplicate or compete with any existing organization.

We know that many organizations are already contributing to the capacity of their participants and the town to be courageous, cohesive and resilient.

Our role will be to connect with them and find ways to partner with them and support them; to amplify and undergird their work.

We are not trying to “solve” specific problems, we are dedicated to changing the condition of the conditions within Canmore so all bodies can be more relevant, effective and resilient.

9. What will be the benefits of your work?

We will create the conditions in which the following can develop:

A Briefing Note to the Mayor and Council of Canmore

- A culture of learning and engaged responsiveness which is better able to anticipate and proactively meet the challenges arising in the decades ahead.
- A more cohesive community that works together and knows the value of trust and honest dialogue.
- Stronger bonds between citizens and their municipal government based on trust and mutual respect.
- Community-wide alignment on key issues that provides a foundation for sound decision making by all organizations seeking to ensure Canmore's long-term future.
- A shareable inventory of community information, tools, organizations, and agencies that contribute to resilience.
- A comprehensive baseline against which we can measure future progress.

10. Why community engagements and conversations?

Three things are clear to us:

- Our democratic societies are becoming increasingly fractious, fragmented, distrustful and divided into warring camps.
- As persons, we are more likely to become open to new or contrary views in conversations which happen when we meet as persons in small groups that meet more than once over topics of mutual concern.
- Persons who are actively engaged in caring for their communities are more hopeful and trusting.

It follows that well-designed, inclusive and innovative community engagements and on-going conversations are crucial to any community which hopes to nurture courage, cohesion and resilience.

If you have additional question, we will welcome them.

Contact:

Ruben Nelson

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TOWN OF CANMORE
MINUTES
Special Meeting of Council
Tuesday, May 24, 2022 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Whitney Smithers	Acting Chief Administrative Officer/General Manager of Municipal Infrastructure
Scott McKay	Acting General Manager of Municipal Services
Therese Rogers	General Manager of Corporate Services
Lauren Miller	Manager of Planning and Development
Robyn Dinnadge	Manager of Communications
Alaric Fish	Senior Planner
Andrew Kelly	Assistant Municipal Clerk (Recorder)
Sara Jones	Executive Assistant
Brian Kinzie	Project Engineer

Mayor Krausert called the May 24, 2022 special meeting to order at 9:00 a.m.

PUBLIC QUESTION PERIOD – Before meeting is called to order

A. CALL TO ORDER AND APPROVAL OF AGENDA

- | | |
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| 124-2022 | <ol style="list-style-type: none"> 1. Land Acknowledgement 2. Agenda for the May 24, 2022 Special Meeting of Council
Moved by Mayor Krausert that Council revise item B1(2) to add “and the Applicant” after “Administration”. |
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CARRIED UNANIMOUSLY

B. PUBLIC HEARINGS

1. Bylaws 2022-09 and 2022-10 800 3rd Avenue Municipal Development Plan and Land Use Bylaw Amendments

(1) **Introduction**

Mayor Krausert opened the public hearing for Bylaws 2022-09 and 2022-10 at 9:04 a.m.

(2) **Brief Summary from Administration and the Applicant to Provide Context**

Administration provided a verbal briefing on the matter under consideration to provide context.

Lori Van Rooijen, Owner’s representative, provided a verbal briefing on the matter under consideration to provide context. Lori was joined by Bernie and Jan McCaffrey, Owners, Bonnie Anderson, Legal Counsel, Bill Marshall, Architect, Michelle Ouellette, Planner, Keenan Rudichuk, Biologist, Richard Simpson, Forester, Julie Hamilton, Palliative Care Society and Dr. Eric Waslyenko, Palliative Care Society.

(3) **Public Submissions**

In favour

Name	Verbal	Written
Abbott, Andrew		X
Armitage, Martin		X
Asbell, Jill and Bernie		X
Avens Gallery		X
Ayearst, Laurene and Robert		X
Bayne, Lori		X
Bear, Robert	X	X
Boleantu, Belinda		X
Boulton, Rosemary	X	X
Bradley, Donna	X	X
Bradley, Lyle and Elaine		X
Brinkworth, Bruce and Blackburn, Shelley		X
Bryant, Simon		X
Bryson, Wallace		X
Buckley, Martin	X	X
Butler, Charlene		X
Caffaro, Priscille and Paul		X
Callaghan, Brian		X
Campbell, Anne		X
Campbell, Wendy		X
Campney, Jeffrey		X
Campney, Trish		X
Cataford, Paul		X
Cooper, Mary Lynn	X	
Crawford, Joasia		X
Cryderman, Bill	X	X
Cujec, Bibiana		X
Cuts, Diane		X
Daniel, Alice		X
Daniel, Richard	X	X
Dawson, Janet		X

Minutes approved by: _____

Delaloye, Cynthia		X
Dobson, Barbara		X
Dreger, Norman	X	
Duggan, Siobhan		X
Dupois, Bernie and Joan		X
Edwards, Allison		X
Ellard, Bob	X	
Elgood, Mark		X
Ernewein, Joe		X
Evans, Carolyn		X
Evans, Derek		X
Fingas, Wayne		X
Finley, Jean		X
Foden, Doris		X
Forster, Jen		X
Fraser, Doug		X
Fry, Kristin		X
Garvey, Randy		X
Garvey, Scott		X
Gaul, Penney		X
Gauthier, Jacques and Mackinnon, Heather		X
Gibb, Heather		X
Giglio, Pauline and Pipson, Trent		X
Goodrow, Don		X
Goodrow, Valerie		X
Gover, Annmarie and Don		X
Hamilton, Julie	X	X
Hammond, Mary Jane		X
Harden, Gaye		X
Harder, Bill	X	
Hayes, Brian and Crawford, Jane		X
Heath, Donna		X
Helder, Hans	X	X
Hepburn, Howard		X
Hill, Lawrence		X
Hinds, Catharine		X
Hopkins, Peter		X
Howatt, Sonja		X
Howe, Dallas and Sandy		X
Hunt, Brian and Debbie		X
Hyink, Matt and Christine		X
Irwin, Michael and Mary		X
Jarvie, Ken and Sandra		X
Jaycock, Gregory		X
Johnson, Kim		X
Johnson, Mandy		X
Jones, Cathy		X
Karst, Brian		X
Kennedy, Donna and Marsh		X
Kernahan, Cameron and Teresa		X

Minutes approved by: _____

Kernick, Frank	X	X
Kerwin, Ann		X
Kerwin, Edward		X
Keyes, Kevin		X
Keyes, Susan		X
Kock, Adriana		X
Kovitz, Jeff	X	
Krause, Laura and Flette, Michael		X
LaBonte, Jessica		X
Labrie, Martin	X	
Lamb, Carol		X
Lamb, Garry		X
Law, Diana		X
Lawrence, Suzanne		X
Lipinski, Eugene		X
Lougheed, Dave		X
MacDonell, Marilese		X
MacDonell, Robert		X
MacArthur, Darcey-Lynn	X	
MacLachlan, Letha		X
Macpherson, Patti-Ann		X
McCaffrey, Jan and Bernie	X	
McCormick, Bob		X
McCormick, Kevin		X
McDowell, Lisa		X
McIntyre, Frank and Mona		X
McKown, Donna and Doug		X
McLurg, Craig		X
McPherson, Elaine and Fung, Willy		X
McVicar, Jamie		X
Millard, Beth		X
Moylan, Julie		X
Nicklaus, Lea		X
O'Connell, Liz and Michaud, Joel		X
Oscroft, Liz		X
Palliative Care Society of the Bow Valley (9 letters) Anderson, Rick Armitage, Martin Ashton, Sharon Aubrey, Cathy Blackburn, Shelly Block, Cliff Block, Beverley Boulton, Rosemary Boulet, Jillian Bradley, L Bradley, Elaine Brenker, Chloe Brinkworth, Bruce Brown, L		X

Minutes approved by: _____

Callaghan, Brian Colburn, Judy Colburn, Val Compton, Patricia Compton, Heather Conroy, Vicky Cranston, Mary Cranston, J Curran, Stuart Cuts, Diane Delaloye, C Dent, Matthew Dixon, Olive Doucette, Pat Dreger, Norm Drouin, May Duggan, Siobhan Edmonds, Cathy Edwards, Alison Forbes-Anderson, Faye Frechette, K Fry, Kristin Fuhr, Jennifer Gaul, Penny Gibson Coyne, Carol Goertzen, Garnet Graham, Cheryl Harder, Anna Harder, Bill Harshand, Alison Hasse, Malle Hepburn, Howard Hewitt, R Hill, Diana Hill, Lawrence Hll, Joanne Hinds, Catherine Hingst-Ashford, Janette Hoeksema, Judy Hornung, Brian Johnson, Caroline Johnston, Patricia Juravleff, Mary Juravleff, Sasha Juravleff, Ron Juravleff, Sue Keen, Leslie Keeper, Judy Kennedy, Donna Kennedy, Marshall Kerwin, Anna Kerwin, Edward		
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Minutes approved by: _____

<p> Kiel Callaghan, Debra Laub, J.M. Law, Diane Lawson, J Lawton, Joan Lewis, Leslie Livesley, Ninee Locke, Steven Lowry, S Magnason, M Mang, Shannon March, Joanne March, Gord Markewich, Nick Markewich, Cera Mayberry, Debra Maylan, J.G McCarther, Darcey-Lynn McCarther, Bob McCauley, Jennifer McColl, Sandy McCormick, Robert McCutcheon, M.L. McDonald, Chris McEachen, Diane McGillis, Doreen McGregor, Judy McGregor, Jim McKay, Cindy McKeever, Jean McKeever, Bill Michel, Rob Michel, P Moore, Sharon Morris, Terry Mossman, Krista Nichols, Randy Nichols, Sue Olong, Sharon Opova, Karguaa Pader, Claire Paton, Kathleen Petersen, Arlene Phillips, Gloria Pierce, Heather Price, Sandi Racheal, Ryan Ray, Ryan Rolfe, Margaret Ross, J Ryan, Pat Schneider, Beulah </p>		
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Minutes approved by: _____

Schneider, L.R. Schwarb, Richard Shellian-Frey, Suzan Sheppard, Erica Sheppard, Ingrid Silvester, Marilyn Skytt, Jacqueline Slemko, V Stermann, Beverley Teunissen, Eric Travers, Diane Tuer, Darcy Tuer, Adrian Van Engelbrechten, Joan Vanderzweerde, Karen Vlessides, Caroline Von Engelbrechten, Fred Wacker, Heather Waddington, Glenda Walker, Janice Walker, Wayne Walsh, Linda Weaver, Beth Webber, Brenda Whiteway, Myrna Whiteway, Johanne Whitworth, Marion Wilcox, J Williams, Joanne Williams, Sandy Woitowi, Amanda Wong, Peggy Wooley, Greg Zellmer, Rollie *An additional 49 signatures are included in the record of public submissions but not legible for the minutes.		
Peirce, Heather and Robert	X	X
Pfeifer, Jason		X
Phillips, Gloria		X
Piwowar, Betty	X	X
Potter, Alison		X
Price, Barbara		X
Provais, Deborah		X
Provais, Hayden		X
Provais, James		X
Quinlan, Merna		X
Ramsay, Isabelle		X
Reid, Alan		X
Reid, Debbie		X
Remple, Paula		X

Minutes approved by: _____

Samis, Jean		X
Saunders, Leslie and Going, Anne		X
Schneider, Lorne and Beulah		X
Schwann, Richard		X
Seck, Andrew		X
Shearer, Mary		X
Sloan, Monica		X
Smith, Cyndi		X
Snoddy, John		X
Stalder, Ernst		X
Steeves, Keith and Kinnie-Steeves, Angela		X
Stephens, Andrew		X
Stewart, Hamilton		X
St. Mary's Parish		X
Teare, Tony and Jennifer		X
Tidlund, Mary		X
Todd, Robert		X
Travers, Diane		X
Tulip, John and Jennifer		X
Tweeddale, Martin	X	X
Tweeddale, Bridget		X
Van Rooijen, Lori		X
Vincent, Michelle		X
Waddingham, Glenda		X
Wahl, Karl		
Walsh, Elaine and Bryan		X
Walsh, Linda		X
Walsh, Marianne		X
Walsh, Tim		X
Wasylenko, Eric	X	X
Watt, Angus		X
Whelan, Jennifer		X
Wind, Cidnee		X
Wolfe, Kristy		X
Woodroffe, Mary Ann and Dale		X
Woofter, Denise		X
Woofter, Matt		X
Young, Eric		X

Neutral or Unstated

Name	Verbal	Written
Cooke, Catherine		X
Rudichuk, Keenan	X	
Simpson, Richard	X	

Opposed

Name	Verbal	Written
Allison, Leanne		X
Anderson, Kay and Gary	X	X
Anderson, Louise and Dan		X

Minutes approved by: _____

Archer, Judy		X
Argals, Ivars		X
Argals, Vickie		X
Atkinson, Connie		X
Auksi, Liz		X
Baker, Liz		X
Baker, Mark		X
Barnes, Lenora		X
Bartley, Trish		X
Bashnick, Barbara		X
Belyea, Barbara		X
Benjamin, Susan		X
Bingham, Elliott		X
Black, Alex		X
Boone, Renée		X
Boroja, Melanie		X
Branson, Jill		X
Brewster, Corrine		X
Bridge, Marjorie	X	
Brown, Bryce		X
Browning, Kevin		X
Browning, Mary		X
Bruce, Ian		X
Burnett, Dan		X
Cameron, Sevanne		X
Campbell, Colleen		X
Causer, Sarah		X
Churchill, Sheila		X
Clark, Larry and Penny		X
Conlin, Jennifer		X
Cook, Valerie		X
Craver, Kelly		X
Crawford, Glen and Louise		X
Cronin-Chase, Kathryn		X
Cumming Sojonky, Carla		X
Dalman, Dave		X
Davison, Brenda	X	
Dean, Lyn		X
De Bossart, Alain		X
De Chellis, Francesco		X
Deisman, Leni		X
De Keijzer, Steve		X
Dolmage, Robert		X
Downing, Lisa	X	X
Dunn, Steve		X
Elkins, Jade		X
Elliot, Michael James		X
Ekback, Cecilia		X
Ferguson, Henri		X
Field, Adrian		X

Minutes approved by: _____

Finn, Erin		X
Folden, Gloria		X
Forbes-Anderson, Faye		X
Fowler, Ryan		X
Fraser, Fiona		X
Gallagher, Anne		X
Garrett, Margaret		X
Garrett, Michael		X
Gordash, Shelly		X
Grandi, Thomas		X
Grondin, Julie		X
Hall, Greg		X
Hamilton, Bonnie		X
Hanna, Karen		X
Harckham, Anthony		X
Haring, Leslie and Moquin, Marc		X
Hayes, Donna		X
Helbig, Monika and Frangos, Steve		X
Henderson, Kyle		X
Henderson, Tracey	X	X
Herrero, Jacob		X
Hersher, Terry		X
Heuer, Karsten	X	X
Hiles, Charlie		X
Hirose, Jocelyn		X
Hlasny, Susan and Jancewicz, Peter		X
Hochhausen, Paul		X
Hodges, Ken		X
Hooper, Jane		X
Hornyansky, Eva and Mark		X
Hopps, Andrea		X
Houde, Rene		X
Hrychuk, Anne		X
Hurley, Gerry and Rae		X
Hutchinson, Matt		X
Iversen, Christine		X
Jackson, Ian		X
Janes, Robert and Priscilla		X
Johns, Mark		X
Johnson, Charlotte		X
Jones, Lanice		X
Jubb, Megan		X
Kan, Michelle		X
Kasper, Richard		X
Keast, Jane		X
Keech, Karen and Bill		X
Keith, Nel		X
Kelly, Cindy		X
Kitagawa, Denise and Kyle		X
Koenig, Tara		X

Minutes approved by: _____

Kolubinsky, Peter		X
Kunelius, Karen		X
Lafleur, Cecile		X
Lamoureux, Julie		X
Landry, Paul		X
Lane, Sandy		X
Leavitt, Shanne		X
Leblanc, Debra		X
Lechelt, Ron		X
Lee-Verstraete, Civia		X
Lees, Carey		X
Legault, Stephen		X
Lepa, David	X	X
Lepage, Claire		X
Lepage, Niki		X
Lester, Andrea		X
Lester, Caroline		X
Lewis, Dawn		X
Lohnes, Chris	X	
Lohnes, Lea		X
Luchka, Genia		X
MacDonald, Laurie		X
MacGibbon, Diana		X
MacFadyen, Alan and Heather	X	X
Maclean, Douglas		X
Macpherson, Bobbi		X
Maguire, Daire and Turk, Alix		X
Malott, Pat		X
Manning, Kim		X
Marchessault, Lindsey	X	X
Martin, Anne		X
Martin, Jamie		X
Matheson, Kathleen and Ian		X
Mayberry, Deb and Tim		X
Mayer, Patti		X
McCallum, Martha		X
McCloskey Patrick and Walter, Heather		X
Mckechnie, Chris		X
McLean, Marie		X
McNab, Jennifer		X
Meyer, Tiffany		X
Michalak, Geoff		X
Milko, Bob		X
Milko, Haley		X
Mills, Zac		X
Molnar, Lilla		X
Moore, Robert		X
Moore, Val		X
Moran, Mike		X
Morie, Jeffery		X

Minutes approved by: _____

Morrison, Katie		X
Murphy, Tim		X
Newsome, Laura		X
Nicholson, Gordon		X
Odyakmaz, Aydin		X
Omstead, Sue		X
Otton, Judy		X
Patterson, Joan		X
Paston, Mary		X
Pearson, Lisa		X
Perkins, Suzanne		X
Peter, Shaun		X
Phipps, Mark and Pajot-Phipps, Louise		X
Porter, Lisa		X
Potter, Clifton		X
Potts, Joseph		X
Raab, Caroline		X
Radke, Lori		X
Rees, Marg		X
Renner, Sara		X
Retzer, Hal		X
Roosendaal, Patricia		X
Rowley, Wally		X
Rubner, Daniel		X
Ruddick-Schumacher, Tracey		X
Savard, Pierre-David		X
Schumacher, Lyle		X
Scott, Bruce		X
Scott, Cate and Short, Lorne		X
Segal, Marci		X
Seibt, Julie		X
Serink, Devin		X
Shea, Patricia		X
Skinner, Michelle		X
Smith, Elizabeth		X
Smith, Hope		X
Smith, Kari		X
Sommerhalder, Reno		X
Sovdat, Helen		X
Spentzos, Jane		X
Stanier, Larry		X
Storey, Eleanora and Tom		X
Taal, Toivo		X
Tafel, Jan and Hugh		X
Vieyra, Barbara and Simon		X
Vincent, Glenn		X
Watson, Brad		X
Wattie, Merrill	X	X
Weldon, Colin and Turnbull, Elizabeth		X
Williams, Graeme		X

Minutes approved by: _____

Williams, Michael and Tanis		X
Williamson, Briony		X
Wilson, Warren		X
Winter-Krohe, Erin		X
Wood, Jeff		X
Zhou, Iris		X

Meeting Break 10:25 – 10:40 (during public verbal presentations)

Lunch Break 12:05 – 1:30 (during public verbal presentations)

(4) Council Questions of the Applicant

The applicant addressed questions of clarification from Council.

(5) Public Written Submissions

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.

(6) Closing Comments from Administration

Administration provided closing comments.

(7) Council Questions of Administration

Administration addressed questions of clarification from Council.

(8) Closure of Public Hearing

Mayor Krausert closed the public hearing at 2:59 p.m.

Meeting Break 2:59 – 3:13 p.m.

C. DELEGATIONS – None

D. APPROVAL OF MINUTES – None

E. BUSINESS ARISING FROM THE MINUTES – None

F. UNFINISHED BUSINESS – None

G. BYLAW APPROVAL

1. Bylaws 2022-09 and 2022-10 800 3rd Avenue Municipal Development Plan and Land Use Bylaw Amendments

125-2022

Moved by Mayor Krausert that Council direct administration to work with the applicant to prepare a recommendation and/or wording for a potential amendment with respect to Bylaws 2022-09 and 2022-10 (“the Bylaws”) regarding each of the following topics and provide the said recommendation and/or wording to Council prior to the 2nd reading of the bylaws.

Minutes approved by: _____

- 125A-2022 Moved by Mayor Krausert that Council amend motion 125-2022 by adding:
“limiting house sizes in the subject area”.
CARRIED UNANIMOUSLY
- 125B-2022 Moved by Mayor Krausert that Council amend motion 125-2022 by adding:
“creation of a legal instrument upon all parcels of the subject lands, which will include the following elements: (i) if a palliative care facility is not constructed in Area A then Area A will revert to the owner and the land in Area A will remain in a natural state; (ii) there is to be no trail or road connection between the Spring Creek development and 3rd Avenue through the subject lands; and (iii) the lands shall be protected in perpetuity from any further development except as described in the application”.
CARRIED UNANIMOUSLY
- 125C-2022 Moved by Mayor Krausert that Council amend motion 125-2022 by adding:
“minimizing the distance between the buildings in Area B and 3rd Avenue in order to minimize the disruption to the undeveloped areas of the lands”.
CARRIED
In Favour: Graham, Hilstad, Krausert, Mah, Marra, McCallum
Opposed: Foubert
- 125D-2022 Moved by Mayor Krausert that Council amend motion 125-2022 by adding:
“removing the buildings in Area C, subject to an agreement between the Spring Creek development and the Applicant whereby the Spring Creek development provides at its own cost water servicing to the palliative care facility (if such is determined to be needed) and provides at its own cost fill, landscaping, and a trail for Area C to become a park”.
CARRIED UNANIMOUSLY
- 125E-2022 Moved by Councillor Graham that Council amend motion 125-2022 by adding:
“the exploration of reducing the application to one house and the palliative care facility”.
DEFEATED
In Favour: Graham, Mah
Opposed: Foubert, Hilstad, Krausert, Marra, McCallum
- 125F-2022 Moved by Councillor Foubert that Council amend motion 125-2022 by adding:
“limiting maximum building height”.
CARRIED UNANIMOUSLY
- 125G-2022 Moved by Councillor Graham that Council amend motion 125-2022 by adding:
“the exploration of the possibility of the provision of employee housing for the palliative care society”.
DEFEATED
In Favour: Graham, Mah
Opposed: Foubert, Hilstad, Krausert, Marra, McCallum
- 125-2022
VOTE The vote followed on motion 125-2022: that Council direct administration to work with the applicant to prepare a recommendation and/or wording for a potential amendment with respect to Bylaws 2022-09 and 2022-10 (“the bylaws”) regarding each of the following topics and provide the said

Minutes approved by: _____

recommendation and/or wording to Council prior to the 2nd reading of the bylaws.

- limiting house sizes in the subject area,
- creation of a legal instrument upon all parcels of the subject lands, which will include the following elements: (i) if a palliative care facility is not constructed in Area A then Area A will revert to the owner and the land in Area A will remain in a natural state; (ii) there is to be no trail or road connection between the Spring Creek development and 3rd Avenue through the subject lands; and (iii) the lands shall be protected in perpetuity from any further development except as described in the application,
- minimizing the distance between the buildings in Area B and 3rd Avenue in order to minimize the disruption to the undeveloped areas of the lands,
- removing the buildings in Area C, subject to an agreement between the Spring Creek development and the Applicant whereby the Spring Creek development provides at its own cost water servicing to the palliative care facility (if such is determined to be needed) and provides at its own cost fill, landscaping, and a trail for Area C to become a park, and
- limiting maximum building height.

CARRIED UNANIMOUSLY

H. NEW BUSINESS – None

I. REPORTS FROM ADMINISTRATION – None

J. NOTICES OF MOTION – None

K. IN CAMERA – None

126-2022

L. ADJOURNMENT

Moved by Mayor Krausert that Council adjourn the special meeting of Council at 4:03 p.m.

CARRIED UNANIMOUSLY

Sean Krausert, Mayor

Andrew Kelly, Assistant Municipal Clerk

Minutes approved by: _____

**TOWN OF CANMORE
MINUTES**

Regular Meeting of Council
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, June 7, 2022 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

Sean Krausert	Mayor
Tanya Foubert	Deputy Mayor
Jeff Hilstad	Councillor
Wade Graham	Councillor
Jeff Mah	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
Adam Driedzic	Town Solicitor
Robyn Dinnadge	Manager of Communications
Cheryl Hyde	Municipal Clerk
Andrew Kelly	Assistant Municipal Clerk (Recorder)
Andy Esarte	Manager of Engineering
Danielle Liwanag	Paid Parking Coordinator
Eleanor Miclette	Manager of Economic Development

Mayor Krausert called the June 7, 2022 regular meeting to order at 9:10 a.m. All members of council attended this meeting electronically.

A. CALL TO ORDER AND APPROVAL OF AGENDA

- 1. Land Acknowledgement**
- 2. Agenda for the June 7, 2022 Regular Meeting of Council**

127-2022

Moved by Mayor Krausert that Council approve the agenda for the June 7, 2022 regular meeting as presented, with one addition:

- A3 Introduction of General Manager of Municipal Services.

CARRIED UNANIMOUSLY

B. PUBLIC HEARINGS – None

C. DELEGATIONS

Minutes approved by: _____

1. Bow Valley Clean Air Society

Hal Retzer, on behalf of the Bow Valley Clean Air Society, spoke to a written report requesting that Council direct administration to implement a closed-door bylaw from approximately early September to early June.

Council will consider this request at the July 5, 2022 regular business meeting.

A. CALL TO ORDER AND APPROVAL OF AGENDA (continued)

3. Introduction of General Manager of Municipal Services

Scott McKay was introduced as the General Manager of Municipal Services.

D. APPROVAL OF MINUTES

1. Minutes of the May 3, 2022 Regular Meeting of Council

128-2022

Moved by Mayor Krausert that Council approve the minutes of the May 3, 2022 regular meeting as presented.

CARRIED UNANIMOUSLY

E. BUSINESS ARISING FROM THE MINUTES

1. Bow Valley Primary Care Network Request

129-2022

Moved by Mayor Krausert that Council accept the following request from the Bow Valley Primary Care Network as information: that Council consider providing a qualified Town of Canmore staff member with relevant experience to participate on a local committee to identify retention and recruitment strategy for primary care providers.

CARRIED UNANIMOUSLY

2. Paid Parking Monthly Passes

130-2022

Moved by Mayor Krausert that Council postpone further dealing with paid parking monthly passes to the July 5, 2022 meeting.

130A-2022

Moved by Councillor McCallum that Council amend motion 130-2022 by striking out “July 5, 2022” and substituting “November 1, 2022.

CARRIED UNANIMOUSLY

130-2022
VOTE

The vote followed on motion 130-2022: that Council postpone further dealing with paid parking monthly passes to the November 1, 2022 meeting.

CARRIED UNANIMOUSLY

Meeting Break 10:50 – 11:01

G. BYLAW APPROVAL

1. Heliport Monitoring Committee Bylaw Amendment

131-2022

Moved by Mayor Krausert that Council give first reading to Heliport Monitoring Committee Establishment Amending Bylaw 2022-15.

131A-2022

Moved by Councillor Hilstad that Council amend motion 138-2022 by adding:

- amend section 6.1(a) by striking out “and”,
- amend section 6.1(b) by adding “and” at the end of the section,
- add section 6.1(b.1) be at least eighteen years of age,

Minutes approved by: _____

- amend section 7.1 by striking out “committee chair” and substituting “Municipal Clerk, or designate”,
- amend sections 8.2, 8.3, and 8.4 by striking out “will” and substituting “shall”.

CARRIED UNANIMOUSLY

131-2022
VOTE

The vote followed on motion 131A-2022: that Council give first reading to Heliport Monitoring Committee Establishment Amending Bylaw 2022-15, amended as follows:

- amend section 6.1(a) by striking out “and”,
- amend section 6.1(b) by adding “and” at the end of the section,
- add section 6.1(b.1) be at least eighteen years of age,
- amend section 7.1 by striking out “committee chair” and substituting “General Manager of Municipal Infrastructure, or designate”,
- Amend sections 8.2, 8.3, and 8.4 by striking out “will” and substituting “shall”.

CARRIED UNANIMOUSLY

132-2022

Moved by Mayor Krausert that Council give second reading to Heliport Monitoring Committee Establishment Amending Bylaw 2022-15.

CARRIED UNANIMOUSLY

133-2022

Moved by Mayor Krausert that Council give leave for third reading of Heliport Monitoring Committee Establishment Amending Bylaw 2022-15.

CARRIED UNANIMOUSLY

134-2022

Moved by Mayor Krausert that Council give third reading to Heliport Monitoring Committee Establishment Amending Bylaw 2022-15.

CARRIED UNANIMOUSLY

H. UNFINISHED BUSINESS

1. Council Strategic Plan 2023-2026

135-2022

Moved by Mayor Krausert that Council approve the 2023-2026 Strategic Plan as presented.

CARRIED UNANIMOUSLY

136-2022

Moved by Mayor Krausert that Council direct administration to return to Council in the fall of 2022 at the time of 2023 budget preparation and deliberation with ideas for bold initiatives that address livability and environment in Canmore, including, but not limited to, increasing income appropriate housing and affordability.

CARRIED UNANIMOUSLY

137-2022

Moved by Mayor Krausert that Council direct administration to convene a Council workshop by the end of June 2022 for the purpose of identifying and exploring options for how the Town can (i) protect existing residential inventory in the community; and (ii) create, incentivize, encourage or otherwise support additional income appropriate housing in the community, including employee housing, various forms of non-market or Canmore Community Housing residential products, and market housing.

Minutes approved by: _____

CARRIED UNANIMOUSLY

138-2022 Moved by Mayor Krausert that, in light of Canmore being in a housing crisis due to the extreme shortage of income appropriate housing, which if not satisfactorily addressed will have severe adverse impacts on the nature and fabric of our community, the Town of Canmore calls upon the federal and provincial governments to provide support through land, policy, and/or funding to assist in addressing income appropriate housing.

CARRIED UNANIMOUSLY

I. NEW BUSINESS

1. Downtown Business Improvement Area Board Member Appointments

139-2022 Moved by Mayor Krausert that Council appoint Jereme Arsenault, Stephen Pearson and Tory Kendall to the Downtown Business Improvement Area Board of Directors.

CARRIED UNANIMOUSLY

2. Canmore Library Board Membership Update

140-2022 Moved by Mayor Krausert that Council revoke the appointment of Councillor Mah as an alternate member on the Canmore Library Board.

CARRIED UNANIMOUSLY

3. Boulder Facility – Scope and Budget Amendments

141-2022 Moved by Mayor Krausert that Council recommend approval of scope change and re-allocation of capital funds as follows:

1. Transfer \$150,000 from CAP 7189 Bus Barn Expansion to CAP 7206 Quarry Lake Transportation Management as follows:
 - a. \$100,000 GreenTrip, and
 - b. \$50,000 MSI, and
2. After the transfer of funds above, close out CAP 7189.

CARRIED UNANIMOUSLY

4. Land and Property Rights Tribunal – Next Steps

Councillor McCallum declared a potential pecuniary interest in the Land and Property Rights Tribunal – Next Steps item as she is personally named in an existing Court of Queens Bench action involving the same parties and same lands, which may be impacted by the decision before Council. Councillor McCallum left the meeting at 12:00 p.m. in order to abstain from discussion or voting on any questions on this matter.

Councillor Hilstad declared a potential pecuniary interest in the Land and Property Rights Tribunal – Next Steps item as he is personally named in an existing Court of Queens Bench action involving the same parties and same lands, which may be impacted by the decision before Council. Councillor Hilstad left the meeting at 12:00 p.m. in order to abstain from discussion or voting on any questions on this matter.

Minutes approved by: _____

Councillor Marra declared a potential pecuniary interest in the Land and Property Rights Tribunal – Next Steps item as she is personally named in an existing Court of Queens Bench action involving the same parties and same lands, which may be impacted by the decision before Council. Councillor Mara left the meeting at 12:00 p.m. in order to abstain from discussion or voting on any questions on this matter.

142-2022 Moved by Mayor Krausert that Council take the meeting in camera at 12:01 p.m. to prevent disclosure of information subject to solicitor-client privilege in accordance with section 27(1)(a) of the Freedom of Information and Protection of Privacy Act.
CARRIED UNANIMOUSLY

Members of administration present: Sally Caudill, Whitney Smithers, Scott McKay, Cheryl Hyde, Andrew Kelly, Therese Rogers, Sara Jones, Robyn Dinnadge, Adam Driedzic.

143-2022 Moved by Mayor Krausert that Council return to the public meeting at 12:17 p.m.
CARRIED UNANIMOUSLY

Councillor Mah addressed a potential perceived conflict of interest of a non-pecuniary nature with respect to the Smith Creek and Three Sisters Area Structure Plans due to advocacy efforts prior to being elected. Councillor Mah recognized that as a member of Council, he is obligated to listen and consider the information provided to Council and Council debate. Councillor Mah also states that he maintains an open mind and his mind is able to be persuaded and always acts in the best interests of the Town of Canmore.

Councillor Graham addressed a potential perceived conflict of interest of a non-pecuniary nature with respect to the Smith Creek and Three Sisters Area Structure Plans due to advocacy efforts prior to being elected. Councillor Graham recognized that as a member of Council, he is obligated to listen and consider the information provided to Council and Council debate. Councillor Graham also states that he maintains an open mind and his mind is able to be persuaded and always acts in the best interests of the Town of Canmore.

144-2022 Moved by Mayor Krausert that Council direct administration to apply for permission to appeal Land and Property Rights Tribunal decisions LPRT2022/MG0671 and LPRT2022/MG0673 to the Alberta Court of Appeal.
CARRIED UNANIMOUSLY

J. REPORTS FROM ADMINISTRATION – None

K. NOTICES OF MOTION – None

L. IN CAMERA

Item considered during H4.

Minutes approved by: _____

M. ADJOURNMENT

145-2022

Moved by Mayor Krausert that Council adjourn the June 7, 2022 regular meeting at 12:34 p.m.

CARRIED UNANIMOUSLY

Sean Krausert, Mayor

Andrew Kelly, Assistant Municipal Clerk

Minutes approved by: _____

Summary of Findings in Support of a Closed Door By-law in Canmore
Prepared by the Bow Valley Clean Air Society (BVCAS)
www.bowcleanair.org
April 20, 2022

Recommendation:

Direct Administration to Implement a Closed Door By-law from approximately early September to early June.

Summary:

We estimate the greenhouse gas emissions associated with open doors on Canmore's Main Street to be about 32 tonnes/yr. This is equivalent to about 563 GJ/year or approximately the GHG emissions from 53 return passenger flights from Calgary to Toronto. From a financial perspective, this is about \$5600 of wasted energy a year.

The above numbers were based on surveys conducted on Main Street only when outside temperatures ranged from -5C to +15C. The number of open doors on any given day was correlated to outside temperature. Calculations were then conducted based on doors being open from 10 am to 6 pm to determine air flow, heat loss and GHGs emitted due to the open doors. The above estimates do not include GHGs from shops that are not on Main Street or at temperatures less than -5C (we did not collect data below -5C). They also do not include heat loss due to wind effects (the analysis only considered natural draft through open doors). Given that there are shops that prop their doors open at lower temperatures or that are not on Main Street or that keep their doors open longer than 8 hours per day, we expect that the total GHG emissions from all open shop doors in Canmore to be considerably higher than we calculate in this report.

Banff is currently going through the process of implementing a similar closed door by-law that would be in effect from Thanksgiving to May 1 of each year. This appears to be based on a cutoff when outside temperatures are less than about +6C on average. We are proposing a wider range of months than Banff. Our analysis shows that as outside temperatures increase, the energy loss per door goes down as expected; however, because there are many more doors open as outside temperatures increase, the overall energy loss is still significant up to 15C. As such, we are proposing that a closed door ban be in effect when temperatures are at or colder than 15C or from approximately early June to early September. 15 deg C is also the temperature recommended by closethedoor.org.uk (<http://www.closesthe-door.org.uk/about-us/faqs/>).

The GHGs associated with energy loss from an open door can be completely avoided by simply having shops close their doors. We believe the best way for this to happen is with a by-law. We say this because in the past, BVCAS has attempted to convince shops to close their doors with limited success (see Appendix for a description of what our efforts have been in the past).

Getting shops to close their doors during colder weather would also help negate any perception that Canmore does not take climate change seriously. Allowing shops to prop their doors open is inconsistent with Canmore's Climate Action Plan.

It is also worth noting that if all Canmore businesses kept their doors closed, no individual shop would be gaining the perceived “advertising” advantage of an open door.

Methodology

- From Mar 3 to Mar 23, 2022, we conducted 11 surveys along 8 St (Main Street) and 10 St logging the number of open shop doors. We conducted a 12th survey on a cold day on Apr 12. Data on that day matched previous data.
- Temperatures ranged from -5 C to +15.
- Surveys were done in the early afternoon.
- For purposes of calculating heat loss, the inside temperature of shops was assumed to be maintained at 18C.
- Using data from the number of open doors as they correlate to ambient temperatures, we were able to extrapolate to a full year basis. I.e. we were able to add up the number of hours in a year and the associated temperature for each of those hours. We only included hours over the period that most shops are open, namely between 10 am and 6 pm. Many shops are open longer.
- We then calculated the air flow due to natural draft through a typical open door.
- We combined the air flow data with the ambient temperature, with the hours that doors were open and with the total number of open doors to calculate the energy lost over the a year. From the energy loss calculations, we then calculated the GHGs being wasted due to a year of open doors. The year we looked at was from Apr 13 2021 to Apr 12 2022.

Results and Discussion:

Over the course of the 11 surveys, there were 184 incidences of open doors. On Main Street only there were 155 incidences of open doors. Unless otherwise noted, the following graphs and discussion are for Main Street only:

Figure 1

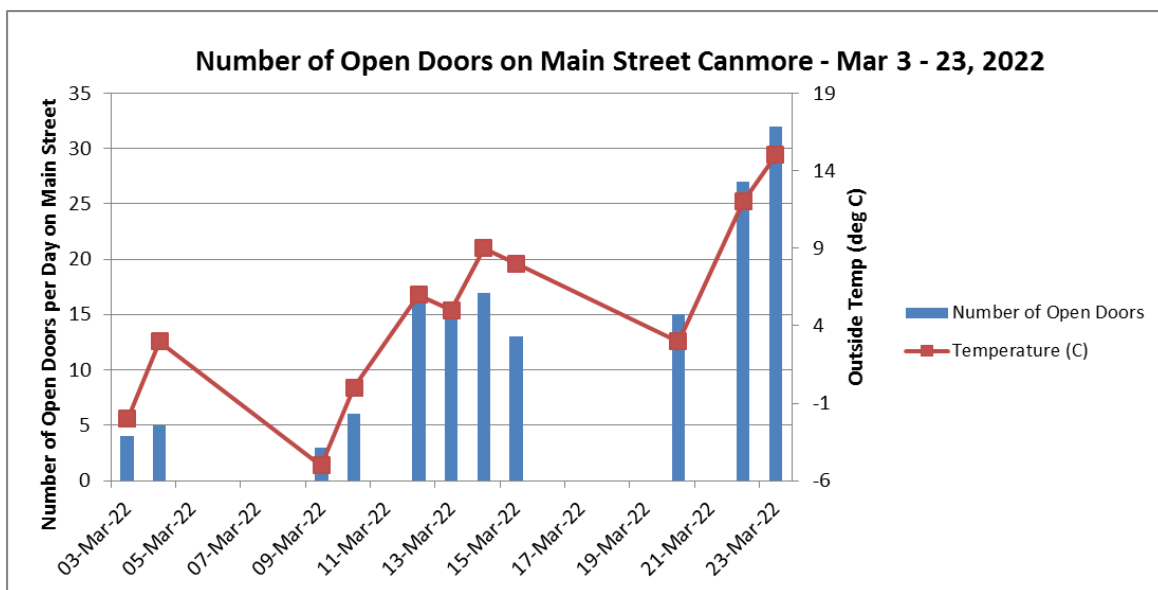


Figure 2

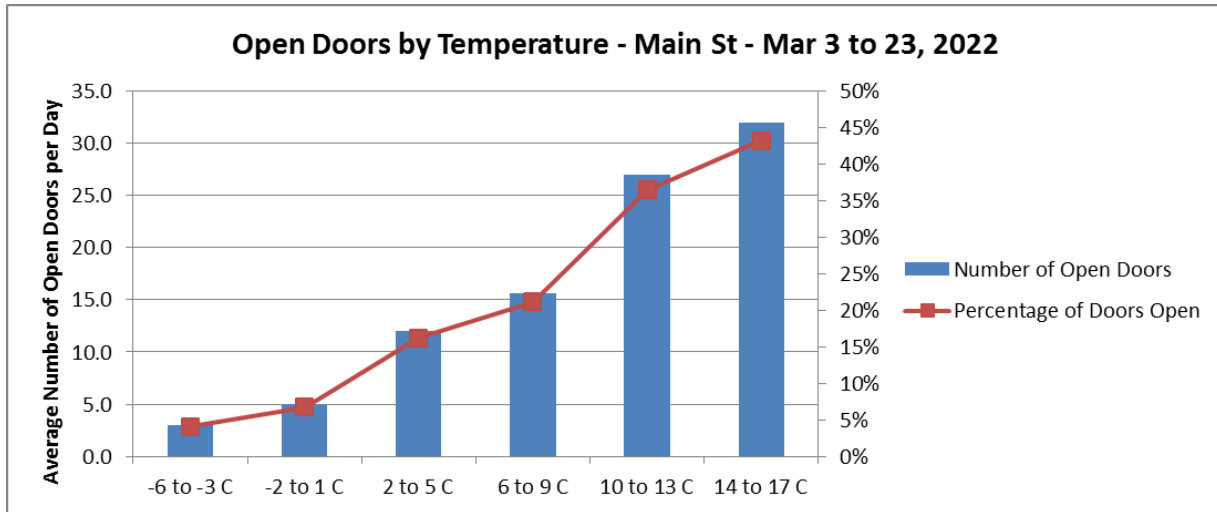
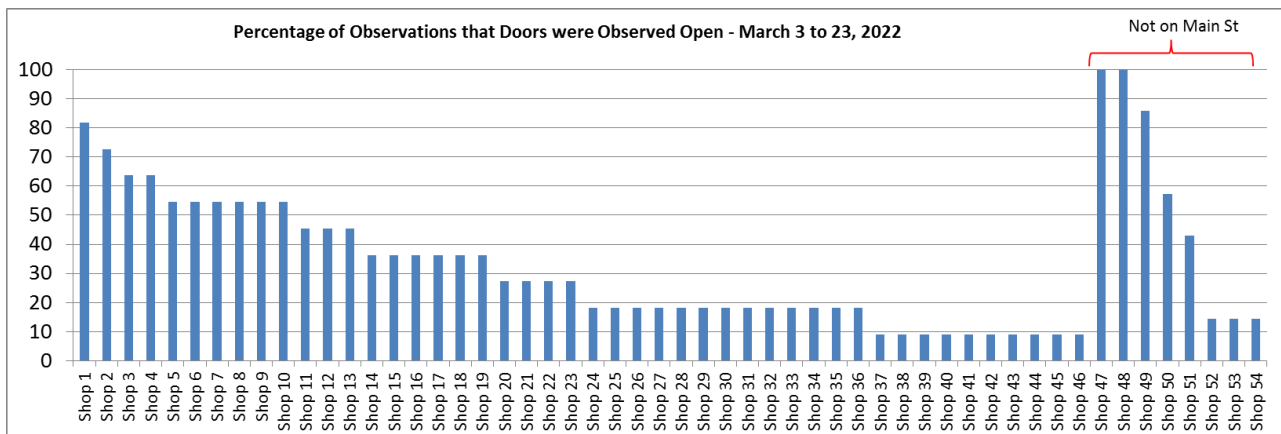


Figure 1 shows the number of doors that were observed to be open and the temperature on each day that we did a survey. We were fortunate to observe a good range of temperatures that could then be extrapolated over most of the rest of the year. Figures 1 and 2 clearly show that more doors are propped open in warmer weather. The day of the week did not seem to correlate with more or less doors being open. The peak number of doors observed open on Main Street was 32 on the warmest day (15C) or about 42% of all doors on Main Street. The least number of doors observed open was three on the coldest day (-5C) or about 3%.

Figure 3 shows the percent of observations when particular shops were noted to have their doors propped open. You can see that some shops were always observed to have their doors open.

Figure 3



The natural draft air flow through an open door is a function of indoor and outdoor temperature and a function of the size of the door. As the outside temperature drops, warm air flows out of the top of an open door and cold air rushes into the bottom. The overall air flow can be calculated using the Shaw/Whyte equation.¹ Once the air flow is known and the number of hours and hourly temperatures are known, the energy loss can be calculated and added up throughout the year.² From the energy loss, it is then a straightforward calculation to determine GHG emissions. Table 1 in the appendix of this report summarizes these calculations and below is a summary of the results. The GHG emissions from all open doors on Main Street throughout a full year is estimated to be **32 tonnes**.

Summary of Energy and GHG Emissions from Open Doors on Canmore's Main Street over a 1 Year Period from Apr 13 2021 to Apr 12, 2022	
Energy (GJ/year)	563 GJ/yr
\$ per year (at \$10/GJ)	\$ 5,630/yr
GHGs (kg CO2/yr at 56.1 kg/GJ for Natural Gas)	31,596 kg/yr or 32 tonnes/yr
Equivalent flights Calgary to Toronto Return (600 kg per return flight)	53 return flights per year

Some may argue that the GHG number of 32 tonnes/year or the wasted energy cost of \$5630/yr is not significant when spread out over the 30+ shops that keep their doors open on Main Street; however, when you consider that this is equivalent to 53 return passenger flights per year between Calgary and Toronto, it becomes more meaningful. Especially since these GHG emissions could be completely eliminated by simply closing doors. It is also worth noting that the calculations above underestimate the total GHGs due to open doors in all of Canmore for the reasons described under "Summary" above.

Figure 4 shows the calculated GHG emissions that are wasted from all open doors on Main Street throughout the year at different outside temperatures. This graph clearly shows that even at warmer temperatures between 10C and 15C, there are still a lot of GHGs being emitted. This is because there are a lot more doors being propped open in warmer weather even though the warmer weather results in less energy loss per open door. As such, we would recommend a fairly broad temperature (or monthly) range for a closed door by-law to be in effect. Figure 5 shows Banff's recommended range (green vertical lines) from their recent work on their proposed by-law. Based on our work, we suggest a slightly broader monthly range than Banff (as marked up in red in Figure 5) to cover temperatures at and below 15C. Our suggested range is from early September to early June.

¹ Shaw/Whyte formula for air flow through open doors. Reference: https://www.aivc.org/sites/default/files/members_area/medias/pdf/Airbase/airbase_00156.pdf

² Energy per year = mass flow rate x specific heat for air x degree.hours/year.

Figure 4

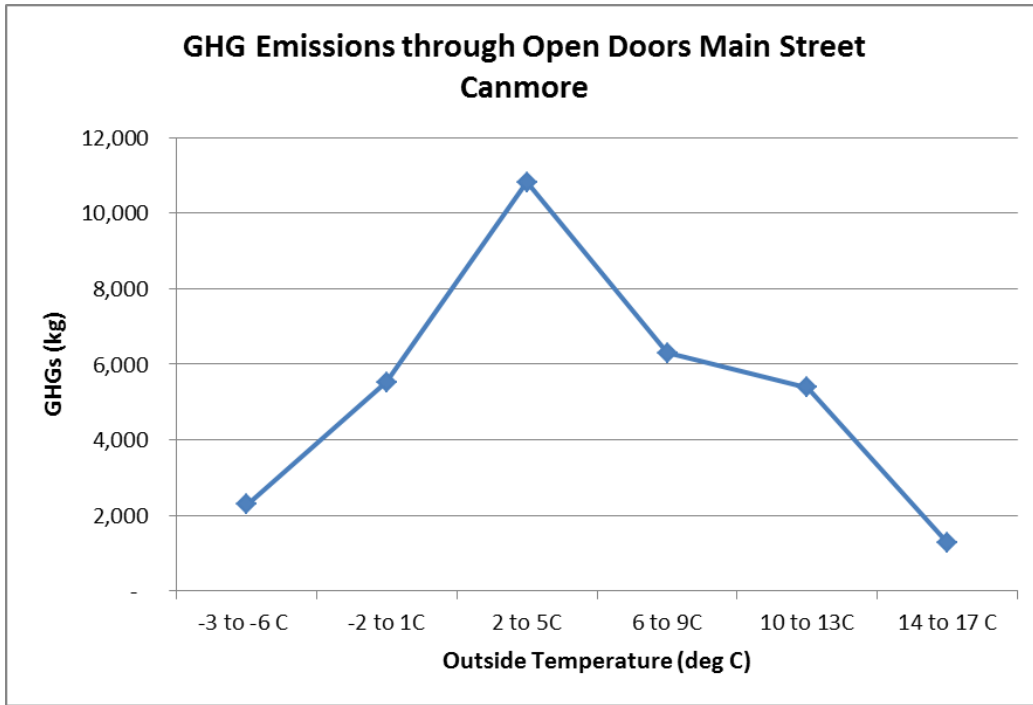
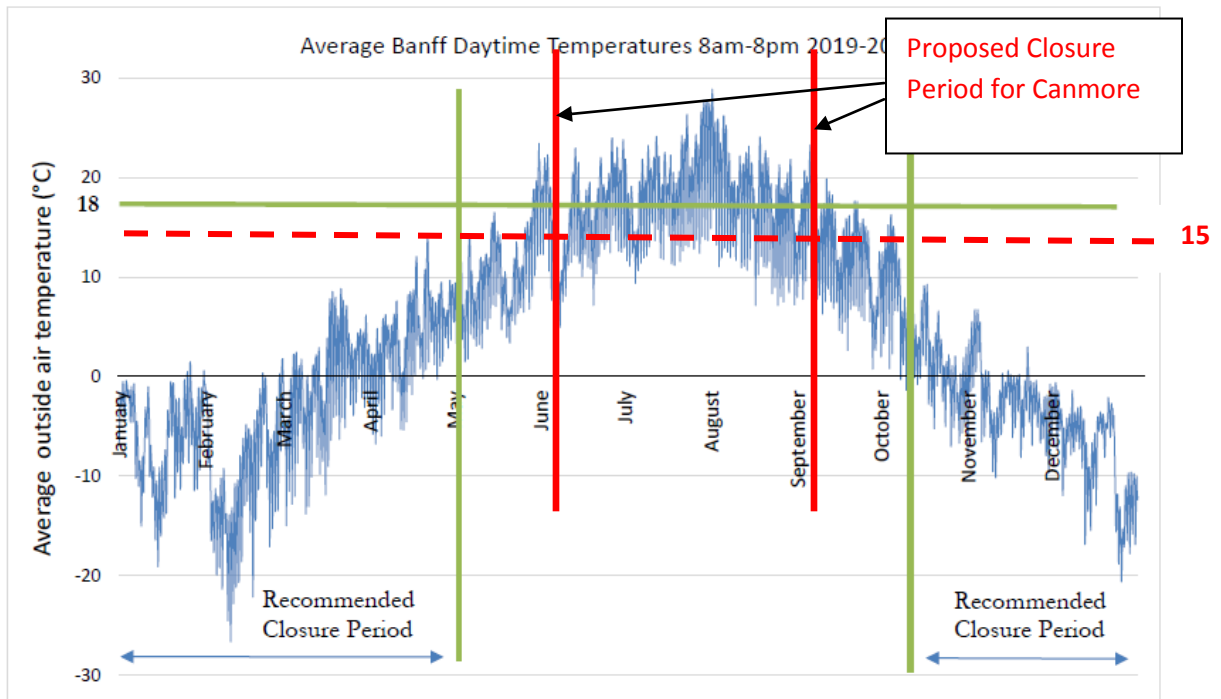


Figure 5



Temperature data comes from Alberta Climate Information Service (ACIS).

Appendix

Table 1: Detailed Calculation Summary

Canmore Main Street Open Doors - Calculation of Energy Lost									
<u>Energy and GHG Calcs</u>		Notes:							
Air temperature (outside) (deg C)			-4.5	-0.5	3.5	7.5	11.5	15.5	
Total Deg Hrs from Previous Tab			13,810	37,389	84,259	58,536	64,851	24,544	
Air density at T(outside) (kg/m3)		(1)	1.315	1.296	1.277	1.259	1.241	1.224	
Air density at T(inside of 18C) (kg/m3)			1.213	1.213	1.213	1.213	1.213	1.213	
Air Cp at T(avg) (kJ/kg.K)		(1)	1.0055	1.0056	1.0057	1.0058	1.0058	1.0059	
<u>Air Flow Calc</u>		(2)							
	density difference, kg/m3		0.102	0.083	0.064	0.046	0.028	0.011	
	density average, kg/m3		1.264	1.2545	1.245	1.236	1.227	1.2185	
Air flow, Q, m3/s			0.49618	0.44928	0.396021	0.336963	0.263858	0.165957	
Air speed, m/s (average) - these seem reasonable			1.1	1.0	0.9	0.7	0.6	0.4	
Furnace Efficiency using natural gas			0.8	0.8	0.8	0.8	0.8	0.8	
								<u>Totals</u>	
Energy (GJ/year)		(3)	40.77	98.52	192.84	112.40	96.11	22.57	563
\$ per year (at \$10/GJ)			408	985	1,928	1,124	961	226	\$ 5,632
GHGs (kg CO2/yr at 56.1 kg/GJ)			2,287	5,527	10,819	6,305	5,392	1,266	31,596
Equivalent flights Calg to Tor Ret (600 kg)		(4)							53
Notes:									
(1)	Extrapolated from https://theengineeringmindset.com/properties-of-air-at-atmospheric-pressure/								
(2)	Shaw/Whyte formula for air flow through open doors. Reference: https://www.aivc.org/sites/default/files/mem1								
	$Q = C \frac{W}{3} \left[g \frac{\Delta \rho}{\bar{\rho}} \right]^{1/2} H^{3/2} \dots (6)$								
(3)	Energy per year is: air flow x average denisty x specific heat capcity for air x (deltaT x hrs). 'deltaT x hrs' is degee.hr								
(4)	Westjets carbon calculator: https://www.carbonzero.ca/westjet/								

Appendix

Efforts made in 2018 by BVCAS to Work with Downtown Shop Owners to Close their Doors

In December 2018, a number of BVCAS members visited shops in both Canmore and Banff that had their doors open in cold weather. The purpose of our visit was to hand out a “we are open” sign that shop owners could post on their closed doors. The sign had a simple message with the reason for why their doors were being kept closed. See below for what the sign looked like. With each sign, we included a short educational note. Many shops were not interested in taking a sign.

The responses in both Canmore and Banff ranged from “we’ll consider it” to not well received at all. Some of the shops indicated that they needed to keep the doors open to keep their shops cool because of heat from cooking or from other sources. Another shop indicated that they might be willing to keep their door closed if they were allowed to hang a sign in a more visible place indicating that they were open. One employee indicated that each time they closed the door, the owner of the shop could see that the door was closed on their security camera and would call to tell the employee to re-open the door.

In the end, only about 10 shops (about 60% in Canmore, 40% in Banff) were willing to take the signs but so far, we have only seen one shop in Canmore use the sign.



Dear Shop Keeper:

You are receiving this sign because we have noticed that on occasion your store door is propped open during either cold or hot weather. Keeping your door closed along with this sign to clearly indicate that you are, in fact, “Open” will save energy and reduce carbon emissions. It will also help reduce a drafty indoor environment (or a smoky one during fire season) for your customers and employees. We hope you agree and are able to save some energy and reduce emissions.

Regards,

Bow Valley Clean Air Society

bowcleanair.org

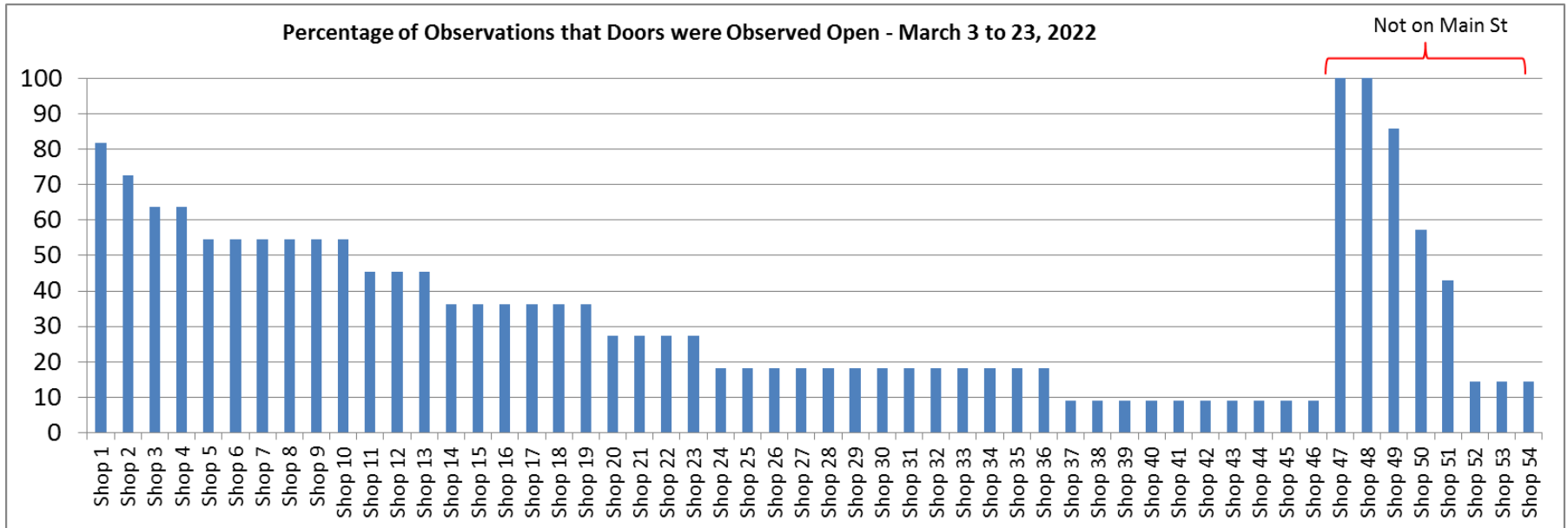
In Support of a Closed Door By-law



Methodology

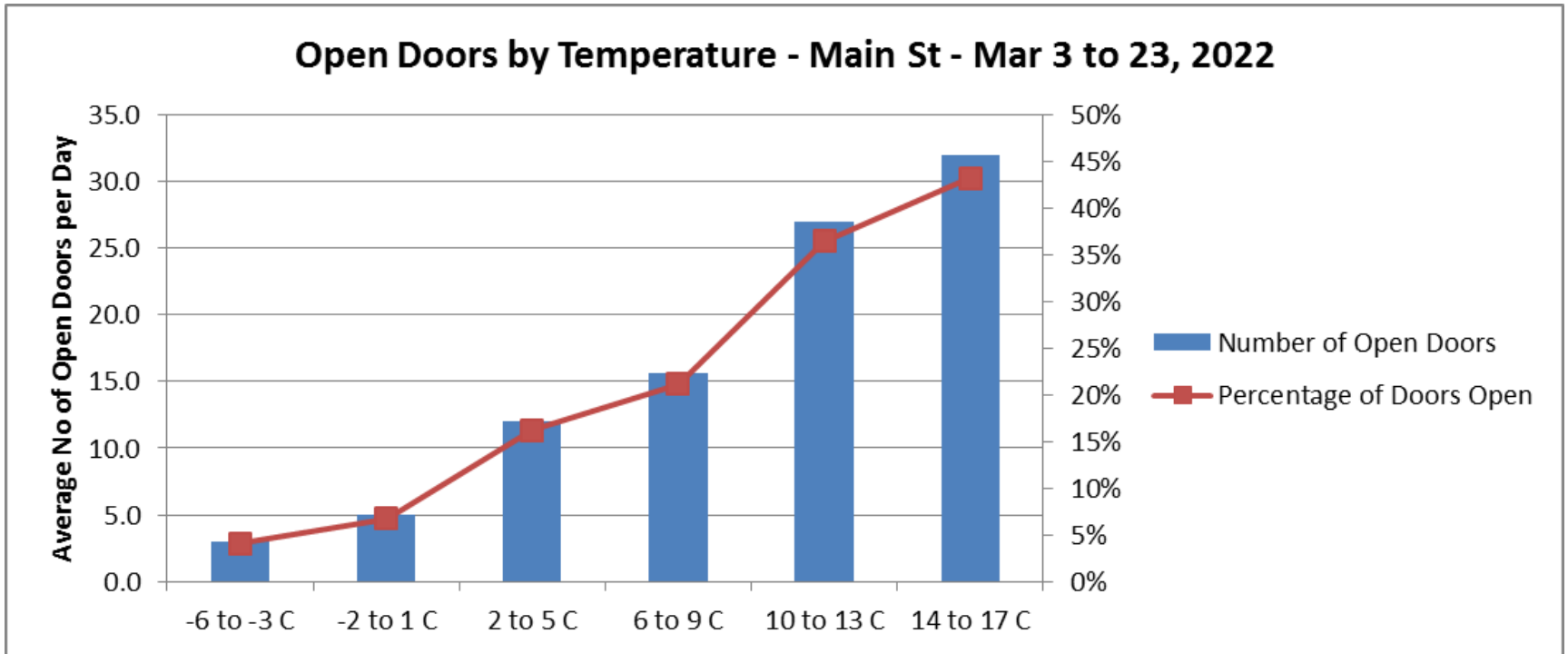
- March Surveys - 11 surveys along Main Street.
- Counted open shop doors early afternoon.
- Temperatures ranged from -5 C to +15.
- Used number of open doors and hourly temperature data to calculate GHG emissions for a year.
- Used hourly data between 10 am and 6 pm and when heating required (colder than 18C).

Frequency of Open Doors



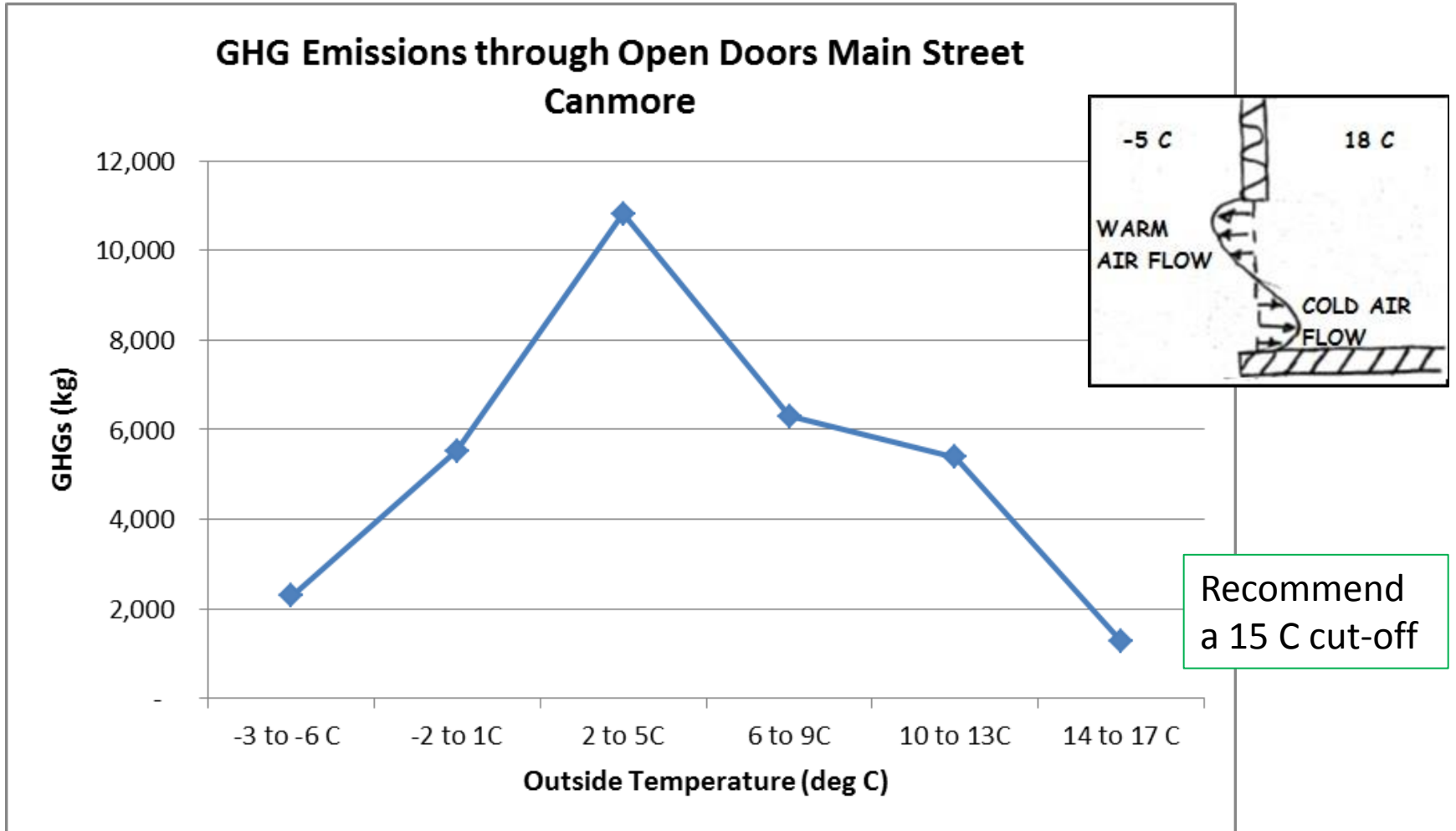
Many shops keep their doors open most or all of the time.

Temperature Effects



The warmer it is, the more doors get open.

Results

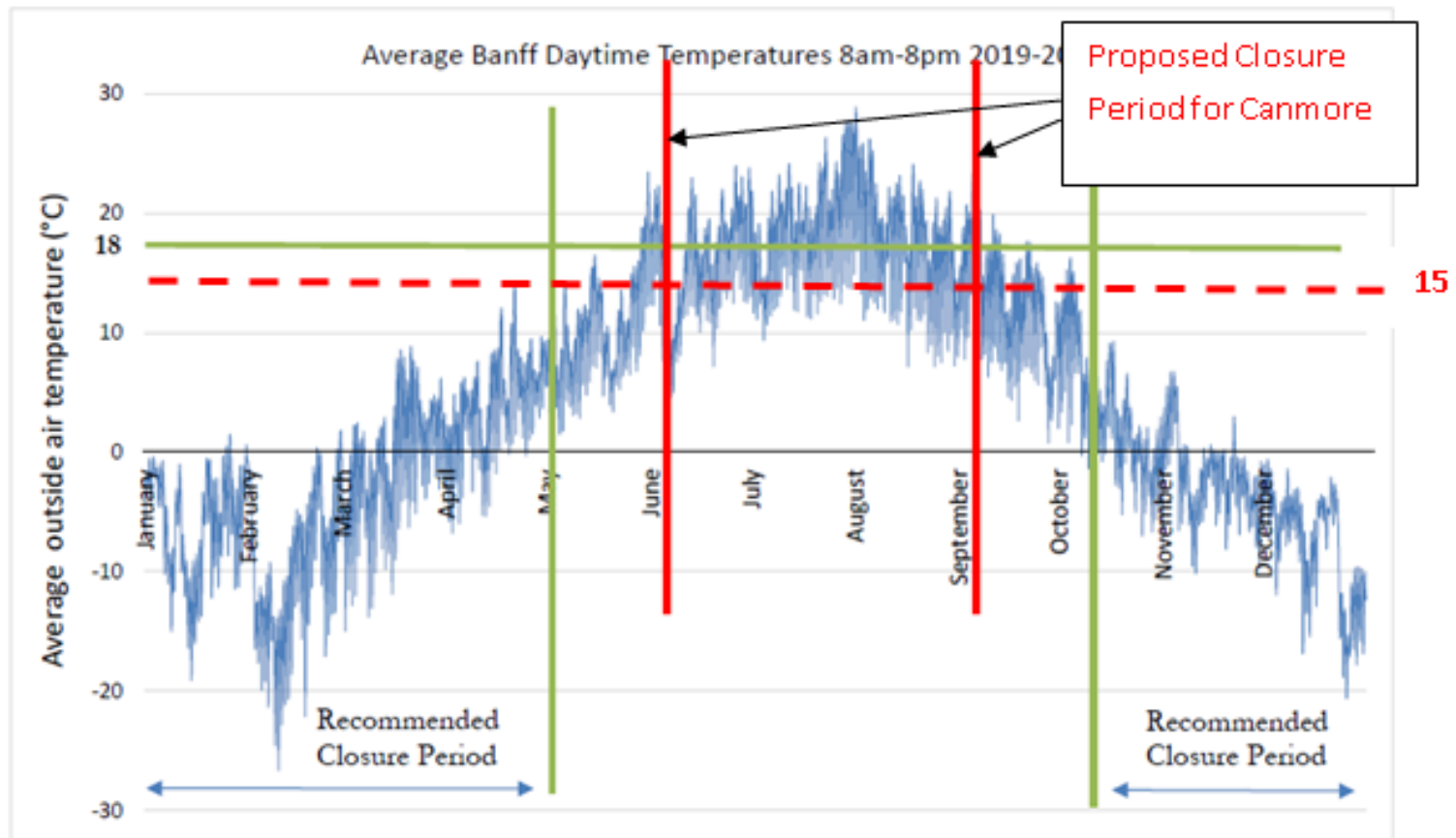


Results (15C cutoff)

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\$ per year (at \$10/GJ)	\$ 5,630/yr
GHGs (kg CO2/yr at 56.1 kg/GJ for Natural Gas)	31,596 kg/yr or 32 tonnes/yr
Equivalent flights Calgary to Toronto Return (600 kg per return flight)	53 return flights per year

- Is this Significant? Yes!
- Conservative – only main street, not during really cold weather, data only between 10 am – 6 pm.
- Is it easy to mitigate? Yes.....just need to close some doors!

Proposed Ranges (15 C cutoff) Early Sep to Early Jun



Temperature data comes from Alberta Climate Information Service (ACIS).

Banff left a lot of GHGs
“on the table”

Why a By-law

- By-law most effective given our past experience.
- Other places.
 - Banff – in parallel to our work
 - Other
- Public and Visitor Perception.
- Air curtains not effective.
- We take our Climate Action Plan seriously.
- Pushback – Advertising advantage “not applicable” if everyone closes their doors.

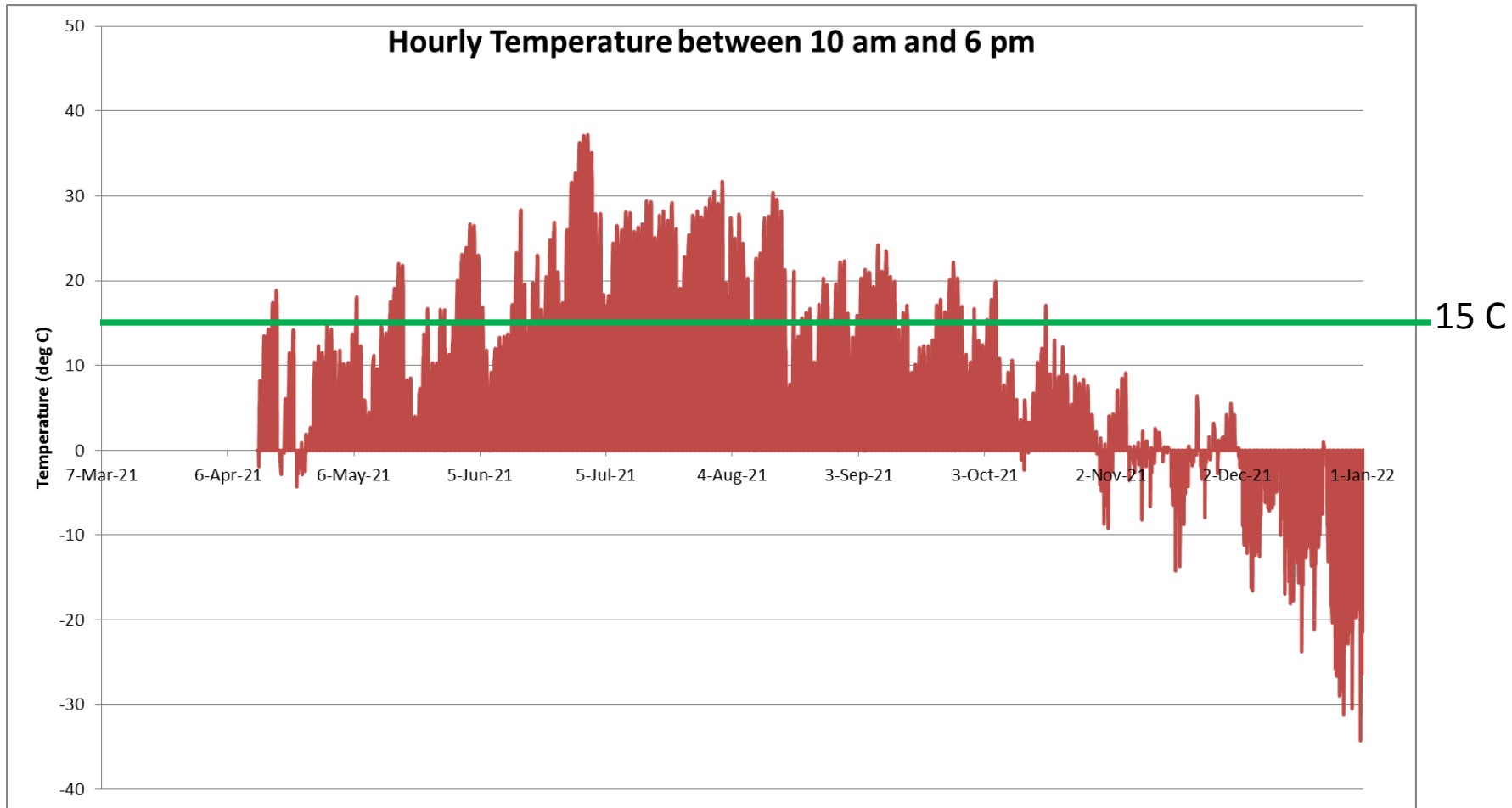


Our Ask of Council

- Direct Administration to Implement a Closed Door By-law from approximately early September to early June.

Backup Slides

Effect of Time of Day – between 10 am and 6 pm



Delegation Briefing

Subject: Bow Valley Connections Centre (BVCC)

Presented to: Town of Canmore Council

Submitted by: Micheline Lambert, Housing Coordinator
Bow Valley Connections Centre
Box 8657, Canmore, Alberta, Canada, T1W 0B9
E: bvcc.office@gmail.com
W: www.bowvalleyconnectionscentre.com
P: 403-707-6493

✦ Program Overview

Bow Valley Connections Centre is a registered charity (since 2016) and not-for profit organization (since 2013) offering social and life skill programs to our neuro-diverse community members living within the Bow Valley. Currently operating out of the basement of the Canmore Legion, our participants range in ages between 16 – 70 years of age. We have over 18 registered members and continue to grow annually. We are a parent-run organization. Our operating budget is small but impactful.

Our current programs include drama, arts & crafts, dancing, bowling, bear safety, cooking classes, bottle drives, and special events such as community mural painting and children's carnivals.

We invite you to view our most recent promotional video (password in small caps is "inclusion"): <http://vimeo.com/689882317>

Below is a picture of wood crafting sessions held at the Canmore Recreation Centre. This program was funded by the Town of Canmore's 2020 Relief Grant. The grant was used to rent space and for materials and supplies. This Canmore Recreation Centre room was bright, accessible, and big enough to accommodate programming.



✦ Program Challenges

1) Limited supportive housing options

Within the Bow Valley region, there are limited residential housing support for individuals who are neurodiverse or who live with disabilities. As a result of the lack of supportive housing in Canmore, in 2021 several neuro-diverse Bow Valley residents moved away from the community to larger urban centres.

Canmore needs purpose-built, supportive housing for individuals with disabilities. Supportive Housing is managed by the Province of Alberta through Regional Housing Authorities. In Canmore, there are several provincial units that can be modified to support individuals with disabilities, but provincial funding and approval is needed.

2) Limited appropriate day program space

The Canmore Legion has donated space to BVCC for our day programs. Although we are grateful for the free space, there are significant safety concerns for our program participants. There are steep narrow stairs, which can be difficult for many of our participants to manage and the bathroom is not accessible. In addition, space is only available in the evening, which can be difficult for our Neuro-diverse community.

We have also partnered with other organizations to access free space, such as Lawrence Grassi Middle School and Miner's Hall. Unfortunately, these spaces are often only available in the evening and cannot be consistently donated to us.

Consistent, predictable programming is essential for the neuro-diverse community, and although these community spaces have allowed us to lead impactful programs, we are concerned that the program times and the inconsistent space may be hard on the neuro-diverse community.

Ideally programming space would be available during day-time hours, be accessible for individuals of all abilities, have natural light, and have an accessible bathroom.

✦ Potential Future

Life Campus

Our vision is that all adults with developmental disabilities learn, work, and thrive in our community. Our goal is to create a safe, nurturing physical *HUB* where individuals can come to learn, train, and be active participants within our community – a **Life Campus**. **The Life Campus** in Canmore will provide greater stability, consistency, and dependability for our Neuro-diverse community, and significantly improve the safety and quality of our programs.

To meet our goal of a **Life Campus** we need a consistent space that can be accessed during the day and that can accommodate a variety of different classes. The Life Campus will run Monday to Friday for 4-5 hours per day and all participants will be adult-learners who are neurodiverse. Classes will include resume writing, interview practice, job training, food preparation, and other basic life skills.

In addition, the Life Campus will offer after school programs to young, neurodiverse students. The afterschool program would build community connection and introduce the life skills programs that would be further reinforced in our adult programs.

✦ Our Request to Council

1) Advocacy

Bow Valley Connections Centre (BVCC) has put forth a formal “Consideration Request” to Bow Valley Regional Housing requesting that the Board of Directors include BVCC in their Master Plan. This plan includes a permanent space for both a Life Campus and Permanent Supportive Housing on their Canmore lands.

We request that Council support us in discussions with Bow Valley Regional Housing and the Province of Alberta, and that council advocate to the Alberta Social Housing Corporation for the creation of supporting housing for individual with disabilities.

2) Life Campus Space

We are ready to launch Life Campus programs. We have funding but we require space. We request council’s support with helping us locate a consistent and affordable daytime space for our emerging Life Campus program.

✦ Summary of Issue

Bow Valley Connections Centre is extremely grateful for the grants that we have received from the Town of Canmore. Our participant numbers continue to grow whereby these dollars are more quickly being expended on program delivery. Dedicated in-kind space would allow us to dedicate more of our dollars to direct program delivery.

Together, let us make this a turning point in history. A point where individuals with autism and other neurodiversity’s, along with their families, know that a diagnosis need not stand in the way of friendships, jobs, supportive communities, and homes of their own. Through our collaborative efforts, short and long-range planning, we can make this happen!

Thank you for your time and consideration!



Request for Decision

DATE OF MEETING: July 5, 2022 **Agenda #: G-1**

TO: Council

SUBJECT: Bylaws 2022-09 and 2022-10 800 3rd Avenue Municipal Development Plan and Land Use Bylaw Amendments

SUBMITTED BY: Alaric Fish, Senior Planner

RECOMMENDATION: That Council direct Administration to return no later than November 1, 2022 with a response to Council direction from the May 24, 2022 Council meeting.

EXECUTIVE SUMMARY

Administration has had discussions with the applicant regarding the response to the May 24 Public Hearing and Council's specific direction subsequent to the Hearing. They require additional time to submit a response to Council's direction. They anticipate being ready to present to Council no later than November 2022.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

At the May 24, 2022 meeting of Council, motions were made directing Administration to work with the applicant on the following items:

1. Limiting house sizes in the subject area;
2. Creation of a legal instrument upon all parcels of the subject lands, which will include the following elements: (i) if a palliative care facility is not constructed in Area A then Area A will revert to the owner and the land in Area A will remain in a natural state; (ii) there is to be no trail or road connection between the Spring Creek development and 3rd Avenue through the subject lands; and (iii) the lands shall be protected in perpetuity from any further development except as described in the application;
3. Minimizing the distance between the buildings in Area B and 3rd Avenue in order to minimize the disruption to the undeveloped areas of the lands;
4. Removing the buildings in Area C, subject to an agreement between the Spring Creek development and the Applicant whereby the Spring Creek development provides at its own cost water servicing to the palliative care facility (if such is determined to be needed) and provides at its own cost fill, landscaping, and a trail for Area C to become a park; and
5. Limiting maximum building height.

DISCUSSION

The applicant has had some discussion with Administration in effort to develop a response to Council's direction. They are still weighing possible scenarios that would address Council's concerns and need more time to prepare a full response. They intend to return to Council later this summer or early in the autumn.

ANALYSIS OF ALTERNATIVES

None.

FINANCIAL IMPACTS

None.

STAKEHOLDER ENGAGEMENT

None.

ATTACHMENTS

None.

AUTHORIZATION

Submitted by:	Alaric Fish Senior Planner	Date:	<u>June 16, 2022</u>
Approved by:	Lauren Miller Manager of Planning and Development	Date	<u>June 16, 2022</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date:	<u>June 16, 2022</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>June 27, 2022</u>



Request for Decision

DATE OF MEETING: July 5, 2022 **Agenda #:** G-2

TO: Council

SUBJECT: Spring Creek Mountain Village Area Redevelopment Plan Amendments
Bylaw 2021-22 and Land Use Bylaw Amendments Bylaw 2021-23

SUBMITTED BY: Nathan Grivell, Development Planner

- RECOMMENDATIONS:**
1. That Council give first reading to Bylaw 2021-22.
 2. That Council give first reading to Bylaw 2021-23.
 3. That Council schedule a single public hearing for Bylaw 2021-22 and Bylaw 2021-23 for August 16, 2022.

EXECUTIVE SUMMARY

Bylaw 2021-23 contains a significant number of amendments. For ease, these can be categorized into three groups: 1) Establishing land use in Spring Creek Mountain Village (SCMV) to allow for development of Stage 4; 2) Updates to SCMV's DC Districts; and 3) Changes related to the development of the future hotels and adjacent residential sites.

Bylaw 2021-22 revises the Spring Creek Mountain Village Area Redevelopment Plan to ensure alignment with Bylaw 2021-23.

Administration supports the amendments as described in this report.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The Spring Creek Mountain Village Area Redevelopment Plan (ARP) as amended (Bylaw 15-2017) is the statutory plan which governs the redevelopment of the Spring Creek Mountain Village area.

The Land Use Bylaw (Bylaw 2018-22) regulates and controls the use and development of land and buildings within the municipality.

DISCUSSION

Bylaw 2021-22 proposes to revise the ARP in accordance with the LUB amendments mentioned below, where applicable.

Bylaw 2021-23 proposes to allow for development of Stage 4 (see Figure 1) of SCMV by:

1. Re-designating a portion of the Manufactured Home Park Family Residential District (MHP District) as SCMV-CR District, Public Use (PD) Districts, and Environment (ED) Districts (see Figure 2), as well as revising the figures and text within SCMV-CR District as required. The PD District is intended for community uses, such as parks and playgrounds, while the ED District is intended for environmental protection of land.

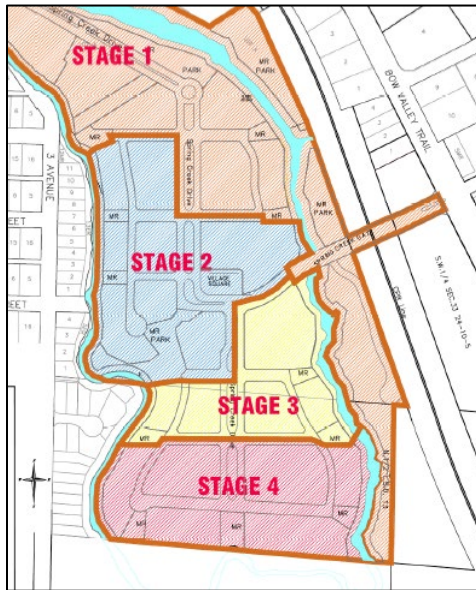


Figure 1 – Stages of SCMV

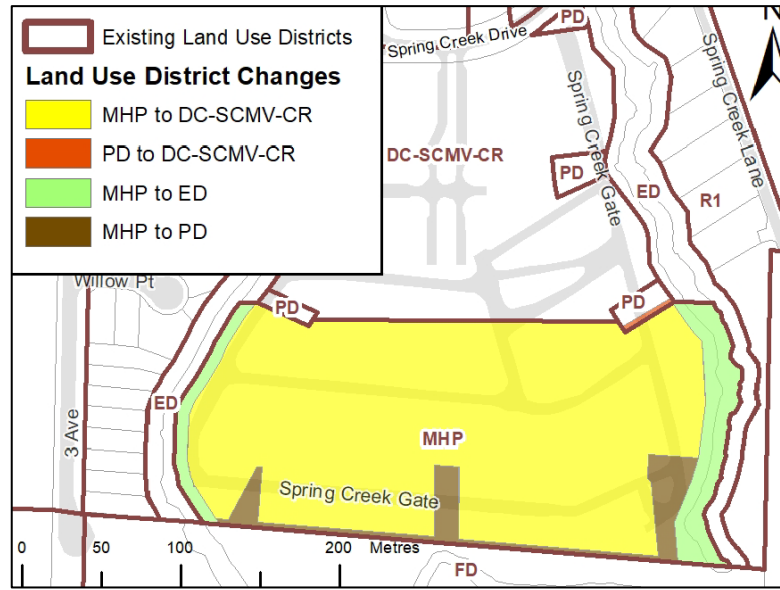


Figure 2 – Proposed Land Use Designations for Stage 4

2. Allow for general updates to the SCMV-CR Districts, including:
 - Maximum number of storeys (SCMV-CR)
 - Traffic monitoring requirements (SCMV-CR)
 - Maximum commercial area (SCMV-CR)
 - Requirements for commercial and live/work units (SCMV-CR)
 - Location of tourist homes (SCMV-CR)

3. Allow for general updates to the SCMV-CR and SCMV-C Districts, including to:
 - Minimum parking requirements (SCMV-CR and SCMV-C)
 - Location of employee accommodation (SCMV-C)

4. Allow for changes related to the detailed design of the remaining two hotels and two residential lots just north of the Malcolm Hotel, including to:
 - Minimum creek setback
 - Maximum number of hotel units
 - Prohibited uses
 - Adding a new use in the SCMV-C District – Health, Wellness, and Spa Facilities

General Updates to the DC Districts

Irrespective of the creation of Stage 4, SCMV is also proposing changes to the SCMV-CR and SCMV-C Districts as part of a general update.

Parking Requirements

The SCMV-CR District and SCMV-C District contain special minimum parking requirements. When first established, the overall required parking was less than the town-wide minimum requirements. However, as part of the Town’s objectives to limit excess surface parking, the town-wide residential parking requirements are now lower. SCMV would like to better align with these requirements for its development. Administration has no objections to this as these are the standards set for the community.

Commercial Development

The SCMV-CR District, outside of the Village Square area, requires that 25% of street level uses be commercial, live/work units or commercial ready. The applicant is proposing to remove the requirement and make it optional for the remaining undeveloped sites along Spring Creek Gate. The applicant is also proposing to increase the maximum commercial area permitted from 2000 m² to 3000 m² (which does not apply to live/work units), as they have reached their maximum allocation. Whether the applicant constructs additional commercial or not, Administration is satisfied that the applicant has met the ARP’s goal that the village be mixed-use and therefore has no objections to the change.

Employee Housing

The applicant has added two points of clarification to the employee housing regulation in the SCMV-C District. First, the removal of an outdated clause about town-wide requirements, and second, a clarification that employee housing can be secured within or outside the village. Administration has no objection to these points of clarification.

Changes to the Number of Storeys

The applicant proposes to amend the maximum number of building storeys listed in the SCMV-CR District (see Figure 3) for greater clarity. No change is proposed to the maximum building height.



Figure 3 – Heights Zones

Zone B is intended as a transition zone with approximate boundaries between Zones A and C. In practice, and for functional reasons, Zone A development has consisted of four storeys, instead of 4 ½, that continues to the mid-point of Zone B and then steps down a full storey to connect with Zone C. The applicant prefers to update the regulation to reflect this pattern of transition. Regarding Zone C, the restriction for 2 ½ storeys is identified in Section 4.6.5 of the ARP, however it is only for the lots adjacent to the creeks:

“the central part of the site or core area, building height shall not exceed 4 storeys. Adjacent to Spring Creek and Policeman’s Creek building height shall not exceed 2½ storeys generally, except for the Hotel Commercial areas which may exceed this height”

Zone C lots are not adjacent to the creek and therefore align with this policy regulation. Three storeys also complies with the visibility cross section in the ARP.

Regarding Zone D, adding the word ‘generally’ aligns with the wording in the ARP and ensures that the building has the appearance of a 2 ½ storey building while allowing for some flexibility, as it does not need to meet the literal definition. Administration is supportive of the proposed changes.

Hotel Units

The applicant proposes to increase the total number of visitor accommodation units permitted from 200 to 250 (this total includes the 124 units within the Malcolm Hotel). The rationale for this increase is that more units are required to ensure the financial viability of the two future hotels. The applicant has stated that the maximum number of units was more of an estimate at the time of developing the ARP. Eighteen years later, as the applicant has begun exploring detailed design of the hotels, there is a need for more units. The applicant provided a Traffic Impact Assessment and servicing information to confirm that the existing servicing infrastructure can accommodate the additional units and that traffic levels will be within the required 3000 vehicle trips per day (VPD). Administration has no objections to the increase as these hotels are ideally situated due to their proximity to the downtown, with quality pedestrian connects to encourage walking and biking to the downtown.



Figure 4 – Existing Lot and Land Uses

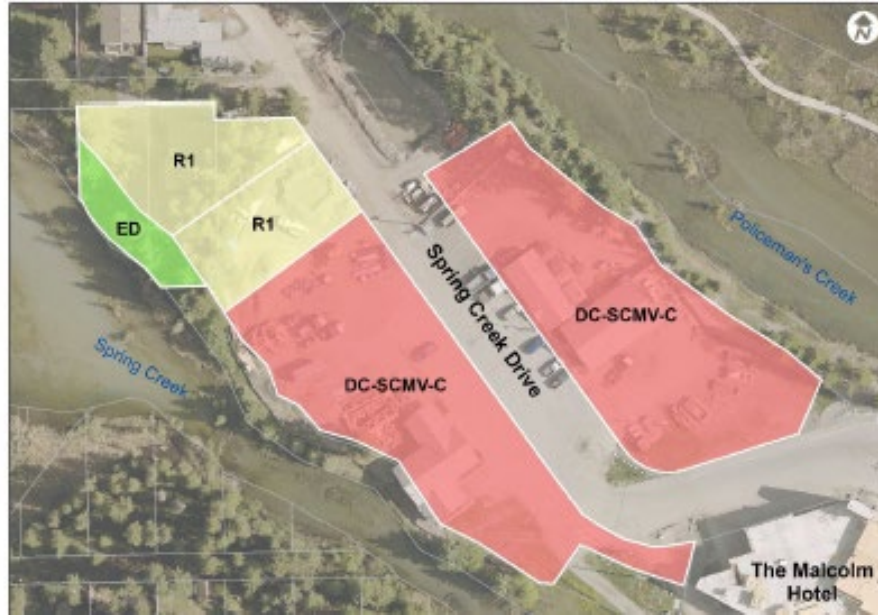


Figure 5 – Proposed Lot Reconfiguration and Land Use

Creek Setback (Residential)

The applicant has recently purchased the two residential lots adjacent to the ARP boundary (see Figure 4). The applicant plans to consolidate the three lots into two (see Figure 5). Given the location of the purchased lots next to the creek, and the change in orientation of the existing lot as part of consolidation, these detached dwellings will encroach into the minimum 20 m setback.

The LUB allows for a 5 m variance as outlined in Section 1.14.2.1 for residential development on lots registered on or before April 8, 1997:

1.14.2.1 The following setback variances may be granted by the Development Authority on lots registered on or before April 8, 1997:

a. Commercial and Mixed-Use Buildings: A variance of up to 5.0 m to the bank setback may be granted to commercial and mixed use buildings if the Development Authority is satisfied that the remaining setback area between the building and the bank will enhance either riparian habitat or be landscaped in accordance with the requirements of Section 11: Community Architectural and Urban Design Standards, or both.

b. Residential Buildings: A variance of up to 5.0 m to the bank setback may be granted to residential buildings if the variance is required in order to accommodate a residential building with a gross floor area of 325 m² or less or a floor area ratio of 0.35 or less. Residential buildings which do not meet either of these requirements shall not be eligible for a variance from the 20.0 m setback. [2020-16]

The purchased lots would qualify as is. However, once consolidated, these lots would receive a new plan number and therefore be ineligible. The existing R1 lot was part of a recent subdivision, so it is not eligible. The applicant is proposing to add an exception to Section 1.14.2.1 for these lots. Administration supports this amendment, given that these lots were established as part of Canmore's original subdivision (Plan 1095F). Furthermore, the applicant has proposed a new ED District and will dedicate Environmental Reserve behind these properties (see Figure 5). Given the size and age of these lots, the MGA does not grant the municipality the power to require this dedication as part of subdivision. This dedication is therefore viewed as significant for ensuring the protection of the creek, considering a home could be developed 15m from the bank of the creek in accordance with Section 1.14.2.1 without any ER dedication.

Creek Setback (Commercial)

The applicant has also proposed changing the minimum 20 metre creek setback for the two future hotels to be 15 metres (affecting Policeman's Creek and Spring Creek). The LUB states in the SCMV-C District that, "Due to site constraints, a variance of up to 5.0 m may be granted for the two most northerly visitor accommodation/commercial sites." Prior to finishing detailed design for the two future hotels, the applicant would like assurance that they can work with a 15-metre setback.

Regarding potential impacts to the creeks, the applicant has provided a memorandum to their original EIS, completed for their ARP, that assesses the proposed change. The report concludes that the 15 metre setback is not anticipated to have an impact on the creeks. The areas behind the future hotels and adjacent to the creeks have been dedicated and protected as Environmental Reserve (ER), in accordance with the ARP, and will be fully rehabilitated when the hotel lots are developed. Furthermore, and as with all SCMV developments near the creek, the rear yards will include terraced landscaping, which is necessitated by the change in grade from the street to the creek, and on-site stormwater retention and filtration. Therefore, the rear yards will be disturbed, regardless of whether the buildings are setback 15 or 20 metres. Administration believes that the reduced setback aligns with the criteria for town-wide commercial creek setback variances as outlined in s1.14.2.1 (see above). The bank and riparian area of each creek is protected as ER and will be enhanced by future rehabilitation work. Furthermore, the applicant has added a requirement to the SCMV-C District that the rear yards be designed such that they are sensitive to the adjacent ERs (i.e. prevent guests from accessing the creek).

The applicant has included in the amendment clarity that encroachments into the new setback be allowed for "landscaping, retaining walls, patios, and outdoor health, wellness, and spa facilities up to the property line and for decks projecting 1m from the building façade." As mentioned, the rear yard must be designed such that it is sensitive to the health of the creek. As result, these encroachments will also need to be designed in accordance with this.

Creek Setback (Commercial) and Interface with South Canmore Residential Area.

It should be noted that the creek setback in this area establishes the location of the buildings, as it is greater than the rear yard setback (6 m). Residents living adjacent to, or near the west site (see Figure 5) have expressed concerns about noise, especially at night, which is based on their experiences with the operation of the Malcolm Hotel; most notably during events in the conference facilities, use of the rear patio by the restaurant, and the outdoor pool. Residents believe that sound carries farther in this area, as there is less ambient noise at night due to the location of their neighbourhood. The nearest homes on 5th Street and Spring Creek Drive are approximately 43 metres from the future

footprint of the hotel. As a comparison, the nearest home on 9th Street is approximately 30 metres from the mixed-use commercial/residential building (PEKA building) located at 1002 8th Avenue.

Without this relaxation, the applicant could develop a smaller hotel in order to conform with the creek setback requirement. However, the hotel could include an Entertainment Establishment and a Conference Facility as these are permitted uses in the SCMV-C District. To mitigate noise concerns, the applicant is proposing to prohibit these two uses along with the Drinking Establishment use, for this hotel. The main commercial use will be a spa, which is anticipated to have less noise impact on surrounding properties. The applicant has added a specific use for the spa – Health, Wellness and Spa Facilities to the district which has specific operating hours to help further ease concerns about noise at night. It should be noted that there will be no pedestrian pathway in the ER behind the building, which should discourage pedestrians walking along the creek at night further reducing the potential for noise. The applicant has also included a regulation to provide the development authority with some discretion over the design of outdoor amenity spaces:

14.19.5.15 Excluding hotel room decks and balconies, all outdoor common or private hotel amenity spaces shall be designed to minimize the impacts of noise on adjacent residential areas to the satisfaction of the Development Authority.

Given the current land use opportunities of the site, Administration believes that the proposed amendments will result in hotel development that better complements the adjacent residential homes.

Creation of Land Use in Stage 4 of SCMV

In order to allow for development in Stage 4 of SCMV, the existing MHP District must be re-designated (see Figures 1 and 2). The applicant is proposing redesignation to SCMV-CR District, PD District, and ED District, in accordance with the ARP's Land Use Concept shown in Figure 4.

Administration has no objections to the proposed changes, which are assessed as follows:

Land Use

As per the ARP's land use concept, the intent of Stage 4 is residential development with small scale support commercial. As this is identical to the intent of Stage 3, the applicant proposes to use the existing SCMV-CR District that governs Stage 3 to govern Stage 4. Some revisions are required to the SCMV-CR District to modify the figures and text that reference only Stages 1, 2 and 3. Given its intent, Administration has no objections to the proposed use of the SCMV-CR District to govern Stage 4.

Municipal Reserve Land

Several PD Districts will be established through this application to identify future Municipal Reserve parcels to be given to the Town at time of subdivision. The locations of these PD Districts, and the conceptual designs shown in the submitted Conceptual Open Space Plan Extension (COSPE, see Attachment 9), are in accordance with the locations for future Municipal Reserve (MR) as identified in Figure 7 of the ARP (see Figure 6).

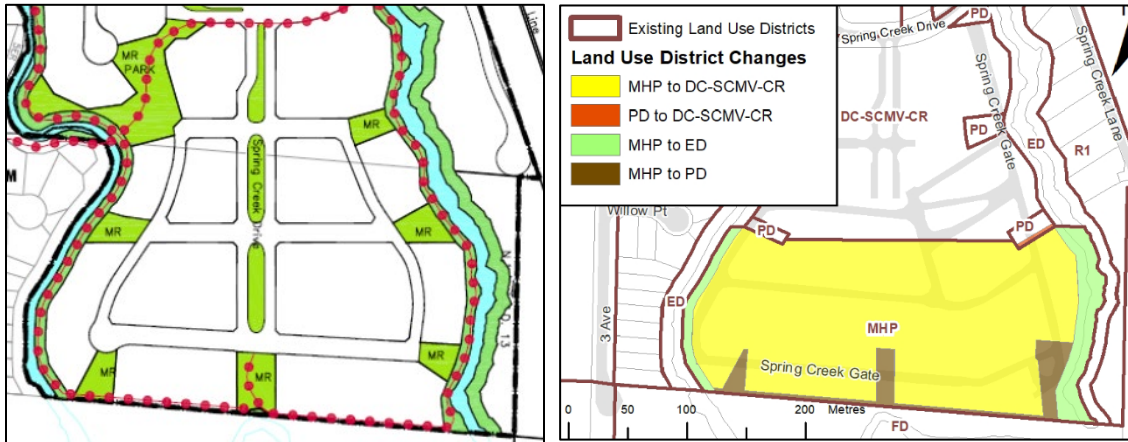


Figure 6 – Open Space and Trails Concept of the ARP and the Proposed Concept

The boundaries of the PD Districts differ from the conceptual boundaries shown in the ARP. As in Stages 1, 2 and 3, SCMV believes that the size of the pocket parks could be reduced to reflect their intended function to allow for pedestrian access from the road to the creeks and as a visual amenity/sitting area. Reducing these areas would allow for allocation to other MR parcels. Some of this narrowing has been used to provide a larger area adjacent to the creek in the south-east. Administration has no objections to the proposed change given the boundaries are intended as conceptual, and the proposed boundaries still facilitate the intended function and key components of the municipal reserve open space requirements as outlined in the ARP (Section 4.9.2).

Environmental Protection

Several ED Districts will be established through this application to identify future Environmental Reserve land that will protect the riparian habitat and health of Spring Creek and Policeman’s Creek. The ED District will accommodate a pedestrian trail. SCMV is required at time of subdivision to provide land adjacent to these creeks as Environmental Reserve in accordance with Figure 7 of the ARP (see Figure 6). The proposed boundaries of the ED District and the proposed trail connections align with the ER boundaries and trail networks identified in the ARP.

Staging and Growth Management

The ARP and the SCMV-CR District include growth management restrictions to ensure orderly redevelopment of Spring Creek Mountain Village.

The ARP includes a phasing plan (see Figure 1) and requires that minimum time frames outlining when each stage may begin development be included within the governing district. The proposed area of Stage 4 (see Figure 2) is in accordance with the phasing map (see Figure 1). The SCMV-CR District currently restricts development beyond Stage 3 until 2021. As the applicant has just started development in Stage 3, a requirement has also been included that development proceed in an orderly manner and southward to avoid leap-frog development.

The SCMV-CR District, Section 6.27.11, requires that SCMV provide a review of how the DC District is impacting adjacent development in the previous stage of development as part of the application process for further bylaw amendments. This review would include evaluating heights and setbacks, density, a traffic impact analysis, sight lines, flow of pedestrian traffic and vehicular traffic through adjacent neighbourhoods, pedestrian flows in the south Canmore habitat patch and a review of discretionary uses in the district. SCMV has completed this analysis and provided it with their application package. Administration has reviewed the analysis and agrees with its conclusion that there are no issues with regards to the described criteria requiring changes at this time. There is a requirement for traffic monitoring with each stage. To ensure continued compliance, the applicant has added a requirement for another assessment to be provided for development in Stage 4.

ANALYSIS OF ALTERNATIVES

None.

FINANCIAL IMPACTS

No financial impacts are anticipated.

STAKEHOLDER ENGAGEMENT

The proponent held open houses on November 18, 2020, May 12, 2021, and April 4, 2022. The open houses were advertised for two weeks prior to the event in the Rocky Mountain Outlook, with information provided on how to register. Following the open house, anyone who the applicant had communicated with on this proposal was sent a link to the recording of the meeting. Feedback forms were also circulated, and comments requested.

Administration completed a mailout to landowners within, and adjacent to the boundary of the ARP and allowed a month for comment. Twenty-three landowners provided feedback, outlining concerns for:

- *The impacts of the increased visitor accommodation units on the availability of surface visitor parking stalls in the Village.*

Administration believes this concern is mitigated through the use of parkades. The applicant is aware that they need to comply with the parking requirements outlined in the Land Use Bylaw.

- *The impact of the relaxation to the creek setback on the health of the creeks.*

Administration believes this concern is mitigated through the creekbank being designated as ER, by the applicant restoring the disturbed areas in the ER, and, by the applicant designing the rear yard of the hotels to be sensitive to the health of the creek.

- *The impact of the additional commercial area and hotel units on traffic levels.*

Given that the applicant can continue to build commercial as part of live/work units, Administration does not anticipate that these changes will result in increased traffic volumes or greater use of surface parking stalls along Spring Creek Drive or Spring Creek Gate.

- *The impact of the reduced setback for the future hotels on the use and enjoyment of the adjacent residential homeowners.*

Given the current land use opportunities of the site, Administration believes the applicant's proposed use and development restrictions for the hotel, will better complement the adjacent residential uses.

- *The impact of the change to the number of storeys for development and its impact on the views for existing development within and outside of Spring Creek.*

Administration does not believe that the changes will impact the views of any existing dwelling units.

- *The impact of the future hotels on groundwater flow adjacent to residential homes.*

This would be looked at the detailed design stage of the Development Permit process, by the Town's Engineering Department and mitigated where appropriate

ATTACHMENTS

- 1) Applicant's Submission
- 2) Applicant's SSR
- 3) Bylaw 2021-22
- 4) Spring Creek Mountain Village Area Redevelopment Plan Redline
- 5) Bylaw 2021-23
- 6) Land Use Bylaw SCMV-C District Redline
- 7) Land Use Bylaw SCMV-CR District Redline
- 8) Land Use Bylaw Section 1 Redline
- 9) Conceptual Open Space Plan Extension

AUTHORIZATION

Submitted by:	Nathan Grivell Development Planner	Date:	<u>June 7, 2022</u>
Approved by:	Lauren Miller Planning and Development Manager	Date:	<u>June 13, 2022</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date:	<u>June 16, 2022</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>June 28, 2022</u>



**Supporting Report for
Proposed Land Use Bylaw
and SCMV Area
Redevelopment Plan
Amendments**

June 27, 2022

Submitted to: Town of Canmore
Prepared by McElhanney

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**Spring Creek Mountain
Village
Future Hotel Development**

Our file: 2531-115-1800 & 1900



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Appendices

- Appendix A** SCMV-C District Amendments (Red-Lined)
- Appendix B** SCMV-CR District Amendments (Red-Lined)
- Appendix C** SCMV ARP (Red-Lined)
- Appendix D** Sketch Plan of Tentative Buildings
- Appendix E** Site Usage Summary
- Appendix F-1** Transportation Impact Assessment Update
- Appendix F-2** Conceptual Servicing Memo
- Appendix G-1** Open House Material and Feedback (November 2020)
- Appendix G-2** Open House Material and Feedback (May 2021)
- Appendix H-1** Sustainability Screening Report
- Appendix H-2** SSR Matrix
- Appendix I** Landscaping and Open Space Plan
- Appendix J** Environmental Impact Statement Update Memo (Separate Cover)

1. Introduction

1.1. PROJECT LOCATION AND BACKGROUND

The existing subject area is located on the north end of Spring Creek Mountain Village (SCMV) in the Town of Canmore. The specific sites relating to this application are on both sides of Spring Creek Drive, directly north of the Malcom Hotel, and are made up of the following:

- Lot 1, Block 8, Plan 1810013 (0.29 ha)
- Lot 2, Block 9, Plan 1810013 (0.28 ha)
- Lot 1, Block 9, Plan 1810013 (0.11 ha)
- Lot 5, Block 83, Plan 1095F (0.06 ha)
- Lot 6, Block 83, Plan 1095F (0.05 ha)

Figure 1: Area Context



Figure 2: Subject Sites



An Area Redevelopment Plan (ARP), including Urban Design Guidelines for the entire SCMV site, was approved by Council in 2004. Land use and subdivision approvals have been granted for Stages 1, and 2, except for the above-mentioned lots. Stages 1 to 3 are currently being developed into residential, mixed-use, and commercial/visitor accommodation uses under the Spring Creek Mountain Village Visitor Accommodation DC District (SCMV-C), Spring Creek Mountain Village Comprehensive Residential DC District (SCMV-CR), Public Use District (PD) and Environmental District (ED).

1.2. PURPOSE OF AMENDMENTS

The overall vision set out in the SCMV ARP is to create a distinct new urban neighbourhood with a variety of residential, commercial, and open space land uses within a pedestrian orientated street network. As each stage of SCMV's development progresses through detailed design and subdivision, new challenges and constraints are sometimes identified. It is often necessary to consider regulation or policy amendments to advance the development in accordance with the ARP vision and reflective of subject land conditions. This supporting report provides an overview of the existing conditions, policy framework, proposed amendments and supporting rationale. Included in the ARP amendments are updated Figures to reflect adjustments to boundaries and updated land use Districts as applicable.

1.3. EXISTING SITE CONDITIONS

1.3.1. Physical Setting

Currently the subject sites are in various conditions. The proposed hotel sites (Lot 2; Block 9; Plan 1810013 & Lot 1; Block 8; Plan 1810013) and one adjacent residential lot (Lot 1; Block 9; Plan 1810013) have been cleared of previous structures and have more recently been used for vehicle and equipment parking. These lots front on to Spring Creek Drive, providing access to Canmore Town Centre to the North and Bow Valley Trail to the South.

The remaining residential lots to the west (Lots 5 & 6; Block 83; Plan 1095F) have one owner and contain an existing single-family dwelling. These lots are accessed on the north by a laneway connected to Spring Creek Drive.

All subject lots on the west of Spring Creek Drive back onto the Spring Creek waterbody, while the hotel lot on the east side of Spring Creek Drive backs onto the Policeman's Creek waterbody. This stretch of land between the creeks is a particularly narrow area, appearing as a bottleneck in relation to the overall Spring Creek Mountain Village area.

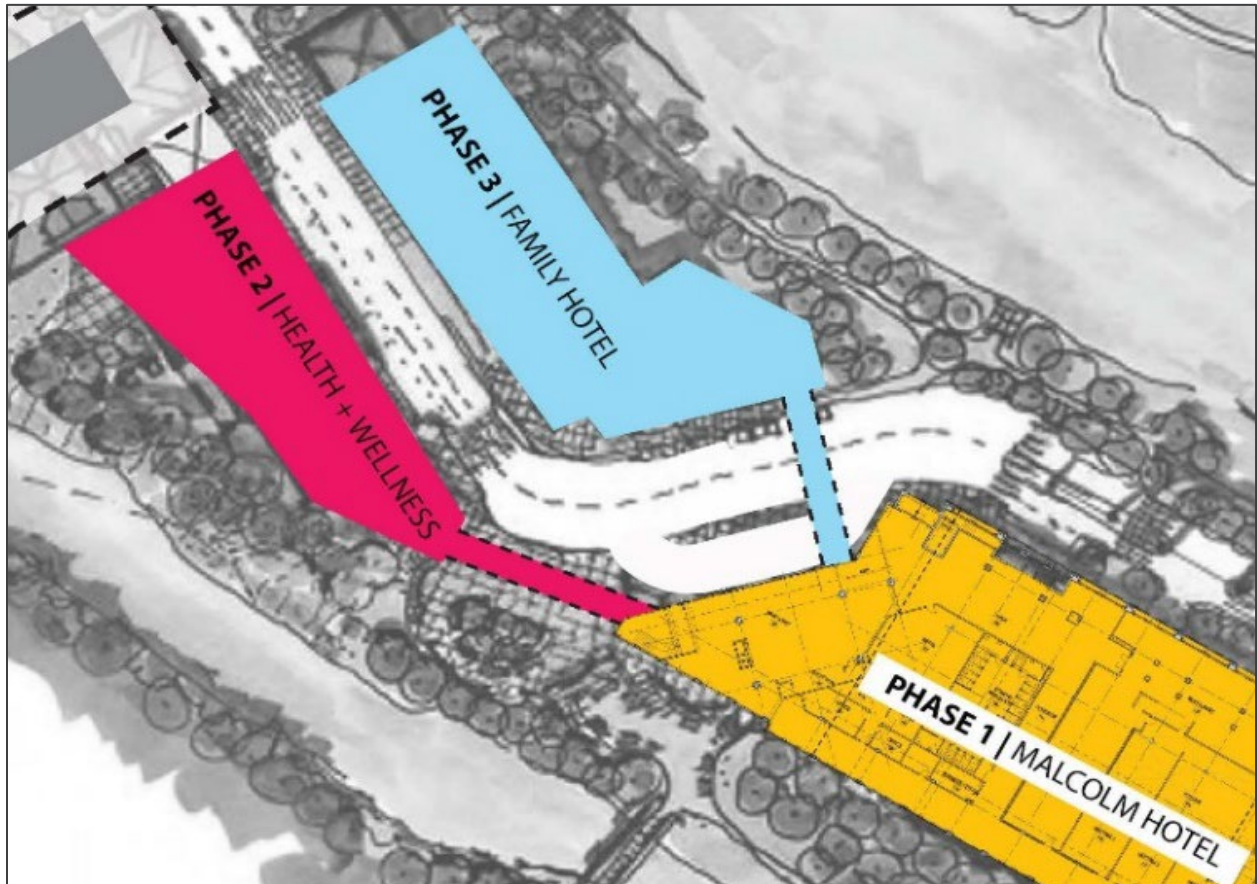
1.3.2. Land Uses

The hotel parcels within this application are zoned as SCMV-C and the existing residential parcels are zoned R1 - Residential Detached District within the Town of Canmore Land Use Bylaw (LUB). Surrounding properties to the north and west are districted for low/medium density residential, with lots to the south-west being predominantly commercial, visitor accommodation and higher density residential. Across Policeman's Creek to the west are existing commercial properties on Railway Avenue.

1.4. PROPOSED DEVELOPMENT

The next phase for the SCMV Visitor Accommodation district is the development of two unique landmark hotels on the northern edge of Spring Creek Mountain Village. These are indicated as Phase 2 and Phase 3 in Figure 3.

Figure 3: Hotel Phasing



1.4.1. Alexander Hotel

The Alexander Hotel is proposed on the west side of Spring Creek Drive, adjacent to the Malcom Hotel, on Lot 2, Block 9, Plan 1810013. The hotel will function as a Health and Wellness retreat operating generally from 8:00 AM to 8:00 PM, and will accommodate approximately 54-66 guestrooms and spa facility. There will be approximately 47 on-site parking stalls and 1 bus stall (availing of section 14.19.4.10 of the LUB). The structure is comprised of 3 storeys and a partially underground parkade, as well as an underground connection to the existing Malcolm Hotel. The gross floor area of the hotel

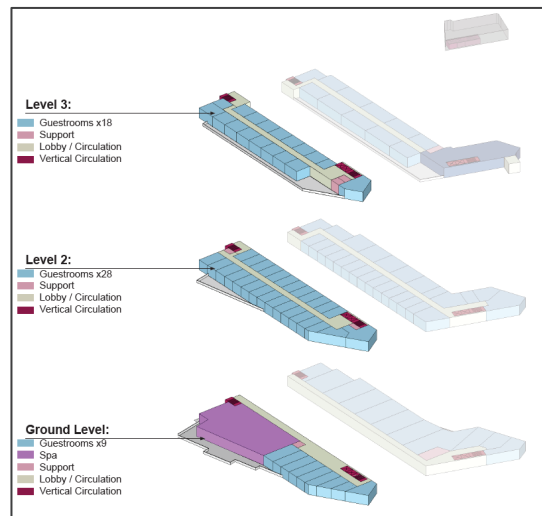


Figure 4: Alexander Hotel Concept

will be approximately 5,300 m² to 5,800 m², including the parkade.

1.4.2. Kernick Place Hotel

The Kernick Place Hotel will be situated on the east side of Spring Creek Drive on Lot 1, Block 8, Plan 1810013. This location is proposed to operate as a family oriented hotel, and includes approximately 50-57 guestrooms, 41 on-site parking stalls and 1 bus stall, and an upper floor restaurant. The building will be 3 storeys and a partially underground parkade. The restaurant located on the southeast corner of the building will also include a vaulted area featuring tall ceilings and glazed façade. A third floor connecting walkway is proposed between Kernick Place Hotel and the Malcom, spanning over Spring Creek Drive. This will require a separate agreement between the Town and Spring Creek.

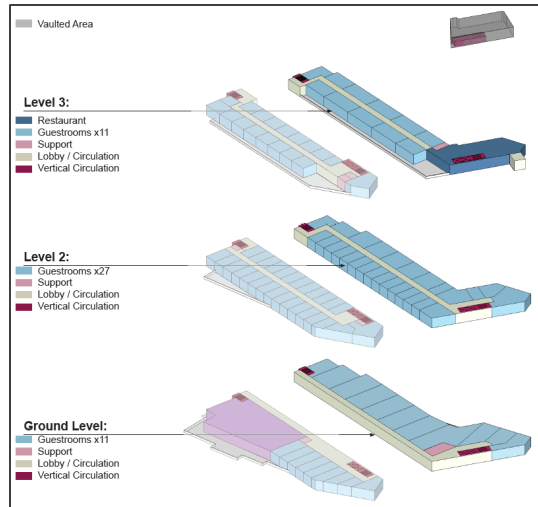


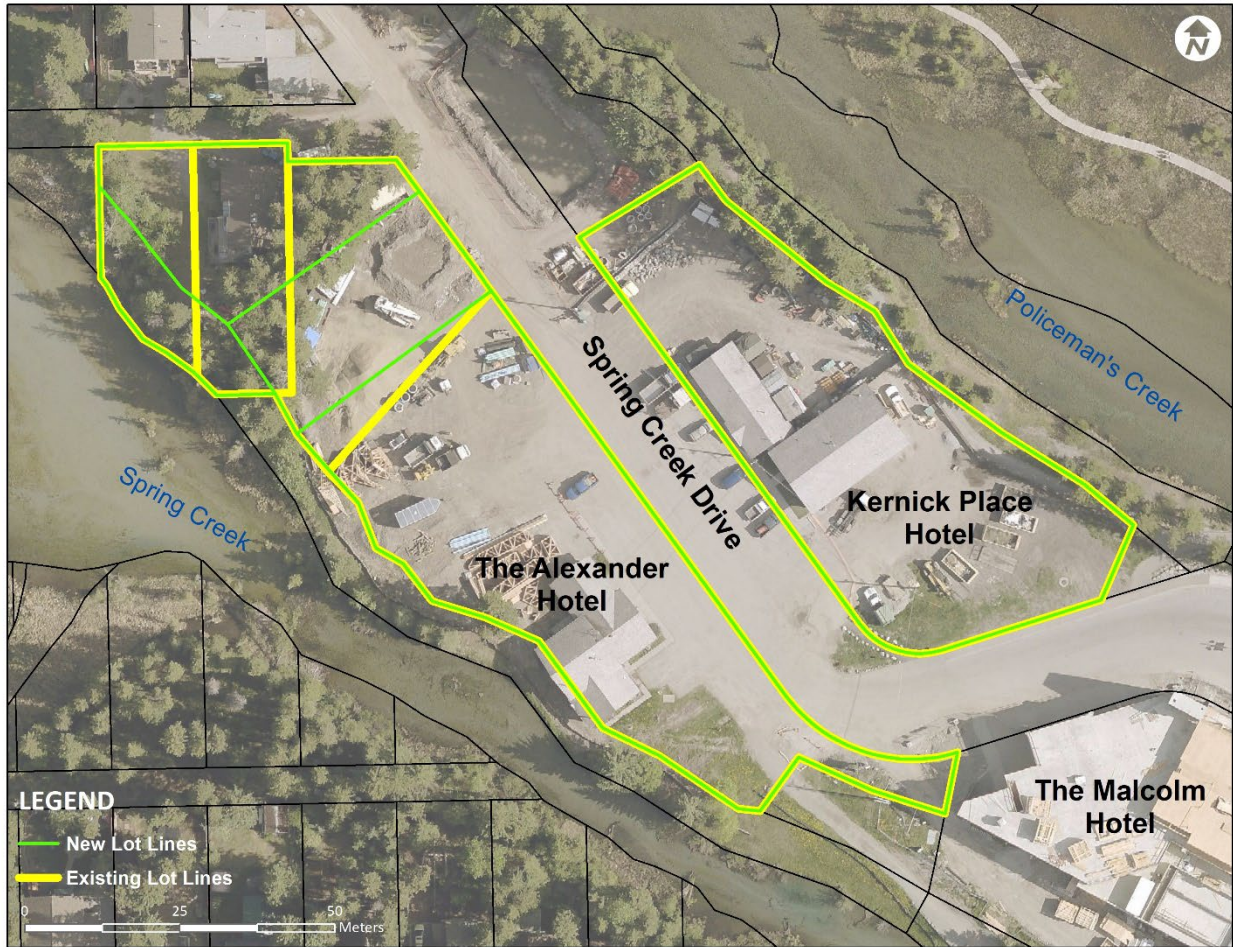
Figure 5: Kernick Place Hotel Concept

1.4.3. Subsequent Lot Line Adjustments / Residential Subdivision

North of the proposed Alexander Hotel and on the west side of Spring Creek Drive, there are three lots designated R1 Residential Single-Family Dwelling. It is proposed that a boundary adjustment / subdivision occur to change the property lines of Lot 1, Block 9, Plan 1810013 and Lots 5 & 6, Block 83, Plan 1095F to create two residential lots fronting on to Spring Creek Drive in place of the 3 existing residential lots. These lots will remain within the R1 Residential district. Further, through this boundary adjustment/subdivision, the Environmental Reserve land will be created and dedicated between the top of bank to the rear lot line of the properties providing for protection of the creek and riparian edge.

An adjustment is also proposed between the Alexander Hotel lot and Lot 1, Block 9, Plan 1810013. This modification to the hotel allows for a more efficiently designed building, creating an end façade perpendicular to the road, while only increasing the lot size by 5.6% (from 2,785 m² to 2941 m²). In conjunction with the proposed boundary adjustments, an amendment to an existing utility right-of-way will be sought from Fortis.

Figure 6: Proposed Lot Line Adjustments



2. Proposed Land Use Bylaw Amendments

2.1. MINOR LAND USE MAP EDITS

In conjunction with the above boundary adjustments, it will be necessary to carry out minor edits to the land use bylaw maps to properly align the R1 district for Lot 1, Block 9, Plan 1810013 (Single Family Dwelling), and the SCMV-C DC District for Lot 2, Block 9, Plan 1810013 (Alexander Hotel). The map adjustments will also incorporate the rezoning of Road Plan 8311183, and the provision of Environmental Reserve along the Spring Creek bank. As standard for the Town of Canmore, the Environmental Reserve shall be zoned ED - Environmental District. Through the subdivision, the land is dedicated to the Town for Environmental Reserve. This would not occur without the proposed lot line adjustment/subdivision for these lots.

Figure 7: Existing Land Use

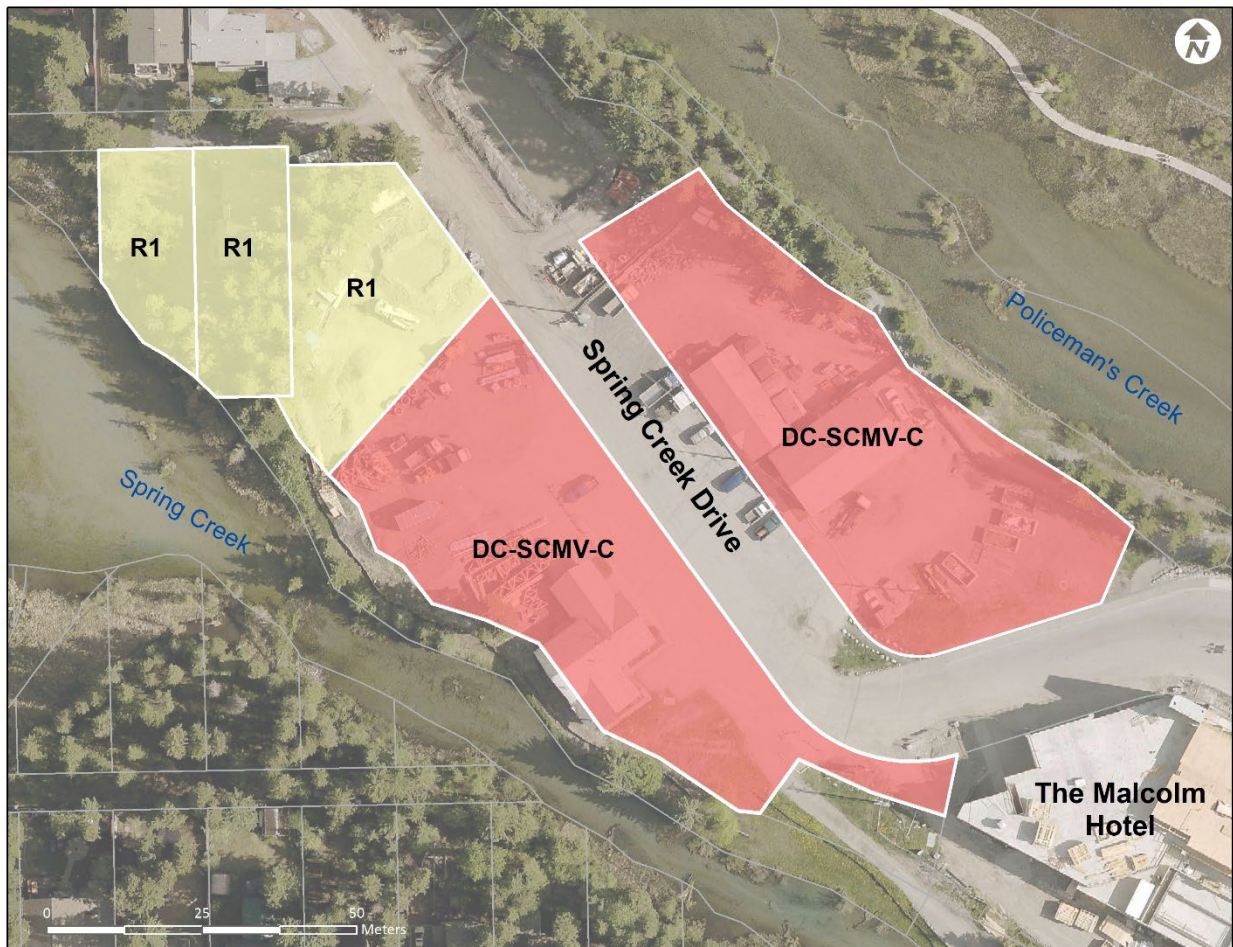
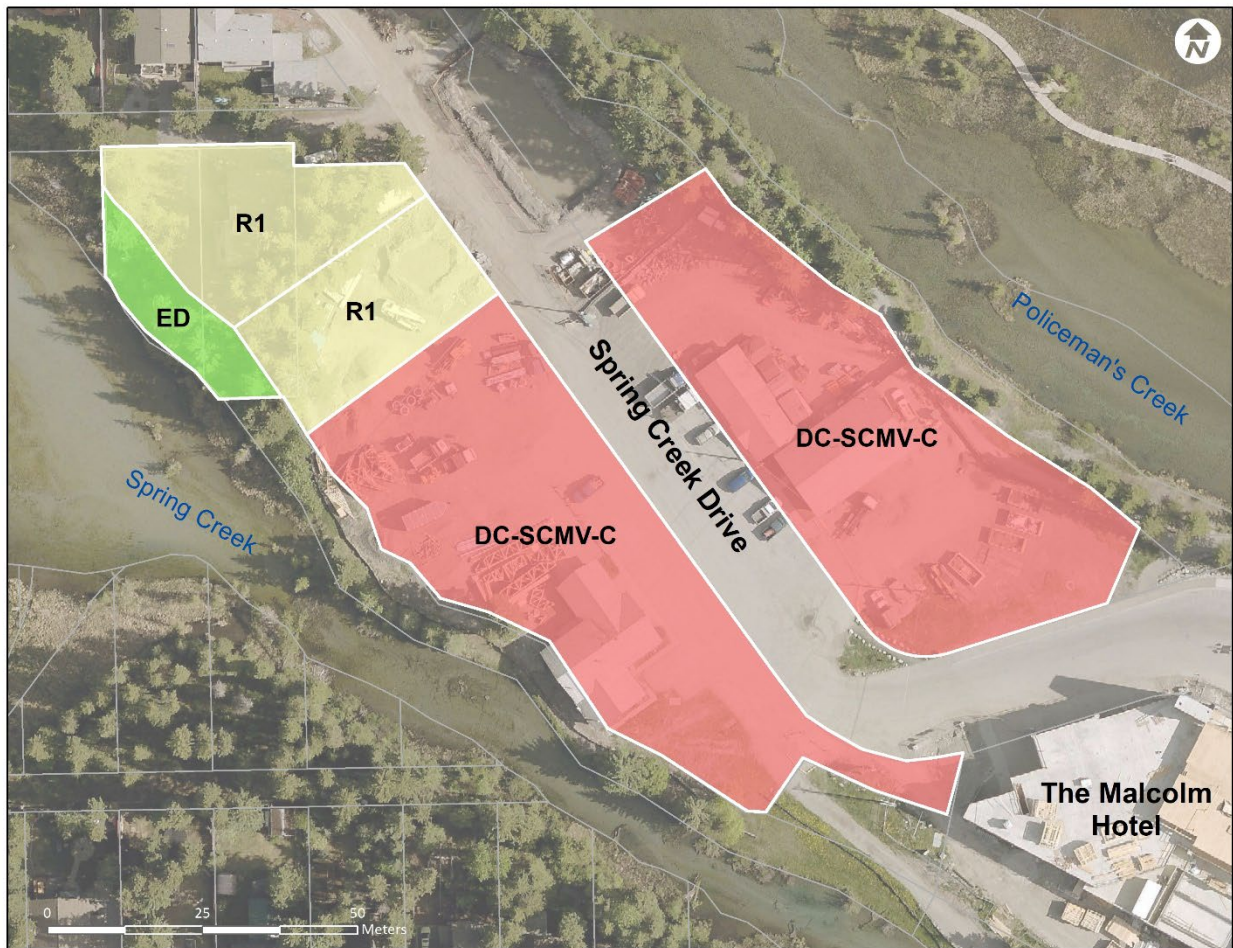


Figure 8: Proposed Land Use



2.2. TOWN OF CANMORE LAND USE BYLAW AMENDMENT

Change:

Change the Land Use Bylaw under Regulation 1.14. by adding:

c. A variance for the two existing residential lots (Lot 1, Block 9, Plan 1810013; Lot 5, Block 83, Plan 1095F; Lot 6, Block 83, Plan 1095F) in Stage 1 shall be considered under the Canmore Land Use Bylaw, Variance to Setbacks from Waterbodies, and Setbacks from Bodies of Water as originally the subdivision occurred prior to 1997 and subdivision boundary change will still allow for this variance given that new Plan numbers will be assigned upon the boundary adjustment.

2.3. SCMV-C DC DISTRICT EDITS

The following amendments to the SCMV-C DC District are proposed:

Change:

Add under Permitted Uses, “**Health, Wellness, and Spa Facilities**”.

Add 14.19.4. Specific Definitions: **Health, Wellness, and Spa Facilities**: means a facility or facilities that provides personal or medical services such as treatments, therapies, massage treatments, alternative treatments, research, product development or sales, education, fitness centres or classes, assessments or other activities associated with health, wellness, or spa services. For this use, the general operating hours will be between 8:00 AM and 9:00 PM.

Rationale:

The site located in the NW corner (Plan 1810013; Block 9; Lot 2) is intended to be developed as a spa and hotel. The use is being added to be specific about the use within this hotel development.

Change:

~~14.19.5.3. 14.19.5.4 Creek Setbacks: The minimum setback for buildings backing onto Spring Creek or Policeman’s Creek shall be 20.0m, measured from the creek Top of Bank. Due to site constraints a variance of up to 5 metres may be granted for the two most northerly hotel/commercial sites in Stage 1. At the discretion of Council, a variance of up to 6 meters may also be approved for the development of a structure for community use on municipal reserve lands in Stage 1. No setback variances will be granted in the remainder of the development.~~

Due to lot depth, the minimum development setback shall be 15m for the two most northerly hotel/commercial sites. Site design (landscaping and pedestrian pathways) will complement the adjacent riparian area. Encroachments into this setback area shall be allowed for landscaping, retaining walls, patios, and outdoor health, wellness, and spa facilities up to the property line, and for decks projecting 1m from the building façade.

Rationale:

During initial discussions with the Town in 2002 to 2004 through the initial ARP approval stage SCMV accommodated a request from the town that a chicane be introduced in the northwest access point into Spring Creek to provide a meaningful traffic calming measure to reduce short cutting to downtown. Accommodating this request resulted in the creation of 2 narrow sites both of which front onto Spring Creek Drive, back onto the adjacent water bodies which are subject to future creek setbacks. The existing condition of this area of Spring Creek at the time of the ARP approval in 2004, included development right up to the water’s edge. The ARP makes a commitment to overtime replace the existing development with other forms of visitor accommodation and to provide stabilization of the creek bank and the re-habilitate disturbed riparian areas. The current proposal is to establish a 15m creek setback on both properties to ensure that the development of the future properties remains viable and to ensure that the environmental aspirations of the development can be achieved.

The previous historical development right to the top of the bank is illustrated in Figure 9. Previous Homes, Cabins and RV sites in the wider plan area all encroached and impacted negatively on Policeman's Creek and Spring Creek. This southern portion of the plan area has already made a significantly positive impact to the environment by removing the previously existing structures from the creek edge. Figure 10 shows the 20m setback with a red line and illustrates how this setback would severely impact the development. The restoration of the riparian edge is made possible through redevelopment of the site, and the setback reduction is required to accommodate this.

In January 2022, several omnibus amendments were approved to the Land Use Bylaw. These amendments included adding restrictions to encroachments into the setbacks of waterbodies for patios and decks applicable to new development in Canmore. This area of the creek has been impacted by prior development as it is a brownfield site. Through re-development the ER (Environmental Reserve) is dedicated and will be restored with native landscaping. For this portion of the creek, the ER was registered as Plan 1810013; Block 9; Lot 4ER as shown in Figure 11.

Retaining walls, patios and decks are proposed as part of the new hotel developments consistent with what is constructed at the Malcom Hotel on private land outside of the publicly dedicated environmental reserve. Figure 9 illustrates the location of existing encroachments which have been and will be removed from the riparian edge reclaimed through this development.

Figure 9: Spring Creek Setbacks (Ortho 2013)

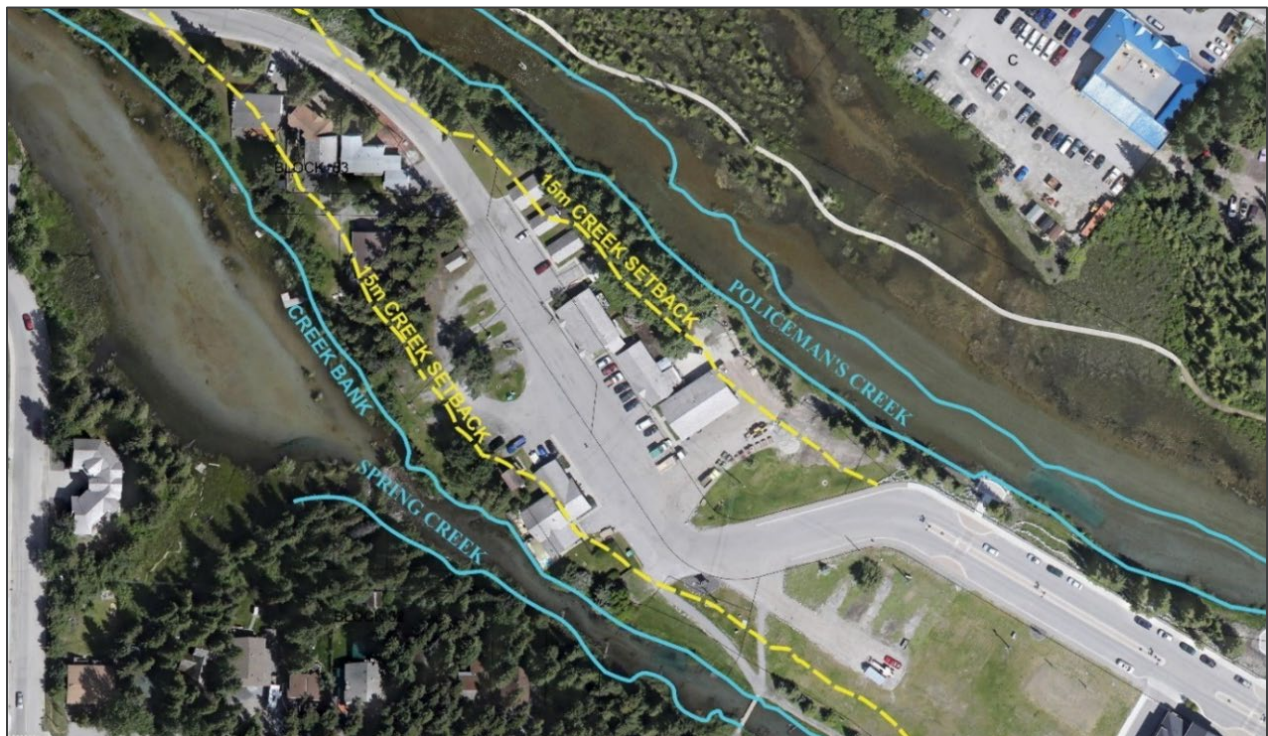


Figure 10: Spring Creek Setbacks Impact

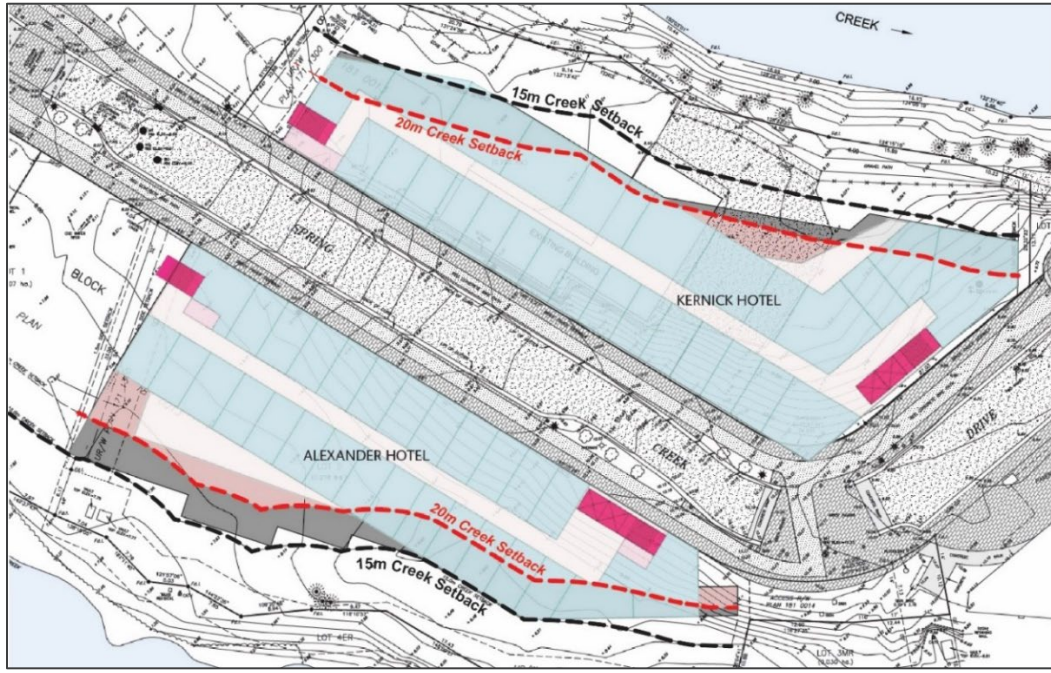
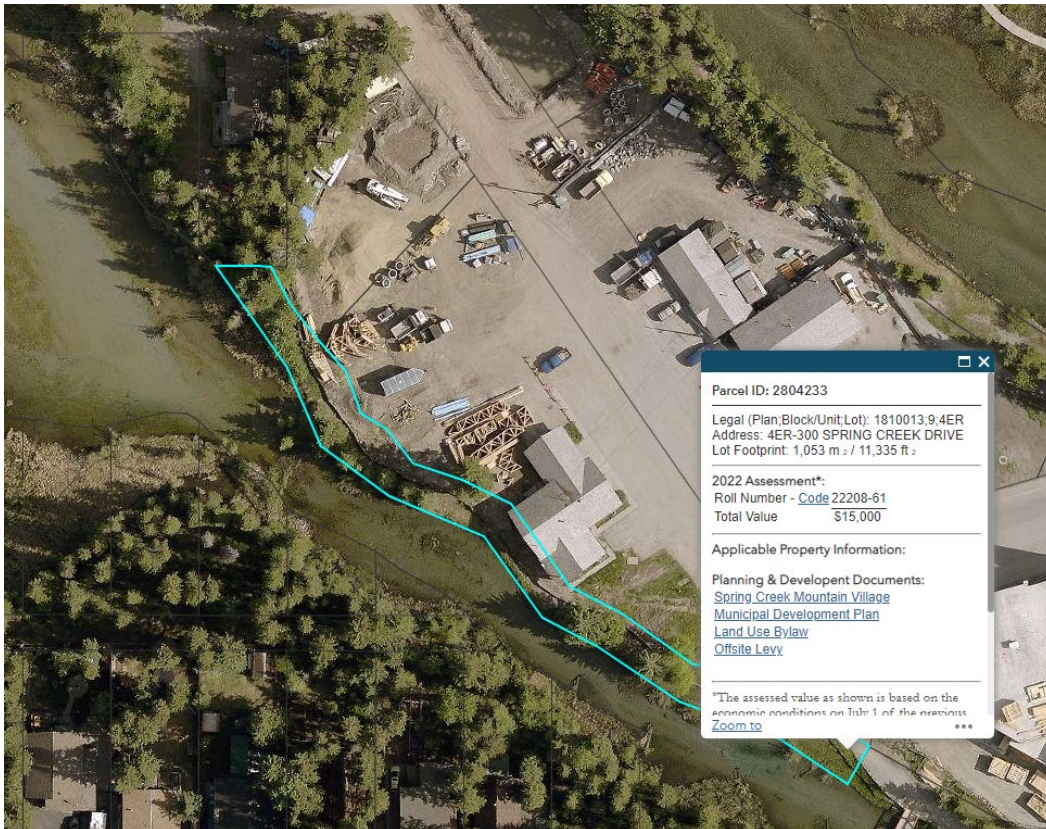


Figure 11. Registered Environmental Reserve Lot



The future buildings will be designed with a street-oriented design with consideration and focus given to pedestrian scale as well as signifying entry into spring creek as required by the current ARP. Conceptual Massing renderings have been included to provide a sense of scale.

Figure 12. Conceptual Massing of Hotels



In relation to the residential lots, there is no proposal to amend the R1 district to allow for additional flexibility as the impact would be town wide. Alternatively, future development of these lots will call upon variance powers of the Development Authority as prescribed in the Town of Canmore LUB. Sections Variance to Setbacks from Waterbodies, and Setbacks from Bodies of Water of the LUB allows for a possible 5m setback variance, where it is required to accommodate a dwelling of 325m² or less. A Sketch Plan of the possible building layouts on the site has been created for both the 20m and 15m setbacks and is included in Appendix D. These sketches illustrate how a 15m setback will be required to accommodate dwellings of 266m² and 238m², whereas a 20m setback would only allow for a 195m² and 133m² dwelling.

Change:

14.19.4.9 Visitor Accommodation Units: the number of visitor accommodation units shall not exceed ~~200~~ 250 units in this District unless a policy revision is approved by council.

Rationale:

Currently the hotel room count is at 124, therefore an additional 50 units are requested to bring the total at buildout to 250. In the early rounds of drafting the ARP and DC District, the hotel unit count was originally proposed at 550 and tourist homes had 150 units. Prior to adoption, a final amendment was made, increasing the tourist homes by another 150 units, and the hotel count was subsequently reduced to 200. At the time, these numbers were a preliminary figure based on initial drawings and calculations. As the detailed design of SCMV has progressed, these numbers have inevitably advanced to reflect a more accurate final product. Vehicle trips are not anticipated to increase or deviate from those figures established in the Traffic Impact Assessment and subsequent counts. The majority of traffic accessing the hotels will be coming from the East, and therefore accessing Spring Creek from the Bow Valley Trail entrance.

As per section 4.5.10 of the ARP, a Transportation Impact Assessment Update has been carried out by McElhanney Ltd. and is provided as Appendix F. The update has identified that the increase in visitor accommodation units will not push the traffic volumes over the threshold. At full build out, the estimated traffic will in fact be less than what was originally assumed by the ARP.

Change:

~~14.19.4.9~~ 14.19.5.10 Parking, Loading and Storage [Remove some exceptions in DC-SCMV-C]

Section 2, General regulations will apply **except that for this District, the following will be provided:**

Unit Type	Number of Parking Spaces	Type of Parking
Visitor Accommodation	1.0 per unit (car)	Private on-site
Employee Housing	1.0 per 1 bedroom unit	Private on-site
	1.5 per 2 bedroom unit	Private on-site
	2.0 per 3 bedroom unit	Private on-site
Visitor Accommodation related commercial	1.0 per 46m ²	on-street
All Units	required loading spaces	on-site

Rationale:

Recent changes to the LUB have seen greatly reduced parking requirements throughout Canmore. This is in keeping with best practice trends in parking management and is occurring in many smart-growth conscious municipalities throughout Canada. Within Spring Creek, there has been some community concern about the provision of parking, and especially since downtown paid parking is being introduced in the Town. Although the General Regulations in the LUB refer to the same or similar parking ratios, including these in the Bylaw for Spring Creek will provide certainty for residents.

Change:

~~14.19.4.10~~ 14.19.5.11 Employee Accommodation: Visitor accommodation operators shall provide for 25% of full time and seasonal staff housing needs ~~consistent with Section 8, General Regulations, of the Town of Canmore Land Use Bylaw~~, or at a ratio consistent with any Town policy for staff housing for other similar developments on the Bow Valley Trail or Gateway Districts that is adopted by the Town of Canmore from time to time. ~~The units identified as Employee Housing shall be encumbered with a restrictive covenant requiring that the units be used solely for the employee housing needs of the Visitor Accommodation units.~~ Staff housing may be ~~constructed~~ provided at another location within or outside of ~~SCMV~~ Spring Creek Mountain Village subject to the approval of the Development Authority.

Rationale:

It has been the practice and policy to include employee accommodation within Spring Creek Mountain Village. In years prior, the Land Use Bylaw was amended to remove this requirement for Visitor Accommodation developments greater than 100 units from Section 8. The district is being updated to reflect this.

Change:

Add: 14.19.5.13 Excluding hotel room decks and balconies, all outdoor common or private hotel amenity spaces shall be designed to minimize the impacts of noise on adjacent residential areas to the satisfaction of the Development Authority.

Rationale:

Through public engagement there were concerns identified regarding intensity of use and outdoor patio noise concerns for this site. In addition to limiting the eligible uses for the northerly hotel site on Spring Creek, the development authority has requested a clause to allow for implementation of additional tools to mitigate potential noise generated from the future uses of the site.

Change:

~~14.19.5.7~~ 14.19.6.7 For the most north-westerly visitor accommodation development adjacent to Spring Creek (Plan 1810013; Block 9; Lot 2), the following uses shall not be permitted: Convention Facilities; Drinking Establishment; and Entertainment Establishment. This prohibition prevails over the general listing of Convention Facilities and Entertainment Establishment within a Visitor Accommodation building as a Permitted Use.

Rationale:

Through public engagement there were concerns identified regarding intensity of use and outdoor patio noise concerns for this site. As the proposed development is a spa-focused hotel, the more intensive uses of the hotel space are being limited.

Change:

~~14.19.8.1~~ 14.19.9.1 The Council of the Town of Canmore shall be the Development Authority for any application that involves a variance to heights beyond the height variances listed in Subsection 14.19.4. and any variance to the 15m creek setback established in Section 14.19.5.4. ~~or a variance beyond the 5.0m setback variances listed in subsection 14.19.4.4 of this District~~

Rationale:

To align with amendments to 14.19.5.3.

2.4. SCMV-CR DC DISTRICT EDITS

The following amendments to the SCMV-CR DC District are proposed:

Add Stage 4 by re-districting the area from MHP (Residential Manufactured Home Park District) to SCMV – CR District as shown in Figure 11.

Figure 13. Proposed Land Use Stage 4



Change:

14.27.4.8 Maximum building heights within the Direct Control Spring Creek Mountain Village Comprehensive Residential District shall be in accordance with Figure 1.

- Zone A maximum height 16.0m (4½ storeys) [2020-16]
- Zone B maximum height 14.0m (~~3½~~ 3 – 4 storeys) [2020-16]
- Zone C maximum height 12.0m (~~2½~~ 3 storeys) [2020-16]
- Zone D maximum height 9.5 (Generally 2½ storeys) [2020-16]

Rationale:

The current Land Use Bylaw definitions for a half storey is difficult to interpret and to implement consistently through the development permitting process. The height in metres is the true measurement for height and the bracketed reference to storeys is for clarification and illustration only. The Spring Creek ARP provides policy to guide the SCMV-CR District where “detailed Building height regulations will be established at the Land Use Redesignation Stage. However, in the central part of the site or core area, building height shall not exceed 4 ½ storeys. Adjacent to Spring Creek and Policeman’s Creek building height shall not exceed 2½ storeys generally, except for the Hotel Commercial areas which may exceed this height as illustrated in Figure 3”. The clarifications in the SCMV-CR District in both 14.27.4.8 and Figure 1 are aligned with this policy.

Change:

14.27.4.10 The number of residential units for **all Stages Stages 1, 2 and 3** of this District is estimated to be **970 712 including Perpetually Affordable Housing (PAH) Units and bonus units**. For calculation purposes, 2 bedrooms will equal 1 unit for Senior Citizen Housing where the development includes lodge style units with communal dining facilities. Figure 2 shows the unit range for each residential block. The maximum number of residential units within the SCMV site at build **out shall be 1000, plus PAH and any related bonus units, with will have** an absolute total not to exceed **1200 1000** units. The unit ranges in Figure 2 are estimates and may vary slightly as detailed design progresses at the discretion of the Development Authority.

Rationale:

Through development and implementation of the SCMV ARP, the number of actual units to be anticipated is updated to reflect a more accurate number at the Bylaw level.

Replace Figure 2. Unit Range and Street Front Uses

Change:

14.27.4.11 Parking, Loading and Storage [Edits to DC-SCMV-CR exceptions list]

Residential Units and Tourist Homes will be served by structured parking within each building block. Townhouses and single-family units will have private spaces typically garages. Due to the abundance of street parking available on Spring Creek Drive, street front commercial uses will be permitted to use the public streets for their parking requirements. Live/work studios and convertible space along Spring Creek Drive will be treated in a similar way to residential apartments typically with structured parking for the residential component and street parking for the visitor/commercial component. Section 2, General Regulations will apply. **Except:**

Parking spaces:

- a. ~~Residential Apartments, Town Homes, Tourist Homes and Live/Work Studios:~~
- | | Type of parking |
|---|----------------------------|
| 0.75 per studio (bed-sitting room) | Private on-site |
| 1.0 per 1-bedroom unit | Private on-site |
| 1.5 per 2-bedroom unit | Private on-site |
| 2.0 per 3 or 4 bedroom unit | Private on-site |
| 0.5 each additional bedroom above 4 | Private on-site |
| 0.15 visitor parking per dwelling unit | Private on-site |
- b. ~~Residential PAH 80% of:~~
- | | |
|-----------------------|----------------------------|
| 1 per unit | Private on-site |
|-----------------------|----------------------------|

Rationale:

Recent changes to the LUB have seen greatly reduced parking requirements throughout Canmore. This is in keeping with best practice trends in parking management and is occurring in many smart-growth conscious municipalities throughout Canada. Within Spring Creek, there has been some community concern about the provision of parking, and especially since downtown paid parking is being introduced in the Town. The General Regulations, Section 2 in the LUB will apply and will be implemented closer to the maximum allowed in Section 2.

Change:

~~14.27.4.12 Prior to the approval of any subdivision application for Stage 3, the applicant in consultation with the Town of Canmore shall provide an updated Traffic Impact Assessment confirming compliance with the Spring Creek Mountain Village Area Redevelopment Plan. The assessment shall take into account at least eight consecutive months of traffic monitoring data, collected after December 31, 2018 at the of Spring Creek Drive – Main Street intersection. Where compliance is not demonstrated, changes in road design or densities may be required. [2019-18]~~

~~14.27.4.12 If not already collected directly by the Town, traffic counts at the access and egress points to Spring Creek Mountain Village shall be provided annually and the Traffic Impact Assessment (TIA) report shall be updated by the applicant and submitted along with the third (3rd) and fifth (5th) development permit applications within Stage 4. If during the redevelopment process it is projected in a TIA that traffic generation on Spring Creek Drive at Main Street will exceed 3000 vehicle trips per day (VPD) prior to buildout based, the ARP or LUB or both shall be revised as appropriate to incorporate additional measures to restrict traffic flows at this access to 3,000 vehicle trips per day. This may include road design changes or a reduction in density for remaining developments or both. VPD is defined as the average daily vehicle traffic on Spring Creek Drive at Main Street as measured during an eight month period including dates between May 1st and October 31st in the most recent 12 month period of measurement.~~

Rationale:

To ensure that ongoing traffic measurement is ongoing as subsequent stages of development occur, this clause has been updated to ensure that the standards referenced to in the Area Redevelopment Plan are consistent with the district.

Change:

14.27.5.3 “Perpetual Affordable Housing (PAH): Concurrent with the development of Spring Creek Mountain Village, the developer will make available a minimum of 5% of the maximum number of residential units for this District as PAH units. The provision of these units shall be in accordance with the Town of Canmore PAH Policy. The location of the PAH units should not be concentrated within one or two buildings but distributed throughout the various development stages and buildings up to the second floor. ~~For each PAH unit provided, one additional market unit (a bonus unit) may be provided. PAH units and bonus units provided in this District shall be excluded from the 704 unit maximum permitted for this District. (Stages 1, 2 and 3 combined). The SCMV PAH/bonus unit policy will apply in SCMV irrespective of other Town bonus policies that may be adopted from time to time.~~

Rationale:

The absolute maximum dwelling units for SCMV at the completion of development will be 1000. In each stage the number of PAH units provided will be a minimum of 5%. Further bonus units are not required to achieve the unit mix within SCMV.

Change:

14.27.5.9 “...Figure 3 shows the proposed public and private streets within ~~Stages 1, 2 and 3~~ all 4 stages and the overall Area Redevelopment Plan area. the construction access for this development will be restricted to Spring Creek Drive - Bow Valley Trail access only.”

Replace Figure 3. Public and Private Streets

Rationale:

This Bylaw amendment will add Stage 4 in to the SCMV-CR District by including Stage 4. Figures 2, and 3 are updated along with the estimated number of units are updated from 712 to 970. Other clauses are amended accordingly.

Redistricting Stage 4 to SCMV-CR Direct Control District. This requires an evaluation of previous performance of implementation of this Bylaw. The existing SCMV CR District includes regulations which require a review of how the community development is performing against the following criteria.

a. Architectural and Neighbourhood Fit

The architectural guidelines and subsequent design have been implemented to reflect both conformance and variety in the rocky mountain architecture themes. The last several applications for development at Canmore Planning Commission received accolades for both the architectural fit and environmental leadership with Spring Creek continues to demonstrate.

b. Density Review

The development has built out within the ranges anticipated in the ARP. With the amendments proposed to the ARP along with the changes to the SCMV-CR District, these numbers are being adjusted slightly and the forecast updated for Stages 3 and 4. It is expected that the density and number of units is estimated to be within the mid range between the 800 to 1200 originally estimated for the community. This is approximately 20% less than the maximum of what was originally proposed in the Area Redevelopment Plan.

c. Transportation Impacts

A transportation assessment update is provided with this ARP amendment. This concludes that the projected capacity of 3000 vpd at Main Street & Spring Creek Drive will not be reached at full build out. This summary report is included in Appendix F.

d. Sight Lines

Height, roof pitch and placement affect the sight lines of the community. The district specifies height zones in Figure 1, whereby the tallest buildings are in the centre of the community and step down toward the edges mainly west and east where development interfaces with both Spring Creek and Policeman's Creek. The implementation of this has resulted in maintaining views and sight lines throughout the development and preserving views and enjoyment of the trail systems adjacent to the creeks. There have been no issues identified within this District.

e. Flow of Pedestrian Traffic and Vehicular Traffic on Adjacent Neighbourhoods into South Canmore and Impact on South Canmore Residents

There has been a positive impact to south Canmore by joining the pedestrian bridges with south Canmore providing sidewalks and multi – use trails developed to support the community. There are no vehicular connections with South Canmore.

f. Pedestrian Flows in South Canmore Habitat Patch

No pedestrian bridges have been or proposed out of spring creek into the south Canmore habitat patch.

g. Discretionary Uses

We reviewed the discretionary uses and they are adequate to date so there is no reason to amend these.

Change:

14.27.6.6 Spring Creek Gate Frontage: ~~A minimum of 25%~~ Where possible, part of the street level uses shall be either commercial, live/work studios, or commercial-ready residential units, in accordance with Figure 2. The commercial-ready residential units shall be constructed ~~to a 1 hour fire rating to a~~

~~commercial unit safety code standard~~, so they may be converted to a commercial space in the future, as market demands.

Rationale:

The planned intent for commercial development has been to focus it toward the north and central part of the plan area and District and to transition to residential development focus for the latter Stages 3 and 4 of the development. ~~The reason this must change is a maximum of 10% of the floor area can be a minor occupancy to the first floor of the building without a change of construction material to concrete as required by the Alberta Building Code.~~

Change:

14.27.6.7 The total Local Commercial area at plan build out shall be no more than ~~2,000 m²~~, 3,000 m² excluding Live/Work units. This may be increased by an additional 500 m² to facilitate a Daycare.

Rationale:

This change reflects a more accurate build out and forecast for the balance of the district as related to the updated Site Usage Summary, plus the current commercial amount allowed in this District has been built out, so the increase is necessary to accommodate full build-out.

Change:

~~14.27.10.1 This Bylaw will be amended from time to time to include future development stages. However, this Bylaw will not be amended to include further development stages beyond stage 3 before 2021. This requirement is designed to promote the orderly redevelopment of Spring Creek Mountain Village consistent with the Town of Canmore's Growth Management Strategy and allow flexibility to reflect changes in market conditions. This requirement supersedes all other previous requirements for the rate and pace of growth for Spring Creek Mountain Village.~~

14.27.10.2 No development shall occur in Stage 4 until Stage 1 and Stage 2 are completed and construction completion certificates accepted by the Town of Canmore, except for the existing residential parcel in Stage 1 (Legal: 1810013;9;1) two remaining hotel parcels in Stage 1 (Legal: 1810013;8;1 and 1810019;9;2) and two municipal reserve parcels (Legal: 1810013;9;3MR and 1810013;8;2MR). A temporary pedestrian trail system shall be provided until these parcels have been completed. ~~Development on Spring Creek Gate will be in an orderly manner and continue in a southerly direction.~~

Rationale:

This section is being updated to reflect the development which has occurred.

2.5. PD DISTRICT EDIT

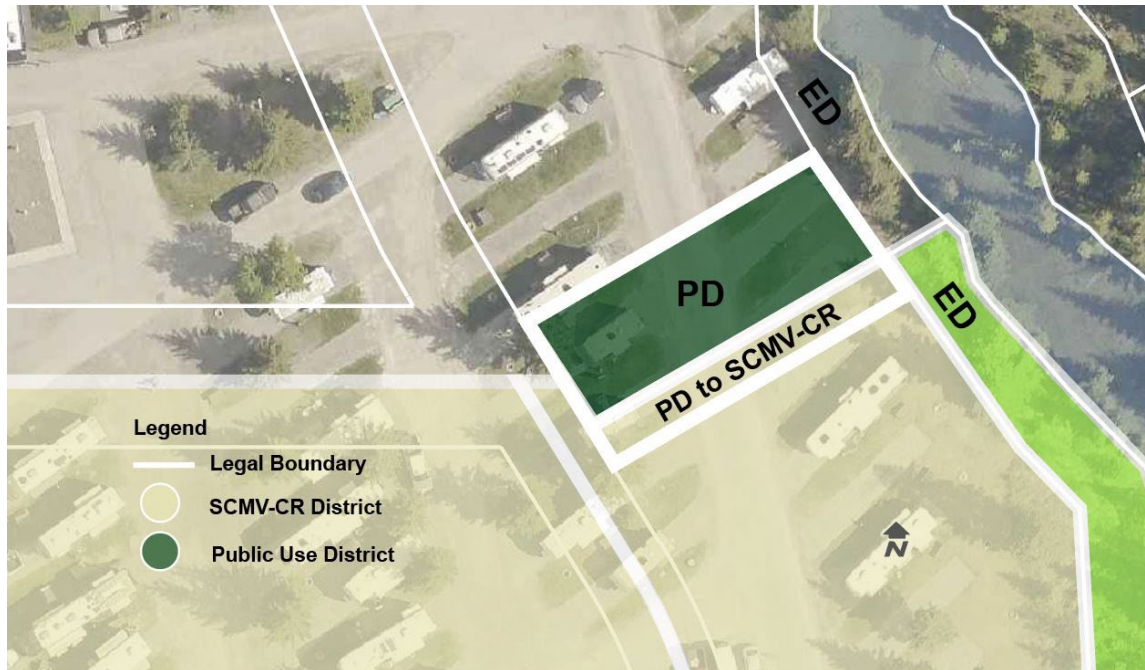
Change:

Redistrict PD to DC-SCMV-CR.

Rationale:

The existing pocket park located east of Spring Creek Gate along the top of bank is being adjusted slightly in size due to the actual park spaces being subdivided in earlier stages. To accommodate the boundary adjustment of the park, the easterly edge is being re districted to DC-SCMV-CR as shown in Figure 14.

Figure 14. Proposed Land Use PD District



3. Proposed SCMV Area Redevelopment Plan Amendments

The Spring Creek Mountain Village ARP was approved by Council in September 2004 and has had amendments approved in 2009, 2010 and 2015. The document provides a framework for future development of the Spring Creek area. As anticipated, while the project stages continue to develop and detailed design progresses, minor amendments are required to the ARP document. To remain consistent with the proposed amendments to the Spring Creek Mountain Village Visitor Accommodation DC District identified in Section 2 of this report, the ARP also requires minor updating as outlined below.

3.1. ARP BOUNDARY

The proposed boundary adjustment of the residential lots north of the proposed Alexander Hotel incorporates one lot that is inside the ARP boundary and two which are outside of the boundary. Therefore, an adjustment to the ARP boundary is proposed to include Lots 5 & 6, Block 83, Plan 1095F. The remaining two partial lots to the west are untitled and defaulted Crown Land, therefore these will remain as is.

Figure 15: Existing ARP Boundary



Figure 16: Proposed ARP Boundary



The amended boundary has been updated within the following ARP maps for consistency and can be found in the red-lined ARP in Appendix C:

- Figure 1: ARP Location & Boundary
- Figure 2: Aerial Photograph
- Figure 3: Land Use Concept
- Figure 4: Environmental Sensitivity
- Figure 5: Utility Servicing
- Figure 6: Transportation
- Figure 7: Open Space & Trails
- Figure 8: Development Staging

3.2. TABLE UPDATES

Change:

Table 1: Consultation Program

The lines have been added:

October-13/2015 α	Public Hearing -- ARP Amendments α
November-18/2020 α	Public Open House -- ARP Amendments α
May-12/2021 α	Public Open House -- ARP Amendments α
April-4, 2022 α	SCPOA (Property Owners Assoc) α -- ARP Amendments α

Rationale:

Update with public consultation to date.

Change:

Table 2: Land Use Areas and Density

SPRING GREEK MOUNTAIN VILLAGE							
LAND USE AREAS							
LAND USE	Hectares		Acres		% of ARP		% of Gross Dev
GROSS ARP AREA	28.48	28.37	70.37	70.1	100.0%		
ENVIRONMENTAL RESERVE	3.92	3.88	9.68	9.59	13.8%	13.7%	
CREEKS	2.85		7.04		10.0%		
GROSS DEVELOPABLE	21.71	21.64	53.65	53.47	76.2%	76.3%	
MUNICIPAL RESERVE	3.07		7.59				14.2%
OTHER OPEN SPACE	0.87		2.15				4.0%
RESIDENTIAL (All Types)	11.88	11.82	29.36	29.21			54.7% 54.6%
COMMERCIAL (Hotel)	1.3	1.29	3.21	3.19			6.0%
ROADS	4.59		11.34				21.1% 21.2%

SPRING CREEK MOUNTAIN VILLAGE: DENSITY CALCULATION										
	Amended Residential Units		Residential Units over ASP Total Area		Residential Units over Developable Area		(1) Residential Unit density excluding Hotel Sites	(2) Overall Density including Hotel Rooms		
DENSITY ANTICIPATED UNITS/Hectare (max.)	1000	1200	35.11	42.3	46.06	55.45	49.00	58.97	57.58	64.7
DENSITY ANTICIPATED UNITS/Acre (max.)	1000	1200	14.21	17.12	18.64	22.44	19.83	23.86	23.30	26.18

Rationale:

Areas and densities have been updated to reflect residential lots, environmental reserve, change in hotel lot area, increase to hotel unit count, and change to maximum number of residential units.

3.3. HOTEL ROOM COUNT AND LOCAL COMMERCIAL

Change:

Table 4:

	Stage 1	Stage 2	Stage 3	Stage 4	TOTAL*
Area (approximate ha)	14.4	5.7	3.5	4.8	28.4
Residential Units					
Townhouses	24	52	19	44	139
Apartments	207	302	202	200	911
Single detached	7 10	0	0	0	7
Total	241	354	221	244	1060
# of Hotel rooms	200 250	0	0	0	200 250
Hotel related commercial (sq m)**	15000 2500				15000 2500
Max local commercial street front (sq m)	2000 310	10000 2085	480	400	3275
<i>* Total does not include PHA and related bonus units, and includes daycare of 347m²</i>					
<i>** Excludes amenity areas and meeting rooms</i>					

4.8.2 Hotel Rooms: Hotel and related commercial uses shall be located generally in the north portion of the plan area as on the Concept Plan. The number of hotel rooms shall not exceed ~~200~~ 250 unless a policy revision is approved by Council.

The imperial units shown in the table are being replaced with metric measurements for the hotel related and local commercial areas.

Rationale:

As per amendments to SCMV-C and supporting Traffic Update.

Change:

4.8.4 Local Commercial: The local commercial service and retail component will be limited to a maximum ~~950~~ 3000 sq. meters (~~approximately 10,000-32,291.73 sq. ft.~~), with a 500 m² daycare bonus. This figure will be reviewed by the developer and the town administration with each development stage and increased if necessary.

Rationale:

Through development of the community to date, the local commercial areas are being updated to reflect what was approved against what has been planned. This change reflects a more accurate build out and forecast for the balance of the Plan and District and opportunities for street level commercial opportunities in stages 3 and 4 as market demand supports.

3.4. CREEK SETBACKS

Change:

4.6.9 Building Setbacks Adjacent to Creek Banks: ~~Buildings or structures shall be sited a minimum distance of 20 metres from the bank of both creeks. Due to site constraints a variance of up to 5 metres may be granted for the two most northerly hotel/commercial sites in Stage 1. At the discretion of Council, a variance of up to 6 metres may also be approved for the development of a structure for community use on municipal reserve lands in Stage 1. No setback variances will be granted in the remainder of the development.~~

Area-wide setback requirement: Buildings or structures shall be sited a minimum distance of 20 metres from the bank of both creeks. Due to the slope of the land adjacent to Spring Creek, Policeman's Creek and within the Village, landscaping, including terraced landscaping and retaining walls shall be permitted within this setback area.

Community structure setback requirement: At the discretion of Council, a variance of up to 6 meters may also be approved for the development of a structure for community use on municipal reserve lands in Stage 1.

Residential setback requirements for the northerly residential lots: Notwithstanding their lot registration date, a variance to the 20 metre creek setback for the two residential lots (Lot 1, Block 9, Plan 1810013; Lot 5, Block 83, Plan 1095F; Lot 6, Block 83, Plan 1095F) proposed in Stage 1, shall be considered in accordance with the town-wide variance requirements for waterbody setbacks as outlined in the Land Use Bylaw.

Northerly hotel/commercial sites in Stage 1 setback requirement: Due to lot depth, the minimum development setback shall be 15 metres for the two most northerly hotel/commercial sites. Site design (landscaping and pedestrian pathways) will complement the adjacent riparian area. Encroachments into this setback area shall be allowed for landscaping, retaining walls, patios, and outdoor health, wellness, and spa facilities up to the property line, and for decks projecting 1m from the building façade.

Rationale:

During initial discussions with the Town during the initial ARP approval stage SCMV accommodated a request from the town that a chicane be introduced in the northwest access point into Spring Creek to provide a meaningful traffic calming measure to reduce short cutting to downtown. Accommodating this request resulted in the creation of 2 narrow sites both of which front onto Spring Creek Drive, back onto the adjacent water bodies which are subject to future creek setbacks. The existing condition of this area of Spring Creek at the time of the ARP approval in 2004, included development right up to the water's edge. The ARP makes a commitment to overtime replace the existing development with other forms of visitor accommodation and to provide stabilization of the creek bank and the re-habilitate disturbed riparian areas. The current proposal is to establish a 15m creek setback on both properties to ensure that

the development of the future properties remains viable and also to ensure that the environmental aspirations of the development can be achieved.

The previous historical development right to the top of the bank is illustrated in Figure 9. Previous Homes, Cabins and RV sites in the wider plan area all encroached and impacted negatively on Policeman's Creek and Spring Creek. This southern portion of the plan area has already made a significantly positive impact to the environment by removing the previously existing structures from the creek edge. Figure 10 shows the 20m setback with a red line and illustrates how this setback would essentially render the development unachievable. The restoration of the riparian edge is made possible through redevelopment of the site, and the setback reduction is required to accommodate this.

In January 2022, several omnibus amendments were approved to the Land Use Bylaw. These amendments included adding restrictions to encroachments into the setbacks of waterbodies for patios and decks. This area of the creek has been impacted by prior development as it is a brownfield site. Through re-development the ER (Environmental Reserve) will be dedicated and restored with native landscaping. Retaining walls, patios and decks are proposed as part of the new hotel developments consistent with what is constructed at the Malcom Hotel on private land outside of the publicly dedicated environmental reserve. Figure 9 illustrates the location of existing encroachments which have been and will be removed from the riparian edge reclaimed through this development.

3.5. TOURIST HOMES

Change:

4.7.6 Tourist Homes: Tourist Homes will be permitted within the ARP area and shall be identified by the developer at the Development Permit stage. Tourist Home permits will not be considered for units designated as staff or PAH. As a general guide the number of Tourist Homes should not exceed 300 units and shall be located within identified floors within apartment buildings or Townhouses adjacent to designated apartment buildings.

Rationale:

As referred to in the DC-SCMV-CR amendments, Town Administration have previously indicated a preference for the designation of the entire building. In addition, this application proposes the inclusion of Townhouses as possible Tourist Homes when they are located adjacent to an existing designated Tourist Home apartment building.

3.6. ADDITIONAL SINGLE-FAMILY LOTS

Change:

4.7.8 Low Density Housing North of Hotel Site: An area of existing single detached housing located north of the Hotel sites and east of Spring Creek Drive, as shown on the Concept Plan Figure 3, will be re-developed with no more than two single detached homes. The lots shall retain R1 – Residential Detached District designation.

Rationale:

The inclusion of two new residential lots into the ARP boundary is proposed in order to provide cohesion for planned lot adjustments. Feedback received during public consultation identified a concern that these lots would be used for increased residential density or hotel expansion. Comments received from the public suggested that these residential lots should remain as R1 – Residential Detached District within the Canmore LUB. As a way of mitigating public concern and actioning their recommendations, the above policy has been created as an addition to the ARP.

3.7. ARP LAND USE CONCEPT AMENDMENT

Change:

Figure 3, Land Use Concept is being updated to reflect changes to the heights for the buildings as follows:

Residential Core Area – Apartment Style, Building Height up to 4 ½ storeys

Residential - Apartment Style, Building Height up to ~~3 ½~~ 3 – 4 storeys

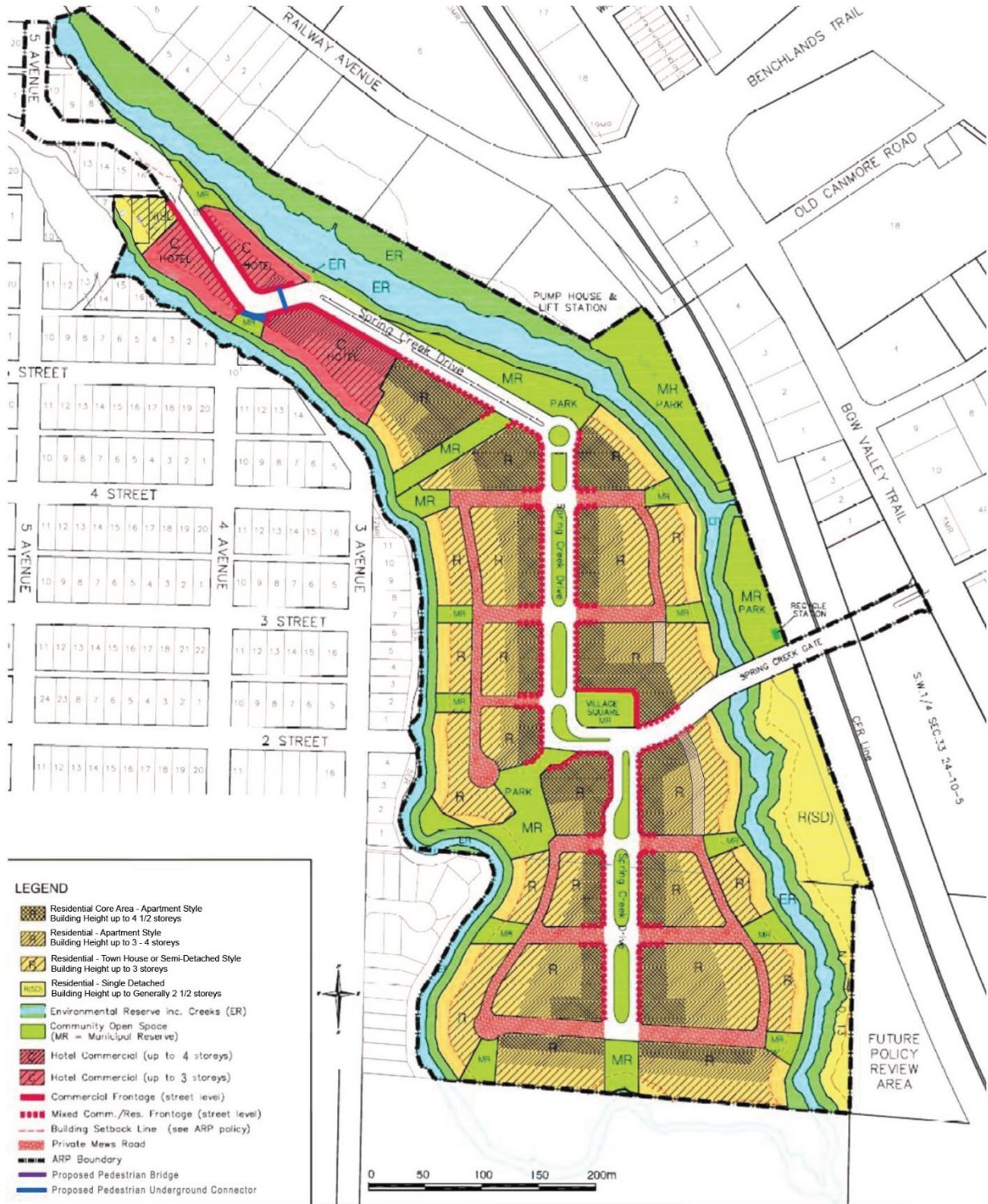
Residential - Town House or Semi-Detached Style, Building Height up to ~~2 ½~~ 3 storeys

Residential - Single Detached, Building Height up to **Generally** 2 ½ storeys

Rationale:

The figure is being amended to reflect the building heights clarification in the Direct Control District. The current Land Use Bylaw definitions for a half storey is difficult to interpret and to implement consistently through the development permitting process. The Spring Creek ARP provides policy to guide the SCMV-CR District where “detailed Building height regulations will be established at the Land Use Redesignation Stage”. The height in metres is indicated in the SCMV-CR District in both 14.27.4.8 and Figure 1 and are aligned with this policy.

Figure 17: Proposed Land Use Concept



SPRING CREEK MOUNTAIN VILLAGE
AREA REDEVELOPMENT PLAN
Figure 3: Land Use Concept

4. Policy Discussion

The Town of Canmore's Municipal Development Plan (MDP) sets the Town's overall policy direction for community land use decisions and addresses environment, economic, social, cultural and governance affairs. Map 2: Conceptual Land Use of the MDP identifies the hotel area as "Commercial and Mixed Use", and the residential lots as "Neighbourhood Residential".

All other policies relating to the continued development of Spring Creek this application are in alignment.

5. Sustainability Screening Report

As part of the land use bylaw amendment process a Sustainability Screening Report is required by the Town of Canmore. As such a Sustainability Screening report has been prepared for the above amendments and included in this submission under Appendix F.

6. Public Engagement

Spring Creek Mountain Village is committed to carrying out thorough and meaningful public engagement as part of any statutory document amendment. An initial virtual Open House was held on November 18, 2020, via Zoom. The Open House was advertised for 2 weeks prior to the event in the Rocky Mountain Outlook, with information on how to register. Anyone who made contact in response to the advert were emailed details of the event and a link to the meeting. A total of 46 responses to the advert were received. Personal invites to adjacent landowners and others who may have direct interest in the development, were also directly sent out or delivered by hand. Following the Open House, anyone who had been communicated with, whether they attended or not, was sent a link to the recording of the meeting. Feedback forms were also circulated, and comments requested.

The virtual Open House was used to present the project to the public, with detail on the proposed amendments to the Land Use Bylaw and Area Redevelopment Plan. Opportunity was provided for attendees to ask questions and offer feedback on the night. There was a total of 45 attendees on the Zoom meeting, and 16 questions or comments were received.

Since the event, five feedback emails have been received and follow up discussions held. The comments have been summarised into topics below, along with our consideration.

1. Support for no trails along Spring Creek adjacent to Alexander Hotel.
2. SCMV support this feedback, and existing provisions are in place within policy. Particularly, the undeveloped strip of environmental reserve has been established in Figure 7 of the SCMV ARP, which shows the area as having no trail access.
3. Hotel height concerns.
 - a. The original draft of this application proposed a minor height increase on the north end of the two hotels. This was to be applied to a very small area of the hotels and was

proposed due to the significant road drop off in this area. After public consultation and careful consideration, **this amendment has been removed.**

4. Light and noise from hotels.
 - a. The west side of Alexander Hotel is proposed to accommodate a wellness spa, and not a bar as questioned. All lighting will meet Town of Canmore Land Use Bylaw and Engineering Design and Construction Guidelines requirements. As with the rest of SCMV, dark sky lighting will be used to ensure minimal impact to wildlife and neighbouring properties. No trail is proposed adjacent to the hotels so there will be no pedestrian activity in this area, and no late night noise caused by downtown food & beverage foot traffic.
5. Opposed to creek setback.
 - a. This area of previously developed land has already seen significant improvements in protecting the creek banks. Building which previously encroached on the banks have all been removed and environmental reserve established. Due to topographical constraints, this section of SCMV lands would become undevelopable with the existing 20m setback. The creek setback amendment is not intended as a divergence from original policy. To provide certainty for the development at this stage, it has been requested that this variance be addressed now rather than at the Development Permit stage.
6. Groundwater concerns
 - a. Engineering best practices will be employed at the detailed design stage to ensure groundwater concerns are mitigated and run-off does not flow from the development area into the creeks. This is the case with all existing SCMV development and will continue to be so for future development.
7. Traffic volumes more than 3000 VPD
 - a. Concerns mainly identify recent increase in volumes associated with major roadworks on Benchlands and Bow Valley Trail intersection. As discussed under rationale for hotel unit increase in section 2.2 and attached in Appendix F, a Traffic Generation Update has been carried out. Traffic numbers are expected to be less at buildout than originally anticipated.
8. Request certainty for perpetual R1 designation
 - a. SCMV are committed to retaining the R1 status of the subject residential lots. There is no intention for these lots to intensify in development beyond the R1 provisions, nor will they be utilised to provide additional land for hotel expansion. To add certainty in response to the concerns heard at the Open House, additional Policy is being proposed within the ARP.

9. Employee Housing Provision

- a. Attendees voiced concerns that no new Employee Housing was being proposed as part of this application. At the time of this initial open house, SCMV were in the early planning and land assessment stages to address such concerns and provide affordable options for future staff and local community members. SCMV have since gone in to partnership with a local retailer to purchase adjacent land to develop 20-40 units of Employee Housing & Perpetually Affordable Housing. The subsequent LUB amendments have been submitted in tandem with this application package.

A second Open House was held on May 12, 2021 to present the subsequent updates, and to propose the new EH/PAH and Furniture Store development. All feedback was positive, and the amendment updates were received very well. Verbatim responses are provided in Appendix G, along with the Virtual Open House presentation slides.

In March 2020 the Town distributed notices of the proposed applications, and we were provided a summary of feedback on March 29, 2022. The primary feedback from this notification were concerns about parking in SCMV as commercial and residential development continues, the protection of the creek banks, and impacts associated with the uses contained in the spa hotel located in the north-westerly commercial site. Since this notification, the application has been updated to include parking requirements to be a minimum of 80 percent of the Town of Canmore maximum parking requirements, to clarify that the riparian edge is being reclaimed through the redevelopment of the sites in the northerly portion of the plan area, and to limit the permitted uses for the spa hotel being proposed on the north-westerly commercial site to ensure that the uses reflect what is typically expected with a spa and that no impacts are created outside of the building. To address any concerns related to redevelopment of the creek banks and reclamation and protection of the riparian edge, the project team has engaged an environmental consultant to prepare an update report to the original EIS to address these concerns.

Third Open House was held on April 04, 2022 to present the ARP amendments and include Stage 4 into the redistricting application for SCMV. It was attended by 18 people in person at Spring Creek Community Association and by 36 people virtually on zoom.

7. Conclusion

As further development of Spring Creek Mountain Village occurs, some flexibility is needed to allow minor changes which will make the project more viable and enhance the design of the area. The above amendments will create an iconic entry point into Spring Creek Mountain Village, maintain the authentic Canmore alpine architecture, enhance the overall design of the development, and do so in respect of topographical constraints. Overall, the proposed amendments to the Spring Creek Mountain Village Visitor Accommodation DC District (SCMV-C) and Spring Creek Mountain Village Area Redevelopment Plan are in keeping with the true spirit and intent of the development and are not anticipated to have negative effects on adjacent land uses.

Contact

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APPENDIX H-1

Sustainability Screening Report



Sustainability Screening Report

Proposed Land Use Bylaw and SCMV Area Redevelopment Plan Amendments

February 7, 2022

Submitted to: Town of Canmore
Prepared by McElhanney

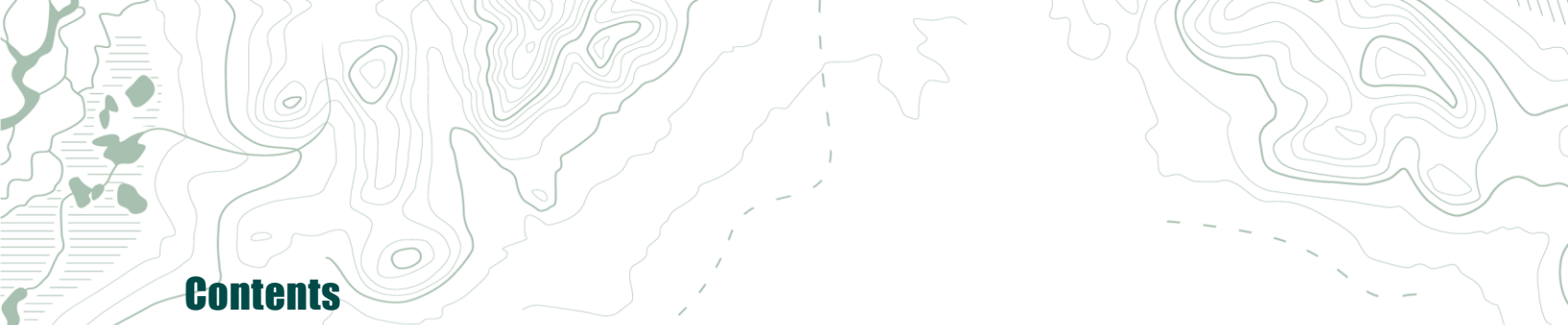
Contact

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Our file: 2531-115-1800 & 2531-1900



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Appendix H - 2

SSR Matrix

1. Project Location and Background

1.1. PURPOSE

The purpose of the Sustainability Screening Report (SSR) is to demonstrate how the proposed Land Use Bylaw (LUB) and Area Redevelopment Plan (ARP) amendments for Spring Creek Mountain Village (SCMV) will provide a net benefit to the community and build on the Town's sustainability initiatives.

The SSR Outline below provides brief commentary on the proposed offsets identified within the SSR Matrix. We have identified and addressed these offsets at this stage to help in the preparation of a sustainability roadmap for this project. The checklist and proposed offsets will be revisited, reviewed, and updated at key milestones during the design phase to ensure the project is in keeping with the Town of Canmore's environmental, economic, and cultural goals.

1.2. BACKGROUND

The below Sustainability Screening reports have been completed and approved by the Town of Canmore for previous land use bylaw amendments through each stage of development within SCMV:

- Stage 1 Land Use Amendments SSR (2009)
- Stage 2 Land Use Amendments SSR (2009)
- Stage 1 Visitor Accommodation District Amendments SSR (2015)
- Stage 1 & 2 Open Space/Public District Amendments SSR (2016)
- Stage 2 & 3 Land Use Amendments (2019)

The SCMV ARP was originally approved by the Town of Canmore in 2004. The proposed amendments follow the intent of the overall ARP and are being proposed in alignment with the original vision. Included in the amendments are:

1. Land Use Map Amendments
2. Creek Setback & Environmental Reserve (LUB & ARP)
3. Roof Height Amendment (LUB)
4. Visitor Count and Traffic Generation Update (LUB & ARP)
5. ARP Boundary Amendments

1.3. LOCATION

The application being evaluated includes two areas. One to the north of the community to accommodate development of two hotels in stage 1, and the other at the southerly extent of the community to accommodate development of stage 4.

The subject land in stage 1 includes 5 existing lots covering an area of approximately 0.784 hectares of land on either side of Spring Creek Drive, at the northern periphery of Spring Creek Mountain Village. Although located within the Stage One area of SCMV, the development of the two hotel sites and the residential lot had been deferred until this time.

The subject land in stage 4 includes an area of approximately 4.8 hectares at the southerly extent of the community bounded on the west, south and east by Spring Creek and Policeman's Creek. This stage will accommodate residential development including townhomes, apartments and perpetually affordable housing.

Stages one and two are near completion, with Stage 3 also under construction. The area has become a significant mixed-use, medium- to high-density, sustainably designed part of Canmore. It has improved walkability and overall active transportation for the Town, and is a thriving neighbourhood with shops, offices, restaurants, homes, open spaces, trails and an evident sense of community.

With the success of the wider SCMV area, the next phase of visitor accommodation and residential development is ready to proceed.

1.4. DEVELOPMENT CONCEPT/PROPOSED AMENDMENTS

The next phase of development Spring Creek Mountain Village is the development of two unique landmark hotels on the northern edge of Spring Creek Mountain Village. This this next phase will also include stage 4 of the residential community as outlined in the Area Redevelopment Plan. These are indicated as Phase 2 and Phase 3 in Figure 1 and as stage 4 in Figure 2.

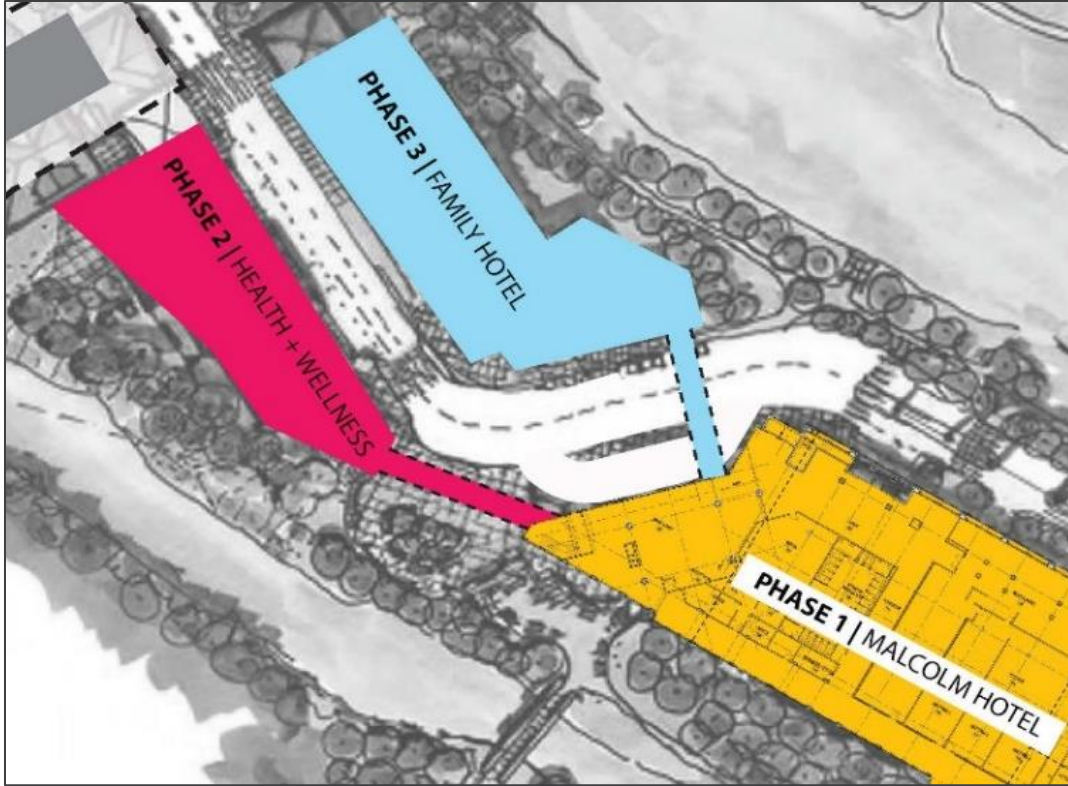


Figure 1. Phase 2 and 3 Spring Creek Hotels

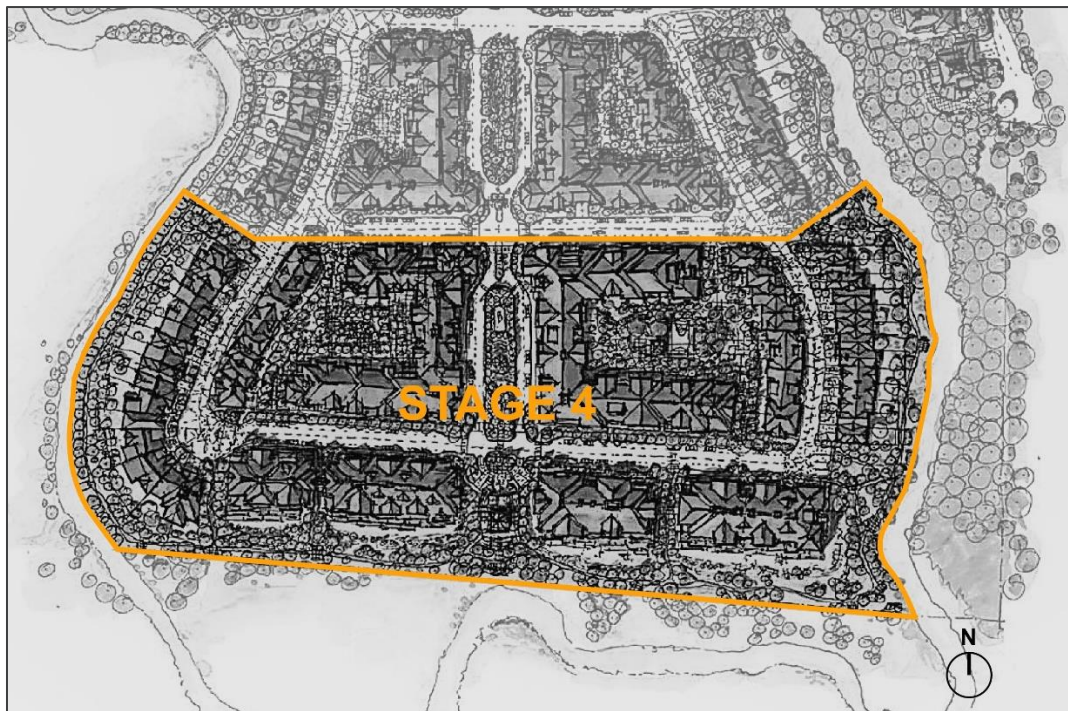


Figure 2. Stage 4 Spring Creek Community

2. Sustainability Screening Analysis

2.1. BUILDING ECONOMIC SUSTAINABILITY

How does the project contribute to the priorities contained in the Economic Development and Tourism Strategy?

The recently adopted Economic Development Strategy 2020-2025 and Canmore Kananaskis Community Tourism Strategy Plan 2019-2029 (CKCTSP) are the guiding documents for economic and tourism strategic direction. The Economic Development Strategy identifies 3 strategic pillars to support economic sustainability and objectives for achieving them. While the proposed development does not specifically diversify the economy from the traditional tourism industry of Canmore, tourism is still identified as a key economic driver within Canmore. The objective “To facilitate opportunities in tourism” is supported by reference to prioritizing the actions of the CKCTSP.

The following Goals are emphasised within the CKCTSP:

Goal #1: Acknowledge the importance of tourism in our community and commit to becoming proactive in its development.

Goal #4: Develop and promote outstanding visitor experiences that will position Canmore Kananaskis as a destination of choice for those who seek to immerse themselves in our authentic mountain lifestyle and vast wilderness.

The proposed development will provide two unique visitor experiences, drawing in a wide variety of tourists and providing services which will appeal to families, couples, groups or individuals. There are currently no comparative hotels in Canmore offering the same proposed facilities, while prospective visitors are able to find alternatives in neighbouring Banff and Kananaskis.

In addition, the project intends to source approximately 85% of the construction labour locally. Spring Creek has maintained its commitment to sourcing local labour throughout each stage of the project.

2.2. ENHANCING ENVIRONMENTAL STEWARDSHIP

Does the project efficiently use developable land and resources?

Spring Creek Mountain Village has always aimed to use the land as efficiently as possible by increasing the density of the original parcel from its historic condition. The highest density of the wider Spring Creek area occurs at the centre of the development along Spring Creek Drive and becomes less dense as it expands outwards towards Spring Creek and Policeman’s Creek. This increased density and mix of land uses promotes non-vehicular modes of transportation throughout the plan area and wider Town. This particular phase of the development efficiently uses two commercial parcels within the narrowest section of land between Spring Creek and Policeman’s Creek. Preliminary designs for the hotels have meticulously considered the sensitivities of the creekbanks while conceiving two hotel buildings that will also improve the public realm of Spring Creek Drive.

Does the project provide reasonable access to basic community services from residences?

Does the project provide reasonable access to basic community services from the site?

The location of SCMV is ideal, with its close proximity to commercial services, recreation centres, the downtown core, and public transit within walking distance. As identified in previous SSRs, residents of the area have excellent walkable and bikeable access to shops, restaurants, cultural and civic amenities as well as local and regional public transit. The wider Spring Creek area has also enhanced access right across the Town, linking neighbourhoods from east to west, improving accessibility significantly, and encouraging active transportation for all.

While this particular application is focused on two hotel sites, two potential single-family sites, and stage 4 the overall plan must be considered. The individual stages of SCMV's development are all inter dependent on each other and must be assessed in a holistic manner.

What water saving measures does the project propose (demonstrable improvement over average)?

High efficiency fixtures will be incorporated in both hotel developments. These will be explored in greater detail during detailed design. SCMV also has its own deep water wells for irrigation throughout the community, thereby not using treated potable Town water.

What construction waste diversion rate will be achieved?

It is anticipated that the percentage of diverted construction waste as a means of environmental stewardship and responsible development will be 80% or more. This is consistent with previous phases of the SCMV development.

What long-term, operating waste diversion flows does the project propose?

Waste, recycling, and organics collection will comply with the requirements of the Town of Canmore's Engineering Design and Construction guidelines.

Does the project encourage people to use bicycles or walking as a means of transportation?

With Spring Creek being a high density, infill development close to downtown there is no contribution to urban sprawl. As previously mentioned, new trails developed within the wider plan area, and linking to this particular project, all significantly encourage walking and bicycling as a main mode of transportation. This has expanded not only throughout SMVC, but beyond to the whole of Canmore. Since the initial approvals of the SCMV ARP, updates to the Traffic Generation studies have found that there is a shift in transportation trends in the area. Current vehicle volumes appear to be less than anticipated in early traffic generation models. More detail of this will be made available with this application.

In addition, best practice parking standards, bike parking facilities, complete streets designed to promote cycling are all provided throughout the entire SCMV and are incorporated with this phase of development. To encourage active transportation even more, the Malcolm Hotel offers free bicycle rental to all guests. This provision will be expanded into the new hotels as well.

Does the project minimize the use of energy and resources both in building construction and operation?

It is anticipated that this project will be constructed to Built Green Gold standards and will strive to achieve a reduction in energy level consumption similar to development in the previous stages. Both new hotels will also use Geo-exchange (Geothermal) for heating and cooling.

Spring Creek Mountain Village has also recently enrolled with the new Built Green Communities Program Pilot. The Build Green committee have indicated their enthusiasm to have SCMV join the pilot project as an excellent example for continued sustainable initiatives such as permeable walkways and roads, community connections with bridges and pathways, complete streets and promotion of active transportation, utilising ground water for irrigation, land turned over in ER and MR, redevelopment of underutilised developed land into a sustainable mixed-use community. SCMV also expect to tap in to more future initiatives such as electric car charging, solar ready buildings, access to fresh produce and public transit.

Are there environmentally sensitive lands within or adjacent to the site?

The proposed development of the hotels in stage 1 are located within a narrow stretch of land between Spring Creek and Policeman's Creek. In the past this site had been developed right to the top of the bank. Previous Homes, Cabins and RV sites in the wider plan area all encroached and impacted negatively on Policeman's Creek and Spring Creek. This northern portion of the plan area has already made a significantly positive impact to the environment by removing the previously existing structures from the creek edge. A strip of Environmental Reserve will be extended along the creek banks to provide protection of riparian habitat by creating a buffer zone.

The land in the south portions of Spring Creek in stage 4 will be developed with the same approach as stage 3 to setting Environmental Reserve and development setbacks from both Spring Creek and Policeman's Creek to provide both public access and environmental protection as outlined in the ARP and District SCMV-CR Direct Control.

Mitigation to control and reduce environmental disturbances will include responsible garbage disposal and signage along the existing trails to promote environmental protection. Engineering best practices will be employed at the detailed design stage to ensure groundwater concerns are mitigated and run-off does not flow from the development area into the creeks. This is the case with all existing SCMV development and will continue to be so for future development. Infill development in general reduces sprawl, uses existing infrastructure, and reduces impact on wildlife habitats and sensitive environments.

Does the project re-use an existing brownfield site?

The project re-uses a previously developed area of land with existing infrastructure. No remediation is proposed or required.

What other process or program innovations does this project propose?

Geothermal heating and cooling is used in most Spring Creek buildings. This will also be applied for the new hotels.

As previously mentioned, SCMV offers a free bike rental service to all visitors to the Malcom hotel. This program will be expanded to visitors of The Kernick Place and Alexander Hotels.

2.3. STRENGTHENING THE SOCIAL FABRIC

What access to basic levels of appropriate shelter does the project propose?

Spring Creek Mountain Village as a whole is committed to providing appropriate and affordable shelter to employees earning less than the community median age. Currently the provision of 40 bedrooms are available to employees of the existing Malcom Hotel and the proposed Alexander and Kernick Place Hotels. These are located in SCMV, off-site from the hotels, within 5-10 minute walking distance. Additionally, and in response to comments heard at the first Open House for the Hotel development, SCMV proposes to create 20-30 units of Employee Housing or Common Amenity Housing Units proposed within a new development adjacent to Spring Creek. The amendments to allow for this development proposal are submitted in tandem with this application.

Does the project create growth that retains/enhances the Town's identity?

Many of the SCMV ARP objectives, including increased residential densities, mixed uses, diversity of housing types, sense of place, and a location and design that encourages walking, cycling and environmental stewardship all closely support the principles established for the Sustainability Screening process. The SCMV design encourages community interaction through urban design elements such as the pedestrian orientated Spring Creek Drive with animated streetscapes including street front commercial uses and higher density residential building placement along this central spine. Intimate mews streets provide access to residential areas backing the two creeks. This project adds to these elements by creating two landmark hotels on the entrance of SCMV and enhancing the pedestrian scale environment on the streetscape.

The hotels themselves will also provide space for meeting and social interaction within proposed facilities such as the restaurant within the Kernick Place Hotel.

At full build out, Spring Creek will provide 15% of its developable land as municipal reserve which can be used for recreation and social interaction. This MR and open space is logically interspersed throughout the development in the form of parks and trails, creating a pedestrian oriented streetscape and trail network. As previously mentioned, the development of SCMV should be assessed in a complete manner. In total, on completion of Spring Creek Mountain Village, almost 7 ha of land will be turned over as Environmental Reserve and creek bed, along with another 3 ha of Municipal Reserve. An example of a much-loved feature which was established thanks to these lands, is the existing boardwalk along Policeman's Creek to Main Street.

Does the project support the social fabric through cultural assistance?

The Spring Creek area encourages a walkable community by creating a higher density mix of land uses interspersed with trails and parks in proximity to downtown and recreational facilities. Being close to Main Street, recreational facilities, and numerous trails and playing fields, walking and cycling will be an attractive option for residents and visitors.

Spring Creek is an ongoing supporter of local non-profit organizations, including:

- Annual Highland Games
- Canada Day
- Annual Creek Cleaning (removes approx. 500 lbs garbage per year)
- Food Drive
- Two Condos per year for the Foothills Home Hospital Lottery
- Canmore Community Daycare

In addition, the historic Opera House and the Malcolm Hotel often hold local community events, and it is anticipated the future hotels will add to this provision and support for local special events.

Does the projects public consultation program exceed statutory requirements?

Engaging the public in the evolution of their communities is important to us. As the development process progresses in SCMV, the statutory requirements for public consultation will be exceeded. Due to the current COVID-19 pandemic, in person engagement is not being considered. In order to ensure that everyone has an opportunity to review the proposed development, virtual engagement tools have been utilized. A virtual open house was held prior to the submission of this application and feedback from the community requested. Awareness of the open house was made through the local newspaper, mail drops to surrounding households, emails to Town administration, Council and other interested/affected parties.

3. Closing

The combined elements proposed for the redevelopment of the subject sites withing Spring Creek Mountain Village including growth of local economy, efficient use of land, location, and access to open space and trails, walkability, environmental stewardship and improvements to Canmore's social fabric, all support the principles established for the Sustainability Screening process and continue the sustainable vision of the wider Spring Creek Mountain Village.

APPENDIX H-2

SSR Matrix

Sustainability Screening Report Process

Impact - Offset Matrix

Summary Page

Overall Results	Impact	
		%
Economic Sustainability	0.00	0.00
Environmental Stewardship	-15.49	55.17
Social Fabric	-12.59	44.83

Offset	
	%
4.50	6.07
38.91	52.47
30.75	41.46

Total Impact	-28.09	Total Offset	74.16	Net Score	46.08
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Economic Sustainability	
Income and Wages	0.00
Non-Residential Tax Assessment	0.00

Economic Sustainability	
0.00	InfraCycle Assessment
0.00	Increasing commercial assessment
0.00	New employment above median salary
0.00	New employment outside of 4 significant sectors
4.50	Floor space for Economic Development & Tourism
0.00	Percentage of local construction labour value
0.00	Economic leadership or innovation

Environmental Stewardship	
Residential Water Consumption	0.00
Commercial Water Consumption	-3.45
Residential Solid Waste Generation	0.00
Commercial Solid Waste Generation	-6.90
All Building Energy use and GHG emissions	-3.96
Transportation	0.00
Infrastructure (sanitary-gravity)	0.00
Infrastructure (sanitary-pressure)	0.00
Environmentally Sensitive Lands	0.00
Land Consumption	0.00
Efficient Residential Land Use	0.00
Efficient Commercial Land Use	0.00
Efficient Industrial Land Use	0.00
Efficient Mixed Use Residential Land Use	0.00
Efficient Mixed Use Commercial Land Use	0.00
Metres of trails / capita	-1.18
Metres of new roads to service development	0.00

Environmental Stewardship	
0.75	Residential / commercial mix of uses
2.67	Higher density than current levels
4.50	Access to community services from residences
3.00	Access to services from the commercial site
1.50	Water saving measures
0.00	Rain water harvesting system or infiltration
2.25	Construction waste diversion rate
1.50	Long-term, operating waste diversion
0.99	Parking stalls are un-assigned
0.75	Bike parking of adequate quality
3.00	Average size of the dwellings
0.00	LEED Certified
4.50	Built Green Certified
0.00	Other green building certification programs
4.50	Commercial energy consumption reduction
0.00	Residential energy consumption reduction
3.00	Environmentally sensitive land protection
0.00	Minimize density adjacent to sensitive lands
0.00	Reuse an existing contaminated site
6.00	Environmental leadership or innovation

Social Fabric	
Affordability of Market housing (in relation to median income)	0.00
PAH Housing	-2.47
Seniors Housing	-1.98
Employee Housing	-1.48
Childcare spaces	-1.97
Library	-0.79
Food Bank Usage	-1.57
Social Assistance Payments	-1.55
Crimes Against Persons and Property	-0.79

Social Fabric	
0.00	Units of perpetually affordable housing
0.00	Cash contribution towards PAH
0.00	Bedrooms of employee housing
3.00	Bedrooms for employees earning < median income
0.00	Cash contribution towards employee housing
0.00	Units of seniors housing
3.00	Percentage of the employees housed
0.00	Employees rental assistance 10% below market levels
3.00	Percentage of site ares for social interaction
0.00	Reuse an existing historic property or building
2.25	Exceed minimum municipal reserve requirements
3.00	Accessible recreation or cultural facilities or programs
0.00	Contribution to recreation facilities
0.00	Support school enrollment
0.00	Support for current childcare facilities
0.00	Support for cultural establishments
0.00	Support for other non-profit community organizations
6.00	Unique supports for community programming
3.00	Support for special events
0.00	Public art component
1.50	Public consultation program
6.00	Social leadership or innovation

Sustainability Screening Report Process

OFFSETS CHECKLIST	Proposed Offset	Importance Rating	Score																				
Building Economic Sustainability																							
<i>"Economic sustainability requires a diversity of income sources and the participation of a diverse, local, workforce."</i>																							
What is the long-term fiscal impact to the Town?																							
OBJECTIVE: To ensure the long term financial sustainability of the Town.																							
Was the InfraCycle assessment tool used? What was the result of the assessment / fiscal impact study? Enter "1" in appropriate box	<table border="1"> <tr><td>None or Neutral</td><td>Scale of Development Multiplier</td><td></td><td></td></tr> <tr><td>Weakly Positive</td><td>3</td><td>0.5</td><td>0</td></tr> <tr><td>Moderately Positive</td><td>3</td><td>1</td><td>0</td></tr> <tr><td>Strongly Positive</td><td>3</td><td>1.5</td><td>0</td></tr> </table>	None or Neutral	Scale of Development Multiplier			Weakly Positive	3	0.5	0	Moderately Positive	3	1	0	Strongly Positive	3	1.5	0						
None or Neutral	Scale of Development Multiplier																						
Weakly Positive	3	0.5	0																				
Moderately Positive	3	1	0																				
Strongly Positive	3	1.5	0																				
Does the project move the Town towards increasing the amount of commercial assessment? What is the change to the ratio of non-residential to residential assessment?	0.0000		1 0.00																				
Does the project create above median paying employment? What is the change to the ratio of jobs above median income?	0.5000	0	3 0.00																				
Does the project contribute to economic diversification?																							
OBJECTIVE: To diversify employment opportunities outside of the existing principle sectors: Accommodation & Food, Construction, Personal Services, and Retail and Wholesale																							
How much of the new employment is outside of the 4 most significant current sectors? Enter "1" in appropriate box What is the sectoral breakdown of employment in the proposed project? How much of the projects floor space is proposed for uses outside of the three main existing business sectors?	<table border="1"> <tr><td>1</td><td>None</td><td>Scale of Development Multiplier</td><td></td><td></td></tr> <tr><td></td><td>< 25%</td><td>3</td><td>0.5</td><td>0</td></tr> <tr><td></td><td>25% - 50%</td><td>3</td><td>1</td><td>0</td></tr> <tr><td></td><td>> 50%</td><td>3</td><td>1.5</td><td>0</td></tr> </table>	1	None	Scale of Development Multiplier				< 25%	3	0.5	0		25% - 50%	3	1	0		> 50%	3	1.5	0		
1	None	Scale of Development Multiplier																					
	< 25%	3	0.5	0																			
	25% - 50%	3	1	0																			
	> 50%	3	1.5	0																			
How does the project contribute to the priorities contained in the Economic Development and Tourism Strategy?																							
OBJECTIVE: To support the objectives of the Economic Development & Tourism Strategy.																							
How much of the project floor space is for uses outlined as Strategic Priorities? Enter "1" in appropriate box Tourism & Events Small & Home Based Businesses Knowledge Based Businesses Health & Wellness	<table border="1"> <tr><td></td><td>None</td><td>Scale of Development Multiplier</td><td></td><td></td></tr> <tr><td></td><td>< 25%</td><td>3</td><td>0.5</td><td>0</td></tr> <tr><td></td><td>25% - 50%</td><td>3</td><td>1</td><td>0</td></tr> <tr><td>1</td><td>> 50%</td><td>3</td><td>1.5</td><td>4.5</td></tr> </table>		None	Scale of Development Multiplier				< 25%	3	0.5	0		25% - 50%	3	1	0	1	> 50%	3	1.5	4.5		
	None	Scale of Development Multiplier																					
	< 25%	3	0.5	0																			
	25% - 50%	3	1	0																			
1	> 50%	3	1.5	4.5																			
What percentage of the construction labour value will be sourced to Canmore businesses? Enter percent (33% of assessed value) Construction Labour Value Resulting Local Effect	85	\$ -	1 point per \$1,000,000 0 0.75 0.00																				
What additional economic leadership or innovation is demonstrated by the project?																							
OBJECTIVE: To lead through innovation.																							
What other process or program innovations does this project propose? Describe and rate the other innovations:	Scoring Contingent on Value of Innovation	3	0																				
Enhancing Environmental Stewardship																							
<i>"Environmental Stewardship means that we must work towards our future without squandering either our cultural or our natural capital."</i>																							
Does the project efficiently use developable land and resources?																							
OBJECTIVE: To effectively use land while minimizing the use of ecological and energy resources.																							
Does the project propose a residential / commercial mix of uses on site? Enter "1" in appropriate box	<table border="1"> <tr><td></td><td>No mix of uses</td><td>Scale of Development Multiplier</td><td></td><td></td></tr> <tr><td>1</td><td>Some mix of uses</td><td>3</td><td>0.25</td><td>0.75</td></tr> <tr><td></td><td>Commercial development: Is at least 25% of the GFA residential?</td><td>3</td><td>0.5</td><td>0</td></tr> <tr><td></td><td>Residential development: Is at least 25% of the GFA commercial?</td><td>3</td><td>0.5</td><td>0</td></tr> </table>		No mix of uses	Scale of Development Multiplier			1	Some mix of uses	3	0.25	0.75		Commercial development: Is at least 25% of the GFA residential?	3	0.5	0		Residential development: Is at least 25% of the GFA commercial?	3	0.5	0		
	No mix of uses	Scale of Development Multiplier																					
1	Some mix of uses	3	0.25	0.75																			
	Commercial development: Is at least 25% of the GFA residential?	3	0.5	0																			
	Residential development: Is at least 25% of the GFA commercial?	3	0.5	0																			
Does the project move the Town towards more efficient land use by increasing density compared to existing densities?																							
Does the development increase the residential density compared to current levels?	0.00		1 0.00																				
Does the development increase the commercial density compared to current levels?	2.67		1 2.67																				
Does the development increase the industrial density compared to current levels?	0.00		1 0.00																				
Does the residential portion of the mixed use development increase the residential density compared to current levels?	0.00		1 0.00																				
Does the commercial portion of the mixed use development increase the commercial density compared to current levels?	0.00		1 0.00																				
FOR RESIDENTIAL AND MIXED USE PROJECTS WITH A RESIDENTIAL COMPONENT ONLY:																							
Does the project provide reasonable access to basic community services from residences? Enter "1" in appropriate box How many services are in close proximity? Bank / Community or civic centre / Convenience store / Daycare centre / Laundry or dry cleaner / Library / Medical or dental office / Pharmacy / Post office / Place of worship /	<table border="1"> <tr><td></td><td>None</td><td>Scale of Development Multiplier</td><td></td><td></td></tr> <tr><td></td><td>4-6 within 400 metres or 7-10 within 800 metres</td><td>3</td><td>0.5</td><td>0</td></tr> <tr><td></td><td>7-10 within 400 metres or 11-13 within 800 metres</td><td>3</td><td>1</td><td>0</td></tr> </table>		None	Scale of Development Multiplier				4-6 within 400 metres or 7-10 within 800 metres	3	0.5	0		7-10 within 400 metres or 11-13 within 800 metres	3	1	0							
	None	Scale of Development Multiplier																					
	4-6 within 400 metres or 7-10 within 800 metres	3	0.5	0																			
	7-10 within 400 metres or 11-13 within 800 metres	3	1	0																			

Restaurant/ Cafe / School / Supermarket / Other neighbourhood-serving retail / Other building with office space	1	11 or more within 400 metres or 14 or more within 800 metres	3	1.5	4.5
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FOR NON-RESIDENTIAL PROJECTS ONLY:

Does the project provide reasonable access to basic community services from the site?

Enter "1" if all the following criteria are satisfied:

1	3	1	3
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- Is located on a previously developed site
- Is within 800 metres (½ mile) of a residential area or neighbourhood with an average density of 25 units per hectare (10 units per acre)
- Is within 800 metres (½ mile) of at least 10 basic services (below)
 - Bank / Community or civic centre / Convenience store / Daycare centre / Laundry or dry cleaner / Library / Medical or dental office / Pharmacy / Post office / Place of worship / Restaurant/ Cafe / School / Supermarket / Other neighbourhood-serving retail / Other building with office space

What water saving measures does the project propose (demonstrable improvement over average)?		Scale of Development Multiplier			
Commercial Applications	1	None	3	0.5	1.5
Commercial Applications	Enter "1" in appropriate box	Reduction in water use 20% from baseline	3	0.5	1.5
Residential Applications		Use of High Efficiency Fixtures (LEED)	3	0.25	0
Residential Applications		Use of Very High Efficiency Fixtures (LEED)	3	0.5	0

Does the project utilize a rain water harvesting system or use 100% infiltration for storm water?		Scale of Development Multiplier			
		None			
	Enter "1" in one box only	100% storm water (10 year event and above) infiltration on site (3 units and above only and where a pipe system exists)	3	0.25	0
		Pervious treatments (10% of manufactured surfaces)	3	0.5	0
		Storm water re-use - 50% or more of roof area	3	0.5	0
		Storm water re-use - 75% or more of roof area	3	1	0

Water used in "re-use systems" must be used in place of potable water. For 100% infiltration, there can be no connections to a piped storm water system (except for major events).

What construction waste diversion rate is achieved?		Scale of Development Multiplier			
	Enter "1" in appropriate box	Less than 50%	3	0.25	0
	1	> 50%	3	0.75	2.25
		> 75%	3	0.75	2.25

What long-term, operating waste diversion flows does the project propose?		Scale of Development Multiplier			
	Enter "1" in appropriate box	No diversion			
	1	Diversion of waste flow (1-3 streams)	3	0.5	1.5
		Diversion of waste flow (>3 streams)	3	1	0

Does the project propose on site recycling or waste processing?

Does the project encourage people to use bicycles or walking as a means of transportation?
OBJECTIVE: To encourage the use of alternate means of transportation in the community.

Does the project propose new public trail?	Length of designated public trail (m)	0.00000		1.5	0.00
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How many of the parking stalls are un-assigned, not reserved or first come first served?		Scale of Development Multiplier			
		None or less than 25%	3	0.1	0
		25-50%	3	0.25	0
	1	> 50%	3	0.33	0.99
		100%	3	0.33	0.99

Does the project facilitate the use of bicycles for transportation? Bike parking proposed must be of adequate quality and be appropriately located. (For residential applications, this offset only applies to developments without garages)

Enter "1" in the appropriate box

Commercial applications only.

Commercial applications only.

Commercial applications only.

		Scale of Development Multiplier			
		None			
	1	1 bike stall or more per residential unit	3	0.25	0
		1 bike stall or more per 5 required vehicle stalls	3	0.25	0.75
		1 covered bike stall or more per 5 required vehicle stalls	3	0.5	0
		Covered bike parking (as above) and shower facilities for employees	3	0.75	0

Does the project minimize the use of energy and resources both in building construction and operation?
OBJECTIVE: To minimize the use of resources in the construction and operation of buildings.

What is the average size of the dwelling or accommodation units? (Square metres)
 Enter "1" in appropriate box
 Calculate using residential GFA divided by the number of units.

		Scale of Development Multiplier			
	1	Not Applicable	3	1	3
		<100	3	0.75	0
		100-150	3	0.5	0
		151-200	3	0.1	0
		201-250	3	0	0
		251 and above	3	0	0

What level of green building initiatives does the project include?

Is the development LEED or Built Green Certified?

Enter "1" in appropriate box

		Scale of Development Multiplier			
		LEED			
		None	3	1	0
		Shadow	3	2	0
		Certified	3	3	0
		Silver	3	3	0

	Gold	3	4	0
	Platinum	3	5	0

Enter "1" in appropriate box	Built Green		Scale of Development Multiplier		
		None			
		Bronze	3	0.5	0
	1	Silver	3	1.5	4.5
		Gold	3	3	0
	Platinum	3	4	0	

Does the project propose to use any of the following green building certification programs?		Built Green Certification Equivalent	Scale of Development Multiplier		
	Green Globes?		3	0	0
	BOMA?		3	0	0
	BREEAM?		3	0	0

What level of energy consumption reduction does a commercial building achieve? Enter "1" in appropriate box (compared to MNECB)		Less than 15% improvement	Scale of Development Multiplier		
		>25% improvement	3	0.25	0
		>33% improvement	3	0.75	0
		>42% improvement	3	1.1	0
	1	>50% improvement	3	1.5	4.5

What level of energy consumption reduction does a residential building achieve? Enter "1" in appropriate box		EnerGuide of <80	Scale of Development Multiplier		
		EnerGuide score of 80 or more	3	1	0
		EnerGuide score of 82 or more	3	1.5	0
		EnerGuide score of 84 or more	3	2	0

Does the project minimize its impact on the natural environment?
OBJECTIVE: To maintain the ecological integrity of the Bow Valley.

If there are environmentally sensitive lands within or adjacent to the site, what mitigations or protection are proposed? Enter "1" in appropriate box Are mitigations possible / achievable? Limited building envelope? Dedication of lands in excess of minimal municipal reserve requirements? Conservation offsets? Habitat improvements? Dedication of new conservation easements? Dedication of conservation easements on residual lands?		No mitigations	Scale of Development Multiplier		
		Not located in ESA	3	0.5	0
		Average mitigations	3	0.25	0
		Good mitigations	3	0.5	0
	1	High quality mitigations	3	1	3

Does the project minimize its impact on any adjacent Wildlife Corridors or Habitat Patch?
OBJECTIVE: To maintain the ecological integrity of the Bow Valley.

Does the project decrease or minimize residential density adjacent to environmentally sensitive lands adjacent or proximate to the site? Enter "1" in appropriate box		Scale of Development Multiplier				
		Average lot area less than 630 m ² . (no mitigation)				
		Average lot area greater than 630 m ² .	3	0.0000	0.5	0.00
		Average lot area greater than 4,000 m ² .	3	0.0000	1	0.00
		Average lot area greater than 8,000 m ² .	3	0.0000	1.5	0.00
		Average lot area greater than 16,000 m ² .	3	0.0000	2	0.00

Does the project reuse an existing contaminated brownfield site? Enter "1" in appropriate box Geophysical and geotechnical issues not included.	1	No remediation proposed?	Scale of Development Multiplier		
		In-situ management of contaminants?	3	0.25	0
		Removal and disposal of contaminants?	3	1	0

What additional environmental leadership or innovation is demonstrated by the project?
OBJECTIVE: To lead through innovation.

What other process or program innovations does this project propose? Describe and rate the other innovations:	1	Scoring Contingent on Value of Innovation	3	2	6
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Strengthening the Social Fabric
"... embracing diversity and managing our community in ways that support diversity are the means to creating and maintaining a strong social fabric"
What access to basic levels of appropriate shelter does the project propose?
OBJECTIVE: Increasing the supply of truly affordable housing (PAH).

How many units of perpetually affordable housing are in the project?		Number of units required to maintain current PAH ratio	0.000%	5	0.000
		0.73			

Does the project proposed a cash contribution towards PAH in lieu of providing affordable housing units? Unit equivalency by cash contribution (where \$275,000 equals 1 unit)		Number of units required to maintain current PAH ratio	0.000%	4	0.000
		0.73			

How many bedrooms of employee housing are in the project?		Number of bedrooms required to maintain current EH ratio	0.000%	3	0.000
---	--	--	--------	---	-------

1.829

		Scale of Development Multiplier		
Are 100% of the employee housing bedrooms being occupied by employees earning less than the community median income?	1	Enter '1' if Yes	3	1 3

Does the project proposed a cash contribution towards employee housing in lieu of providing employee housing bedrooms? <i>Unit equivalency by cash contribution (where \$115,000 equals 1 bedroom)</i>		Number of bedrooms required to maintain current EH ratio	0.000%	4	0.000
			1.829		

How many units of seniors housing (SH) are in the project?		Number of units required to maintain current SH ratio	0.000%	4	0.000
			0.425		

What availability of Employee Housing does the project propose?

OBJECTIVE: Increasing the supply of employee housing units to ensure that businesses have enough staff to meet community demands.

What percentage of the employees will be provided housing?	1	None	Scale of Development Multiplier		
		1 to <25%	3	1	3
		25% to <50%	3	2	0
		50% to <75%	3	3	0
		75% to 100%	3	4	0

What percentage of the employees will be provided rental assistance resulting in rents 10% below market levels?

Enter "1" in appropriate box

		None	Scale of Development Multiplier		
		<25%	3	0.5	0
		25% to <50%	3	1	0
		50% to <75%	3	1.5	0
		75% to 100%	3	2	0

Does the project create growth that retains/enhances the Town's identity?

OBJECTIVE: Canmore retains its small town character of being an open, friendly, and easily accessible place that is a visually pleasing community.

What percentage of the site area is set aside and is effective for accommodating meeting and social interaction?

Enter "1" in appropriate box

		None	Scale of Development Multiplier		
		< 5%	3	0.25	0
		5% to < 10%	3	0.5	0
		10% to < 15%	3	0.75	0
	1	15% and above	3	1	3

Does the proposal retain or reuse an existing historic property or building?

Has the project been designed with adjacent heritage buildings in mind?

	1	Not Applicable			
		No			
		Building envelope adjusted to respect adjacent historic building		0.25	0
		Reuse / adaptation with partial retention of exterior historic details		0.5	0
		Reuse / adaptation with full retention of exterior historic details		0.75	0
		Restoration of historic structure		1	0

Does the project exceed minimum municipal reserve requirements (including cash in lieu)? (what percent is above or below requirements)

Enter "1" in appropriate box

		None or less than required level	Scale of Development Multiplier		
		< 5%	3	0.25	0
		5% to < 10%	3	0.5	0
	1	10% to < 15%	3	0.75	2.25
		15% and above	3	1	0

Does the project support the social fabric through cultural assistance?

OBJECTIVE: To support and assist existing community groups and programs.

Does the project provide accessible (physically and cost) recreation or cultural facilities or programs?

Enter "1" in appropriate box

		No facilities	Scale of Development Multiplier		
		Restricted public access	3		0
	1	Good public access	3	1	3
		Superior public access	3		0
				Scoring Contingent on Value of Proposal	

Does the project make a contribution to recreation facilities ?

How big is the contribution relative to the proposed project budget? (1% of total construction budget?)

Enter "1" in appropriate box

		None or Minimal	Scale of Development Multiplier		
		Equivalent to Voluntary Policy (per unit)	3	0.25	0
		Exceeds Voluntary Policy	3	0.5	0

Does the project support school enrollment? Provide evidence of support, please.

Enter "1" in appropriate box

		None or Minimal	Scale of Development Multiplier		
		Sustains current school enrollment	3		0
		Increases school enrollment	3		0
				Scoring Contingent on Value of Proposal	

What level of support for current childcare facilities does the project propose?

Enter "1" in appropriate box

		None or Minimal	Scale of Development Multiplier		
		Sustains the current spaces available	3		0
		Increases the number of spaces available	3		0
				Scoring Contingent on Value of Proposal	

What level of support for cultural establishments (library, museum, church) does the project propose? Enter "1" in appropriate box <i>How many people are served by the receiving organization?</i>		None or Minimal	Scale of Development Multiplier		
		Medium	3		0
		High	3		0
			Scoring Contingent on Value of Proposal		
<i>How big is the contribution relative to the proposed project budget?</i>					
<i>Significance of contribution to the recipient organization budget?</i>					
<i>Significance of contribution to the recipient project?</i>					
<i>Significance of contribution to the recipient organization?</i>					

What level of support for other non-profit community organizations does the project propose? Enter "1" in appropriate box <i>How many people are served by the receiving organization?</i>		None or Minimal	Scale of Development Multiplier		
		Medium	3		0
		High	3		0
			Scoring Contingent on Value of Proposal		
<i>How big is the contribution relative to the proposed project budget?</i>					
<i>Significance of contribution to the recipient organization budget?</i>					
<i>Significance of contribution to the recipient project?</i>					
<i>Significance of contribution to the recipient organization?</i>					

What unique supports for community programming does the project propose? Enter "1" in appropriate box <i>How many people are served by the receiving organization?</i>		None or Minimal	Scale of Development Multiplier		
		Medium	3		0
	1	High	3	2	6
			Scoring Contingent on Value of Proposal		
<i>How big is the contribution relative to the proposed project budget?</i>					
<i>Significance of contribution to the recipient organization budget?</i>					
<i>Significance of contribution to the recipient project?</i>					
<i>Significance of contribution to the recipient organization?</i>					

What level of support for special events does the project propose? Enter "1" in appropriate box <i>How many people are served by the receiving organization?</i>		None or Minimal	Scale of Development Multiplier		
	1	Medium	3	1	3
		High	3		0
			Scoring Contingent on Value of Proposal		
<i>How big is the contribution relative to the proposed project budget?</i>					
<i>Significance of contribution to the recipient special event budget?</i>					
<i>Significance of contribution to the recipient special event project?</i>					
<i>Significance of contribution to the recipient special event organization?</i>					

Does the project propose to include a public art component? Enter "1" in appropriate box		No public art provided	Scale of Development Multiplier		
		Public art provided	3	0.25	0
		Public art exceeds 1% of the project budget	3	0.5	0

What civic engagement, community participation or leadership and innovation is demonstrated by the project?					
<i>OBJECTIVE: Residents have options to receive effective information and provide input which is incorporated into decision making.</i>					
Does the project's public consultation program exceed statutory requirements? Enter "1" in appropriate box		Meets statutory requirements	Scale of Development Multiplier		
		Notification	3	0.25	0
	1	Consultation with community/neighbours	3	0.5	1.5
		Collaboration	3	1	0

What additional social leadership or innovation is demonstrated by the project?					
<i>OBJECTIVE: To lead through innovation.</i>					
What other process or program innovations does this project propose? Describe and rate the other innovations:	1	Scoring Contingent on Value of Innovation	3	2	6

Total Offsets

74.164

Total Resulting Score

46.078

BYLAW 2021-22

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
AMEND THE SPRING CREEK MOUNTAIN VILLAGE AREA REDEVELOPMENT
PLAN BYLAW 01-2003**

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 “Spring Creek Mountain Village Area Redevelopment Plan Amending Bylaw - General and Hotel-Related Updates.”

INTERPRETATION

2. Words defined in Bylaw 01-2003 shall have the same meaning when used in this bylaw.

AMENDS BYLAW 11-2012

3. Schedule A of Spring Creek Mountain Village Area Redevelopment Plan Bylaw 01-2003 is amended by this bylaw.
4. The Table of Contents is amended by, updating the page number for “Residential Development Policies” from “25” to “26”, updating the page number for “Open Space Policies” from “27” to “28”, and by removing “2002” from “Aerial Photograph 2002”.
5. Figures 1 through 8 are amended by updating the boundary shown on each Figure for the Area Redevelopment Plan.
6. Table 1 is amended by adding underneath “March 16, 2010”:
 - a) “October 13/2015 Public Hearing – ARP Amendments
 - b) “November 18/2020 Public Open House – ARP Amendments
 - c) “May 12/2021 Public Hearing – ARP Amendments”
 - d) “April 4, 2022 SCPOA (Property Owners Assoc) – ARP Amendments”
7. Figure 3 is amended by changing:
 - a) The number of storeys for the residential – apartment style area from “3 ½ storeys” to “3-4 storeys”
 - b) The number of storeys for the residential – townhouse style area from “2 ½ storeys” to “3 storeys”
8. Table 2 is amendment by changing:
 - a) “GROSS ARP AREA” from “28.37” to “28.48 hectares and “70.1” to “70.37” acres
 - b) “ENVIRONMENTAL RESERVE from “3.88” to “3.92” hectares, “9.59” to “9.68” acres, and “13.7%” to “13.8%” percentage of ARP
 - c) “GROSS DEVELOPABLE” from “21.64” to “21.71” hectares, “53.47” to “53.65” acres, and “76.3%” to “76.2%” percentage of ARP

- d) “RESIDENTIAL (all types) from “11.82” to “11.88” hectares, “29.21 to 29.36” acres, and “54.6%” to “54.7%” percentage of gross development
 - e) “COMMERCIAL (Hotel) from “1.29” to “1.30” hectares, “3.19” to “3.21” acres,
 - f) ROADS from “21.2%” to “21.1%” percentage of gross development
 - g) DENSITY ANTICIPATED UNITS/ hectares (max.) from “1200” to “1000” amended residential units, “42.3” to “35.11” residential units over ASP total area, “55.45” to “46.06” residential units over developable area, “58.97” to “49” residential unit density excluding hotel sites, and “64.7” to “57.58” overall density including hotel rooms
 - h) DENSITY ANTICIPATED UNITS/ acres (max.) from “1200” to “1000” amended residential units, “17.12” to “14.21” residential units over ASP total area, “22.44” to “18.64” residential units over developable area, “23.86” to “19.83” residential unit density excluding hotel sites, and “26.18” to “23.30” overall density including hotel rooms
9. Section 4.6.9 is amended by removing all wording after “Adjacent to Creek Banks:” and adding:

“Area-wide setback requirement: Buildings or structures shall be sited a minimum distance of 20 metres from the bank of both creeks. Due to the slope of the land adjacent to Spring Creek, Policeman’s Creek and within the Village, landscaping, including terraced landscaping and retaining walls shall be permitted within this setback area.

Community structure setback requirement: At the discretion of Council, a variance of up to 6 meters may also be approved for the development of a structure for community use on municipal reserve lands in Stage 1.

Residential setback requirements for the northerly residential lots: Notwithstanding their lot registration date, a variance to the 20 metre creek setback for the two residential lots (Lot 1, Block 9, Plan 1810013; Lot 5, Block 83, Plan 1095F; Lot 6, Block 83, Plan 1095F) proposed in Stage 1, shall be considered in accordance with the town-wide variance requirements for waterbody setbacks as outlined in the Land Use Bylaw.

Northerly hotel/commercial sites in Stage 1 setback requirement: Due to lot depth, the minimum development setback shall be 15 metres for the two most northerly hotel/commercial sites. Site design (landscaping and pedestrian pathways) will complement the adjacent riparian area. Encroachments into this setback area shall be allowed for landscaping, retaining walls, patios, and outdoor health, wellness, and spa facilities up to the property line, and for decks projecting 1m from the building façade.

10. Section 4.7.6 is amended by adding “or Townhouses adjacent to designated Tourist Home apartment buildings.” after “within apartment buildings”.
11. Section 4.7.8 is amended by adding “as shown on the Concept Plan Figure 3, shall be re-developed with no more than two single detached homes. The lots shall retain R1 – Residential Detached District designation.” after “east of Spring Creek Drive,”.
12. Section 4.8.2 is amended by adding “250” in place of “200”.

13. Section 4.8.4 is amended by, adding “3000” in place of “950”, removing “(approximately 10,000 32,291.73 sq. ft.)”, and adding “with a 500 m2 daycare bonus.” after “3000 sq. meters”.

14. Table 4 is amended by changing:

- Single detached from “7” to “10” under Stage 1 and Total*
- Total from “238” to 241” under Stage 1 and “1057” to “1060” under Total*
- Number of hotel rooms from “200” to “250” under Stage 1 and Total*
- Hotel related commercial (sq ft)** from “(sq ft)” to “(sq m)” and from “15,000” to “2500” under Stage 1 and Total*
- After “related bonus units,” adding “and includes daycare of 347m²”

ENACTMENT/TRANSITION

15. 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.

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

FIRST READING:

PUBLIC HEARING:

SECOND READING:

THIRD READING:

Bylaw approved by: _____

Page 3 of 4

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date



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SPRING CREEK MOUNTAIN VILLAGE AREA REDEVELOPMENT PLAN

1.0 INTRODUCTION AND BACKGROUND

1.1 ORGANIZATION OF THE PLAN

The Spring Creek Mountain Village Area Redevelopment Plan (ARP) includes two main parts. The main body of the ARP is contained in Sections 1 through 4 and includes the background, objectives, concept plan and supporting policy statements. Appendix "B" contains the Spring Creek Mountain Village Urban Design Guidelines. The intent of these guidelines is to provide additional information on the design philosophy and standards envisaged for the plan. While some flexibility must exist, it is expected that development will adhere substantially to these guidelines.

1.2 LOCATION AND CONTEXT

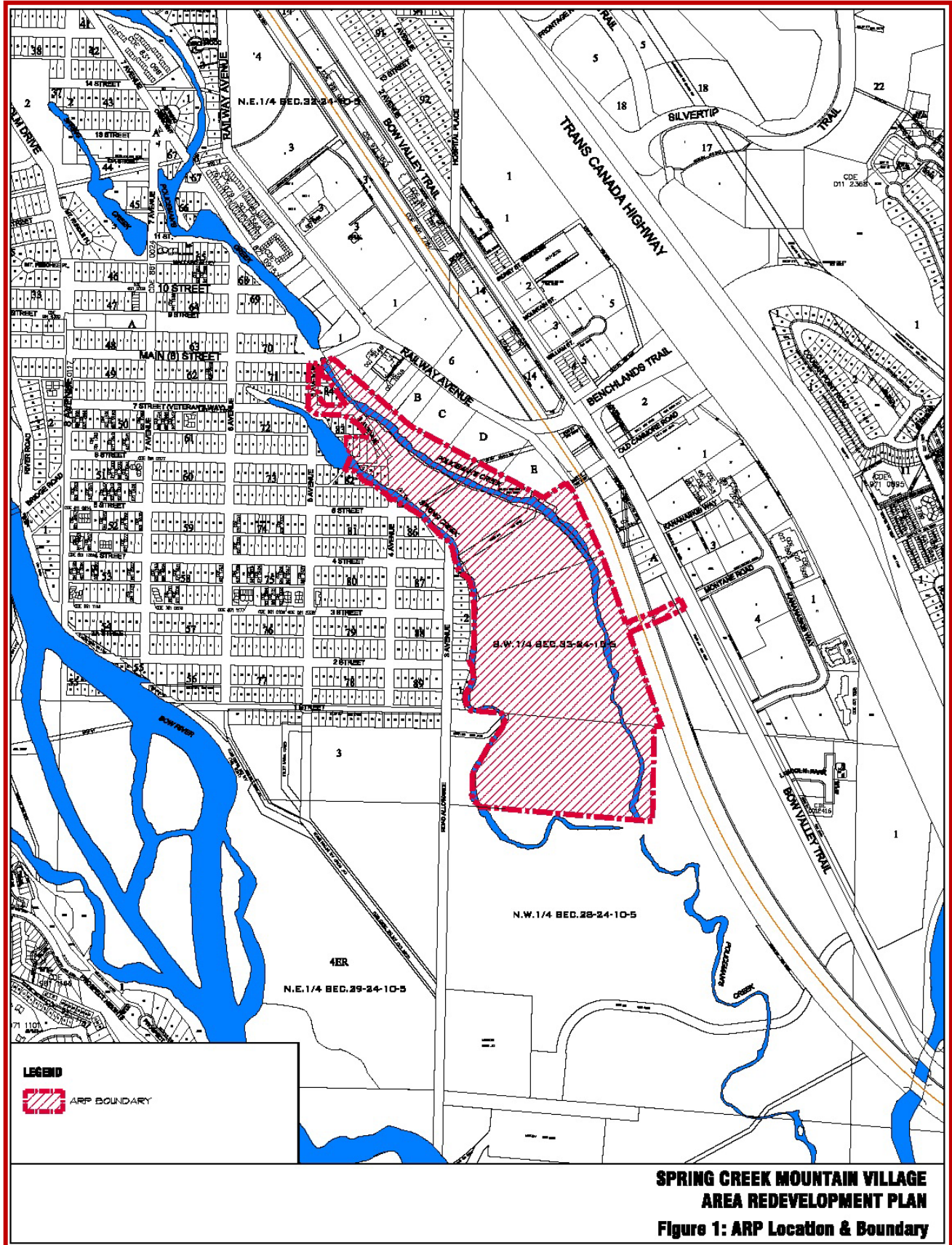
The ARP covers lands generally south of 8th (Main) Street, east of Spring Creek and west of the CPR tracks. **Figure 1: ARP Location & Boundary** shows the limits of the study area. **Figure 2: Aerial Photograph** shows a year 2002 aerial view of the study area.

1.3 SITE HISTORY AND USE

Since development of the land as a mobile home park in the late 1950s, Restwell has provided an important source of entry level housing within the Canmore context. Prior to that time, the land was the site of the Canmore dairy farm owned and operated by the Kernick family. Today much of the site is operated as a lease land mobile home community with approximately 220 mobile homes, 6 Cabins and 250 recreational vehicle sites. Two permanent residential homes and various ancillary buildings are also located on the site. When full, the Restwell population can exceed 1000 people including permanent and seasonal residents.

1.4 EXISTING RESIDENTS

To ensure that the permanent residents in Restwell Trailer Park were fully considered in the redevelopment plan, two Restwell Resident Surveys



**SPRING CREEK MOUNTAIN VILLAGE
AREA REDEVELOPMENT PLAN
Figure 1: ARP Location & Boundary**



were conducted in 2002. The self-report surveys were designed to gather information about the residents living in Restwell, existing on-site housing, residents' opinions about the redevelopment and future housing intentions and preferences of the residents and their families. The response rate was over 65% for both surveys. Additional feedback from Restwell residents was received during presentations to the residents and public open houses and continues on an on-going basis through the Restwell resident representatives on the Study Team Committee.

1.5 RATIONALE FOR REDEVELOPMENT

- 1.5.1 **Land Use Intensity:** Because of the relatively low density nature of the existing housing, redevelopment will provide an opportunity for better utilization of the land through increased development density and variety of built form.
- 1.5.2 **Positive Environmental Change:** The creeks, creek banks and wetland area in the vicinity of the existing boardwalk will be transferred to Town ownership in the form of environmental reserves. The rehabilitation of disturbed creek bank areas will also occur through redevelopment.
- 1.5.3 **Proximity to Town Services:** The Restwell site is close to downtown, schools, parks and other Town facilities and services. The location provides an opportunity to develop complementary residential, commercial and open space uses within close walking distance of downtown.
- 1.5.4 **Economic Benefit:** Redevelopment will produce positive economic benefits both in terms of employment and property tax revenue to the Town of Canmore.
- 1.5.5 **Infrastructure Upgrading:** Much of the existing utility and building infrastructure in Restwell is old and in need of replacement. Redevelopment will allow this upgrading to occur on a phased basis.
- 1.5.6 **Housing and Tenure:** The existing homes and tenure makes potential redevelopment more feasible than traditional fee simple homes on permanent foundations. The existing turnover in home sales and resident movements in and out of the park also helps to facilitate redevelopment flexibility over time.
- 1.5.7 **Natural Setting:** The site location adjacent to Spring Creek and Policeman's Creek and the panoramic views of the surrounding mountains, makes this site highly desirable for various forms of residential, commercial and open space uses.

1.6 POLICY FRAMEWORK

1.6.1 **Municipal Government Act:** The Spring Creek Area Redevelopment Plan is prepared for adoption by the Town of Canmore Council under provisions established in the Municipal Government Act 1996, c.M-26.1 as amended. The Act provides that Council may designate an area of the municipality as a redevelopment area for the purpose of any or all of the following:

- preserving or improving land and buildings in the area,
- rehabilitating buildings in the area,
- removing buildings from the area,
- constructing or replacing buildings in the area,
- establishing, improving or relocating roads, public utilities or other services in the area, and
- facilitating any other development in the area

The Act also stipulates that the ARP must describe:

- the objectives of the plan and how they are proposed to be achieved
- the proposed land use for the redevelopment area
- if a redevelopment levy is to be imposed, the reasons for imposing it, and
- any proposals for the acquisition of land for any municipal use, school facilities, park and recreation facilities or any other purpose the council considers necessary.

1.6.2 **Municipal Development Plan (MDP):** The Town of Canmore MDP Part 6 Section 4.0 e) establishes the requirements for Area Redevelopment Plans within the municipality. The ARP document shall address the following:

- Objectives of the plan,
- Public participation program,
- Specific future land uses,
- Sequence of redevelopment,
- Proposed replacement or improvement to public roadways, utilities and other services,
- Groundwater and wellhead protection measures
- Requirements for recreation. School and other community facilities,
- Urban design concept and architectural guidelines for new development,

- Socio-economic impact assessment, and
 - Removal, rehabilitation, or protection of land uses and buildings.
- 1.6.3 **Terms of Reference:** The Terms of Reference for the Restwell Trailer Park & Cabins ARP (Spring Creek ARP) was adopted by Council on October 15th, 2002. This document establishes the general purpose, scope and timing for the ARP. It also outlines the public consultation process and provides an outline of the technical studies required to support the ARP land use concepts and policies.
- 1.6.4 **Restwell Trailer Park Area Structure Plan:** An Area Structure Plan (ASP) was adopted by the Town for the Restwell Trailer Park in 1982. The plan, which was prepared by the former Calgary Regional Planning Commission, proposed residential development in the form of cluster and stacked town homes with street access from South Canmore via 2nd Street and 4th Street. This plan was not implemented and it is proposed that the Spring Creek Mountain Village ARP replace the Restwell Trailer Park ASP as the guiding policy document for the area.

1.7 CONSULTATION PROCESS

A comprehensive consultation program was undertaken throughout the preparation of the ARP. Additional information on this program is included with the technical support documents submitted under separate cover. The consultation program had four main components:

- 1.7.1 **Website:** An internet website “restwellarp.com” has been established to post an extensive list of materials including the Terms of Reference, open house summary information, supporting technical information, maps, pictures and contact information. A comments section solicits feedback from Restwell residents and the general public.
- 1.7.2 **Restwell Residents Surveys and Public Open Houses:** To gather demographic information and determine residents’ opinion about the redevelopment, the owner of Restwell Trailer Park surveyed residents in May 2002. This was followed by a more extensive survey of residents conducted by The Praxis Group, as part of the Socio-economic Impact Assessment, in December 2002. Public consultation has been through open house discussion and presentations to Restwell residents and the general public.
- 1.7.3 **Study Team – Working Committee:** A Study Team committee consisting of representatives from the consulting team, Town of Canmore administration and Restwell residents was formed at the project outset. The committee met at strategic times to review the Terms of Reference, draft Development Principles and Concept Plans.

1.7.4 **Council Updates:** Council was updated on the progress of the study typically following each public open house.

1.7.5 **Key Dates:** The key consultation program dates are shown on Table 1 below.

TABLE 1: CONSULTATION PROGRAM

DATE	ACTIVITY
April 14/02	Restwell Residents - Presentation
September 15/02	Public Open House - Terms of Reference
October 8/02	Council Update
October 15/02	Terms of Reference approved by Council
January Feb./03	Draft Development Principles prepared
February 3/03	Study Team Committee Meeting
February 25/03	Public Open House - Development Principles
June 19/03	Study Team Committee Meeting
June 23/03	Public Open House - Concept Plan Presentation
June 24/03	Council Update
October 20/03	Study Team Committee (review of draft ARP)
November 6/03	Public Open House
February 26/04	Town Open House
April 13/04	Council Update
January 11/2010	Public Open House & Presentation by SCMV
January 12/2010	Public Meeting for SSRs
March 16/2010	Public Hearing – ARP Amendments
October 13/2015	Public Hearing – ARP Amendments
November 18/2020	Public Open House – ARP Amendments
May 12/2021	Public Open House – ARP Amendments
April 4, 2022	SCPOA (Property Owners Assoc) - ARP Amendments

1.8 TECHNICAL STUDIES

Several technical studies have been prepared to support the policies and land use concepts presented in the ARP. These studies do not form part of the formal Spring Creek Mountain Village ARP policy document adopted by Council but provide a comprehensive background analysis and recommendations on many aspects of the ARP. These studies include:

- Biophysical Inventory and Environmental Impact Statement, (Golder Associates Ltd. 2003)
- Geotechnical Analysis and Environmental Site Assessment (ESA), (Sabatini Geotechnical 2003)

- Visibility Impact Analysis, (Marshall Tittlemore Architects and Southwell Trapp & Associates Ltd., 2003)
- Spring Creek Mountain Village Transportation Impact Study, (Finn Transportation Consultants, 2003)
- ARP Public Consultation Report and Surveys, (Southwell Trapp & Associates Ltd., 2003)
- Servicing master plans - Storm, Sanitary and Water services, (Mountain Engineering Ltd. 2003)
- Socio-economic Impact Assessment, (Praxis 2003)
- Historical Resources Impact Assessment, (FMA 2002)
- Railway Traffic Noise Assessment (Faszer Farquharson and Associates Ltd., 2003)

2.0 ARP OBJECTIVES

The main objectives of the Spring Creek Mountain Village ARP are as follows:

- 2.1 To ensure the ARP is consistent with the provisions of the Municipal Government Act (MGA), and the Town's Municipal Development Plan,
- 2.2 To conduct a public consultation program which ensures that existing residents and the public are fully informed of the planning process and have the opportunity for formal and informal input to the guiding policies and development proposals,
- 2.3 To create a vibrant, innovative mixed use but predominantly residential neighbourhood through redevelopment of the Restwell Trailer Park lands.
- 2.4 To reduce urban sprawl and provide sustainability through efficient urban design and land usage,
- 2.5 To ensure that the development is fully integrated into the Canmore community and complements the downtown area,
- 2.6 To emphasize the open space system and the trail linkages within the site and to adjacent lands,
- 2.7 To provide a wide range of housing choices for different age groups and income levels,
- 2.8 To provide all Restwell mobile home residents an opportunity to transition from mobile homes to other forms of housing as redevelopment occurs, and
- 2.9 To help control the rising cost of housing by allocating a portion of the residential units onsite as Perpetually Affordable Housing (PAH).
- 2.10 To identify environmentally sensitivity areas and emphasize sustainability, protection, enhancement and public ownership of the important creeks and riparian areas through the creation of environmental reserves and municipal reserves where appropriate.

3.0 THE CONCEPT PLAN

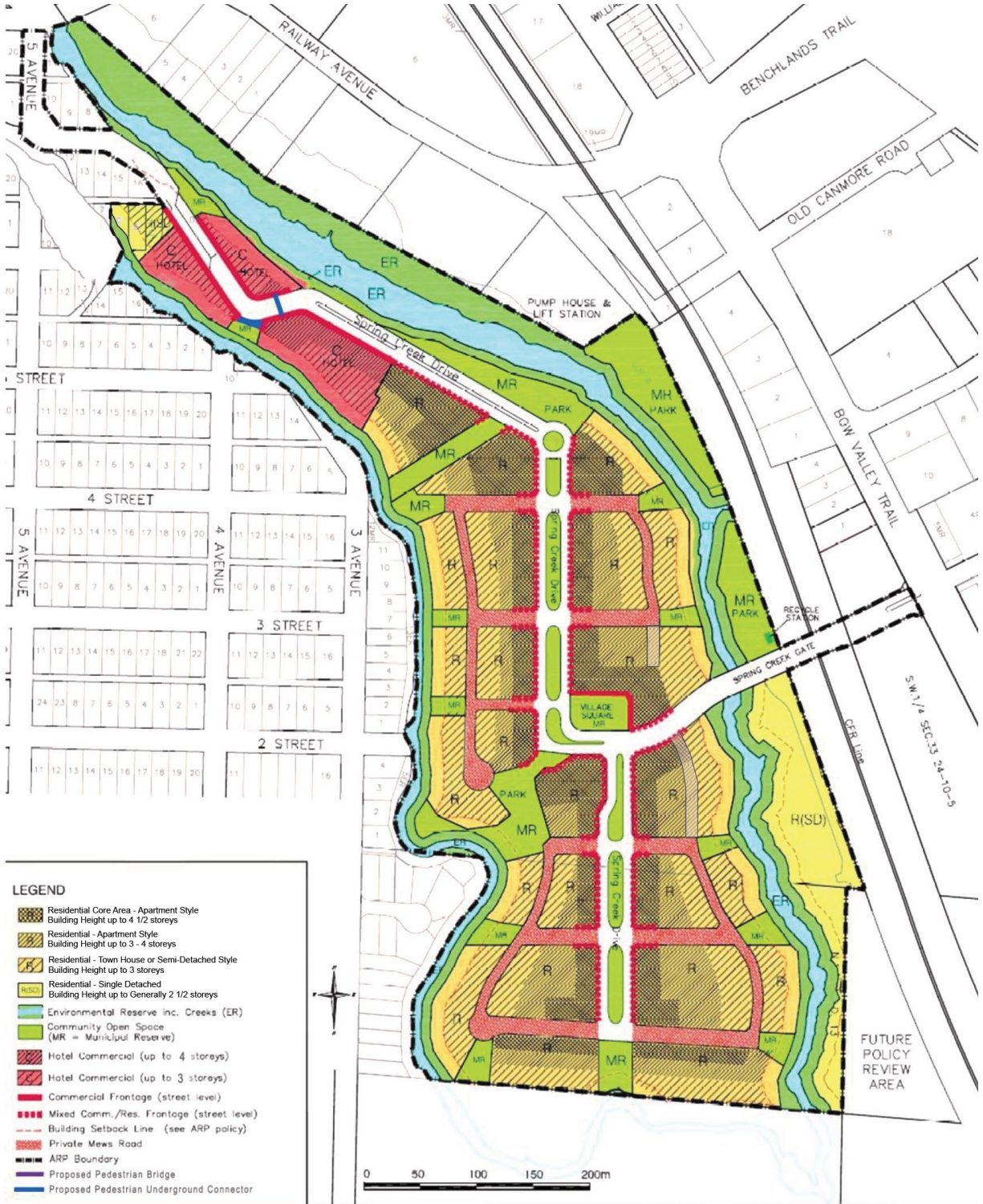
3.1 CONCEPT OVERVIEW

As illustrated in **Figure 3: Land Use Concept**, the ARP envisages a distinct new urban neighbourhood including a variety of residential, commercial and open space uses within a pedestrian orientated street network. The relatively large site area provides an opportunity for a variety of redevelopment opportunities to be staged over time while still accommodating mobile home residents during the transition. Future development will include a wider variety of housing options catering to a range of age and income levels. The ultimate population is expected to be in the 1,800 to 2,200 range developed over a 15 to 20 year time frame.

A key component of the plan is a new road access to the site from Bow Valley Trail which will intersect with the internal road system at the village square focal point. The central spine road (Spring Creek Drive) incorporates a unique linear boulevard green space which acts as a focus for the higher density residential and mixed use residential/commercial uses concentrated towards the central part of the site. East and west of the core the density and building heights diminish. Lower density semi-detached or townhouse style residential units closer to the perimeter and creeks are served by more intimate mews street. Significant view corridors have been considered in the land use distribution and street orientation. A small area of low density single detached housing is incorporated in the treed area on the east edge of the plan area south of the proposed new access from Bow Valley Trail.

The plan recognizes that Spring and Policeman's Creeks are the most important elements in the open space system. They provide a unique ambiance and defining edge to the main development area. A perimeter trail system is incorporated in the design concept to allow public enjoyment of the creek amenity and facilitate internal and external trail connections.

Based on the findings of the Biophysical Analysis, a considerable area has been identified as future Environmental Reserve including the creeks, creek banks and wetland areas in the northeast portion of the site adjacent to the existing boardwalk. These natural areas will be supplemented by a hierarchy of open spaces throughout the development as illustrated on the Concept plan.



SPRING CREEK MOUNTAIN VILLAGE
AREA REDEVELOPMENT PLAN

Figure 3: Land Use Concept

3.2 LAND USE AREAS

Table 2: Land Use Areas and Density: Table 2 shows the main land use categories by area and as a percentage of the total ARP area and the gross developable area. Environmental Reserve including creeks is approximately 23.7% of the total ARP area. Of the remaining developable lands, approximately 18.2% is open space including Municipal Reserve 14.2% and other open space 4%. The density portion of Table 2 shows the anticipate density in several ways including gross density for the entire ARP area and gross developable density which excludes environmental reserve lands. Densities with the hotel sites included and excluded are also provided.

TABLE 2: LAND USE AREAS AND DENSITY

SPRING GREEK MOUNTAIN VILLAGE								
LAND USE AREAS								
LAND USE	Hectares		Acres		% of ARP		% of Gross Dev	
GROSS ARP AREA	28.48	28.37	70.37	70.1	100.0%			
ENVIRONMENTAL RESERVE	3.92	3.88	9.68	9.59	13.8%	13.7%		
CREEKS	2.85		7.04		10.0%			
GROSS DEVELOPABLE	21.71	21.64	53.65	53.47	76.2%	76.3%		
MUNICIPAL RESERVE	3.07		7.59				14.2%	
OTHER OPEN SPACE	0.87		2.15				4.0%	
RESIDENTIAL (All Types)	11.88	11.82	29.36	29.21			54.7%	54.6%
COMMERCIAL (Hotel)	1.3	1.29	3.21	3.19			6.0%	
ROADS	4.59		11.34				21.1%	21.2%

SPRING CREEK MOUNTAIN VILLAGE: DENSITY CALCULATION										
	Amended Residential Units		Residential Units over ASP Total Area		Residential Units over Developable Area		(1) Residential Unit density excluding Hotel Sites		(2) Overall Density including Hotel Rooms	
DENSITY ANTICIPATED UNITS/Hectare (max.)	1000	1200	35.11	42.3	46.06	55.45	49.00	58.97	57.58	64.7
DENSITY ANTICIPATED UNITS/Acre (max.)	1000	1200	14.21	17.12	18.64	22.44	19.83	23.86	23.30	26.18

(1) Total Residential units divided by the gross developable area less the hotel sites

(2) Total Residential units and hotel rooms divided by the gross developable area

4.0 POLICY SECTION

4.1 GENERAL POLICIES

This section contains general policies or policies requiring special emphasis within the general ARP context. This is followed by specific policy sections related to the various socio-economic, environmental, land uses, transportation, utility servicing, phasing and implementation sections of the plan.

- 4.1.1 **Development Timeframe:** In order to help manage growth and its impacts on the community, the development shall be phased over a minimum of 15 years.
- 4.1.2 **Mixed Land Uses:** The redevelopment plan shall include a mix of land uses including residential, commercial and open space areas.
- 4.1.3 **Supporting Role for Downtown:** Redevelopment of the area should complement and support the existing Canmore downtown area.
- 4.1.4 **Visitor Accommodation:** The existing campground shall be replaced with other visitor accommodation uses over a phased 15 to 20 year time period.
- 4.1.5 **Staff Accommodation:** Future visitor accommodation shall provide for full time and seasonal staff housing needs at a minimum ratio of 1 unit per 4 staff or at a ratio consistent with any Town Policy on staff accommodation for other similar developments on Bow Valley Trail or Gateway District that is adopted by the Town of Canmore from time to time.
- 4.1.6 **Retail Commercial:** The retail commercial component may include local and specialized commercial uses related to the visitor accommodation or integrated with the residential uses within the higher density core area. Large scale retail commercial development and extensive parking lots will not be permitted.
- 4.1.7 **Community Facilities:** The redevelopment plan shall incorporate space for community facilities, recreational activities and social amenities including space for a private daycare facility.
- 4.1.8 **Residents' Association:** A Residents' Association will be formed for Spring Creek Mountain Village. The Association will enter into an agreement with the Town regarding maintenance of open space and other community facilities.

4.2 SOCIO-ECONOMIC POLICIES

The following policies relate specifically to the important socio-economic principles dealing with existing residents and the need to replace the loss of mobile home housing with alternative affordable housing stock on a stage by stage basis as redevelopment proceeds. Additional information is contained in the supporting Socio-economic Impact Assessment which has been prepared under separate cover.

4.2.1 Existing Residents: The developer shall make provisions to ensure that guidelines are established and adhered to which provide clear direction to existing residents on how their homes may be purchased, relocated or moved out of Restwell through the redevelopment and transition period. It will also support the principle of offering residents of Restwell the first opportunity for purchasing or renting new homes in Spring Creek Mountain Village. (The Guidelines for Existing Residents are included as Appendix A).

4.2.2 Perpetual Affordable Housing (PAH): Concurrent with the development in Spring Creek Mountain Village, the developer will make available a minimum of 5% of the maximum number of residential units for SCMV as PAH units. The provision of these units shall be in accordance with the Town of Canmore PAH Policy. The location of the PAH units should not be concentrated within one or two buildings but distributed throughout the various development stages and buildings. For each PAH unit provided and utilized as PAH, one additional market unit (a bonus unit) may be provided. PAH units and bonus units provided shall be excluded from the 1050 units permitted for the ARP area. The SCMV PAH/bonus unit policy will apply in SCMV irrespective of other Town bonus policies that may be adopted from time to time. The protocol for the provision of PAH housing shall be established in an agreement mutually acceptable to the Town and the Developer. This agreement shall include but is not limited to the following:

- A time frame for the offering of PAH units for sale.
- An initial PAH offering period for original (prior to Sept. 28, 2004) SCMV residents.
- Subsequent PAH offering period for sale to CCHC.
- Initial and resale pricing formulas.
- Phasing of PAH development.

4.2.3 Sense of Community: The redevelopment plan shall strive to maintain and enhance, where possible, the sense of community that exists today. This can be aided by creating a high quality, attractive, pedestrian scale environment and by development of community meeting places.

4.3 ENVIRONMENTAL POLICIES

The following environmental policies are designed to ensure that areas of environmental importance are identified and protected from future development. The analysis and recommendations contained in the Golder Associates Biophysical Inventory were used as the basis for this policy section. **Figure 4: Environmental Sensitivity** provides a summary map illustrating areas of high, medium and low sensitivity.

4.3.1 Environmental Protection: Priority shall be given to the protection of areas identified in the Golder Associates Biophysical Inventory as having High Environmental Sensitivities. These areas are identified in red on **Figure 4**. Protection should be achieved primarily through the designation of Environmental Reserves.

4.3.2 Development & Environmental Sensitivity: The density and type of development shall relate generally to environmental sensitivity as illustrated on **Figure 4**.

- High Sensitivity (red) = no development but rehabilitation if required.
- Medium Sensitivity (orange) = lower density development.
- Low Sensitivity (green) = higher density development.

4.3.3 Creek Protection: The protection and enhancement of the watercourses and riparian habitat of Spring and Policeman's Creeks shall be a priority. This area will include the Wolf Willow and Sedge Wetland vegetation community types in the vicinity of the existing boardwalk. This protection will also extend to sensitive fish habitat, particularly for spawning salmonids.

4.3.4 Creek Bank Re-habilitation: Creek bank stabilization and re-habilitation of existing disturbed riparian areas shall be undertaken where required. The plan should be designed to stabilize the creek banks, minimize erosion and silts entering the creeks, thus protecting spawning habitat. The rehabilitation plans shall be coordinated with the Town and phased as redevelopment proceeds.

4.3.5 South Canmore Local Habitat Patch: No trail link will be developed into the South Canmore Local Habitat Patch immediately south of the property. East west trail linkages shall be incorporated along the south edge of the ARP area as shown on the Concept Plan. Site and building design features on the south development edge shall be designed to minimize potential disturbance to wildlife in the habitat patch.

4.3.6 Creek Trail System: A comprehensive trail system generally parallel to the west edge of Policeman's Creek and the east edge of Spring Creek shall be developed at the beginning of each development stage.

4.3.7 Trail Location: To protect the creek bank and riparian areas from disturbance, the creek trails shall be setback several meters from the creek banks. The trail system should generally be within the creek bank environmental reserve strip but designed to form the transition between natural creek bank and adjacent public or private spaces. No trail shall be provided on the west side of Spring Creek. Where appropriate, educational signage should be installed to provide environmental information for the public and promote stewardship of these resources.

4.3.8 **Environmental Reserve:** Environmental Reserve will be taken at the time of subdivision generally as shown on the Concept Plan in Figure 3. Environmental Reserves will be a minimum of 7 meters and an average of no less than 8m from creek edges in areas designated as having a Low Sensitivity to development and a minimum of 10 m from creek edges in areas designated as having a Medium Sensitivity to development. All areas having a High Sensitivity to development will be designated as Environmental Reserve.

4.3.9 **Storm Water Runoff Control:** Storm water control and treatment to protect the creeks shall be a priority throughout the site.

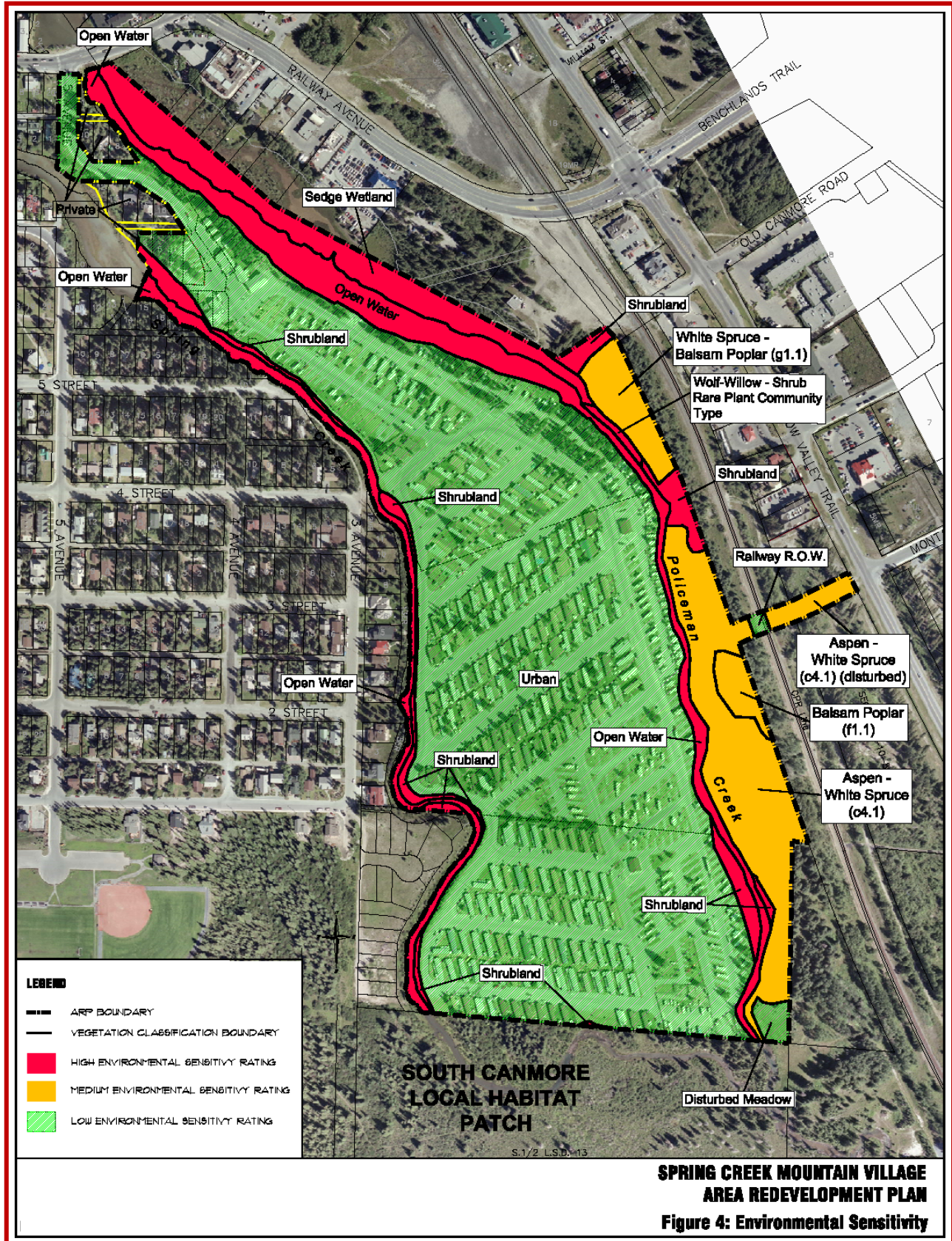
4.3.10 **Noise and Light Pollution:** Site and building design specifications shall be developed to minimize noise and light pollution into undeveloped areas.

4.3.11 **Sustainable Initiatives:** Green initiatives including the possibility of ground source heating will be supported and encouraged.

4.3.12 **Recycling Facility:** If a comprehensive community recycling program cannot be established by 2012 then a satellite recycling depot, accessible from Spring Creek Gate, shall be provided on the east side of Policeman's Creek generally as shown on Figure 3.

4.3.13 **CRD Staging Areas:** Staging areas for construction, renovation and demolition materials shall be established on a phased basis a redevelopment proceeds.

4.3.14 **Irrigation Initiatives:** Irrigation systems shall, where possible, use non-municipal water sources. A linked system using well water will be considered.



4.4 SERVICING AND ENGINEERING POLICIES

The purpose of this section is to identify key engineering and servicing related policies for the plan area. The site is presently serviced by a private water well system which will be phased out as redevelopment occurs. Many of the existing utility lines are in need of replacement and the provision of facilities for the retention and treatment of storm water will be required. The site will require up to 1.5 meters of fill in the central part of the site feathering to existing grades at the creek edges. A servicing Master Plan has been prepared for the study area and is included in the supporting technical information submitted under separate cover. **Figure 5: Utility Servicing**, summarizes the main utility features.

4.4.1 Phasing of Utilities: The phasing of development shall be done to minimize disruption to existing residents and to minimize overall costs. This includes keeping Restwell on the existing water and sewer system as long as possible. Private water & sewer facilities shall be eliminated on a staged basis as new development occurs.

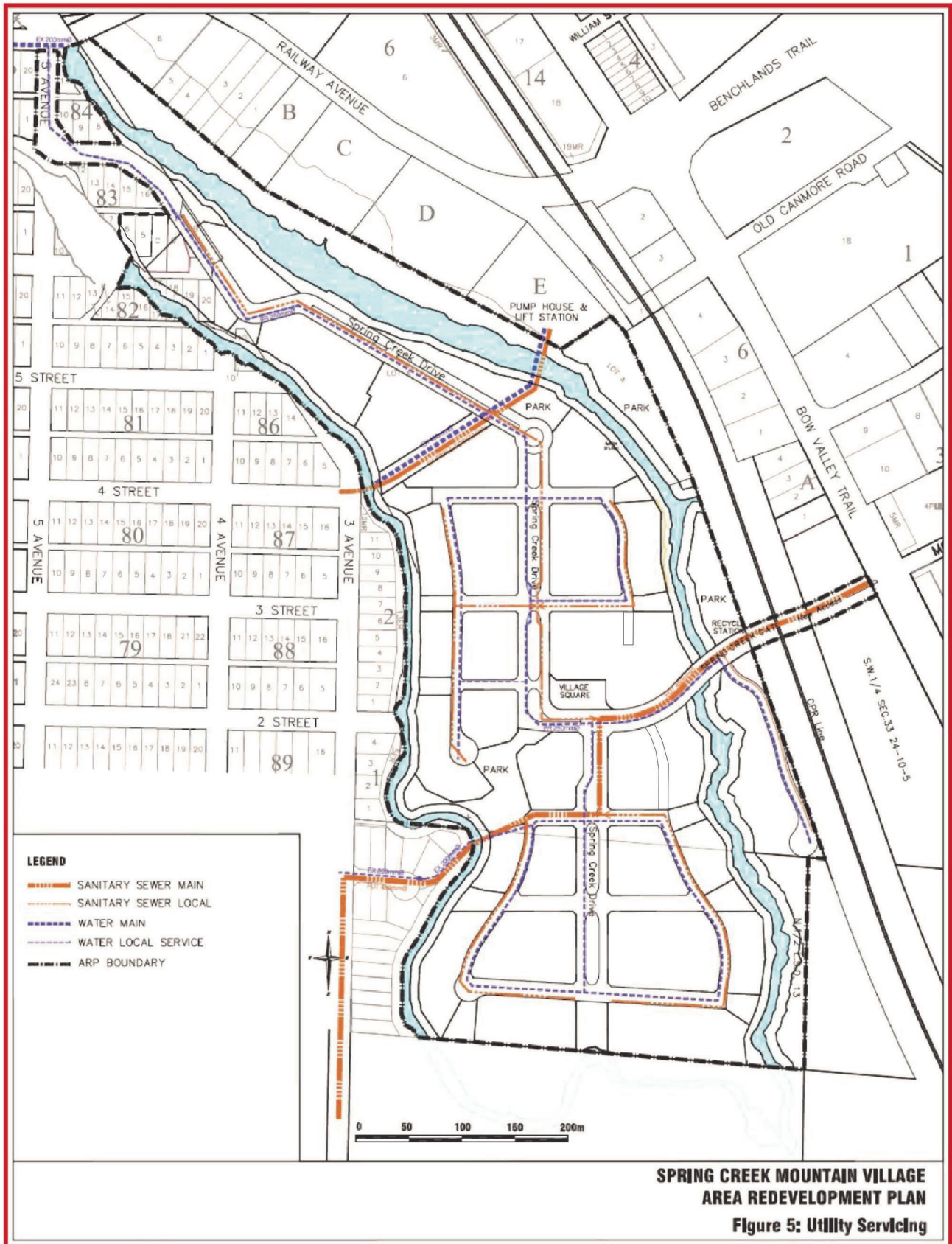
4.4.2 Well Monitoring: Existing water wells will be monitored as redevelopment proceeds to ensure that they meet Canadian Drinking Water Standards.

4.4.3 Engineering Cost Efficiencies: Redevelopment will make efficient use of existing or available infrastructure and facilities (water & sewer). Costs associated with this infrastructure should be investigated with the Town of Canmore and shared where possible to save costs for both parties if possible.

4.4.4 Offsite Levies: A new offsite levies district encompassing the ARP area will be developed that takes into account the additional capacity required for redevelopment of the ARP to proceed over and above capacity being used today by the existing development. This incremental cost will be collected by the Town through an offsite levy.

4.4.5 New Technologies: New/alternative technologies for pipe and trenching in high groundwater conditions will be investigated. Sewer servicing options such as low pressure, vacuum sewer and gravity systems will also be investigated.

4.4.6 Storm Water Storage & Treatment: The 100-year storm event must be stored on site and released at predevelopment rates. Contaminated storm water must be treated prior to discharge.



4.4.7 **Site Grading:** A site grading plan shall be developed for each phase and approved by the Town. Grading shall ensure that the main floors of all structures are above the 1:100 Year groundwater elevation and that parkade floor elevations are at or above the 1:20 Year groundwater elevation. On site fill shall not exceed 1.5 meters in the central portions of the site tapering to existing grade at the creek banks. Site grading of the site shall also consider the creation of low areas for stormwater storage.

4.4.8 **Geotechnical Considerations:** Road & servicing design shall take into account geotechnical concerns such as ground water and frost action. Future road design grades will be raised to accommodate these concerns.

4.4.9 **Construction Management Plan:** A Construction Management Plan will outline environmental protection measures prior to any construction and take into account mitigation suggestions contained in the Environmental Impact Statement and other related studies.

4.4.10 **Shallow Utilities:** The developer shall coordinate the shallow utility upgrade requirements with the various utility companies.

4.5 TRANSPORTATION POLICIES

The purpose of the transportation policy section is to provide for an innovative and coordinated transportation system capable of serving the proposed land use and density distribution. The system should ensure convenient site access and egress as well as efficient internal circulation of vehicles and pedestrians. A key principle of the system is a hierarchical road network that relates to the scale of adjacent development and reflects elements of the general grid pattern that exists in South Canmore. The transportation policies are supported by the analysis and recommendations contained in the Spring Creek Mountain Village Transportation Study. **Figure 6: Transportation,** illustrates the proposed vehicular access and internal road system.

4.5.1 **New Entrance Road:** A second and primary vehicular access road to the Plan area shall be constructed and functional before any major construction for redevelopment of the Plan area is commenced. All underground utilities required to service the Plan area and located within this access right-of-way shall be pre-installed at the time this access is constructed. The location of this access shall be from Bow Valley Trail generally as shown on the Concept Plan (**Figure 3**).

4.5.2 **Emergency Access:** Emergency vehicular access to the plan area will be satisfied by the second access provision noted in Policy 4.5.1.

4.5.3 **Railway Crossing:** A new rail crossing agreement shall be required with CPR to allow development of the new entrance road.

4.5.4 Road System: The internal road system may include public and private road options and shall allow for a future public transportation service loop through the site.

4.5.5 Public Access and Utility Easements on Private Roads: Any roads identified as private shall make provision for public access and utility easements.

4.5.6 Road for Road Exchange: Where existing public road rights of way are closed for redevelopment purposes these shall be provided to the developer at no cost provided they are replaced by an equal or greater dedication of public road within the ARP area.

4.5.7 Innovative Street Design: Innovative street design standards shall be encouraged within the Plan area. The standards set out in the Spring Creek Mountain Village Urban Design Guidelines shall be used as the basis for these standards. Final design details will be developed in conjunction with the Town of Canmore.

4.5.8 Vehicular/Pedestrian Separation: The separation of vehicular traffic from pedestrian and bicycle circulation will be considered in the urban design plan.

4.5.9 Traffic Calming: Traffic calming measures shall be incorporated to reduce vehicle speed, discourage shortcutting from Bow Valley Trail to Main Street and promote a safe pedestrian and cyclist friendly environment. Raised crossings at intersections on Spring Creek Drive and reduced speed limits shall be considered.

4.5.10 Traffic Volumes: Traffic counts at the access/egress points to Spring Creek Mountain Village shall be provided annually and the Traffic Impact Assessment report shall be updated by the applicant prior to the commencement of each subsequent stage of development. If during the redevelopment process traffic generation exceeds, or is projected to exceed, 3,000 vehicle trips per day at the 5th Avenue entrance prior to build-out based on the updated Traffic Impact Assessments, the ARP shall be revised to incorporate additional measures to restrict traffic flows at this intersection to 3,000 vehicle trips per day. This may include road design changes or a reduction in density.

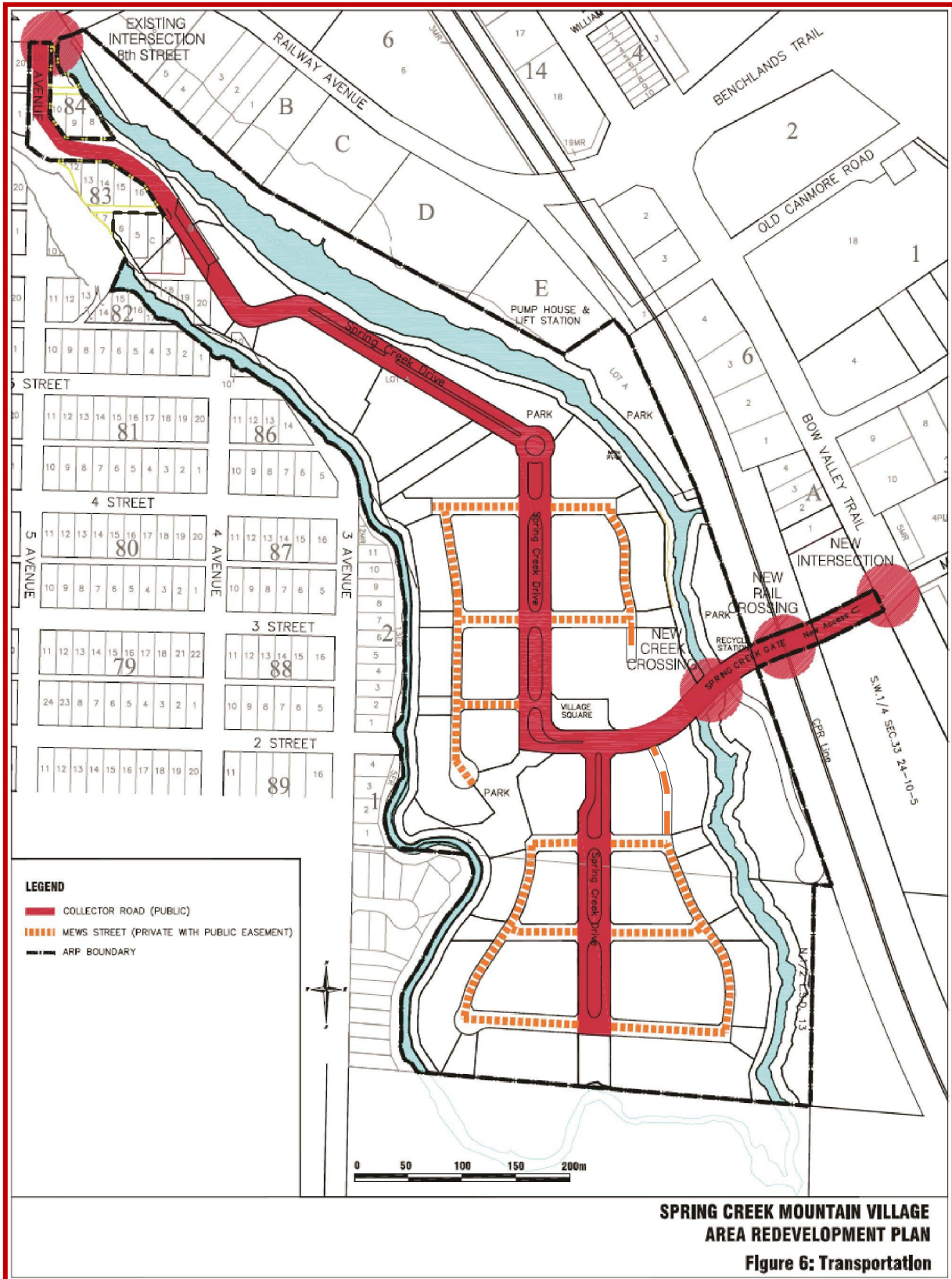
4.5.11 Intersection Improvements: Notwithstanding Policy 4.5.10, the developer shall be responsible for the cost of any improvements or upgrading of the 5th Avenue and 8th Street intersection that may be required as determined by the Town of Canmore. The developer will also be responsible for the construction of the new intersection improvements at the proposed Bow Valley Trail/Spring Creek Gate access required as a result of the SCMV development. The Town recognizes that additional traffic from Montane Road to the east will increase and that ultimate improvements to this intersection will be shared proportionately by contributing developments.

4.5.12 Parking Provision: Extensive areas of surface parking shall be avoided. Residential and visitor accommodation developments will be encouraged to provide underground or partially underground parking facilities integrated with the building design. Street parking shall be incorporated into the street design where feasible.

4.5.13 Parking Standards: Parking standards will be established at the Land Use Redesignation stage. Reduced parking standards may be considered for housing related to mature adult/seniors, Perpetually Affordable Housing and staff housing.

4.5.14 North Entry Road: The 5th Avenue access from the north shall be upgraded to better accommodate pedestrian and bicycle traffic. The street lighting style shall be consistent with the Spring Creek Mountain Village theme.

4.5.15 South East Access Linkage: With development of the low-density residential area in the southeast portion of the plan area, the Town will review the potential for a public access route and emergency access to the adjoining lands to the south (Shown as "Future Policy Review Area" on Figure 3). This access would allow for the continuation of the low-density residential development in this "Future Policy Review Area" while also providing an opportunity for the Town to obtain a dedicated access across the CPR tracks to the Sewage Treatment Facility.



4.6 LAND USE AND URBAN DESIGN POLICIES

The proposed redevelopment envisions a vibrant, sustainable community of rich social and urban texture, distinct but well connected to the wider area. The Land Use and Urban design policies are designed to provide a framework for the new built form. These policies are supported by the more detailed Spring Creek Mountain Village Urban Design Guidelines contained in Appendix B.

4.6.1 Efficient Use of Land: In order to make efficient use of the limited land base in Canmore, redevelopment shall allow for a significant increase in the intensity of use within the site. This increase would gradually occur as existing low-density mobile homes and campsite uses are replaced with new forms of residential and commercial development over a minimum 15-year phased redevelopment.

4.6.2 Mixed Uses: The future development of the Restwell lands shall include a mix of uses including residential, commercial and open space components. The plan should maximize the area's potential relative to the Downtown.

4.6.3 Focal Point: A neighbourhood focal point shall be incorporated into the plan generally as represented by the Village Square feature shown on the Concept Plan Figure 3. This activity point should incorporate residential, commercial and a public open space or community component. The road network and trail system should provide convenient access to this node.

4.6.4 Building Massing: As a general policy, lower, less dense development shall be located adjacent to the creeks with increased density including apartment style housing and taller buildings in the central part of the site.

4.6.5 Building Height: Detailed Building height regulations will be established at the Land Use Redesignation Stage. However, in the central part of the site or core area, building height shall not exceed 4½ storeys. Adjacent to Spring Creek and Policeman's Creek building height shall not exceed 2½ storeys generally, except for the Hotel Commercial areas which may exceed this height as illustrated in Figure 3. Maximum building height shall be measured from an approved site-regrading plan. Where the Development Authority is satisfied that the architectural integrity of a building would be enhanced, variances may be granted through the provisions established in the Town of Canmore Land Use Bylaw. [2015-17]

4.6.6 Building Design: The Spring Creek Mountain Village should develop its own sense of style and theme. The building and site design should reflect an alpine design character and be sensitive to the natural character of the site and its unique mountain setting.

4.6.7 Design for Safety and Security: Site design and landscaping should provide a comfortable pedestrian and cycling environment that supports safety and security by incorporating CPTED principles (Crime Prevention Through Environmental Design).

4.6.8 Architectural and Landscape Elements: The developer shall prepare landscape and architectural guidelines to be implemented with the first phase of

development. These guidelines may be modified as development proceeds but should retain a consistent theme.

4.6.9 Building Setbacks Adjacent to Creek Banks: ~~Buildings or structures shall be sited a minimum distance of 20 metres from the bank of both creeks. Due to site constraints a variance of up to 5 metres may be granted for the two most northerly hotel/commercial sites in Stage 1. At the discretion of Council, a variance of up to 6 meters may also be approved for the development of a structure for community use on municipal reserve lands in Stage 1. No setback variances will be granted in the remainder of the development.~~

Area-wide setback requirement: Buildings or structures shall be sited a minimum distance of 20 metres from the bank of both creeks. Due to the slope of the land adjacent to Spring Creek, Policeman's Creek and within the Village, landscaping, including terraced landscaping and retaining walls shall be permitted within this setback area.

Community structure setback requirement: At the discretion of Council, a variance of up to 6 meters may also be approved for the development of a structure for community use on municipal reserve lands in Stage 1.

Residential setback requirements for the northerly residential lots: Notwithstanding their lot registration date, a variance to the 20 metre creek setback for the two residential lots (Lot 1, Block 9, Plan 1810013; Lot 5, Block 83, Plan 1095F; Lot 6, Block 83, Plan 1095F) proposed in Stage 1, shall be considered in accordance with the town-wide variance requirements for waterbody setbacks as outlined in the Land Use Bylaw.

Northerly hotel/commercial sites in Stage 1 setback requirement: Due to lot depth, the minimum development setback shall be 15 metres for the two most northerly hotel/commercial sites. Site design (landscaping and pedestrian pathways) will complement the adjacent riparian area. Encroachments into this setback area shall be allowed for landscaping, retaining walls, patios, and outdoor health, wellness, and spa facilities up to the property line, and for decks projecting 1m from the building façade.

4.6.10 View Sheds: Important view sheds should be considered in the urban design and street orientation.

4.6.11 Floor Area Ratio: The overall Floor Area Ratio for the Spring Creek Mountain Village site may not exceed an overall average of 1.65. The Floor Area Ratio calculation is based on the net developable area, which excludes Creeks, ER, MR, Residents Association Open Space and Public Roads.

4.6.12 Pedestrian Bridges & Underground Corridors: To increase pedestrian mobility within the hotel commercial sites, pedestrian bridge corridors and underground pedestrian corridors may be utilized at the discretion of the approving authority as illustrated on Figure 3. **[2015-17]**

4.7 RESIDENTIAL DEVELOPMENT POLICIES

The policies below are designed to guide the implementation of the ARP residential component. The objective is to provide a range of housing choices for different age groups and income levels with an emphasis on a more compact urban form. To this end the plan encourages attached housing forms including a variety of apartment and townhouse styles. Single family and semi-detached homes will be accommodated in selected areas but will not be the predominant residential focus. **Figure 3: Land Use Concept**, shows the areas proposed for residential uses. Table 3 indicates the approximate residential density for the plan area.

4.7.1 Manufactured Housing Component: The existing manufactured housing component shall gradually be replaced as new development occurs.

4.7.2 Housing Choices: The redevelopment plan shall allow for a range of housing and lifestyle choices including apartments, seniors' apartments, townhouses, special needs housing, live/work studios, semi-detached and single detached housing.

4.7.3 Mixed Use Residential: Mixed-use residential with street front commercial designs shall be encouraged particularly in the central core and Village Square locations. Specific locations for these uses shall be specified at the land use designation stage.

4.7.4 Maximum Residential Units and Density: The maximum number of residential units within the site at build-out shall be 1050 plus PAH and any related bonus units with an absolute total not to exceed 1200 units.

4.7.5 Minimum Residential Units and Density: The minimum number of residential units within the site at build-out shall be 800 units.

4.7.6 Tourist Homes: Tourist Homes will be permitted within the ARP area and shall be identified by the developer at the Development Permit stage. Tourist Home permits will not be considered for units designated as staff or PAH. As a general guide the number of Tourist Homes should not exceed 300 units and shall be located within identified floors within apartment buildings or Townhouses adjacent to designated Tourist Home apartment buildings.

4.7.7 Low Density Housing East of Policeman's Creek: An area of low density single detached housing shall be considered on the east side of Policeman's Creek south of the proposed new access road from Bow Valley Trail as shown on the Concept Plan Figure 3. Creek setbacks, vehicular access, rail noise attenuation and tree preservation must be addressed at the subdivision stage. Subject to a Municipal Development Plan amendment, the Town may also consider a coordinated planning approach involving the adjacent land immediately south identified as a "Future Policy Review Area" on Figure 3: Land Use Concept. This area is presently outside the ARP boundary.

4.7.8 Low Density Housing North of Hotel Site: An area of existing single detached housing located north of the Hotel sites and east of Spring Creek Drive, as shown on the Concept Plan Figure 3, shall be re-developed with no more than two single detached homes. The lots shall retain R1 – Residential Detached District designation.

4.8 COMMERCIAL DEVELOPMENT POLICIES

The commercial policies address the scale, type and location of commercial development within the Plan area. The two main types of commercial development envisaged are: visitor accommodation in the form of boutique hotels with ancillary convention, service and retail components and local commercial and specialized street front retail or service orientated commercial distributed at locations along Spring Creek Drive and the Village Square. Flexibility will be maintained to allow the incorporation of studios and other live/work spaces especially along Spring Creek Drive. **Figure 3: Land Use Concept**, identifies the distribution of commercial uses.

4.8.1 **Commercial Use Mix:** The redevelopment plan shall include a mix of commercial land uses including hotel and local commercial retail and service components.

4.8.2 **Hotel Rooms:** Hotel and related commercial uses shall be located generally in the north portion of the plan area as on the Concept Plan. The number of hotel rooms shall not exceed ~~200~~ 250 unless a policy revision is approved by Council.

4.8.3 **Hotel Related Commercial** The hotel related commercial may include, convention facilities, restaurants and ancillary service and specialist retail components.

4.8.4 **Local Commercial:** The local commercial service and retail component will be limited to a maximum ~~950~~ 3000 sq. meters (~~approximately 10,000~~ 32,291.73 sq. ft.), with a 500 m² daycare bonus. This figure will be reviewed by the developer and the town administration with each development stage and increased if necessary.

4.8.5 **Flexible Commercial Frontage:** Building designs incorporating the flexibility of commercial/residential conversion shall be considered within the vicinity of the Village Square and in areas fronting on to Spring Creek Drive. (The Urban Design Guidelines provide additional information on this concept).

4.8.6 **Pedestrian Scale:** Commercial designs and related parking shall be orientated to a community pedestrian scale and integrated into the open space and trail network. Strong links to the downtown will be encouraged.

4.8.7 **Extensive Commercial Uses:** Large-scale commercial developments and extensive parking lots will not be permitted within the Plan area.

4.9 OPEN SPACE POLICIES

The open space policies are designed to ensure that important natural areas are preserved and that the new development areas are served by a diversity of active and passive open spaces linked with a comprehensive trail system. **Figure 7: Open Space and Trail System** identifies the proposed distribution of green space and the main trail system and external linkages.

4.9.1 Environmental Reserves: The Environmental Reserve areas will be established at the time of subdivision as described in Section 4.3.8.

4.9.2 Municipal Reserves: Except where Municipal Reserve dedication has already been provided or adjustments for deferred reserve caveats are required, 15 percent of the developable land (or equivalent park improvements) shall be established as Municipal Reserve. The allocation of Municipal Reserve in each phase may be greater or less than 15 percent provided the overall requirement is provided. The distribution of Municipal Reserve shall generally be as shown on the Open Space and Trails Plan Figure 7.

Key components of the Municipal Reserve open space provision shall include:

- a creek-side park along the north section of Spring Creek Drive,
- small parks at the east and west ends of the cross streets to provide a visual amenity, sitting areas and pedestrian connections to the perimeter trail system,
- a feature park at the south end of Spring Creek Drive to open vistas to the south and Three Sisters,
- a central park feature south west of the Village Square with trail connections to the perimeter trail system and links west to Millennium Park,
- lands east of Policeman's Creek and north of the proposed new easterly road access from Bow Valley Trail that may be combined with existing Town pump house and lift station site to create a regional creek-side park, and
- development of the pump house and lift station site as a park facility by the developer in accordance with Town standards. This provision will constitute the equivalent of a 0.8% municipal reserve credit plus any Deferred Reserve

Caveats owing by the developer effectively canceling them.

4.9.3 Other Open Spaces: The development of additional quasi-public or private open spaces including the widened linear median strip along Spring Creek Drive, and the Village Square lands.

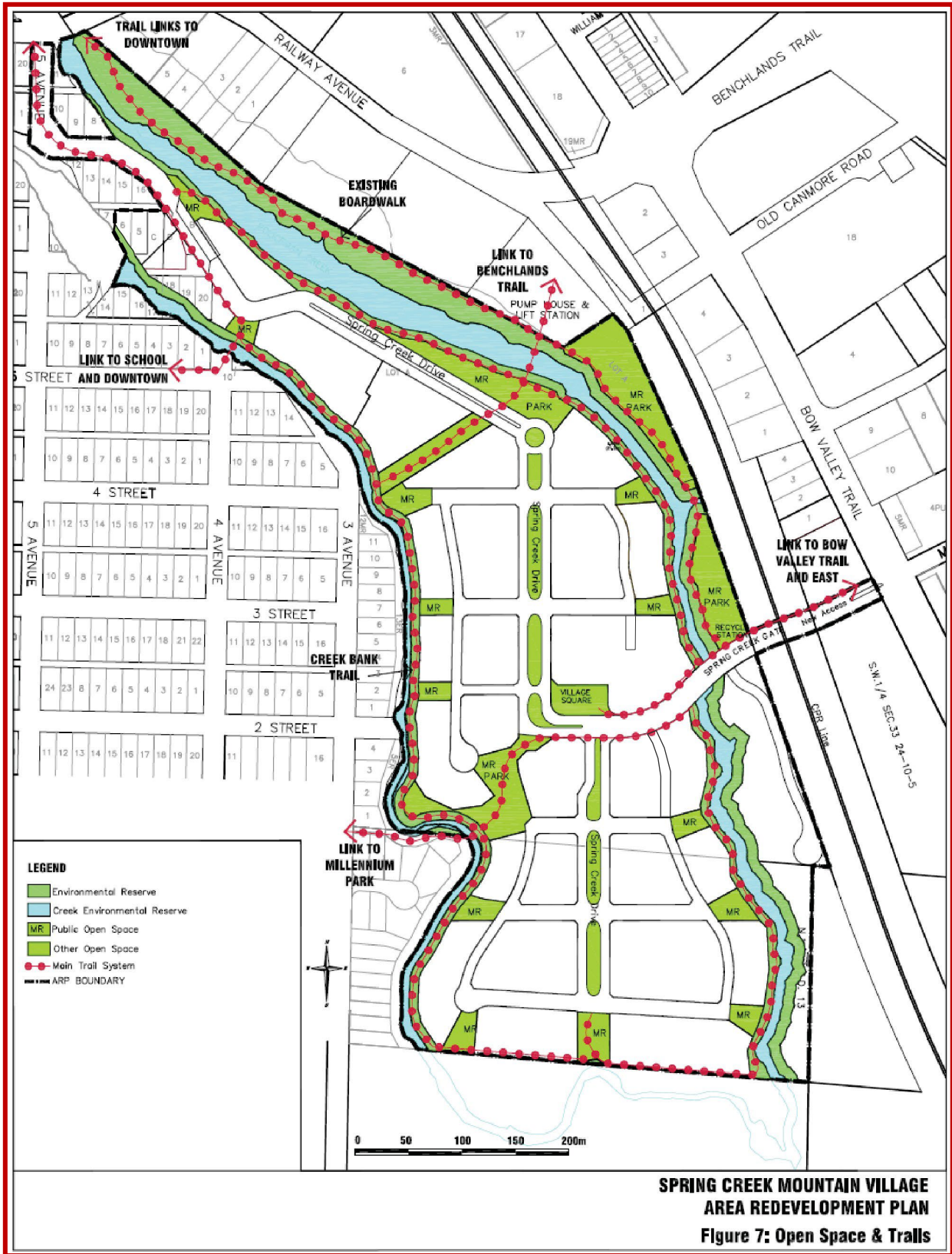
4.9.4 Open Space Maintenance: Prior to the issuance of the first Development Permit within the Plan area, the Developer will establish a Residents' Association for the ARP area. This Association will enter into a cost sharing arrangement with the Town regarding the maintenance of open spaces, trails and other community facilities. Should a cost sharing agreement not be reached, municipal reserve parks will be constructed and maintained in accordance with normal Town standards and schedules.

4.9.5 Trail Network: The plan shall include a formal trail network that creates a loop around the existing site and ties in unique features and amenities that will be incorporated into the development. The general alignment of the trail shall be as shown on **Figure 7**.

4.9.6 Trail Linkages: This trail network plan shall make alignment provision for external linkages at the following locations:

- east to Bow Valley Trail along the proposed new access route,
- northeast across Policeman's Creek to the existing boardwalk and Railway Avenue,
- north via the existing access at Fifth Avenue, and
- west to 3rd Avenue in the vicinity of First Street and Fifth Street.

4.9.7 Existing Boardwalk: The existing boardwalk on the east side of Policeman's Creek shall be retained and integrated into the overall trail network.



**SPRING CREEK MOUNTAIN VILLAGE
AREA REDEVELOPMENT PLAN
Figure 7: Open Space & Trails**

4.10 DEVELOPMENT STAGING

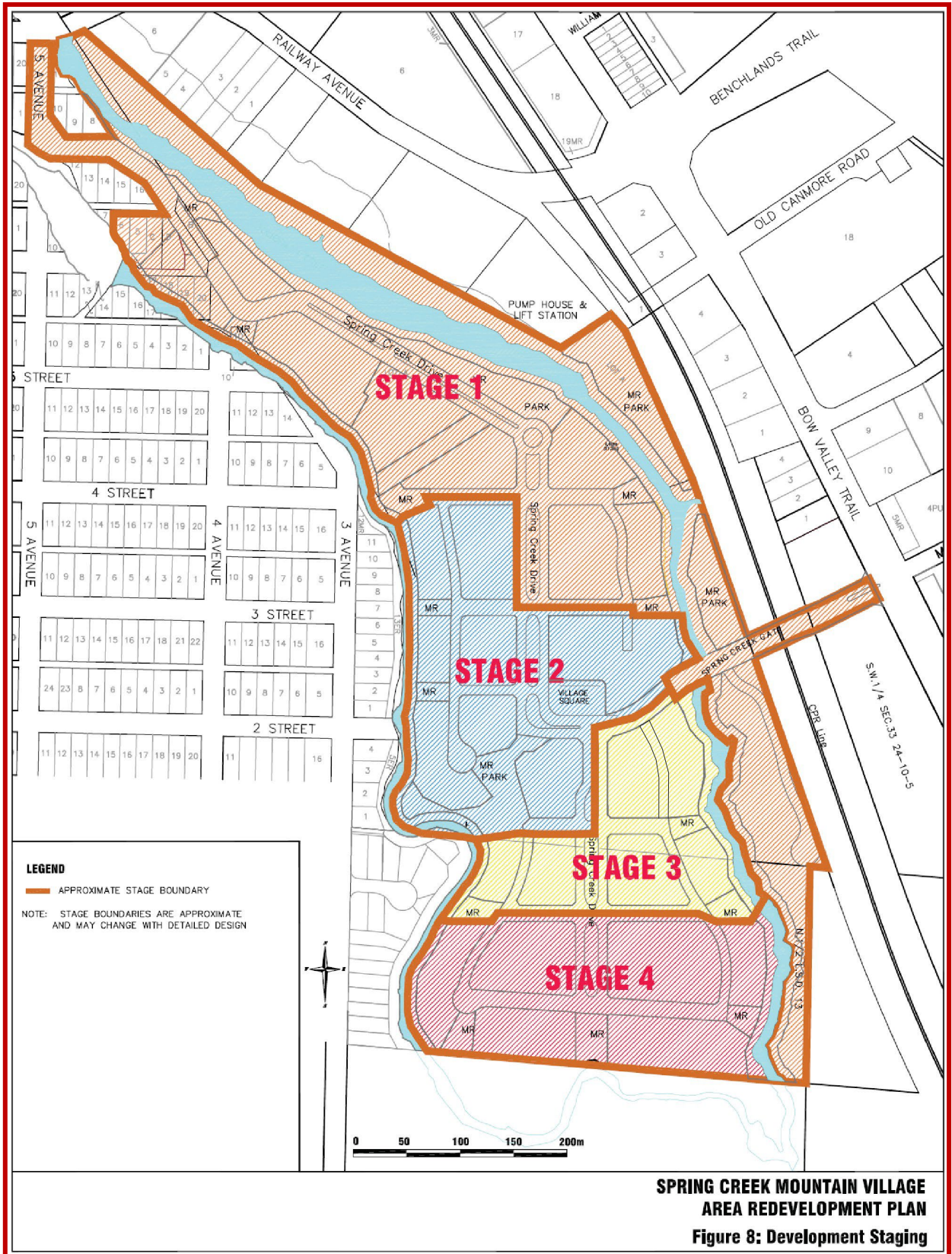
The development staging policies are designed to permit a logical sequence of development. Staging considerations include transportation and access requirements, utility infrastructure and the relocation and replacement over time of existing mobile homes and ancillary buildings. **Figure 8: Development Staging** shows a tentative redevelopment staging plan which may be revised over time depending on final servicing, transportation and construction requirements. **Table 4: Development by Stage** shows an approximate breakdown of the anticipated residential and commercial development by stage. These numbers may change depending on market conditions.

- 4.10.1 Development Staging:** The development will occur in four main stages generally as shown on Figure 8. The stage boundaries are considered approximate and may be revised as development proceeds without the need for a formal revision to the ARP. Each stage may contain several development phases.
- 4.10.2 Direction of Growth:** The staging sequence shall generally be from north to south. However, some relocation of homes in the central portion of the site may be advanced to permit construction and utilization of the new road access from Bow Valley Trail.
- 4.10.3 New Access Road:** A new vehicular and emergency access from Bow Valley Trail to the Plan area shall be included with Stage 1.
- 4.10.4 Age of Housing:** The newer mobile home housing stock located in the south west portion of the site shall be retained until the last stage of redevelopment.
- 4.10.5 Housing Replacement:** The staging sequence shall ensure that the proportion of PAH housing provided in each stage is consistent with a minimum of 5% PAH housing at build-out.
- 4.10.6 Infrastructure:** New development shall be serviced by connection to Town-owned infrastructure. Private water and sewer systems will be phased out and eventually eliminated. Utility upgrading and phasing shall be coordinated with the Town.
- 4.10.7 Open Space and Trail System:** Open space, trails and creek bank rehabilitation shall be completed for each stage within 2 years of completion of the subdivision Servicing Agreement.
- 4.10.8 Construction Timing:** Creek bank rehabilitation and some portions of the trail system may be advanced where practical.

4.10.9 Growth Management: The rate of growth within Spring Creek Mountain Village will be controlled by establishing minimum time frames for each development stage approval. This will be implemented through establishing a “not before” date for land use amendments in the Land Use Bylaw and is based on a maximum 80 units per year average

TABLE 4: ESTIMATED DEVELOPMENT BY STAGE

	Stage 1	Stage 2	Stage 3	Stage 4	TOTAL*
Area (approximate ha)	14.4	5.7	3.5	4.8	28.4
Residential Units					
Townhouses	24	52	19	44	139
Apartments	207	302	202	200	911
Single detached	7 10	0	0	0	10
Total	241	354	221	244	1060
# of Hotel rooms	200 250	0	0	0	200 250
Hotel related commercial (sq m)**	15000 2500				15000 2500
Max local commercial street front (sq m)	2000 310	10000 2085	480	400	3275
<i>* Total does not include PHA, and related bonus units, and includes daycare of 347m²</i>					
<i>** Excludes amenity areas and meeting rooms</i>					



4.11 PLAN IMPLEMENTATION

The following policies provide the framework for implementation of the Area Redevelopment Plan.

- 4.11.1 **Municipal Development Plan Amendment (MDP):** An amendment to the MDP will be required to allow visitor accommodation and other commercial components of the ARP to be incorporated. This amendment should be processed concurrently with the adoption of this Area Redevelopment Plan.
- 4.11.2 **Special Land Use District:** A Spring Creek Mountain Village Land Use District will be prepared by the developer in consultation with Town. This bylaw will be submitted to Council for approval and inclusion into the Town of Canmore Land Use Bylaw.
- 4.11.3 **Land Use Redesignation:** Land Use Redesignation will be required prior to further subdivision and redevelopment in the study area.
- 4.11.4 **Subdivision Process:** The normal Town of Canmore process of subdivision application and approval procedures shall be required for further subdivision of land and the creation of any new titles within the ARP area.
- 4.11.5 **Permits:** The normal Town of Canmore Development Permit process of application and approvals shall be required prior to the commencement of any development within the approved ARP.
- 4.11.6 **Interim use of Proposed MR and ER lands:** At the time of subdivision, some deferral of registration for Environmental Reserve or Municipal Reserve parcels will be considered by the Town in order to allow present uses to continue until such time as they are required for redevelopment.

APPENDIX A



SPRING CREEK MOUNTAIN VILLAGE GUIDELINES FOR EXISTING RESIDENTS

A1 TIMING FOR REDEVELOPMENT

1. Redevelopment will not require any resident who is currently (the date of ARP Approval) residing in the park to leave the park for a minimum of 15 years if they wish to remain. They are still bound by the Rules and Regulation as set out by Spring Creek and the Mobile Home Site Tenancies Act.

A2 RELOCATION OF EXISTING HOMES WITHIN SPRING CREEK

1. Relocation within the Park may be required with some of the existing homes to allow redevelopment projects to proceed.
2. A least 1 years notice will be provided to the resident if relocation within the park is required.
3. If relocation is required, Spring Creek, at their cost, will offer to move the home to an alternative site within the park provided the home is considered structurally capable of being moved.
4. If in the opinion of the Spring Creek (and subject to review by a professional engineer) there is doubt as to the structural integrity of the home for the purposes of relocation, the home will only be moved at the owners risk.
5. If the owner does not wish to risk moving a home which is considered structurally unsound, Spring Creek will offer the resident the opportunity to purchase or rent a replacement mobile home within the park from the inventory of used homes Spring Creek would have as of that date.
6. If the resident prefers to purchase a replacement home within the Park and a suitable unit is available, the resident will pay to Spring Creek the difference in the appraised value of the homes.
7. If the rental option is preferred, Spring Creek will purchase the existing home for appraised value by a professional appraiser less 10% of the value (standard real-estate commission in Spring Creek). Rental rates on the replacement home would be negotiated before purchase of the residents existing home.

A3 NEW HOUSING OPTION

1. Residents of the park who wish to relocate to new housing units that may be developed within the Spring Creek site will be given the first opportunity to purchase or rent (in the case of rental housing). Residents that want to purchase a new housing unit within Spring Creek will pay the difference between the market value of the new unit and the appraised value of their existing home. Spring Creek will offer for sale the new housing to existing residents for a period of 45 days prior to sale to the open market.

A4 HOMES FOR SALE WITHIN A REDEVELOPMENT AREA

1. If the home is in an area slated for redevelopment within a 5-year period and the Home Owner wishes to sell their unit on the existing site, Spring Creek can request the following:
 - a. That at the Home Owner expense they hire an appraiser of their choice to do an official evaluation.
 - b. That if Spring Creek and the owner are in agreement with the evaluation that Spring Creek will offer to purchase the home at the appraised value less 10% (Standard Commission)
 - c. If either the owner or Spring Creek are in disagreement with the evaluation Spring Creek will pay for a second appraisal. The average of the two appraisals, less 10%, will then be used as the offer to purchase.
 - d. If the offer is still refused then the Home Owner will be at liberty to sell the home on the open market with a caveat that the new owners would only be guaranteed a site somewhere in Spring Creek for their home until 2018. This is again conditional on the new owner not being in breach of Spring Creek's Rules & Regulations or the Mobile Home Site Tenancies Act

A5 REMOVAL OF A HOME FROM SPRING CREEK

1. If a Home Owner intends to remove their home from Spring Creek then the last 3 months site rent would be free. As long as the removal was not from a breach of the Rules & Regulations or Mobile Home Site Tenancies Act.

BYLAW 2021-23

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
AMEND 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 “Land Use Bylaw Amendment – Spring Creek Mountain Village Amendments”

INTERPRETATION

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

AMENDS BYLAW 2018-22

3. Land Use Bylaw 2018-22 is amended by this bylaw.
4. That Section 15 be amended to re-designate the land identified in Schedule A of this Bylaw from MHP (Residential Manufactured Home Park District) to PD (Public Use District), ED (Environment District), and SCMV-CR (Spring Creek Mountain Village Comprehensive Residential DC District).
5. That Section 15 be amended to re-designate the land identified in Schedule A of this Bylaw from PD to SCMV-CR (Spring Creek Mountain Village Comprehensive Residential DC District).
6. That Section 15 be amended to re-designate the land identified in Schedule B of this Bylaw from R1 (Residential Detached District) to ED (Environment District), and, from R1 (Residential Detached District) to SCMV-C (Spring Creek Mountain Village Visitor Accommodation DC District).
7. Section 1.14.2.1 is amended by adding “c. Notwithstanding lot registration dates, the residential area in Spring Creek Mountain Village that is generally formed by Lot 1, Block 9, Plan 1810013; Lot 5, Block 83, Plan 1095F; and Lot 6, Block 83, Plan 1095F shall be allowed a 5m variance to the bank setback in accordance with 1.14.2.1b.” after subsection “b.”.
8. Section 14.19.2 is amended by adding “Health, Wellness, and Spa Facilities” between “Entertainment Establishments contained within a Visitor Accommodation building” and “Offices contained within a Visitor Accommodation building”.
9. Section 14.19.4 Regulations is amended to 14.19.5 and renumbering the subsequent sections accordingly, then adding as 14.19.4:

“Specific Definitions

Health, Wellness, and Spa Facilities: means a facility or facilities that provides personal or medical services such as treatments, therapies, massage treatments, alternative treatments, research, product development or sales, education, fitness centres or classes, assessments or other activities associated

with health, wellness, or spa services. For this use, the general operating hours will be between 8:00 AM and 9:00 PM.”

10. Section 14.19.5.4 is amended by removing all wording after “Top of Bank” and adding:

“Due to lot depth, the minimum development setback shall be 15m for the two most northerly hotel/commercial sites. Site design (landscaping and pedestrian pathways) will complement the adjacent riparian area. Encroachments into this setback area shall be allowed for landscaping, retaining walls, patios, and outdoor health, wellness, and spa facilities up to the property line, and for decks projecting 1m from the building façade.”.

11. Section 14.19.5.9 is amended by replacing “200” with “250”.

12. Section 14.19.5.10 is amended by adding “except that for this District, the following will be provided:” after “General regulations will apply” and removing the “employee housing” and “all units” rows in the table

13. Section 14.19.5.11 is amended by:

- a) Removing “consistent with Section 8, General Regulations, of the Town of Canmore Land Use Bylaw” and “The units identified as Employee Housing shall be encumbered with a restrictive covenant requiring that the units be used solely for the employee housing needs of the Visitor Accommodation units.”
- b) Adding “within or outside of Spring Creek Mountain Village” after “may be constructed at another location”.
- c) Replacing “constructed” with “provided”

14. Section 14.19.5 is amended by adding:

14.19.5.13 Excluding hotel room decks and balconies, all outdoor common or private hotel amenity spaces shall be designed to minimize the impacts of noise on adjacent residential areas to the satisfaction of the Development Authority.

15. Section 14.19.6 is amended by adding:

14.19.6.7 For the most northwesterly visitor accommodation development adjacent to Spring Creek (Plan 1810013; Block 9; Lot 2), the following uses shall not be permitted: Convention Facilities; Drinking Establishment; and Entertainment Establishment. This prohibition prevails over the general listing of Convention Facilities and Entertainment Establishment within a Visitor Accommodation building as a Permitted Use.

16. Section 14.19.9.1 is amended by removing “or a variance beyond the setback variances listed in subsection 14.19.4.4 of this District.” and adding “and any variance to the 15m creek setback established in section 14.19.4.3.” after “variances listed in Subsection 14.19.4.8”.

17. Section 14.27.4.8 is amended by replacing “3 ½” with “3-4” for Zone B, replacing “2 ½” with “3” for Zone C and adding “Generally” before “2 ½ storeys” for Zone D.
18. Section 14.27.4.10 is amended by:
 - a) adding “all Stages” after “residential units for”
 - b) removing “Stages 1,2 and 3”
 - c) adding ”970 including Perpetually Affordable Housing (PAH) Units and bonus units” after ”District is estimated to be”
 - d) removing “shall be 1000, plus PAH and any related bonus units, with”
 - e) adding “will have” before “an absolute total not to exceed”
 - f) replacing “1200” with “1000”
19. Figure 2 is amended to show unit ranges and commercial requirements for all stages
20. Figure 3 is amended to show updated public and private roads
21. 14.27.4.11 is amended to remove “Parking spaces:” and subsection “a.”, “b.” and “c.” and renumbering the subsequent sections accordingly.
22. 14.27.4.12 is amended by replacing the regulation with:

“If not already collected directly by the Town, traffic counts at the access and egress points to Spring Creek Mountain Village shall be provided annually and the Traffic Impact Assessment (TIA) report shall be updated by the applicant and submitted along with the third (3rd) and fifth (5th) development permit applications within Stage 4. If during the redevelopment process it is projected in a TIA that traffic generation on Spring Creek Drive at Main Street will exceed 3000 vehicle trips per day (VPD) prior to buildout based, the ARP or LUB or both shall be revised as appropriate to incorporate additional measures to restrict traffic flows at this access to 3,000 vehicle trips per day. This may include road design changes or a reduction in density for remaining developments or both. VPD is defined as the average daily vehicle traffic on Spring Creek Drive at Main Street as measured during an eight month period including dates between May 1st and October 31st in the most recent 12 month period of measurement.”
23. Section 14.27.5.3 is amended by removing “For each PAH unit provided, one additional market unit (a bonus unit) may be provided. PAH units and bonus units provided in this District shall be excluded from the 704 unit maximum permitted for this District. (Stages 1, 2 and 3 combined). The SCMV PAH/bonus unit policy will apply in SCMV irrespective of other Town bonus policies that may be adopted from time to time.”
24. Section 14.27.5.9 is amended by replacing “Stages 1, 2 and 3” with “all 4 stages”.
25. Section 14.27.6.6 is amended by replacing “A minimum of 25%” with “Where possible, part”, and “to a commercial unit safety code standard” with “to a 1 hour fire rating”.
26. Section 14.27.6.7 is amended by replacing “2,000 m2” with “3,000 m2”.
27. Section 14.27.7 is amended by adding “or Townhouses adjacent to designated Tourist Home apartment buildings.” after “identified floors within apartment buildings,”.
28. Section 14.27.10.1 is removed and renumbering the subsequent sections accordingly.

29. Section 14.27.10.2 is amended by adding “Development on Spring Creek Gate will be in an orderly manner and continue in a southerly direction.” After “provided until these parcels have been completed.”

ENACTMENT/TRANSITION

30. 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.

31. 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:

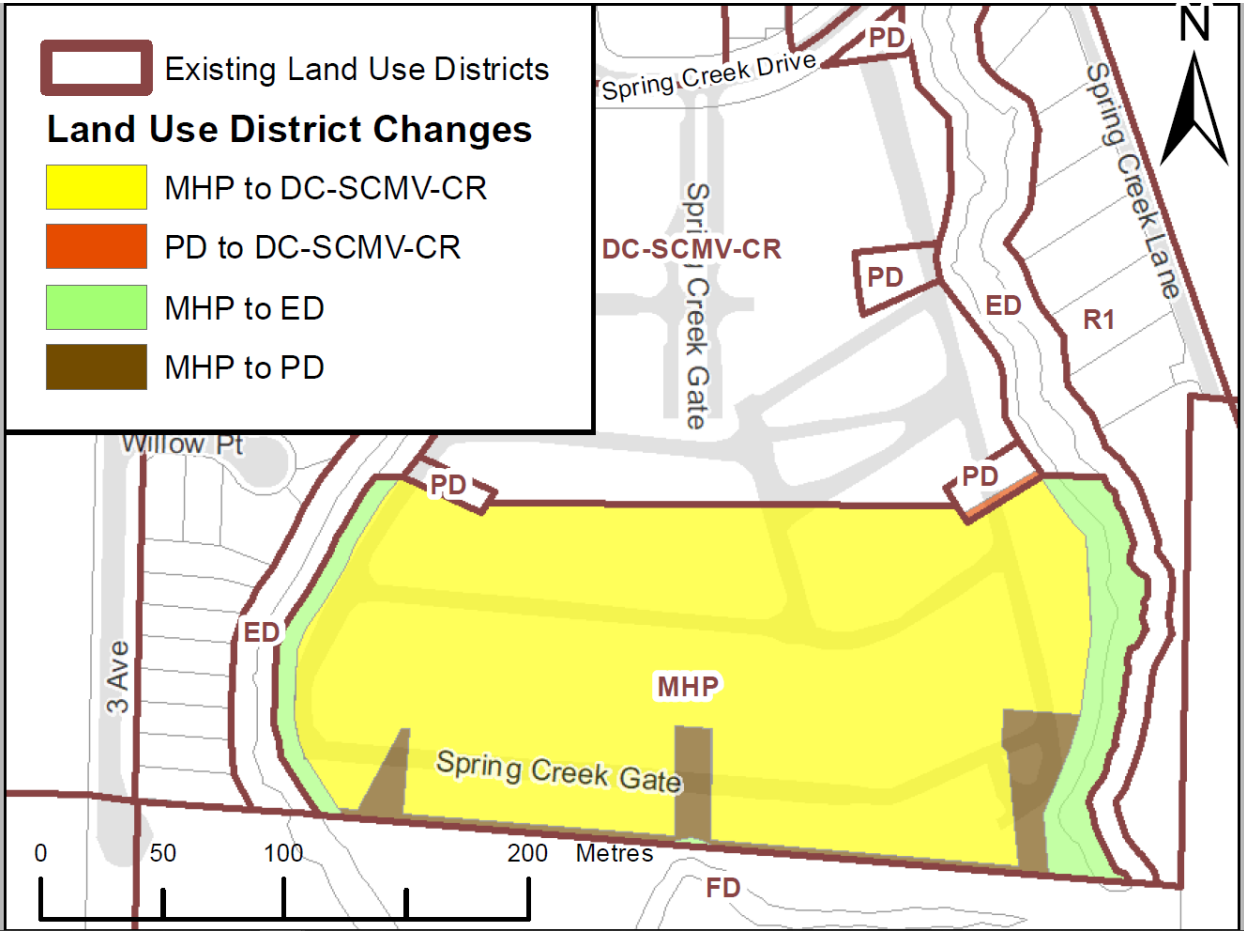
Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

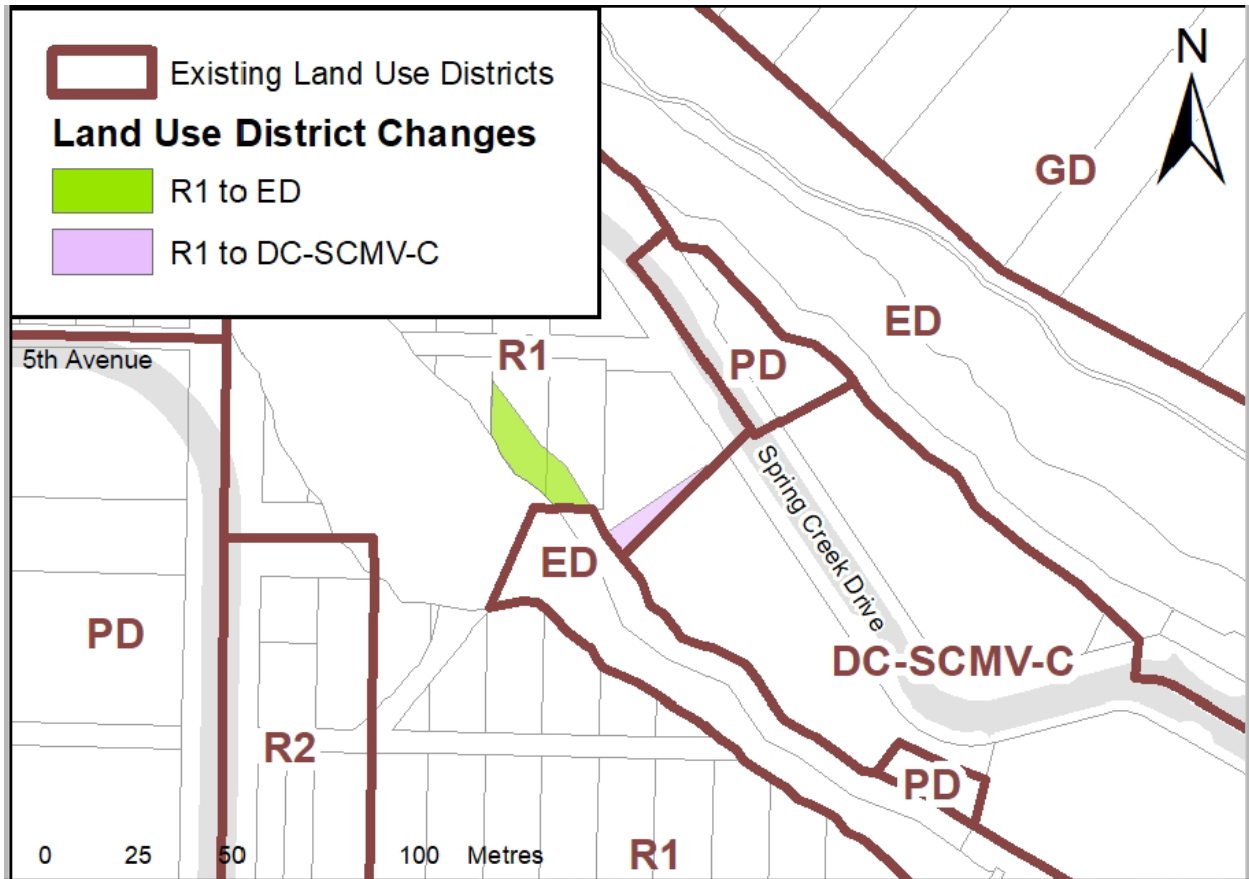
Date

SCHEDULE A



Bylaw approved by: _____

SCHEDULE B



Bylaw approved by: _____

14.19 SCMV-C SPRING CREEK MOUNTAIN VILLAGE VISITOR ACCOMMODATION DC DISTRICT [25(Z)2005]

14.19.1 Purpose

The purpose of this district is to provide for visitor accommodation and associated limited scale commercial development in accordance with the policies and design guidelines set out in the Spring Creek Mountain Village Area Redevelopment Plan, and Urban Design Guidelines. The district will include a clearly identifiable pedestrian scale streetscape visually in keeping with the general theme of the Spring Creek Mountain Village area.

14.19.2 Permitted Uses

Convention Facilities contained within a Visitor Accommodation building

Convenience Store

Eating Establishments contained within a Visitor Accommodation building

Employee Housing

Entertainment Establishments contained within a Visitor Accommodation building

Health, Wellness, and Spa Facilities

Offices contained within a Visitor Accommodation building

Parks and Playgrounds

Personal Service Business (excluding pawnshops)

Public Utilities

Retail Stores ground floor (max. gross floor area 150m²)

Visitor Accommodation

14.19.3 Discretionary Uses

Accessory Building

Drinking Establishment contained within a Visitor Accommodation building

Public and Quasi-Public Buildings

Signs, Awnings and Canopies

14.19.4 Specific Definitions

Health, Wellness, and Spa Facilities: means a facility or facilities that provides personal or medical services such as treatments, therapies, massage treatments, alternative treatments, research, product development or sales, education, fitness centres or classes, assessments or other activities associated with health, wellness, or spa services. For this use, the general operating hours will be between 8:00 AM and 9:00 PM.

14.19.5 Regulations

14.19.5.1 The minimum site area shall be 500m².

14.19.5.2 The minimum side yard depth shall be 1.5m with building design in accordance with Section 3 of the SCMV Architectural and Landscaping Guidelines.

14.19.5.3 The minimum rear yard depth for development backing Spring Creek or Policeman's Creek Environmental Reserve shall be 6.0m.

14.19.5.4 Creek Setbacks: The minimum setback for buildings backing onto Spring Creek or Policeman's Creek shall be 20.0m, measured from the creek Top of Bank. ~~Due to site constraints a variance of up to 5 metres may be granted for the two most northerly hotel/commercial sites in Stage 1. At the discretion of Council, a variance of up to 6 meters may also be approved for the development of a structure for community use on municipal reserve lands in Stage 1. No setback variances will be granted in the remainder of the development.~~ Due to lot depth, the minimum development setback shall be 15m for the two most northerly hotel/commercial sites. Site design (landscaping and pedestrian pathways) will complement the adjacent riparian area. Encroachments into this setback area shall be allowed for landscaping, retaining walls, patios, and outdoor health, wellness, and spa facilities up to the property line, and for decks projecting 1m from the building façade.

14.19.5.5 The front property line of each entire block shall be the principal build-to-line with allowable variations as follows:

- a. A minimum of 25% of the main floor street frontage shall be set back 0.3m to 3.0m for facade articulation.

14.19.5.6 All sides of a block that front a public or private street shall be considered front property lines.

14.19.5.7 Height Zones: Maximum building heights within the Spring Creek Mountain Village Commercial District shall be in accordance with Figure 1. Architectural elements up to 12m in Zone D may be permitted.

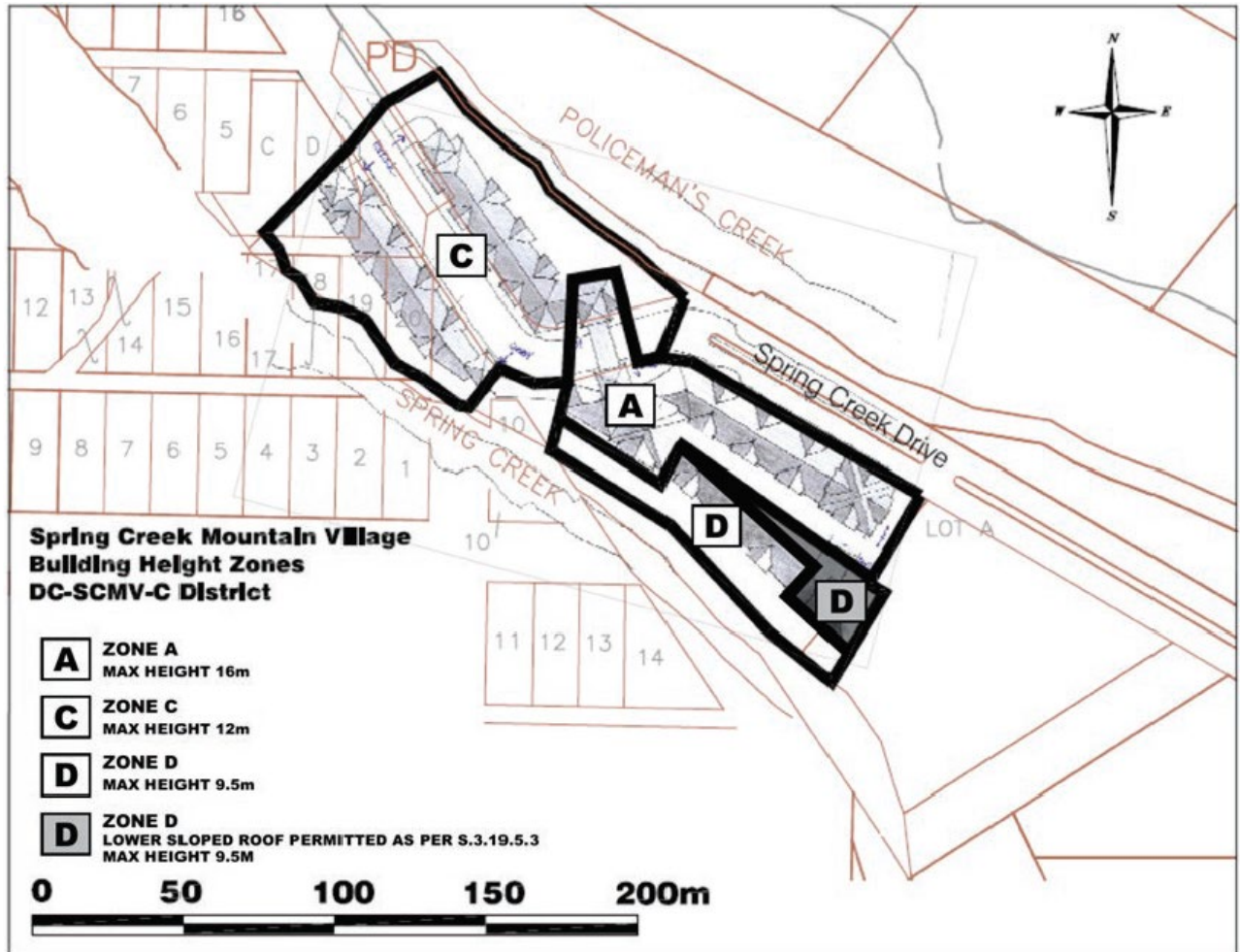
Zone A maximum height 16.0m (4 Storeys)

Zone C maximum height 12.0m (3 Storeys)

Zone D maximum height 9.5m (2 Storeys plus loft)

14.19.5.8 Building Height Measurement: Maximum building height shall be measured from the finished grades outlined in an approved site-regrading plan to the roof ridge line. Where the Development Authority is satisfied that the architectural integrity of a building would be enhanced, variances may be granted as outlined below:

- a. Height Zones A, B, and C: 20% of the building may exceed the maximum height by up to 10% and 5% of the building may exceed the maximum height by up to 20%.
- b. Height Zone D: 10% of the building may exceed the maximum height by up to 10%.



14.19.5.9 Visitor Accommodation Units: the number of visitor accommodation units shall not exceed 250 units in this District unless a policy revision is approved by council.

14.19.5.10 Parking, Loading and Storage

Visitor accommodation guest rooms will be served by structured parking within each building block. Visitor accommodation related commercial parking will generally be on-street, but the Approving Authority must be satisfied that sufficient street parking is available to meet an average of 1 parking space per 46m² of commercial floor space. Loading for visitor accommodation buildings will be off-street and in accordance with Section 8 General Regulations. At the discretion of the Development Authority, Bus parking shall be provided at a ratio of 15 stalls to 1 bus stall.

Section 2, General regulations will apply **except that for this District, the following will be provided:**

Unit Type	Number of Parking Spaces	Type of Parking
Visitor Accommodation	1.0 per unit (car)	Private on-site
Employee Housing	1.0 per 1 bedroom unit	Private on-site
	1.5 per 2 bedroom unit	Private on-site
	2.0 per 3 bedroom unit	Private on-site

Visitor Accommodation related commercial	1.0 per 46m ²	on-street
All Units	required loading spaces	on-site

14.19.5.11 Employee Accommodation: Visitor accommodation operators shall provide for 25% of full time and seasonal staff housing needs ~~consistent with Section 8, General Regulations, of the Town of Canmore Land Use Bylaw,~~ or at a ratio consistent with any Town policy for staff housing for other similar developments on the Bow Valley Trail or Gateway Districts that is adopted by the Town of Canmore from time to time. ~~The units identified as Employee Housing shall be encumbered with a restrictive covenant requiring that the units be used solely for the employee housing needs of the Visitor Accommodation units.~~ Staff housing may be ~~constructed~~ provided at another location ~~within or outside of SCMV Spring Creek Mountain Village~~ subject to the approval of the Development Authority.

14.19.5.12 Notwithstanding any other provision of this Bylaw, if a variance is granted under subsection 14.19.4.4 of this district, then at-grade parking is not permitted within the 15.0m rear yard setback area, and the Development Authority is satisfied that the remaining setback area between the building and the top of bank will be landscaped in accordance with Section 12, Community Architectural and Urban Design standards.

14.19.5.13 ~~Excluding hotel room decks and balconies, all outdoor common or private hotel amenity spaces shall be designed to minimize the impacts of noise on adjacent residential areas to the satisfaction of the Development Authority.~~

14.19.6 General Design Requirements

14.19.6.1 Area Redevelopment Plan compliance: the development shall follow the planning principles and urban design guidelines set out in the spring creek Mountain Village Area Redevelopment Plan, September 2004.

14.19.6.2 Pedestrian Scale: Building design shall be orientated to a community pedestrian scale and integrated into a comprehensive open space and trail network as shown in Figure 7 of the approved ARP. Pedestrian bridge corridors and pedestrian underground corridors may be used onsite to encourage pedestrian mobility between the hotel sites.

14.19.6.3 Roof Design: roof design shall reflect function and the architectural requirement and tradition of providing sheltering roofs in a mountain environment. Minimum roof pitch shall be 8:12 for all visible portions of the roof and dormers; where a 8:12 roof slope for a real “working” roof is impractical due to the depth of the building, a lower slope may be used; lower slopes may also be used on smaller portions of roof such as dormers, canopies and gables; roof lines shall be articulated and larger structures shall incorporate a cascade of roofs to break up massing and add visual interest. A minimum 2:12 roof pitch shall be permitted in Zone D as illustrated on Figure 1.

14.19.6.4 Building Massing: Lower, less dense development shall be located within the identified Height Zone D with increasing massing through Height Zones C and A (see Figure 1)

14.19.6.5 Landscaping: Landscaping design and materials shall be in accordance with Section 11, Community Architectural and Urban Design Standards, of the Land Use Bylaw

14.19.6.6 Signage, Canopies and Awnings: Signage, canopies and awnings shall be in accordance with Section 9, Signage Standards and Regulations, of the Land Use Bylaw. Notwithstanding Section 9, ground floor businesses within this district are permitted to have signs located at the building frontage.

14.19.6.7 For the most northwesterly visitor accommodation development adjacent to Spring Creek (Plan 1810013; Block 9; Lot 2), the following uses shall not be permitted: Convention Facilities; Drinking Establishment; and Entertainment Establishment. This prohibition prevails over the general listing of Convention Facilities and Entertainment Establishment within a Visitor Accommodation building as a Permitted Use.

14.19.7 Wellhead Protection

Developments in this district shall conform to Subsection 7.4, Wellhead Protection Area Regulations, of the Land Use Bylaw.

14.19.8 Environmental Considerations

The environmental policies identified in the Spring Creek Mountain Village Area Redevelopment Plan Section 4.3 shall be implemented with each stage of development. The implementation process shall include as part of the subdivision servicing agreement the following plans:

- a. Construction Management Plan
- b. Creek Bank Reclamation Plan
- c. Landscaping Plan

14.19.9 Development Authority

14.19.9.1 The Council of the Town of Canmore shall be the Development Authority for any application that involves a variance to heights beyond the height variances listed in Subsection 14.19.4.8 ~~and any variance to the 15m creek setback established in section 14.19.4.3. or a variance beyond the setback variances listed in subsection 14.19.4.4 of this District.~~

14.19.9.2 The Development Authority for new commercial buildings over 500m² shall be the Canmore Planning commission.

14.19.9.3 The development authority for all other developments, including but not limited to signs and changes of use, shall be the Development Officer, unless the development officer chooses to refer these applications to the Canmore Planning Commission.

14.19.10 Sustainability Screening Report

A Sustainability Screening Report is required by the Town as part of the Development Permit application process for developments with a GFA of 500m² or more in accordance with Section 1, Administration, and the Town of Canmore Sustainability Screening Process.

14.27 SCMV-CR - SPRING CREEK MOUNTAIN VILLAGE COMPREHENSIVE RESIDENTIAL DC DISTRICT [22(Z)2009] [2019-18]

14.27.1 Purpose

to provide for the development of a comprehensively designed predominantly residential pedestrian urban neighbourhood that will accommodate a variety of residential dwelling types and mixed-use buildings (including limited commercial components) with a high standard of appearance and landscaping. the district will include clearly identifiable street types, development blocks and open space components following the pedestrian orientated design principles set out in the Spring Creek Mountain Village Area Redevelopment Plan and Urban Design Guidelines.

14.27.2 Permitted Uses

Apartments

Duplex Dwellings

Employee Housing

Home Occupations - Class 1

Long-Term Care Facility

Public Utilities

Parks and Playgrounds

Seniors Housing/Supportive Living Facility

Stacked Townhouses

Townhouses

14.27.3 Discretionary Uses

14.27.3.1 Discretionary Uses in All areas:

Accessory Development

Day Care Facilities

Home Occupations - Class 2

Public and Quasi-Public Buildings

Signs, Awnings and Canopies

Tourist Home (to a maximum 300 in the ARP area)

Discretionary Uses Street Level, Spring Creek Drive, Spring Creek Gate and Village Square only:

Athletic and Recreational Facilities

Arts and Crafts Studios

Cannabis Retail Store (maximum gross floor area 150m²)

Cultural Establishments

Drinking Establishments

Duplex Plus Dwelling

Convenience Stores

Eating Establishments

Liquor Stores (maximum gross floor area 75m²)

Live/Work Studios

Medical Clinics

Offices

Personal Service Business

Retail Food store (maximum gross floor area 1,100m²)

Retail Stores (maximum gross floor area 75m²)

School, Commercial

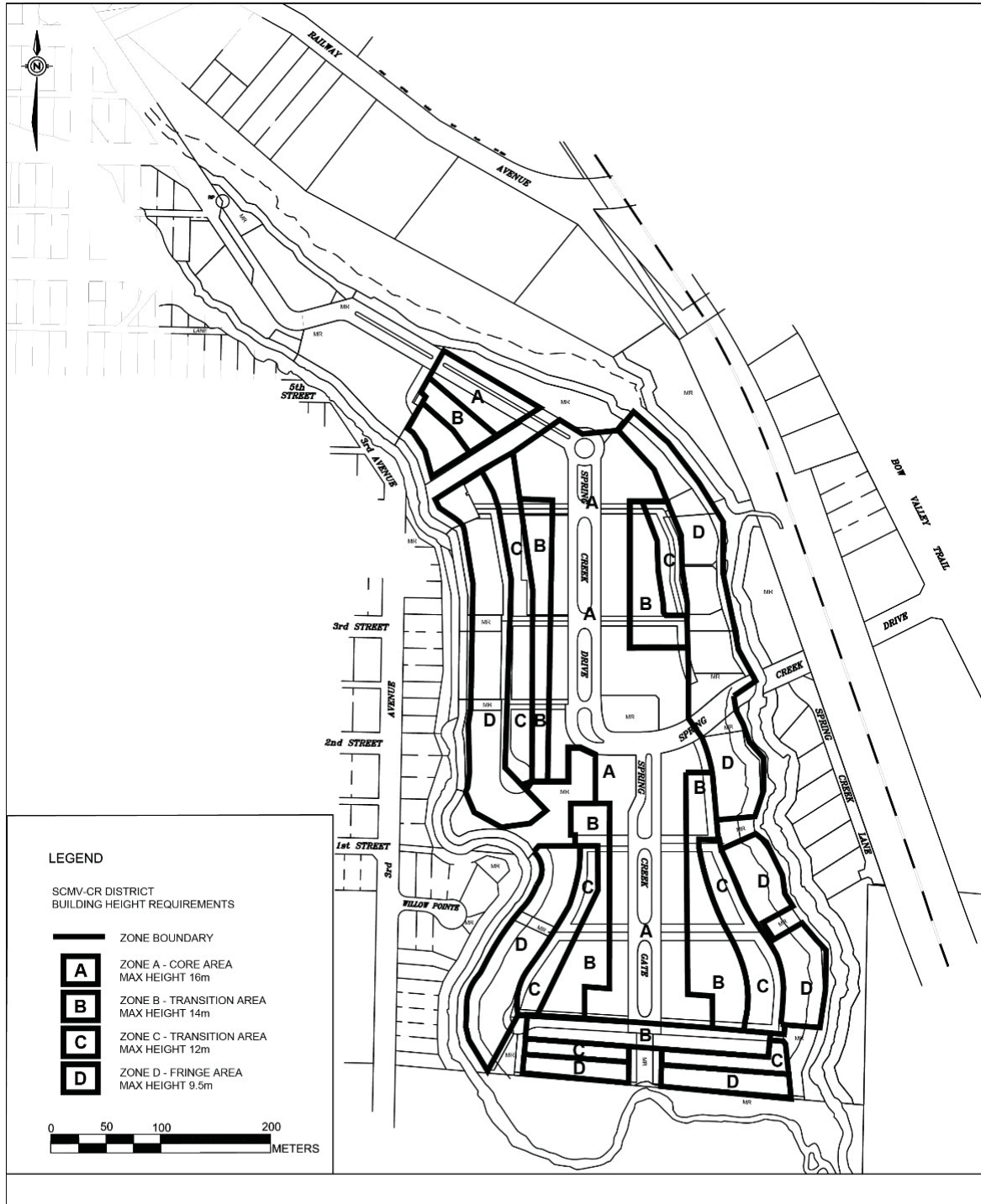
14.27.4 Regulations

- 14.27.4.1 The minimum site area shall be 500.0m²
- 14.27.4.2 The minimum side yard depth shall be zero, except when adjacent to public space. Then it shall be 1.5m with building design in accordance with Section 3 of the SCMV Landscaping and Architectural Guidelines.
- 14.27.4.3 The minimum rear yard depth for development backing onto Spring Creek or Policeman's Creek shall be 6.0m.
- 14.27.4.4 The minimum setback for buildings backing onto Spring Creek or Policeman's Creek shall be 20.0m, measured from the creek bank.
- 14.27.4.5 The front property line of each entire building shall be the principal build-to-line with allowable variations as follows:
- 40% to 75% of the main floor block frontage shall be within 1.5m of the property line.
 - A minimum of 25% shall be set back between 1.5m and 3.0m for facade articulation.
 - No part of the main floor frontage shall be further than 3.0m from the property line.
 - Notwithstanding 14.27.4.5c, entry ways may be exempted from this requirement if they are obvious from the street and are distinct and prominent parts of the building.
- 14.27.4.6 Mews streets shall have a minimum driving lane width of 6.5m. the impact of garage doors should be minimized by varying door setbacks, size, design, textures and colours of finish materials in accordance with section 8 of the SCMV Landscaping and Architectural Guidelines. The minimum building setback for any building fronting onto a Mews street shall be 1.0m from the designated driving lane.
- For units with individual garages backing onto either spring creek or Policeman's Creek the driveways must have a minimum length of 6.0m to accommodate a second vehicular parking space. Where a double garage is provided, driveways may be less than 6.0m. The front of buildings shall be setback a minimum of 2.0m and a maximum of 6.0m from the designated driving lane.
- 14.27.4.7 All sides of a building that front a public street shall be considered front property lines.
- 14.27.4.8 Maximum building heights within the Direct Control Spring Creek Mountain Village Comprehensive Residential District shall be in accordance with Figure 1.
- Zone A maximum height 16.0m (4½ storeys) [2020-16]
Zone B maximum height 14.0m (~~3½~~ 3 – 4 storeys) [2020-16]
Zone C maximum height 12.0m (~~2½~~ 3 storeys) [2020-16]
Zone D maximum height 9.5 (Generally 2½ storeys) [2020-16]

14.27.4.9 Maximum building height shall be measured from the finished grades established in an approved site-regrading plan to the roof ridge line. Where the Development Authority is satisfied that the architectural integrity of a building would be enhanced, variances may be granted to allow for additional roof articulation. the allowable variances are:

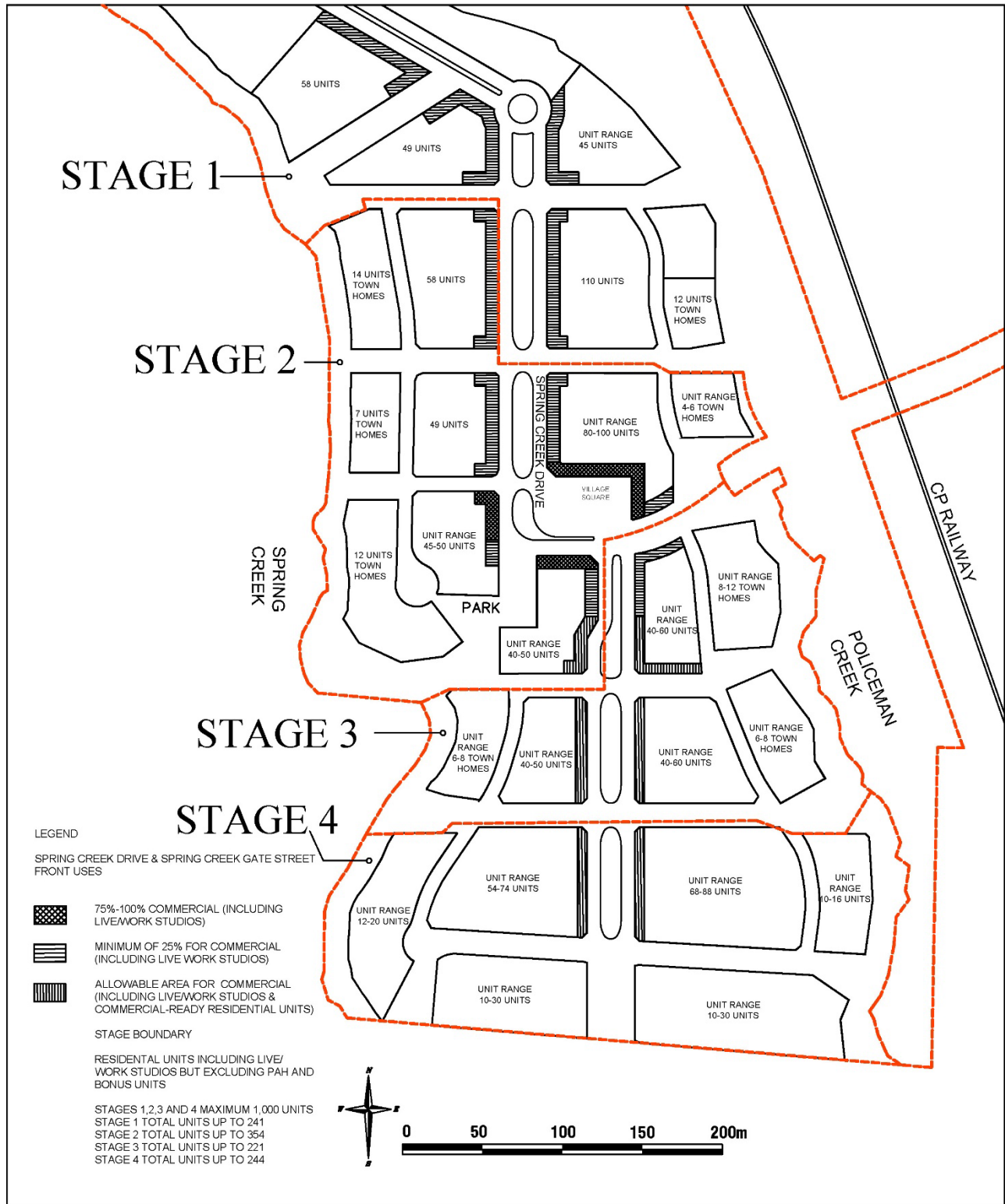
- a. Height Zones A, B and C: 20% of the building may exceed the maximum height by up to 10% and 5% of the building may exceed the maximum height by up to 20%.
- b. Height Zone D: 10% of the building may exceed the maximum height by up to 10%.

Figure 1. Maximum Building Heights



14.27.4.10 The number of residential units for ~~all Stages~~ ~~Stages 1, 2 and 3~~ of this District is estimated to be ~~970 including Perpetually Affordable Housing (PAH) Units and bonus units~~. For calculation purposes, 2 bedrooms will equal 1 unit for Senior Citizen Housing where the development includes lodge style units with communal dining facilities. Figure 2 shows the unit range for each residential block. The maximum number of residential units within the SCMV site at build out ~~shall be 1000, plus PAH and any related bonus units, with will have~~ an absolute total not to exceed ~~1200~~ 1000 units. The unit ranges in Figure 2 are estimates and may vary slightly as detailed design progresses at the discretion of the Development Authority.

Figure 2. Unit Range and Street Front Uses



14.27.4.11 Parking, Loading and Storage:

Residential Units and Tourist Homes will be served by structured parking within each building block. Townhouses and single-family units will have private spaces typically garages. Due to the abundance of street parking available on Spring Creek Drive, street front commercial uses will be permitted to use the public streets for their parking requirements. Live/work studios and convertible space along Spring Creek Drive will be treated in a similar way to residential apartments typically with structured parking for the residential component and street parking for the visitor/commercial component. Section 2, General Regulations will apply.

Parking spaces:

a. Residential Apartments, Town Homes, Tourist Homes and Live/Work Studios:	
	Type of parking
0.75 per studio (bed-sitting-room)	Private on-site
1.0 per 1-bedroom unit	Private on-site
1.5 per 2-bedroom unit	Private on-site
2.0 per 3 or 4 bedroom unit	Private on-site
0.5 each additional bedroom above 4	Private on-site
0.15 visitor parking per dwelling unit	Private on-site

b. Residential PAH 80% of:-	
1 per unit	Private on site

c. Residential PAH 80% of:-	
1 per unit	Private on site

- a. Spring Creek Drive Commercial
1.0 per 46m² on public street
- b. Loading Spaces
All loading spaces related to residential apartments and street front commercial will be permitted on-street.
- c. Parking Review at Development Permit Stage
Parking availability for commercial uses shall be reviewed with each related development permit to ensure adequate on-street parking is available. A Parking Management Plan may be required, at the discretion of the Town of Canmore, for the on-street parking located on the public road.
- d. Monitoring of Parking Standards
With the land use redesignation for each development stage, the applicant may be required to provide a parking survey at the discretion of the Development Authority to monitor parking usage against the standards set out in this district. If a shortfall is identified the Development Authority may require an adjustment to the standards to make up for any identified shortfalls.

~~14.27.4.12 Prior to the approval of any subdivision application for Stage 3, the applicant in consultation with the Town of Canmore shall provide an updated Traffic Impact Assessment confirming compliance with the Spring Creek Mountain Village Area Redevelopment Plan. The assessment shall take into account at least eight consecutive months of traffic monitoring data, collected after December 31, 2018 at the of Spring Creek Drive – Main Street intersection. Where compliance is not demonstrated, changes in road design or densities may be required. [2019-18]~~

If not already collected directly by the Town, traffic counts at the access and egress points to Spring Creek Mountain Village shall be provided annually and the Traffic Impact Assessment (TIA) report shall be updated by the applicant and submitted along with the third (3rd) and fifth (5th) development permit applications within Stage 4. If during the redevelopment process it is projected in a TIA that traffic generation on Spring Creek Drive at Main Street will exceed 3000 vehicle trips per day (VPD) prior to buildout based, the ARP or LUB or both shall be revised as appropriate to incorporate additional measures to restrict traffic flows at this access to 3,000 vehicle trips per day. This may include road design changes or a reduction in density for remaining developments or both. VPD is defined as the average daily vehicle traffic on Spring Creek Drive at Main Street as measured during an eight month period including dates between May 1st and October 31st in the most recent 12 month period of measurement.

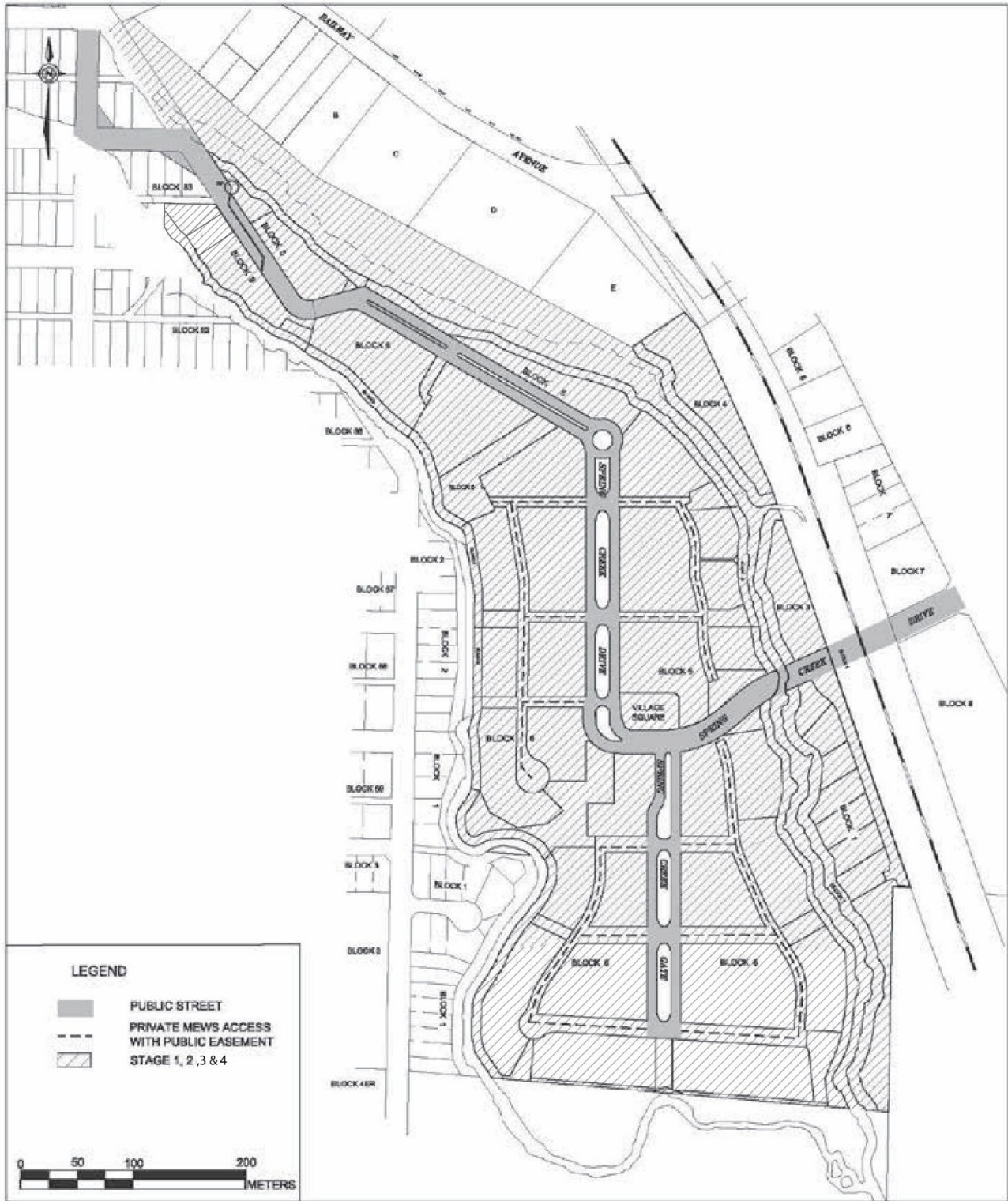
14.27.5 Additional Requirements

- 14.27.5.1 Landscape and Architectural Guidelines: The developer has prepared landscape and architectural guidelines which are registered on the subject titles. These guidelines may be modified as development proceeds but should retain a consistent theme.
- 14.27.5.2 Floor Area Ratio (FAR): The maximum FAR shall be in accordance with the policy statements contained within the Spring Creek Mountain Village Area Redevelopment Plan, September 2004. The overall FAR for the Spring Creek Mountain Village ARP area shall not exceed an overall average of 1.65. The FAR calculation is based on the net developable area, which excludes creeks, ER, MR, residents' association open space and public roads.
- 14.27.5.3 Perpetual Affordable Housing (PAH): Concurrent with the development of Spring Creek Mountain Village, the developer will make available a minimum of 5% of the maximum number of residential units for this District as PAH units. The provision of these units shall be in accordance with the Town of Canmore PAH Policy. The location of the PAH units should not be concentrated within one or two buildings but distributed throughout the various development stages and buildings up to the second floor. ~~For each PAH unit provided, one additional market unit (a bonus unit) may be provided. PAH units and bonus units provided in this District shall be excluded from the 704 unit maximum permitted for this District. (Stages 1, 2 and 3 combined). The SCMV PAH/bonus unit policy will apply in SCMV irrespective of other Town bonus policies that may be adopted from time to time.~~ The protocol for the provision of PAH housing shall be established in an agreement mutually acceptable to the Town and the Developer. This agreement shall include, but is not limited to, the following:
- a. A time frame for the offering of PAH units for sale
 - b. An initial PAH offering period for SCMV residents
 - c. Employees of Spring Creek Mountain Village
 - d. Subsequent PAH offering period for sale to CCHC
 - e. Initial and resale pricing formulas
 - f. Phasing of PAH development
- 14.27.5.4 Live/Work Studios: Live/Work Studios are Discretionary Uses and shall be restricted to street level locations for the studio part of the unit along Spring Creek Drive, Spring Creek Gate, and the Village Square. A Live/Work Studio is a residential unit, which also permits the

street front ground floor portion of the unit to be used by the resident of the unit for their own personal commercial purpose. These Discretionary Uses may include business activities such as work or craft studios with direct sales to the general public, personal services, professional services, home office or other businesses where residents can work from their home and have public street frontage. Live/Work Studios shall be identified at the development permit stage and require that the residential portion of the unit be occupied by the owner or an employee of ancillary business.

- 14.27.5.5 Pedestrian Scale: Building design shall be orientated to a community pedestrian scale and integrated into a comprehensive open space and trail network as shown in Figure 7 of the approved Area Redevelopment Plan.
- 14.27.5.6 Roof Design: Roof design shall reflect the direction provided in the Landscape and Architectural Guidelines and support the function, architectural requirement and tradition of providing sheltering roofs in a mountain environment. Roof lines shall be articulated, and larger structures shall incorporate a cascade of roofs to break up massing and add visual interest. Minimum roof pitch shall be 8:12 for all visible portions of the roof and dormers. Lower roof slopes may be used, at the discretion of the Development Authority, and without a variance requirement, when this does not significantly add to the mass of the building.
- 14.27.5.7 Roof overhang encroachments up to 2.0m beyond the property line into the road Right of Way and Municipal Reserve for architectural elements in Height Zone A (Figure 1), may be granted where the Development Authority is satisfied that the architectural integrity of the building would be enhanced, and if applicable, the municipal reserve land would not be negatively impacted.
- 14.27.5.8 Building Massing: Lower, less dense development shall be located within the identified Fringe Area (Zone D) with increasing massing through the Transition Areas (Zones C&B) to the higher density core Area (Zone A).
- 14.27.5.9 Road System: The road system may include public and private roads. Roads identified as private shall make provision for public access. Utility easements will be provided where necessary. Gated roads shall not be permitted. Figure 3 shows the proposed public and private streets within ~~Stages 1, 2 and 3~~ all 4 stages and the overall Area Redevelopment Plan area. the construction access for this development will be restricted to Spring Creek Drive - Bow Valley Trail access only.

Figure 3. Public and Private Streets



- 14.27.5.10 Building Materials and Exterior Colours: Building materials and exterior colours shall be in accordance with Section 11, Community Architectural and Urban Design standards, of the Land Use Bylaw.
- 14.27.5.11 Landscaping: Landscaping design and materials shall be in accordance with Section 4 of the Spring Creek Mountain Village Landscape and Architectural Guidelines.
- 14.27.5.12 Signage, Canopies and Awnings: Signage, canopies and awnings shall be in accordance with Section 9, Signage Standards and Regulations, of the Land Use Bylaw.

14.27.6 Zone A (Core Area) and Zones B&C (Transition Areas) Design Requirements

- 14.27.6.1 Block Creation: All buildings shall front onto the streets creating defined 'blocks'.
- 14.27.6.2 Street Access: Wherever possible, main floor units shall have street access and addresses.
- 14.27.6.3 Block Interior Space: A minimum of 25% of the interior space of each block shall be contiguous, well-programmed and landscaped open space.
- 14.27.6.4 Spring Creek Drive Street Front (excluding Village square and adjacent buildings): A minimum 25% of the street level uses shall be Live/Work Studios or commercial in accordance with Figure 2.
- 14.27.6.5 Village Square: Commercial and Live/Work Studios shall comprise 75% to 100% of the street level frontage of the Village Square and adjacent buildings, in accordance with Figure 2.
- 14.27.6.6 Spring Creek Gate Frontage: ~~A minimum of 25%~~ Where possible, part of the street level uses shall be either commercial, live/work studios, or commercial-ready residential units, in accordance with Figure 2. The commercial-ready residential units shall be constructed ~~to a 1 hour fire rating to a commercial unit safety code standard~~, so they may be converted to a commercial space in the future, as market demands. The intent is for Live/Work studios and commercial uses to phase out as development extends south on Spring Creek Gate. This will keep the bulk of commercial services in the vicinity of the Village Square. A letter of verification confirming this design standard shall be required from the project architect as a condition of the Development Permit.
- 14.27.6.7 The total Local Commercial area at plan build out shall be no more than ~~2,000-m²~~, 3,000 m² excluding Live/Work units. This may be increased by an additional 500 m² to facilitate a Daycare.

14.27.7 Tourist Homes

The number of Tourist Homes shall not exceed 300 units within the entire ARP area. They shall be located within identified floors within apartment buildings, ~~or Townhouses adjacent to designated Tourist Home apartment buildings~~. Tourist Home locations shall be identified by the developer at the Development Permit stage. Tourist Home permits will not be considered for units designated as employee or perpetually affordable housing.

14.27.8 Wellhead Protection

Developments in this district shall conform to the Section 7.4, Groundwater Protection Overlay, of the Land Use Bylaw.

14.27.9 Environmental Considerations

The environmental policies identified in the spring creek Mountain Village Area Redevelopment Plan, Section 4.3, shall be implemented with each stage of development. The implementation process shall include as part of the subdivision servicing agreement the following plans:

- a. Construction Management Plan
- b. Creek Bank Reclamation Plan
- c. Landscaping Plan

14.27.10 Growth Management

~~14.27.10.1 This Bylaw will be amended from time to time to include future development stages. However, this Bylaw will not be amended to include further development stages beyond stage 3 before 2021. This requirement is designed to promote the orderly redevelopment of Spring Creek Mountain Village consistent with the Town of Canmore's Growth Management Strategy and allow flexibility to reflect changes in market conditions. This requirement supersedes all other previous requirements for the rate and pace of growth for Spring Creek Mountain Village.~~

14.27.10.1 Irrespective of Section 14.27.10.1, The Spring Creek Park Connector Trail and bridge shall be constructed prior to the issuance of a development permit for the first building any development of any buildings in Stage 3.

14.27.10.2 No development shall occur in Stage 4 until Stage 1 and Stage 2 are completed and construction completion certificates accepted by the Town of Canmore, with the exception of the existing residential parcel in Stage 1 (Legal: 1810013;9;1) two remaining hotel parcels in Stage 1 (Legal: 1810013;8;1 and 1810019;9;2) and two municipal reserve parcels (Legal: 1810013;9;3MR and 1810013;8;2MR). A temporary pedestrian trail system shall be provided until these parcels have been completed. **Development on Spring Creek Gate will be in an orderly manner and continue in a southerly direction.**

14.27.11 Evaluation Criteria for Previous Stages

Prior to the amendment of this Bylaw, the applicant in consultation with the Town of Canmore, shall provide an evaluation of the previous stage of development as part of the application process for the bylaw amendment. This evaluation shall include, but is not limited to, the following:

- a. Architectural and neighbourhood fit, including heights and setbacks which include any overshadowing of adjacent yards;
- b. A review of the density on the previous stage of development to ensure the appropriateness of the development to the site;
- c. A traffic impact analysis performed through monitoring of the previous stage of development;
- d. Sight lines from within the project as well as from outside the project;
- e. Flow of pedestrian traffic and vehicular traffic on adjacent neighbourhoods into south Canmore and impact on south Canmore residents;
- f. Pedestrian flows in South Canmore Habitat Patch; and,
- g. Review of Discretionary Uses in this District.

This evaluation will be used to guide all future land use amendments and mitigative measures as the project proceeds.

14.27.12 Development Authority

The Council of the Town of Canmore shall be the Development Authority for any application that involves a variance to heights beyond the height variances listed in Section 14.27.4 of this District. The Development Authority for all other applications shall be either the Development Officer or the Canmore Planning Commission.

14.27.13 Sustainability Screening Report

A Sustainability Screening Report is required by the Town as part of the Development Permit application process for developments with a GFA of 500m² or more in accordance with Section 1, Administration, and the Town of Canmore Sustainability Screening Process.

1.14 VARIANCE POWERS OF DEVELOPMENT AUTHORITY

.....

1.14.2 Variances to Setbacks from Waterbodies

1.14.2.1 The following setback variances may be granted by the Development Authority on lots registered on or before April 8, 1997:

- a. Commercial and Mixed-Use Buildings: A variance of up to 5.0 m to the bank setback may be granted to commercial and mixed use buildings if the Development Authority is satisfied that the remaining setback area between the building and the bank will enhance either riparian habitat or be landscaped in accordance with the requirements of Section 11: Community Architectural and Urban Design Standards, or both.
- b. Residential Buildings: A variance of up to 5.0 m to the bank setback may be granted to residential buildings if the variance is required in order to accommodate a residential building with a gross floor area of 325 m² or less or a floor area ratio of 0.35 or less. Residential buildings which do not meet either of these requirements shall not be eligible for a variance from the 20.0 m setback.
[2020-16]
- c. Notwithstanding lot registration dates, the residential area in Spring Creek Mountain Village that is generally formed by Lot 1, Block 9, Plan 1810013; Lot 5, Block 83, Plan 1095F; and Lot 6, Block 83, Plan 1095F shall be allowed a 5m variance to the bank setback in accordance with 1.14.2.1b.

APPENDIX I

Landscaping and Open Space Plan



Spring Creek



Conceptual Open Space Plan Extension

Submitted to Spring Creek Mountain Village
by IBI Group
March 15, 2019 | #112035

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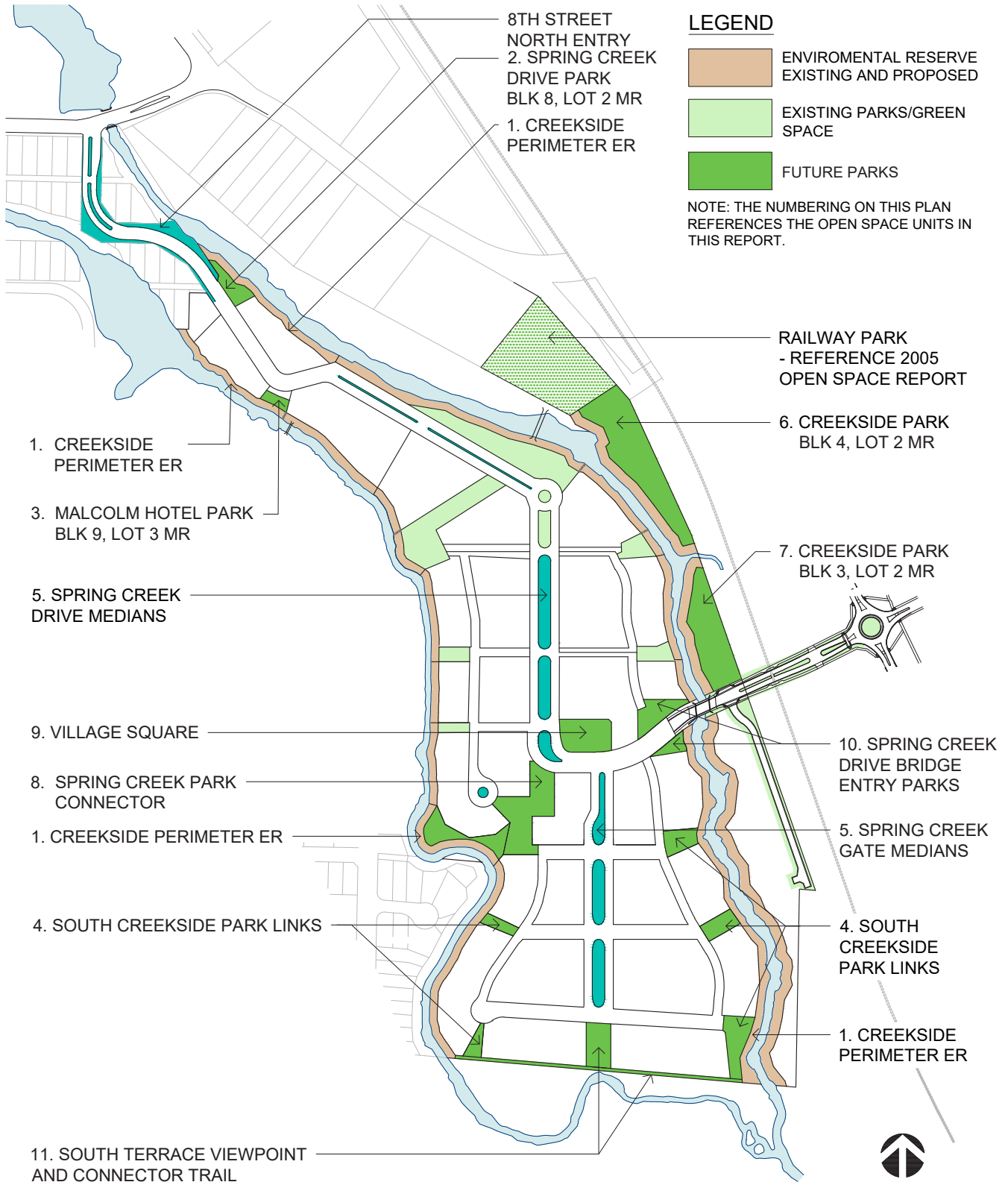
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● APPENDIX - ILLUSTRATIVE OPEN SPACE PLAN

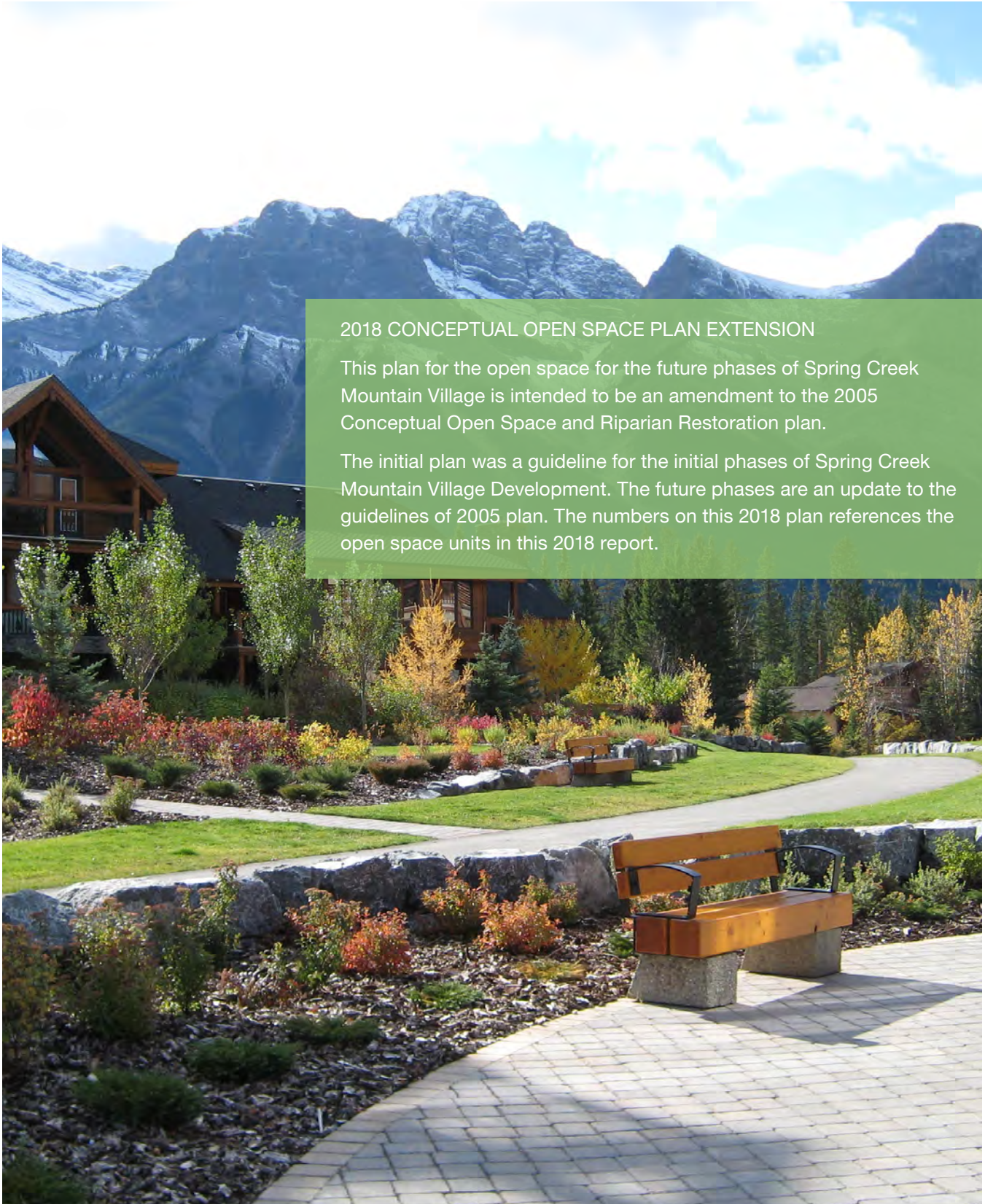
Spring Creek

CONCEPTUAL OPEN SPACE PLAN EXTENSION



FILE #: 112035





2018 CONCEPTUAL OPEN SPACE PLAN EXTENSION

This plan for the open space for the future phases of Spring Creek Mountain Village is intended to be an amendment to the 2005 Conceptual Open Space and Riparian Restoration plan.

The initial plan was a guideline for the initial phases of Spring Creek Mountain Village Development. The future phases are an update to the guidelines of 2005 plan. The numbers on this 2018 plan references the open space units in this 2018 report.



1 Creekside Perimeter ER

The Creekside Perimeter Environmental Reserve (ER) and trails will continue development as described in the 2005 report and match the existing development ERs. Updates to the 2005 report include:

- All plant material will adhere to the Town of Canmore current approved plant list for Environmental Reserves (ER).
- Due to current problems with drainage and ice on trails; the perimeter asphalt trail surface will slope towards the creek.



ER Adjacent to Waterfront Park



ER Adjacent to Cambrian Streamside Villas



2 Creekside Park – Block 8 – Lot 2 MR

A series of small parks connects the urban streetscape at each block to the perimeter creekside trail system. This park is one of these in this system.

This park will welcome visitors and residents to Spring Creek Mountain Village and demonstrate the interaction between the natural and urban environments.

OPEN SPACE AMENITIES:

2.1 Plant Material

- Rehabilitation of areas adjacent to ER area.
- Clean up of all disturbed areas.
- Additional planting adjacent to hotel to be coordinated with hotel site design and screen the side elevation of the hotel.
- Small maintained lawn area with boulder bench wall semi-circle.
- Seed mix as per Town of Canmore natural area seed mix.
- Tree and shrub species as per Town of Canmore guidelines.

2.2 Irrigation

- Watering to establish planting.
- Irrigation in MR.

2.3 Site Furnishings

- Custom bench design coordinated with Spring Creek Mountain Village urban design components.
- Animal Proof Waste Receptacles and dog bag dispensers. Located at all entry point to the trail system.
- Lighting. No site lighting in MR areas.
- Fencing. No fencing at property line of MR. Spring Creek Mountain Village property markers at all property corners.

2.4 Trails

- Trailhead to connect with Spring Creek Drive pedestrian surfacing.
- Provide a continuous gravel trail to connect the ER trail with the urban sidewalk system.
- Trail surface will delineate and protect natural areas.

2.5 Signage

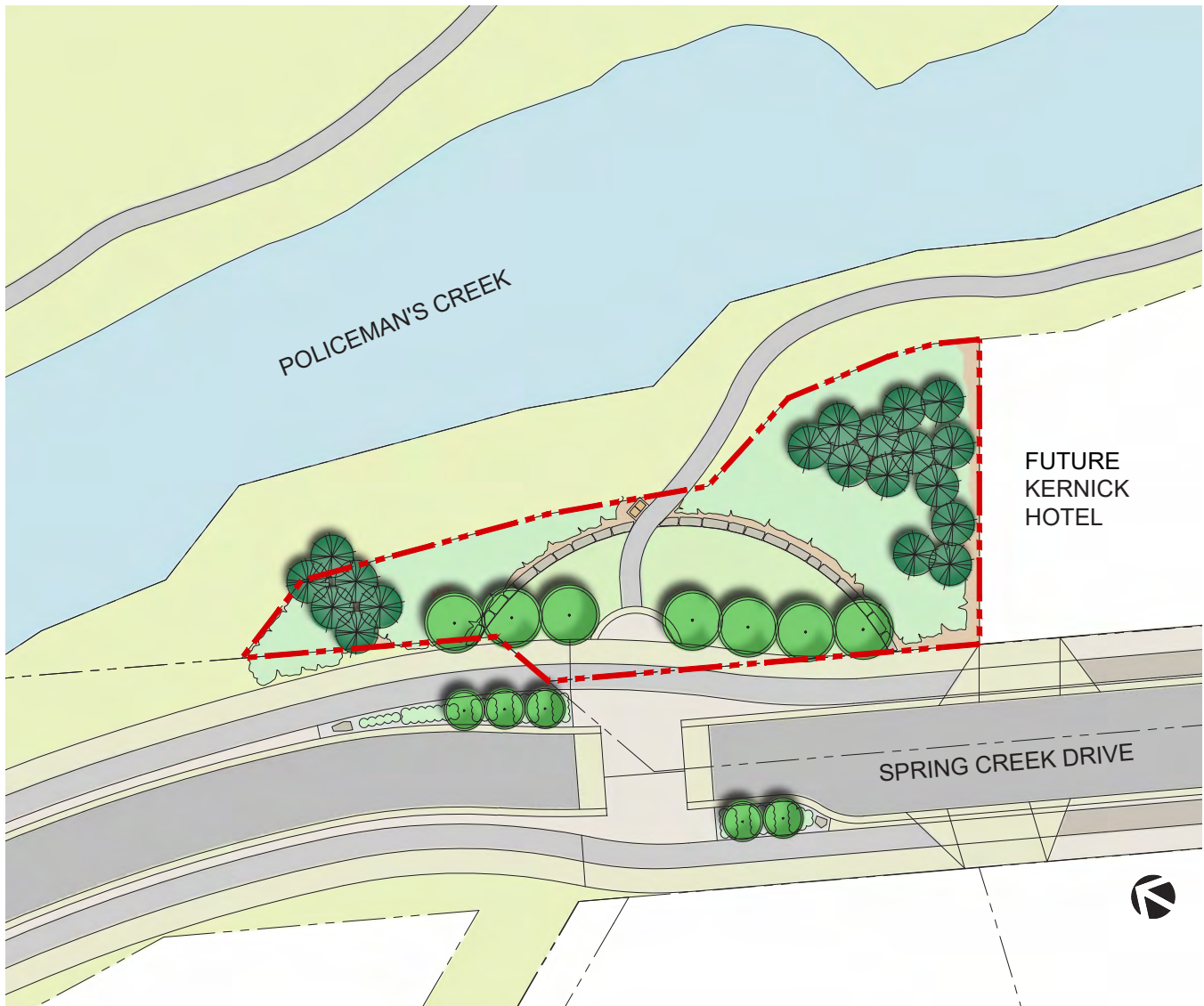
- Sign to restrict bicycle traffic at this entry to the perimeter trail. Coordinate the design of the sign with the Town of Canmore.

2.6 Rest Stops

- Concrete hard surface at rest stops coordinated with Spring Creek Mountain Village urban design components.
- Rock bench wall semi-circle at grass and natural area interface.



2 Creekside Park
Block 8 – Lot 2 MR



Conceptual Sketch of Block 8 - 2 MR





3 Creekside Park – Block 9 – Lot 3 MR

A series of small parks connects the urban streetscape at each block to the perimeter creekside trail system. This park is one of these in this system.

This small park is an important connection between the hotel sites. It is also at a sharp bend in Spring Creek Drive and allows an open vista to the Spring Creek park system. The park is also part of a critical pedestrian/bicycle automobile intersection.

OPEN SPACE AMENITIES:

3.1 Plant Material

- Rehabilitation of areas adjacent to ER area.
- Clean up of all disturbed areas.
- Additional planting adjacent to hotels to be coordinated with hotel site design.
- Seed mix as per Town of Canmore natural area seed mix.
- Tree and shrub species as per Town of Canmore guidelines.
- Limited areas of maintained grass.

3.2 Irrigation

- Watering to establish planting.
- Irrigation in MR.

3.3 Site Furnishings

- Bicycle parking at the view point plaza.
- Custom bench design coordinated with Spring Creek Mountain Village urban design components.
- Animal Proof Waste Receptacles and dog bag dispensers. Located at all entry point to the trail system.

- Lighting. No site lighting in MR areas. Potential for limited low level pedestrian lighting at view point plaza.
- Fencing. No fencing at property line of MR. Spring Creek Mountain Village markers at all property corners.

3.4 Trails

- The intersection provides an opportunity for a pedestrian viewpoint at the trail entry over the hotel tunnel.
- Provide a continuous 3.5m wide asphalt trail from the Spring Creek Drive urban sidewalk to the 5th Street pedestrian bridge. The perimeter trail south of the bridge connection to be a 2.5m wide asphalt trail.
- Trail surface will delineate and protect natural areas.
- Any vertical elements to be set back a minimum of 0.5m from the edge of the trail to accommodate cycling on the full pathway width and to permit full width of snow clearing.

3.5 Signage

- Potential trail information sign at the viewpoint plaza. Signage to be waist height attached to handrail and provide information such as trail orientation, mountain vista and/or environmental interpretation.
- Signage design and signage standard design coordinated with Spring Creek Mountain Village urban design components.

3.6 Rest Stops

- Hard surface at rest stops coordinated with Spring Creek Mountain Village urban design components. Rest stop to limit pedestrian access to ER in front of future Malcolm hotel west addition.
- Rock bench wall and planter edge.



3 Creekside Park
Block 9 – Lot 3 MR



Conceptual Sketch of Block 9 - 3 MR



4 South Creekside Park Links

A series of small parks connects the urban streetscape at each block to the perimeter creekside trail system. These parks will continue to be developed as per the parks in the initial phases.

OPEN SPACE AMENITIES:

4.1 Plant Material

- Rehabilitation of areas adjacent to ER area as per initial phases.
- Clean up of all disturbed areas as per initial phases.
- Additional planting adjacent to buildings to be coordinated with building site design.
- Seed mix as per Town of Canmore natural area seed mix.
- Tree and shrub species as per Town of Canmore guidelines.
- Some areas of maintained grass in specific locations.

4.2 Irrigation

- Watering to establish planting.
- Irrigation in MR.

4.3 Site Furnishings

- Custom bench design coordinated with Spring Creek Mountain Village urban design components.
- Animal Proof Waste Receptacles and dog bag dispensers. Located at all entry point to the trail system.
- Lighting. No site lighting in MR areas.
- Fencing. No fencing at property line of MR. Spring Creek Mountain Village property markers at all property corners.

4.4 Trails

- Provide a continuous 2.5m wide asphalt trail to connect the ER trail with the urban sidewalk system.
- Trail surface will delineate and protect natural areas.

4.5 Signage

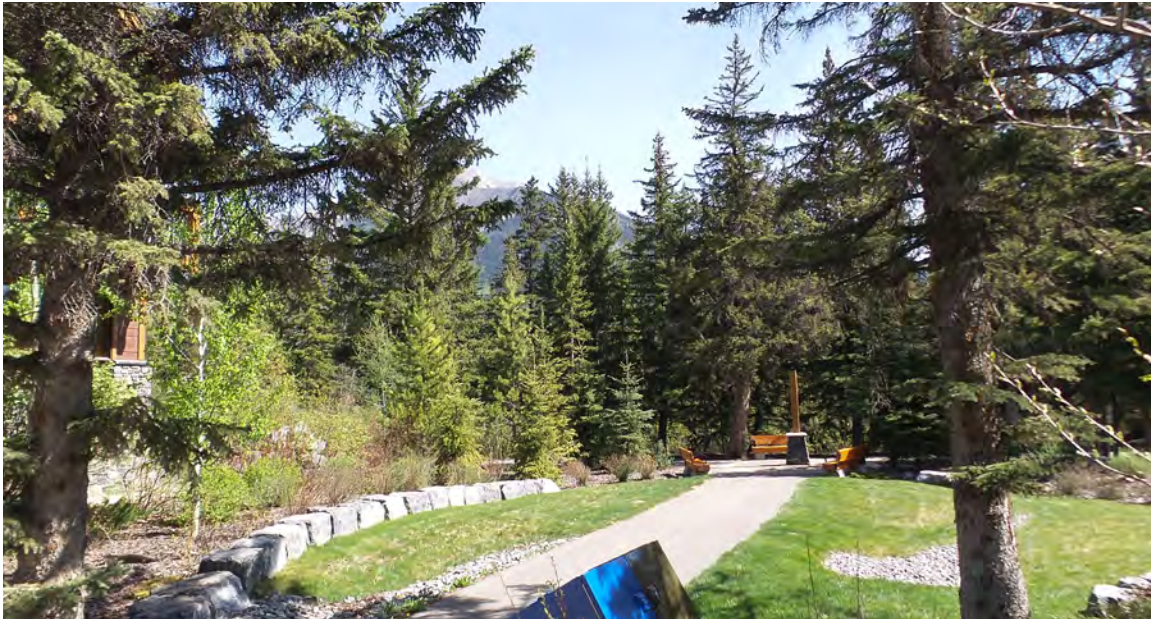
- Signage design and signage standard design coordinated with Spring Creek Mountain Village urban design components.
- Design of Landmark/trail marker at selected intersections coordinated with Spring Creek Mountain Village urban design components.

4.6 Rest Stops

- Concrete hard surface at rest stops coordinated with Spring Creek Mountain Village urban design components.
- Rock bench wall at selected locations.



4 South Creekside Park Links



Existing example: Park Link at Moraine Ridge / Cambrian Streamside MR



Existing example: Park Link at Moraine Ridge / Cambrian Streamside MR



5 Spring Creek Drive – Linear Parks in Median

The linear park centred on Spring Creek Drive is an important component of the open space system. The development of the medians will continue in the next phases of Spring Creek Mountain Village.

These streets, of 30.0 m right of way, feature a continuous, over 12.0 m wide, central linear park system. On each side of the linear park there is a single driving lane and a single parking lane followed by a 2.5 m sidewalk with buildings abutting it directly. Vehicles turning left can stack two-deep within the width of the linear park eliminating the need for an additional turning lane. The central island linear park will incorporate street lighting and hydrants and allow a variety of uses and landscaping forms to reduce the traffic noise within the right of way. The roadways should have ‘pedestrian bulbs’ at all intersections to reduce the crossing distance. Mid-block pedestrian crossings should be allowed. Pedestrian crossings should be designed as traffic calming devices and should feature surface changes. No driveways or parking access points will be allowed to connect to Spring Creek Drive.

reference: Spring Creek Mountain Village, Area Redevelopment Plan, Urban Design Guidelines, page 9.

These parks are intended as a flexible reserve of parkland for the residents. It is expected that the uses and planting will vary from block to block depending on residents’ preferences and that these parks could change character over time. In the linear parks, decorative landforms and sculpture gardens can be incorporated. Their planting material may include tall trees as well as shrubs, lawns, and perennials. Christmas light displays and summer flowerbed competitions can be accommodated easily. The linear parks should be programmed and maintained by the Community Associations affording the residents maximum opportunity for decision-

making and active participation. The system starts at the north end of the Drive, turns through the Village Square and terminates at the South view point.

reference: Spring Creek Mountain Village, Area Redevelopment Plan, Urban Design Guidelines, page 20.

OPEN SPACE AMENITIES:

5.1 Plant Material

- Planting adjacent to housing developments to be coordinated with the building site design plans.
- Tree and shrub species as per Town of Canmore guidelines.

5.2 Irrigation

- Watering to establish planting.
- Irrigation.

5.3 Site Furnishings

- Custom bench design coordinated with Spring Creek Mountain Village urban design components.
- Animal Proof Waste Receptacles and dog bag dispensers if required.
- Lighting. Site lighting coordinated with Spring Creek Mountain Village urban design components.
- Bollards coordinated with Spring Creek Mountain Village urban design components.

5.4 Trails

- A potential continuous hard surface pathway will connect the pedestrian bulbs at the intersections.
- The pedestrian bulbs surfacing and pedestrian crossings will be coordinated with Spring Creek Mountain Village urban design components.



5.5 Signage

- Signage design and signage standard design coordinated with Spring Creek Mountain Village urban design components.
- Design of Landmark/trail marker at intersections coordinated with Spring Creek Mountain Village urban design components.

5.6 Design Character

- The design layout of the linear parks will feature a variety of surfaces and textures to compliment the current design theme.

5.7 Artwork

- The design of each linear park will be coordinated with each adjacent development and will allow for unique features such as sculptures to be incorporated into each park.



Existing Example: Spring Creek Drive Median at Glacier Rock / Moraine Ridge



6 Creekside Park – Block 4 – Lot 2 MR

The area delineated by the Policeman’s Creek, the railway right of way, the Spring Creek Drive and the proposed Policeman’s Creek Park should remain in its natural state. The existing vegetation should be protected and creek edges rehabilitated where required. A narrow, rather informal pedestrian trail is proposed, set back from the creek edge by a minimum of 6.0 m. The trail surface is expected to be compacted gravel (or similar) and its precise alignment will be determined jointly by the developer and the town of Canmore through the landscape plan approval process.

reference: Spring Creek Mountain Village, Area Redevelopment Plan, Urban Design Guidelines, page 20.

Coordinate this park design with potential development of adjacent Railway Park.

OPEN SPACE AMENITIES:

6.1 Plant Material

- Protection of existing trees. Clear brush to a 3.0m setback from the trail on the creekside of the trail. Clear brush as directed on site between the trail and the CPR R/W for safety and security.
- Rehabilitation of areas adjacent to ER area.
- Clean up of all disturbed areas.
- Seed mix as per Town of Canmore natural area seed mix.
- Some areas of maintained grass at Power Line ROW.
- Tree and shrub species as per Town of Canmore guidelines.

6.2 Irrigation

- Watering to establish planting.
- Irrigation in MR adjacent to Railway Park only. No irrigation in rest of MR natural areas.

6.3 Site Furnishings

- Custom bench design coordinated with Spring Creek Mountain Village urban design components.
- Animal Proof Waste Receptacles and dog bag dispensers. Located at all entry points to the trail system.
- Potential Picnic Tables.
- Lighting. No site lighting in MR areas.
- Fencing. Fencing at CPR ROW.

6.4 Trails

- Provide a continuous 1.5m wide gravel/clay surface trail to connect with the urban sidewalk system.
- Trail to be carefully laid out between existing trees to minimize disturbance.
- Trail connection between Railway Park and Spring Creek Drive.
- Bridge over drainage course adjacent to Policeman’s Creek.

6.5 Signage

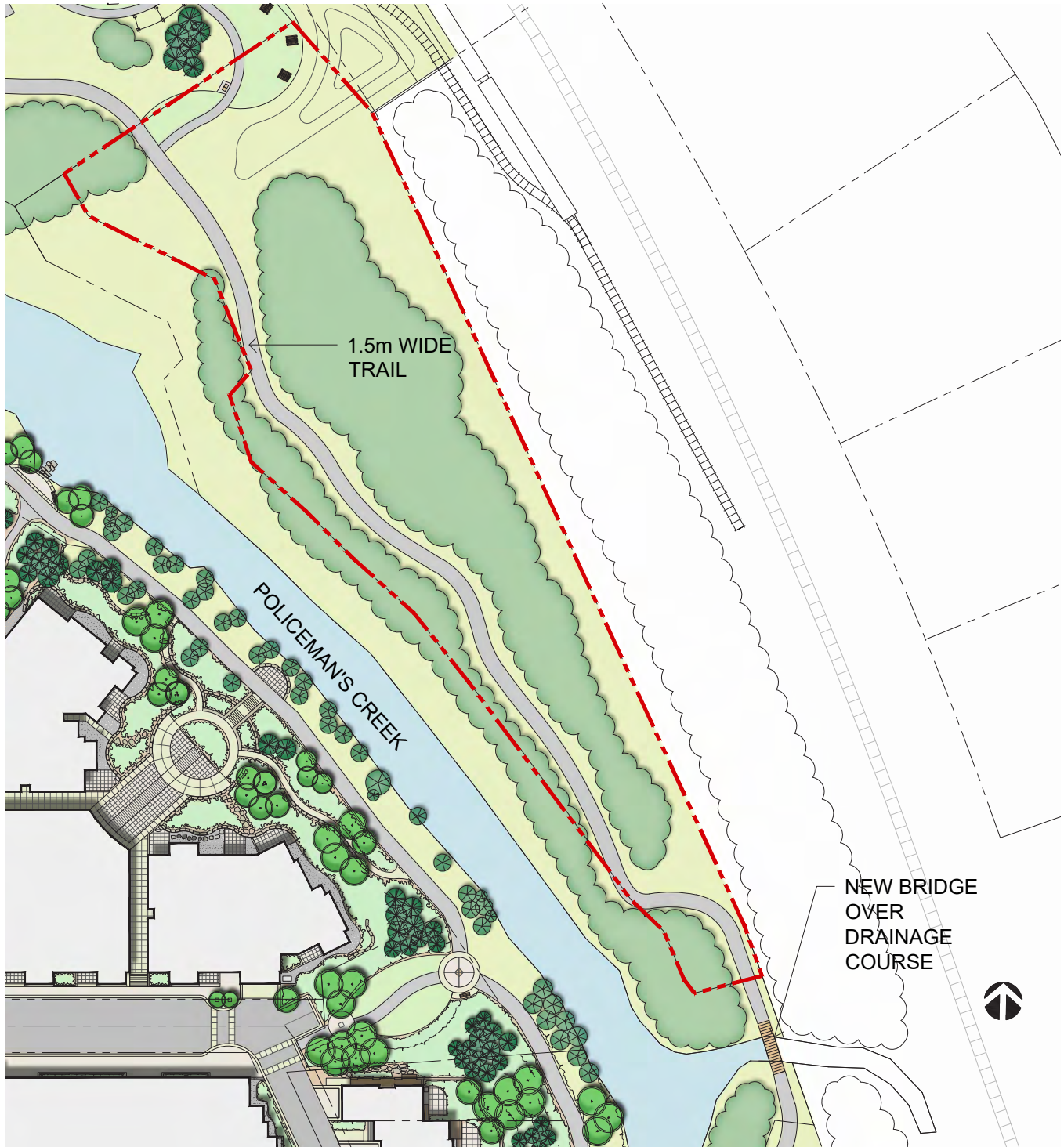
- Signage design and signage standard design coordinated with Spring Creek Mountain Village urban design components.
- Design of potential Landmark/trail marker at intersections coordinated with Spring Creek Mountain Village urban design components.

6.6 Rest Stops

- Potential concrete hard surface at rest stops coordinated with Spring Creek Mountain Village urban design components.



6 Creekside Park Block 4 – Lot 2 MR



Conceptual Sketch of Creekside Park - Block 4 - Lot 2 MR



7 Creekside Park – Block 3 – Lot 2 MR

The area delineated by the Policeman’s Creek, the railway right of way, the Spring Creek Drive and the proposed Policeman’s Creek Park should remain in its natural state. The existing vegetation should be protected and the creek edges rehabilitated where required. A narrow, rather informal pedestrian trail is proposed, set back from the creek edge by a minimum of 6.0 m. The trail surface is expected to be compacted gravel (or similar) and its precise alignment will be determined jointly by the developer and the Town of Canmore through the landscape plan approval process.

reference: Spring Creek Mountain Village, Area Redevelopment Plan, Urban Design Guidelines, page 20.

OPEN SPACE AMENITIES:

7.1 Plant Material

- Protection of existing trees. Clear brush to a 3.0m setback from the trail on the creekside of the trail. Clear brush as directed on site between the trail and the CPR R/W for safety and security.
- Rehabilitation of areas adjacent to ER area.
- Clean up of all disturbed areas.
- Seed mix as per Town of Canmore natural area seed mix.

7.2 Irrigation

- Watering to establish planting.
- No Irrigation in MR.

7.3 Site Furnishings

- Custom bench design coordinated with Spring Creek Mountain Village urban design components.

- Animal Proof Waste Receptacles and dog bag dispensers. Located at all entry points to the trail system.
- Lighting. No site lighting in MR areas.
- Fencing. Fencing at CPR ROW.

7.4 Trails

- Provide a continuous 1.5m wide gravel/clay surface trail to connect with the urban sidewalk system and Spring Creek Drive Bridge.
- Trail to be carefully laid out between existing trees to minimize disturbance.
- Trail connection between Railway Park and Spring Creek Drive.
- Bridge over drainage course adjacent to Policeman’s Creek.

7.5 Parking

- Access off Spring Creek Drive.
- Potential gravel parking for 6+/- cars and maintenance access for lift station.

7.6 Signage

- Signage design and signage standard design coordinated with Spring Creek Mountain Village urban design components.
- Design of potential Landmark/trail marker at intersections coordinated with Spring Creek Mountain Village urban design components.

7.7 Rest Stops

- Potential concrete hard surface at rest stops coordinated with Spring Creek Mountain Village urban design components.



7 Creekside Park Block 3 – Lot 2 MR



Conceptual Sketch of Creekside Park - Block 3 - Lot 2 MR



8 Spring Creek Park Connector - Block 6 - Lot 21 MR

This is a major activity park that connects Spring Creek Drive and the Village Square to the perimeter parks system.

OPEN SPACE AMENITIES:

8.1 Landscape Design

- The park area adjacent to Spring Creek Drive is to become an urban park extension of the drive medians. This area of the park will act as a transition from the more urban Village Square to the natural perimeter parks system. The site lines along Spring Creek Drive and the visual termination at the park is also a significant design components for the park design and the architecture. The interface with the surrounding buildings is an important design consideration to accommodate pedestrians and allow for resident privacy.
- The middle area of the park offers opportunities for a tot lot, an all ages playground area, trail connections, and picnic and seating areas.
- Rehabilitation of areas adjacent to ER area.
- Clean up of all disturbed areas adjacent to ER.
- Seed mix adjacent to ER as per Town of Canmore natural area seed mix.
- Some areas of maintained grass.
- Planting design to be coordinated with the site design of the adjacent properties.
- Tree and shrub species as per Town of Canmore guidelines.

8.2 Irrigation

- Watering to establish planting.
- Irrigation to be provided.

8.3 Site Furnishings

- Playground equipment design and location to be coordinated with the space available and the adjacent land uses.
- Custom bench design coordinated with Spring Creek Mountain Village urban design components.
- Animal Proof Waste Receptacles and dog bag dispensers. Located at all entry points to the trail system.
- Lighting. No site lighting. Potential for limited low level pedestrian lighting along connector trail.
- Fencing. No fencing at property line of MR. Spring Creek Mountain Village markers at all property corners.

8.4 Pedestrian Circulation

- Provide a continuous 2.5m wide asphalt trail to connect the ER trail with the urban sidewalk system and multi-use trail to Spring Creek Gate.
- Trail surface in some areas will delineate and protect natural areas.
- Trail to provide connection and bridge over Spring Creek to MR on opposite side of creek.
- In some areas where the asphalt trail wanders away from the creek setback, a small gravel trail provides pedestrian access.

8.5 Signage

- Signage design and signage standard design coordinated with Spring Creek Mountain Village urban design components.
- Design of Landmark/trail marker at potential intersections coordinated with Spring Creek Mountain Village urban design components.
- Potential for a mountain village orientation map and interpretive sign.

8.6 Rest Stops

- Concrete hard surface at rest stops coordinated with Spring Creek Mountain Village urban design components.
- Potential rock bench wall separating maintained grass areas and natural areas.



8 Spring Creek Park Connector - Block 6 - Lot 21 MR



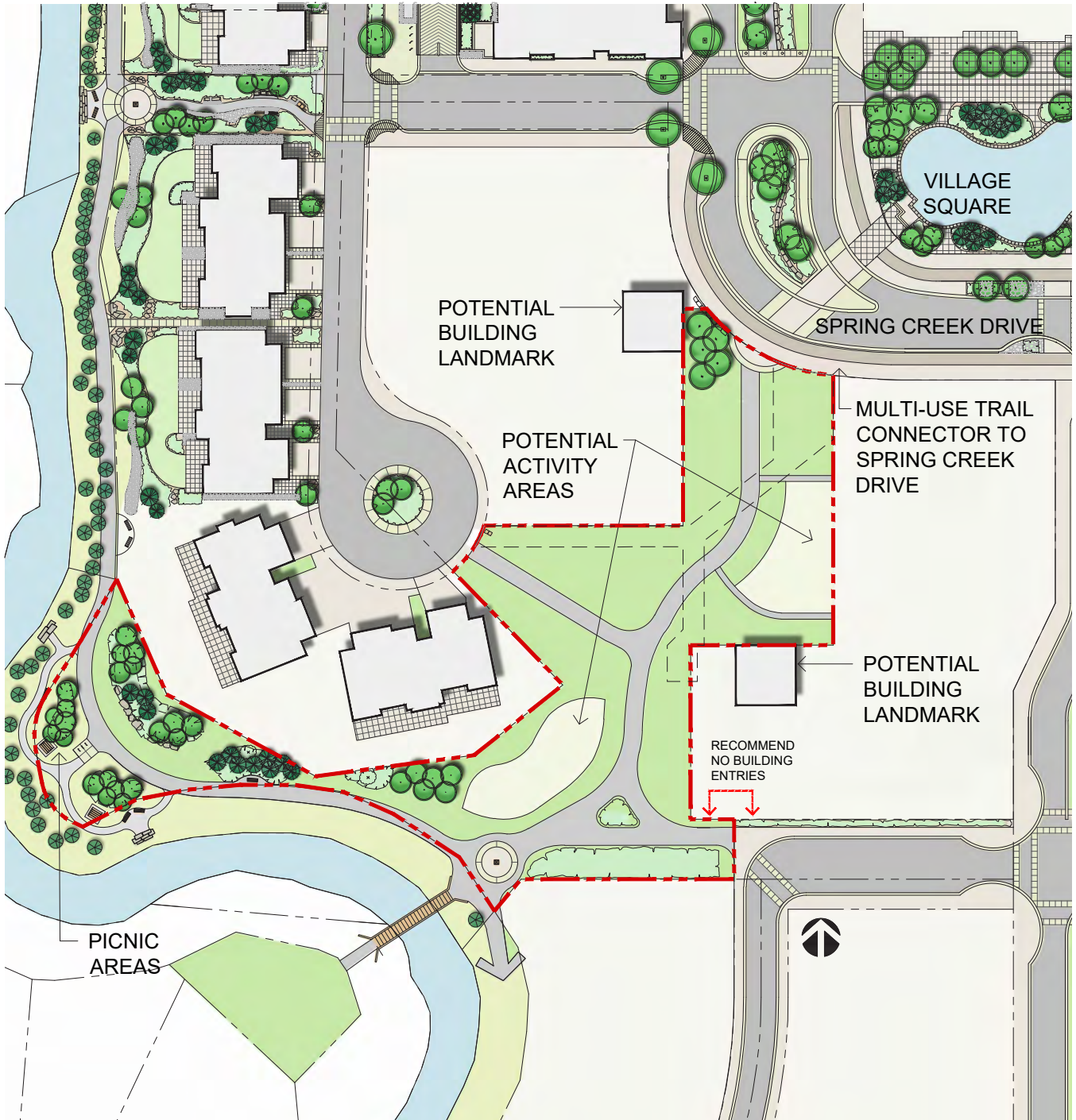
Park Example: Typical picnic areas with a mix of natural areas and occasional areas of maintained grass.



Park Example: New bridge over Spring Creek similar to bridge at Low Park.



8 Spring Creek Park Connector - Block 6 - Lot 21 MR



Conceptual Sketch of Park Connector - Block 6 - Lot 21 MR



9 Village Square

This is the main crossroad of the entire development where Spring Creek Drive intersects with Spring Creek Gate.

A one way, pedestrian friendly lane wraps around the Village Square providing access to the commercial functions on its North and East facades. It should have a driving lane access of 3.0 m. Bollards, pavement patterns and street furniture should be used to delineate vehicular access areas and to ensure pedestrian priority.

The center of the Square should be landscaped as an urban park and may be a skating rink or a water feature. This is the focal point of the area and is easily accessed by pedestrians from all sides and strongly connected to the park and trail system through the SW corner of the Square.

The intent is to create a pedestrian friendly, busy centre designed around the needs of pedestrians.

reference: Spring Creek Mountain Village, Area Redevelopment Plan, Urban Design Guidelines, page 11.

OPEN SPACE AMENITIES:

9.1 Landscape Design

- The Village Square is to be an urban park appropriate to the mountain setting and the surrounding architecture of the Square.
- The Square is intended to be an active urban space and the multi-purpose design should accommodate a variety of uses such as festivals, markets and space for residents and visitors to gather. The design should also encourage winter activities such as skating and protected areas for sitting.
- The interface with the surrounding buildings is an important design consideration to accommodate pedestrians and occasional automobile uses. The site lines along Spring Creek Drive and Spring Creek Gate with the visual termination at the Square are also significant design components for coordination with the park design and the architecture.

- Planting design to be coordinated with the site design of the adjacent properties.
- Tree and shrub species as per Town of Canmore guidelines.

9.2 Irrigation

- Water park service for winter ice-making to be considered.
- Watering to establish planting.
- Irrigation to be provided.
- Water source for irrigation and any proposed water feature to be the Spring Creek community irrigation system.

9.3 Site Furnishings

- Custom bench design and all site furnishings to be coordinated with Spring Creek Mountain Village urban design components.
- Animal Proof Waste Receptacles and dog bag dispensers. Located at all entry points to the Square.
- Lighting. Site lighting to compliment the adjacent buildings and to provide a pleasant ambiance in the park in evenings.
- Site furnishings to include bicycle racks. Consideration can be given to providing space for a dockless bike share parking.
- Fencing. No fencing at property line of MR.

9.4 Signage

- Signage design and signage standard design coordinated with Spring Creek Mountain Village urban design components.
- Design of potential Landmark/trail marker at Square to be coordinated with Spring Creek Mountain Village urban design components.
- Potential mountain village orientation map and interpretive sign.



9 Village Square

9.5 Pedestrian Areas

- The design intent is to create a pedestrian friendly urban plaza with the vehicular circulation subservient to the needs of the pedestrians.
- Vehicular access to the plaza area is restricted to authorized service vehicles only. The plaza surfacing to be designed in the manner that the pedestrian right of way takes precedent over vehicles.
- Pedestrian routes through Village Square to also consider this as an important connection between the bridge entry parks at Policeman’s Creek and the Spring Creek connector park.



Conceptual Sketch of Village Square



10 Bridge Entry Parks at Spring Creek Drive

Spring Creek Drive begins with two traffic lanes in each direction at the Village Square end. Narrow medians with hard landscaping and aligned central light standards should appear at both ends of this main entry road. Sidewalks should follow both sides of the roadway from the Village Square for about 20 m where they begin to be separated from the roadway by narrow strips of vegetation and trees. Sidewalks connect to the trail system on both sides of the bridge.

These two parks will welcome visitors and residents to Spring Creek Mountain Village and establish the transition from the natural to the urban environment.

OPEN SPACE AMENITIES:

10.1 Landscape Design

- An arrival or entry sculptural landmark or landscape environmental art form could be an important welcoming feature at the Bridge Entry Parks.
- Integrate the park design with the Spring Creek Drive boulevard landscape and sidewalk design. Provide street tree planting along Spring Creek Drive with separate sidewalks.
- The park design to incorporate park activity areas such as sitting areas, gazebo, or other landscape features.
- The site lines along Spring Creek Drive and the visual termination at the park is also a significant design component for the park design and the architecture. The interface with the surrounding buildings is an important design consideration to accommodate park activities and allow for resident privacy.
- Rehabilitation of areas adjacent to ER area.
- Clean up of all disturbed areas adjacent to ER.
- Seed mix adjacent to ER as per Town of Canmore natural area seed mix.

- Some areas of maintained grass.
- Planting design to be coordinated with the site design of the adjacent properties.
- Tree and shrub species as per Town of Canmore guidelines.
- Planting in landscape boulevard with structural soil tree trench specifications.

10.2 Irrigation

- Watering to establish planting.
- Irrigation to be provided.

10.3 Site Furnishings

- Custom bench design coordinated with Spring Creek Mountain Village urban design components.
- Animal Proof Waste Receptacles and dog bag dispensers. Located at all entry points to the trail system.
- Light Standards at Spring Creek Drive design coordinated with Spring Creek Mountain Village urban design components.
- Banners incorporated into light standard design.
- Lighting. No site lighting in MRs.
- Fencing. No fencing at property line of MR. Spring Creek Mountain Village property markers at all property corners.

10.4 Pedestrian Circulation

- These parks are at an important junction point between the perimeter trail system and the urban sidewalk system. Provide a careful and logical crosswalk location at Spring Creek Drive for the trail network.
- Provide a continuous 2.5m wide asphalt trail to connect the ER trail with the urban sidewalk system. Signage to limit bicycle use on west side of Policeman's Creek.
- 2.5m wide multi-use trail connector on south side of Spring Creek Drive.
- Trail to slope away from the creek.
- Trail surface in some areas will delineate and protect natural areas.



10.5 Signage

- Signage design and signage standard design coordinated with Spring Creek Mountain Village urban design components.
- Design of Landmark/trail marker at potential intersections coordinated with Spring Creek Mountain Village urban design components.
- Potential for a mountain village orientation map. Wayfinding signage to be included that highlights preferred cycling routes throughout Spring Creek Mountain Village.

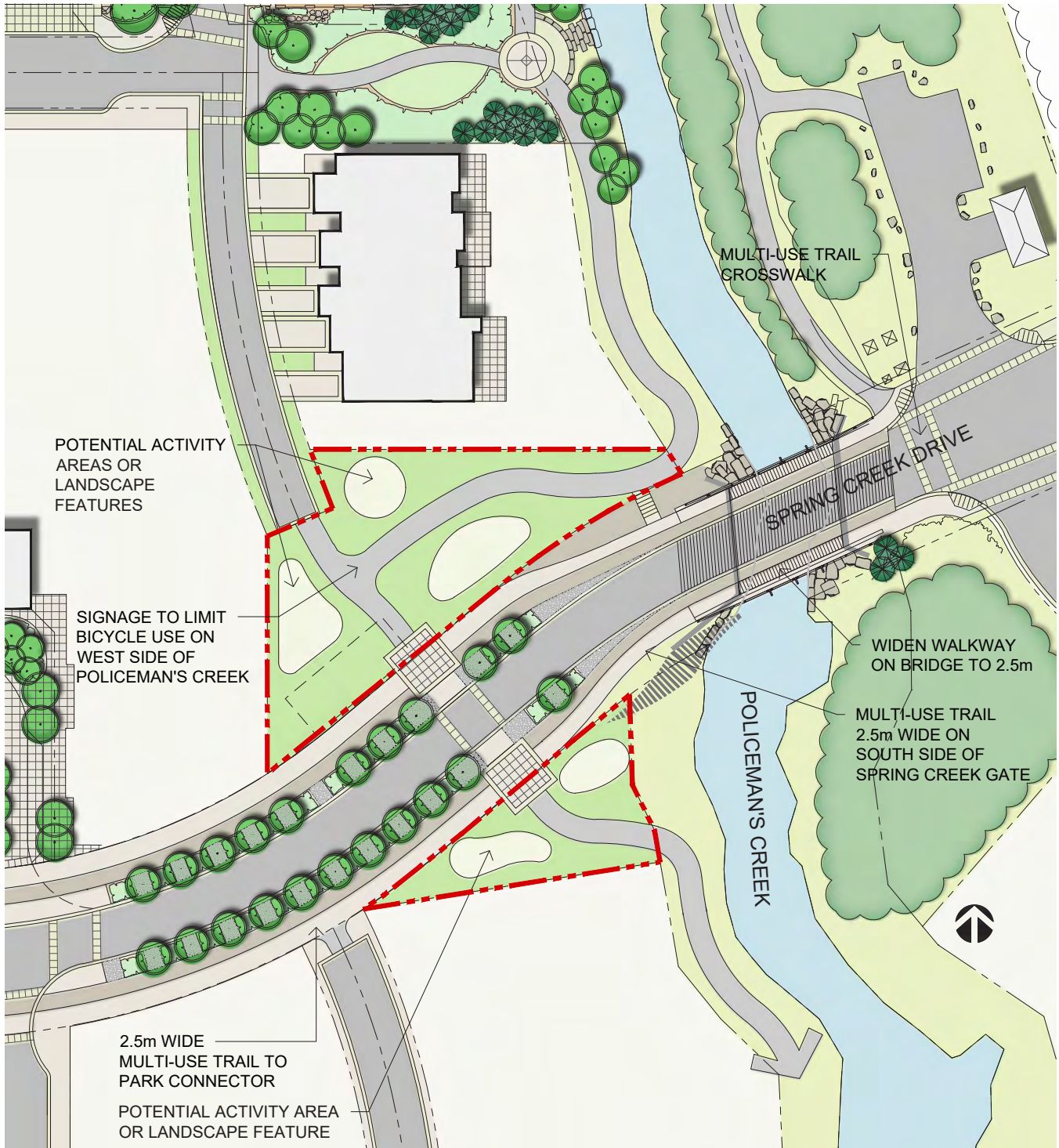
10.6 Rest Stops

- Concrete hard surface at rest stops coordinated with Spring Creek Mountain Village urban design components.
- Rock bench wall separating maintained grass areas and natural areas.





10 Bridge Entry Parks at Spring Creek Drive



Conceptual Sketch of Bridge Entry Parks at Spring Creek Drive



11 South Terrace Viewpoint

A series of small parks connects the urban streetscape at each block to the perimeter creekside trail system. This feature park is one of these in the system and acts as a terminus at the south end of Spring Creek Gate.

OPEN SPACE AMENITIES:

11.1 Plant Material

- This park will act as a transition from the more urban Spring Creek Gate to the natural perimeter parks system. The site line along Spring Creek Gate and the visual termination at the park is a significant design component for the park design and the adjacent architecture. The interface with the surrounding buildings is also an important design consideration to accommodate pedestrians and allow for resident privacy.
- Rehabilitation of areas adjacent to ER area.
- Clean up of all disturbed areas adjacent to ER.
- Seed mix adjacent to ER as per Town of Canmore natural area seed mix.
- Additional planting adjacent to housing developments to be coordinated with housing site design.
- Tree and shrub species as per Town of Canmore guidelines.

11.2 Irrigation

- Watering to establish planting.
- Irrigation in MR.

11.3 Site Furnishings

- Custom bench design coordinated with Spring Creek Mountain Village urban design components.
- Animal Proof Waste Receptacles and dog bag dispensers. Located at all entry point to the trail system.
- Lighting. No site lighting in MR areas.
- Fencing. No fencing at property line of MR. Spring Creek Mountain Village markers at all property corners.

11.4 Trails

- The intersection of the park and the perimeter trail system is an important intersection in the trail system. A viewpoint at this intersection will allow for spectacular views over the Spring Creek natural area and the surrounding mountain vista. This is an important link to connect the ER trail with the urban sidewalk system.
- Trail surface will delineate and protect natural areas.
- The MR connector trail to provide a continuous loop around the south area of the development linking the Spring Creek and Policeman's Creek ER trail system. Note that the layout of this trail may change depending upon the adjacent property future plans.

11.5 Signage

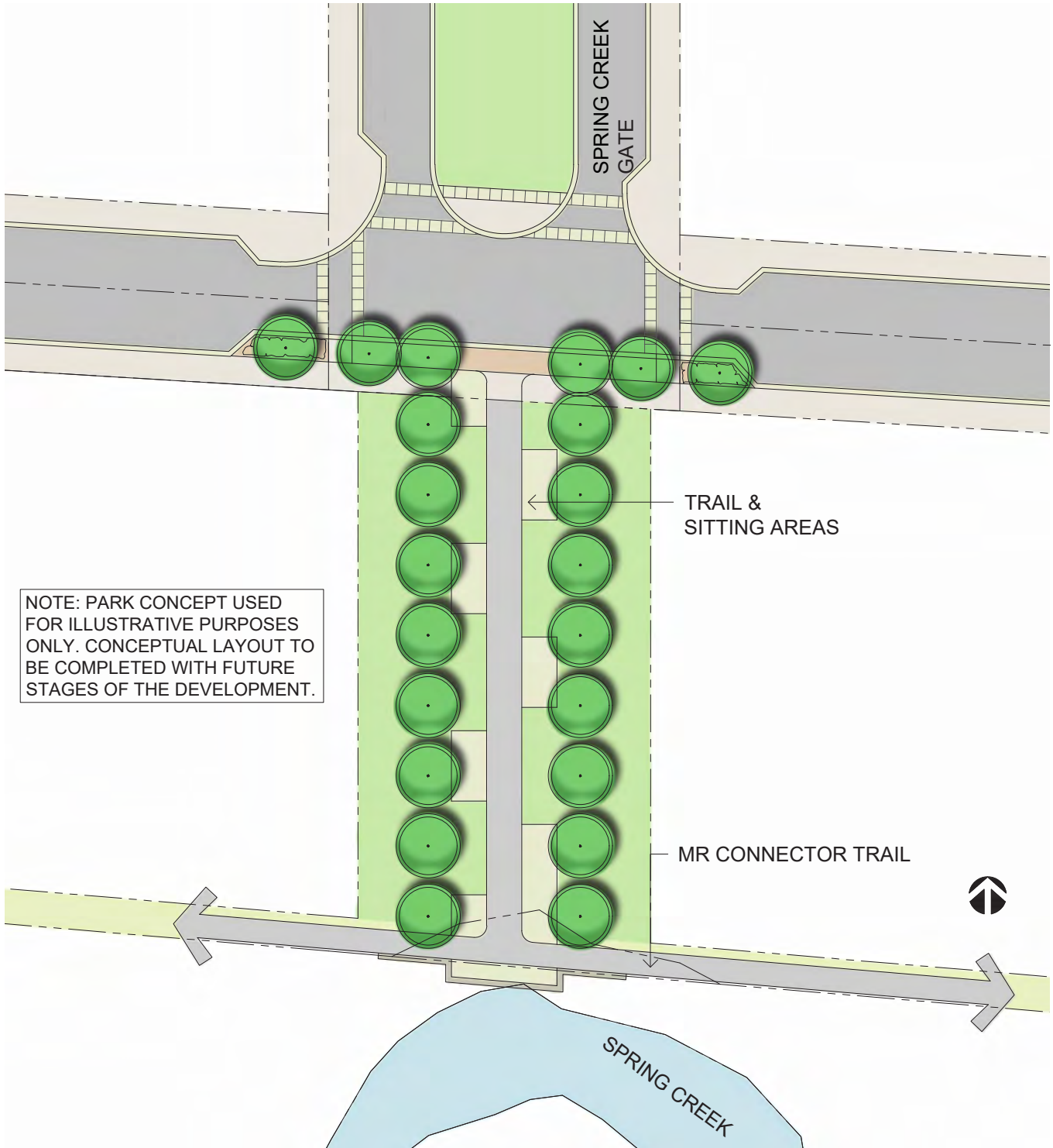
- Signage design and signage standard design coordinated with Spring Creek Mountain Village urban design components.
- Design of Landmark/trail marker at intersections coordinated with Spring Creek Mountain Village urban design components.
- Potential interpretive sign at viewpoint overlooking the natural area vista.

11.6 Rest Stops

- Concrete hard surface at rest stops coordinated with Spring Creek Mountain Village urban design components.
- Potential rock bench wall and guardrail at south viewpoint.



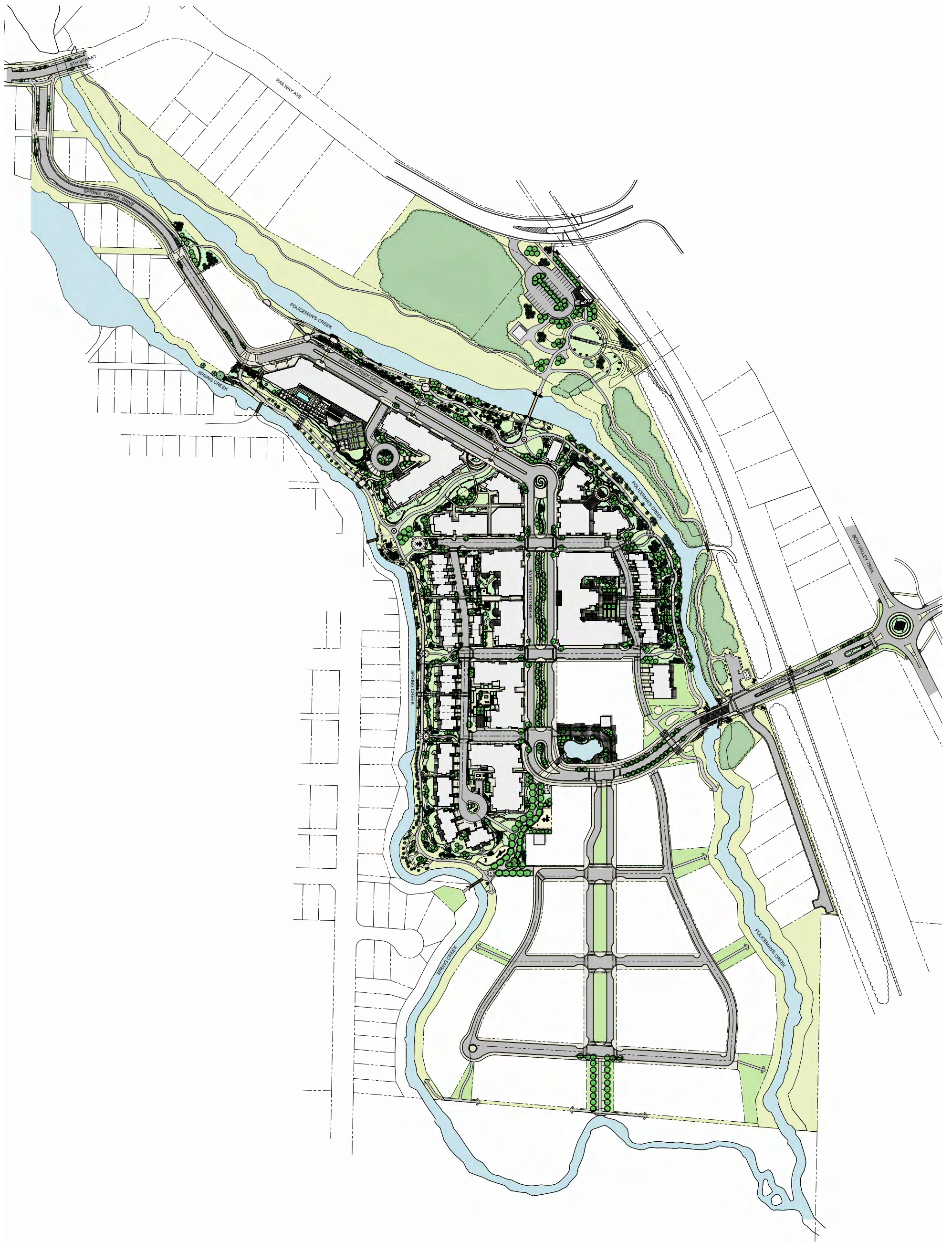
11 South Terrace Viewpoint



Conceptual Sketch of South Connector



Appendix





Request for Decision

DATE OF MEETING: July 5, 2022 **Agenda #: G-3**

TO: Council

SUBJECT: Enforcement Appeal Review Committee Bylaw 2022-11

SUBMITTED BY: Caitlin Miller, Manager of Protective Services

- RECOMMENDATION:**
1. That Council give first reading to Enforcement Appeal Review Committee Bylaw 2022-11.
 2. That Council give second reading to Enforcement Appeal Review Committee Bylaw 2022-11.
 3. That Council give leave for third reading of Enforcement Appeal Review Committee Bylaw 2022-11.
 4. That Council give third reading to Enforcement Appeal Review Committee Bylaw 2022-11.
 5. That Council appoint two members to the Enforcement Appeal Review Committee.

EXECUTIVE SUMMARY

The Enforcement Appeal Review Committee Bylaw establishes a new process for enforcement appeals to be heard and amends the Animal Control Bylaw 10-2011, Business Registry Bylaw 2015-02, and the Taxi Bylaw 12-2021 to incorporate this consistent and just process. The establishment of an Enforcement Appeal Review Committee allows those persons who have been issued written notices as per relevant bylaws an opportunity to appeal without having to attending a regular council meeting. This committee would be made up of the Chief Administrative Officer (CAO), the General Manager of Municipal Services, and two members from Council.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

s.547 of the Municipal Government Act (MGA) (1) A person who receives a written order under section 545 or 546 may by written notice request council to review the order within (a) 14 days after the date the order is received, in the case of an order under section 535, and (b) 7 days after the date the order is received, in the case of an order under section 546, or any longer period as specified by bylaw, (2) After reviewing the order, the council may confirm, vary, substitute or cancel the order.

s.145 of the MGA A council may pass bylaws in relation to the following: (a) the establishment and function of council committees and other bodies.

s.146 of the MGA A council committee may consist (a) entirely of councillors, (b) a combination of councillors and other persons.

s.203(2)(e) of the MGA A council may not delegate a duty to hear appeals imposed on it by this or another enactment or bylaw, whether generally or on a case-by-case basis, unless the delegation is to a council committee and authorized by bylaw.

Animal Control Bylaw 10-2011

Business Registry Bylaw 2015-02

Taxi Bylaw 12-2021

DISCUSSION

The Enforcement Appeal Review Committee Bylaw establishes a new process for enforcement appeals to be heard and amends the Animal Control Bylaw 10-2011, Business Registry Bylaw 2015-02, and the Taxi Bylaw 12-2021 to incorporate this consistent and just process. The establishment of an Enforcement Appeal Review Committee allows those persons who have been issued written notices as per relevant bylaws an opportunity to appeal without having to attending a regular council meeting. This committee would be made up of the CAO, the General Manager of Municipal Services, and two members from Council.

By establishing this committee, Council would be creating a consistent process for written notices and orders to be appealed. This would become a transparent process with an established procedure that would be available online and would be accessible to the public. The council committee members would be appointed as per the current committee appointment procedure.

The establishment of this committee offers the opportunity to eliminate the perception of bias from appeals to written orders or notices issued with regards to the Animal Control Bylaw 10-2011, the Business Registry Bylaw 2015-02, the Taxi Bylaw 12-2021, and the forthcoming Community Standards Bylaw 2022-16. Within the Animal Control Bylaw, the Business Registry Bylaw, and the Taxi Bylaw, the current procedure requires those wishing to appeal written orders and notices to do so to a member of administration. The Enforcement Appeal Review Committee establishes specifically which sections of each bylaw shall be heard by either a one-member panel or a three-member panel. This establishes consistency in how appeal reviews are heard and identified the composition of the panels.

The establishment of this committee does not prevent a member of the public who has had an order or notice issued from pursuing further action at the Court of the Queen’s Bench if they are unsatisfied with the result. However, this committee does allow individuals who have been issued written notices or orders a clear and transparent process for requesting an appeal. This committee would also provide a level of transparency to the public as decisions would be recorded publicly as per the MGA.

The enactment of this bylaw would amend the following bylaws:

Bylaw	Section	Change
Animal Control Bylaw 10-2011	39	Appeals heard by Enforcement Appeal Review Committee instead of the CAO
Animal Control Bylaw 10-2011	40-43	Sections referring to appeal process as defined within the bylaw removed.
Business Registry Bylaw 2015-02	10.1 and 10.3	Appeals heard and decided by Enforcement Appeal Review Committee instead of the CAO
Business Registry Bylaw 2015-02	10.2	Section referring to the CAO rendering a decision removed

Taxi Bylaw 13-2010	51 and 52	Appeals heard by the Enforcement Appeal Review Committee instead of the Chief License Inspector.
Taxi Bylaw 13-2010	53-55	Sections referring to appeal process as defined within the bylaw removed.

ANALYSIS OF ALTERNATIVES

Council could continue to hear appeals for written orders written under section 545 or 546 of the MGA if a written notice request is received within 14 days of the order being issued for those written under section 545 or within 7 days after the order is issued for those written under section 546. Because these appeals are rare, the procedure by which council responds to these types of appeals is not well-established. Additionally, there is a certain level of discomfort in asking a member of the public to appear before council to hear a matter that may be related to extenuating circumstances in such a public manner. Though the committee meetings will still be open to the public, they will have a lower profile than a regular Council meeting and are not recorded and put on You Tube. While there are current processes in place for written notices and orders within the Animal Control Bylaw 10-2011, the Business Registry Bylaw 2015-02, and the Taxi Bylaw 12-2021, the process can be perceived as biased and unclear. Currently, appeals to the aforementioned bylaws are decided by the CAO which is not in compliance s. 203(2)(e) of the MGA. Therefore, the recommendation to establish the enforcement appeal review committee by way of this bylaw stands.

FINANCIAL IMPACTS

N/A

STAKEHOLDER ENGAGEMENT

This bylaw has been developed in conjunction with the Municipal Clerk’s office, the Manager of Protective Services, the Town of Canmore’s Solicitor, and outside legal representation.

ATTACHMENTS

- 1) Enforcement Appeal Review Committee Bylaw
- 2) Animal Control Bylaw 10-2011 RedLine
- 3) Business Registry Bylaw 2015-02 RedLine
- 4) Taxi Bylaw 13-2010 RedLine

AUTHORIZATION

Submitted by:	Caitlin Miller Manager of Protective Services	Date:	<u>June 10, 2022</u>
Approved by:	Scott McKay General Manager, Municipal Services	Date:	<u>June 16, 2022</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>June 27, 2022</u>

BYLAW 2022-11

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, FOR
THE PURPOSE OF ESTABLISHING AN ENFORCEMENT APPEAL REVIEW
COMMITTEE**

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

TITLE

- 1 This bylaw shall be known as the “Enforcement Appeal Review Committee Bylaw.”

INTERPRETATION

- 2 Where a bylaw references a Town staff position, department or committee, the reference is deemed to be to the current name that the staff position, department or committee is known by.

ESTABLISHMENT

- 3 The Enforcement Appeal Review Committee is hereby established.

AUTHORITY

- 4 The committee is authorized to:
 - a) review written orders, notices and decisions issued under section 545 or section 546 of the *Municipal Government Act*; and
 - b) hear appeals of written orders, notices or decisions issued by community peace officers, or relevant bylaw’s enforcement authority, pursuant to:
 - i) Animal Control Bylaw 10-2011 section 31 Nuisance Dogs and section 37 Vicious Dogs;
 - ii) Business Registry Bylaw 2015-02 section 9 Inspection and Enforcement; and
 - iii) Taxi Bylaw 13-2010 sections 45(b) and 45(d).
- 5 In determining a review under section 4(a) the committee shall act in accordance with section 547(2) of the *Municipal Government Act*.
- 6 In determining a review under section 4(b) the committee may confirm, vary, substitute, or cancel the written orders, notices or decisions.

MEMBERSHIP

- 7 The committee is comprised of
 - a) two members of council,
 - b) the General Manager of Municipal Services; and

c) the Chief Administrative Officer.

- 8 The Chief Administrative Officer is the chair of the committee.
- 9 The chair may delegate any of their powers, duties, or functions under this bylaw to any individual.
- 10 Council appoints the council members who will serve on the committee at council's annual organizational meeting.
- 11 If a vacancy occurs before council's annual organizational meeting, council may appoint a replacement for the remainder of the term.

APPLICATION FOR REVIEW HEARING

- 12 A person may request a review or submit and appeal to the committee on any matter within the committee's authority as set out in section 4 of this bylaw.
- 13 The request for review or appeal must be in a form approved by the committee chair.
- 14 Unless otherwise specified in this bylaw or another enactment, the request for review or appeal must be received by the committee chair no later than 14 days after the date the written order or written notice is received by the applicant.
- 15 A request for review of a written order under section 546 of the *Municipal Government Act* must be submitted within 7 days after the order is received, as set out in section 547(2) of the *Municipal Government Act*.
- 16 Unless specified in another enactment:
 - a) the committee must hold a review hearing within 30 days of receiving the application; and
 - b) the chair must notify the applicant of the date of the review hearing at least 7 days before the hearing.

WITHDRAWING AN APPEAL

- 17 A notice made by an appellant to withdraw an appeal must be made in writing and submitted to the committee chair before the hearing begins.
- 18 A withdrawal of an appeal must be unequivocal and unconditional.

REVIEW HEARING PROCEDURE

- 19 Public notice of a review hearing shall be provided on the Town's website at least 24 hours prior to the meeting.
- 20 The committee conducts its review hearings in public except where authorized by the *Municipal Government Act* to close a meeting to the public.

Bylaw approved by: _____

Page 2 of 5

- 21 The chair shall appoint members to form a panel to conduct the review hearing as follows:
 - a) appeals pursuant to section 31 of Animal Control Bylaw 10-2011 shall be heard by a 1-member panel consisting of the General Manager of Municipal Services;
 - b) appeals pursuant to section 37 of Animal Control Bylaw 10-2022 shall be heard by a 3-member panel that excludes the General Manager of Municipal Services;
 - c) reviews pursuant to section 9 of Business Registry Bylaw 2015-02 shall be heard by a 3-member panel;
 - d) appeals pursuant to sections 45(b) and s.45(d) of Taxi Bylaw 13-2010 shall be heard by a 1-member panel consisting of the General Manager of Municipal Services;
 - e) reviews pursuant to s. 545 and s. 546 of the MGA shall be heard by a 3-member panel;
 - f) should the General Manager of Municipal Services be unavailable to conduct hearings outlined in 21(a) or 21(b) the Chief Administrative Officer will conduct the hearing.
- 22 Panels have any or all the powers, duties and responsibilities of the committee and a decision of a panel is the decision of the committee.
- 23 For a 3-member panel, if the chair is not available then the members of the panel will appoint a chair of the review hearing from amongst themselves prior to the commencement of the review hearing.
- 24 Quorum is one for a 1-member panel and three for a 3-member panel.
- 25 The following persons are entitled to make submissions at the review hearing:
 - a) the applicant;
 - b) if the order or notice is in respect of a property and the applicant is not the owner of the property, the owner of the property; and
 - c) the person who issued the order or notice.
- 26 The chair of the panel, in their sole discretion, may permit any other person to make verbal submissions at a review hearing and may set limits on the time and content of the presentation.
- 27 The chair of the panel shall provide an overview of the hearing procedure at the start of the hearing.
- 28 The panel may ask questions of the hearing participants.
- 29 Matters are decided by majority vote.

- 30 A decision must be read into the record before a review hearing adjourns unless otherwise directed by the chair of the committee in which case the committee must make a decision within 5 business days, which decision shall also be read into the record.

MEETING RECORDS

- 31 An agenda package containing all documents submitted in relation to a review hearing shall be made available to committee members at least three days prior to a meeting and, subject to any exceptions to disclosure under the *Freedom of Information and Protection of Privacy Act*, made available to the public at least one day prior to a meeting.
- 32 Minutes are prepared for every committee meeting and contain the following:
- a) the date, time and location of the meeting;
 - b) the names of all committee members present;
 - c) the name of anyone other than a committee member who participated in the meeting; and
 - d) The decision of the committee, including the written reasons of the majority.
- 33 Questions and debate are not recorded in the minutes.
- 34 Minutes are public documents.
- 35 Minutes are approved and signed by the committee chair.
- 36 Any member may request a correction to the minutes after they are approved by the committee chair and are deemed adopted at the discretion of the committee chair.

CONSEQUENTIAL AMENDMENTS

- 37 Animal Control Bylaw 10-2011 is amended:
- a) by repealing section 2(g);
 - b) in section 39, by adding “in writing” after declaration and by striking out “CAO in accordance with the rules and procedures set forth in this Bylaw” and substituting “Enforcement Appeal Review Committee”; and
 - c) by repealing sections 40, 41, 42, and 43.
- 38 Business Registry Bylaw 2015-02 is amended:
- a) in section 10.1, by striking out “Town’s chief administrative officer” and substituting “Enforcement Appeal Review Committee”;

- b) by repealing section 10.2; and
- c) in section 10.3, by striking out “chief administrative officer” and substituting “Enforcement Appeal Review Committee”.

39 Taxi Bylaw 13-2010 is amended:

- a) in section 51 and 52, by striking out “Chief License Inspector in accordance with the rules and procedures set forth in this Bylaw” and substituting “Enforcement Appeal Review Committee”; and
- b) by repealing sections 53, 54, and 55.

ENACTMENT/TRANSITION

40 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.

41 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



TOWN OF CANMORE
BYLAW 10-2011
Office Consolidation Current as of May 4, 2017

PROVINCE OF ALBERTA

This Bylaw rescinds:	Bylaw 23-2003; Bylaw 26-2004; Guidelines for Vicious Dog Classification (#443-2002); and Sections 2.1, 2.5, 9.1.24 and 9.1.25 of Bylaw 09-2001
Associated legislation:	Section 7, Municipal Government Act, RSA 2000, Chapter M-26

BEING A BYLAW TO PROVIDE FOR THE LICENSING AND CONTROL OF ANIMALS
 WITHIN THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA

WHEREAS the *Municipal Government Act*, RSA 2000, Chapter M-26 authorizes council to pass bylaws for municipal purposes respecting wild and domestic animals and activities in relation to them;

NOW THEREFORE The Municipal Council for the town of Canmore in the province of Alberta, duly assembled; and pursuant to the authority conferred upon it by the *Municipal Government Act*, hereby enacts as follows:

TITLE

1. This Bylaw shall be known as the “Animal Control Bylaw”.

DEFINITIONS

2. The following definitions will apply to the corresponding words if the first letter of that word is capitalized in this bylaw:
 - (a) “Animal Attractant” means any food, waste, salt lick, pet food or any other substance that attracts Domestic Animals, or Prohibited Animals, but does not include Birdfeed.
 - (b) “At Large” means when a Domestic Animal is not under Physical Control at any place other than on the premises of the Owner or on private property to which the Owner has the right of occupation.
 - (c) “Birdfeed” means a mixture of seed or other food source for the purposes of attracting and feeding birds.
 - (d) “Bite” means an injury resulting from a Domestic Animal bite which causes the skin to redden, bruise, puncture, or break.

- (e) “Bylaw Services Manager” means the Bylaw Services Manager in the Town or their designate.
- (f) “Cat” or “Cats” means either the male or female of any domesticated feline species.
- (g) ~~“Chief Administrative Officer” or “CAO” means the Chief Administrative Officer for the Town or their designate.~~
- (h) “Controlled Confinement” means when a Domestic Animal is confined in a pen, cage or building or securely tethered in a manner that will not allow that Domestic Animal to Bite or harm any person, other Domestic Animal or Wildlife.
- (i) “Dog” or “Dogs” means either the male or female domesticated canine species, and includes a Nuisance Dog or a Vicious Dog.
- (j) “Domestic Animal” means a Dog or a Cat.
- (k) “Feral Animal” means an animal that has escaped from domestication and become wild.
- (l) “Highway” means any street or road, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles.
- (m) “Licence” means a Licence issued under this Bylaw.
- (n) “Licence Period” means a period of either one (1) calendar year or three (3) consecutive calendar years, or any portion thereof, whichever is requested by an Owner of a Dog.
- (o) “Licence Tag” means the identification tag issued by the Town showing the licence number for a specific Dog or Cat.
- (p) “Nuisance Dog” means a Dog that has been declared so pursuant to Section 32 of this Bylaw.
- (q) “Owner” means:
 - (i) a person who has possession of a Domestic Animal either temporarily or permanently;
 - (ii) a person who has physical or effective control over the Domestic Animal, notwithstanding that person having given such control to another person for a period of time;

- (iii) a person who owns or who claims any proprietary interest in a Domestic Animal;
 - (iv) a person who harbours, suffers or permits a Domestic Animal to be present on any property owned or under his control; or
 - (v) a person to whom a Licence Tag was issued for a Domestic Animal in accordance with this Bylaw.
- (r) “Muzzle” means a device of sufficient strength placed over a Dogs mouth to prevent it from biting.
- (s) “Peace Officer” means any member of the Royal Canadian Mounted Police, Bylaw Enforcement Officer, Community Peace Officer of the Town and any Peace Officer appointed pursuant to the *Peace Officer Act*.
- (t) “Permitted Leash” means a chain or other material no more than two (2) metres in length which is capable of being attached to and restraining a Domestic Animal.
- (u) “Physical Control” means when a Domestic Animal is:
- (i) restrained by a Permitted Leash, which is securely held by a competent and physically capable Owner; or
 - (ii) kept in a container, an enclosure or motor vehicle.
- (v) “Prohibited Animal” means:
- (i) a cow, goat, pig or sheep;
 - (ii) a duck or goose or turkey;
 - (iii) a bee or pigeon;
 - (iv) any Wildlife;
 - (v) any Feral Animal.
- Amended 2016-07-15 Bylaw 2016-08*
- (w) “Threaten” or “Threatened” means the action of any Domestic Animal who bares teeth, growls, barks, makes aggressive movements such as circling, lunging, or mock aggression charges.
- (x) “Town” means the Town of Canmore, in the Province of Alberta.
- (y) “Town Shelter” means the premises designated by the Town for impoundment and care of Domestic Animals.
- (z) “Unsanitary Condition” means an excessive accumulation of fecal matter, an objectionable odour, or insect or rodent infestation that, has been determined by a Peace

Officer to be a danger, or potential danger, to the health, comfort or well-being of any Domestic Animal or person.

- (aa) “Vicious Dog” means a Dog which has been declared so pursuant to Section 38 of this Bylaw.
- (bb) “Violation Tag” means a tag in a form approved by the Town, authorized under the *Municipal Government Act*, as amended, or similar document issued for any offence in which a penalty may be paid out of court in lieu of appearing to answer a summons;
- (cc) “Violation Ticket” means a ticket issued pursuant to the *Provincial Offences Procedures Act*, as amended, and the Regulations thereunder.
- (dd) “Wildlife” includes big game, birds of prey, fur-bearing animals, migratory game birds, non-game animals, non-licensed animals, upland game birds and includes any hybrid offspring resulting from the crossing of two wild animals.

LICENSING OF DOGS AND CATS

3. Any person who becomes the Owner of a Dog, or a person who takes up residence within the Town and who is the Owner of a Dog, must obtain a Licence for the Licence Period, within fifteen (15) days of becoming the Owner of a Dog, or taking up residence within the Town.
4. The Owner of a Dog shall pay a Licence Fee as set out in Schedule “A” of this Bylaw.
5. When applying for a Licence under this Bylaw, the Owner shall provide information on a form prescribed by the Bylaw Services Manager.
6. An Owner of a Domestic Animal shall forthwith notify the Town of any change with respect to any information provided in an application for a Licence under this Bylaw.
7. An Owner of a Dog must ensure that the Licence Tag is securely fastened to a choke chain, collar or harness worn by the Dog at all times when the Dog is not on the Owner’s Private Property.
8. The provisions of Sections 3 to 7 inclusive will not apply to an Owner who is blind or otherwise handicapped and utilizes the services of a registered guide dog and with respect to any police service dog used by a Peace Officer.

9. Section 3 does not apply to Dogs accompanying a person in Town for ninety (90) cumulative days or less in any calendar year.
10. A Licence issued pursuant to this Bylaw is not transferable.
11. No person shall be entitled to a licence rebate under this Bylaw.
12. Where a Licence Fee has been paid by cheque, the Licence is issued subject to the cheque being honoured by the financial institution against which it is drawn and is not effective until the cheque has been honored or payment is otherwise received.
13. Any Owner of a Cat may voluntarily licence their Cat for a one-time fee as set out in Schedule "A" of this bylaw. This voluntary licence will enhance the Town's ability to ensure the safe return of a Cat should it come into the possession of the Town.

KEEPING AND CARE OF ANIMALS

14. No Owner shall allow a Domestic Animal to be At Large within the Town.
15. No Owner shall allow a Domestic Animal to:
 - (a) Threaten or chase any person, Domestic Animal, Feral Animal or Wildlife;
 - (b) Bite any Domestic Animal, Feral Animal or Wildlife;
 - (c) Bite any person; or
 - (d) cause damage to public or private property.
16. No Owner shall permit or allow his Dog to bark or howl excessively or otherwise disturb the quiet of any person at any time. When a Dog barks, howls or in any other manner disturbs the quiet of other persons, the Owner shall be deemed to have failed to comply with this section. No person shall be charged with an offence under this section unless:
 - (a) two (2) or more people from different households are willing and able to give statements and testimony in any court proceeding arising from the offence; or
 - (b) if it has been determined by a Peace Officer that an offence has occurred.
17. An Owner whose Domestic Animal defecates on any private or public property including public property where Dogs are permitted to be off leash, other than the Owner's private property, shall immediately remove such feces and place it into an appropriate waste receptacle.

18. No Owner shall permit his private property to be or remain in an Unsanitary Condition at any time.
19. No Owner of a Domestic Animal shall permit his Domestic Animal to be in an area where the presence of Domestic Animals is prohibited.
20. An Owner of a female Dog in heat must ensure that such Dog is:
 - (a) housed and confined during the entire period it is in heat; and
 - (b) not kept at any location where the Dog is a source of attraction to other Dogs.
21. No person shall own, have in their possession, keep, cause, suffer to be kept or have on any premises with a municipal address at any time, a Prohibited Animal.
22. Repealed May 4, 2017 Bylaw 2017-24
23. Repealed May 4, 2017 Bylaw 2017-24
24. Repealed May 4, 2017 Bylaw 2017-24
25. No person shall, without the express or implied permission of the Owner, untie, loosen or otherwise free a Domestic Animal from any restraint, or negligently or willfully open or leave open a gate door or other opening in a fence or enclosure in which a Domestic Animal has been confined.
26. A person who assumes control over a Domestic Animal and is unable to locate or determine the Owner shall forthwith notify a Peace Officer, provide the Peace Officer with any required information and if requested by the Peace Officer, surrender the animal to the Peace Officer.
 - 26.1. Chickens are permitted only at Canmore Collegiate High School.

Amended 2016-07-15 Bylaw 2016-08
 - 26.2. The maximum number of chickens permitted at Canmore Collegiate High School is 12.

Amended 2016-07-15 Bylaw 2016-08
 - 26.3. Canadian Rockies Public Schools staff must comply with the *Alberta Animal Health Act* and any other applicable standards adopted by the Province of Alberta.

Amended 2016-07-15 Bylaw 2016-08
 - 26.4. Canadian Rockies Public Schools staff must comply with regulations as set out by the Town of Canmore.

Amended 2016-07-15 Bylaw 2016-08

UNATTENDED DOGS

27. No Owner shall allow a Dog to be unattended while tethered or tied on premises where the public has access, whether the access is expressed or implied.

SECURING DOGS IN VEHICLES

28. No Owner shall allow a Dog to be outside of the passenger cab of a motor vehicle while on a Highway including in the back of a pickup truck or on the flat bed of a truck, regardless of whether the motor vehicle is moving or stationary unless the Dog is:

- (a) in a fully enclosed trailer;
- (b) in a topper enclosing the bed area of the truck;
- (c) contained in a ventilated kennel or similar device securely fastened to the bed of the truck; or
- (d) securely tethered in such a manner that it is not standing on bare metal, cannot jump or be thrown from the vehicle, is not in danger of strangulation, and cannot reach beyond the outside edges of the vehicle.

29. No Owner shall allow a Dog to be left unattended in any Motor Vehicle unless the Dog is restricted so as to prevent escape and access to individuals, provided that at all times the Dog has suitable ventilation and water.

OFF-LEASH PROVISIONS

30. The Town may designate public property where Dogs are permitted to be off-leash, and may post signs indicating such designation. On public property where Dogs are permitted to be off-leash, an Owner of a Dog must, at all times:

- (a) supervise and control the Dog;
- (b) ensure the Dog is within range of audible commands;
- (c) ensure that the Dog comes when called;
- (d) ensure the Dog does not Threaten any person, Domestic Animal or Wildlife;
- (e) ensure the Dog does not Bite another Dog;
- (f) ensure the Dog does not Bite any person; and
- (g) ensure the Dog does not chase Wildlife.

NUISANCE DOGS

31. The Bylaw Services Manager may declare a Dog to be a Nuisance Dog as a result of two (2) or more offences of Sections 14 to 20 inclusive and Section 30.

32. If the Bylaw Services Manager determines that a Dog is a Nuisance Dog, the Bylaw Services Manager may, in writing:

- (a) inform the Owner that the Dog has been determined to be a Nuisance Dog; and
- (b) apply certain conditions as deemed appropriate relating to the control of the Nuisance Dog both on Private and Public Property; and
- (c) require the Owner to Licence the Dog as a Nuisance Dog.

33. The Owner of the Nuisance Dog who fails to comply with the written direction of the Bylaw Services Manager pursuant to Section 32 is guilty of an offence.

34. The declaration of a Dog as a Nuisance Dog shall be reviewed annually by the Bylaw Services Manager.

NUISANCE DOG LICENSING

35. No person shall own or keep any Nuisance Dog within the Town unless such Nuisance Dog is licensed as provided by this Bylaw.

36. The Owner of a Nuisance Dog shall pay the Licence Fee set out in Schedule “A” of this Bylaw.

VICIOUS DOG PROVISIONS

37. If a Peace Officer believes on reasonable and probable grounds that a Dog has:

- (a) Threatened, or created reasonable apprehension of a Threat to a person, Domestic Animal or Wildlife; or
- (b) previously been determined to be a Dangerous Dog under the *Dangerous Dog Act*, and
- (c) poses a potential safety risk,

a Peace Officer may recommend to the Bylaw Services Manager that the Dog be declared a Vicious Dog.

38. Upon review of the Peace Officers recommendations pursuant to Section 37, the Bylaw Services Manager may declare a Dog to be a Vicious Dog. The Bylaw Services Manager shall provide written notification of the declaration to the dog’s Owner.

39. A person who receives a notice from the Bylaw Services Manager pursuant to Section 38 may appeal the declaration in writing to the ~~CAO in accordance with the rules and procedures set forth in this Bylaw~~ Enforcement Appeal Review Committee.
40. ~~An appeal to the CAO shall:~~
- ~~(a) be in writing;~~
 - ~~(b) set out the reasons for the appeal;~~
 - ~~(c) be on a form supplied by the CAO;~~
 - ~~(d) include an appeal fee of \$250.00; and~~
 - ~~(e)(a) _____ be provided to the Town at its main business office no later than fifteen (15) days from the date upon which the declaration is received by the Dog Owner.~~
41. ~~An appeal which fails to meet the requirements of Section 40 of this Bylaw is void and shall not be considered by the CAO.~~
42. ~~The CAO shall hold an appeal hearing within thirty (30) days from the date on which the appeal is received by the Town, and may adopt his or her own procedures in respect thereto.~~
43. ~~The CAO, upon hearing the appeal, may uphold the decision of the Bylaw Services Manager or grant the appeal. The appeal fee may be refunded at the discretion of the CAO.~~
44. The Owner of a Vicious Dog shall:
- (a) notify the Bylaw Services Manager should the Dog be sold, gifted, or transferred to another person or die; and
 - (b) remain liable for the actions of the Dog until formal notification of sale, gift or transfer is given to the Bylaw Services Manager.
45. The Owner of a Vicious Dog shall ensure that when such Vicious Dog is on the Owner's Private Property the Vicious Dog is either:
- (a) confined indoors; or
 - (b) if outdoors:
 - (i) confined within a secure enclosure pursuant to Section 46 of this Bylaw; or
 - (ii) securely Muzzled and under the control of a person over the age of eighteen (18) years by means of a Permitted Leash.
46. The Owner of a Vicious Dog shall ensure the secure enclosure:

- (a) has secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of thirty (30) centimeters;
- (b) provides the Vicious Dog with shelter from the elements;
- (c) has minimum dimensions of one and one-half (1.5) meters by three (3) meters and a minimum of one and one-half (1.5) meters in height; and is not located within one (1) meter of the property line or within five (5) meters of a neighbouring dwelling unit

47. The Owner of a Vicious Dog shall ensure when such Vicious Dog is not on the Owner's Private Property, the Vicious Dog is securely:

- (a) Muzzled;
- (b) on a Permitted Leash; and
- (c) is under the control of a person over the age of eighteen (18) years.

48. An Owner of a Vicious Dog must ensure that such Vicious Dog, at no time:

- (a) Threaten or chase any person, Domestic Animal, Feral Animal or Wildlife;
- (b) Bite any Domestic Animal, Feral Animal or Wildlife;
- (c) Bite any person;
- (d) cause damage to public or private property; or
- (e) is At Large.

49. An Owner of a Vicious Dog must ensure that it does not enter on to or remain on public property where Dogs are permitted off-leash.

50. The Bylaw Services Manager may require the Owner of a Vicious Dog to post a sign in a format approved by the Bylaw Services Manager, at each entrance to his property stating "Vicious Dog".

VICIOUS DOG LICENSING

51. No person shall own or keep any Vicious Dog within the Town unless such Dog is licensed as provided by this Bylaw.

52. The Owner of a Vicious Dog shall pay the Licence Fee set out in Schedule "A" of this Bylaw.

CONTROL OF RABIES

53. An Owner of a Domestic Animal suspected of having rabies must promptly report the Domestic Animal to a Peace Officer who may thereupon place the Domestic Animal under Controlled Confinement and the Domestic Animal must not be released from such Controlled Confinement until a Peace Officer deems it appropriate to do so. At the discretion of a Peace Officer, such Controlled Confinement may be on the Property of the Owner, at a licensed veterinarian office within the Town or at the Town Shelter.
54. The Domestic Animal if confined at the Town Shelter may be reclaimed by the Owner if adjudged free of rabies, upon payment of impound fees outlined in Schedule "A" and upon compliance with the licensing provisions of this Bylaw.

ANIMAL CONTROL OPERATIONS

55. A Peace Officer is authorized to capture and impound any Domestic Animal found At Large.
56. If any Domestic Animal is injured, a Peace Officer may, without liability to, or recourse from the Owner, and in the sole and absolute discretion of a Peace Officer, take the impounded Domestic Animal to a Veterinarian for treatment and then to the Town Shelter, the costs all of which will be borne by the Owner.
57. All impounded Domestic Animals may be kept in the Town Shelter for a period of seventy-two (72) hours. During this period, any Domestic Animal may be claimed by its Owner, except as otherwise provided in this Bylaw, upon payment to the Town of:
- (a) the impoundment fee as set out in Schedule "A";
 - (b) the Licence Fee, if necessary, as set out in Schedule "A"; and
 - (c) the cost of any veterinary treatment incurred in relation to the Domestic Animal.
58. At the expiration of the seventy-two (72) hour period, the Town is authorized to:
- (a) surrender the Domestic Animal to a licensed adoption facility such as a Humane Society or SPCA;
 - (b) continue to impound the Domestic Animal for an indefinite period of time or for such further period of time as a Peace Officer, in his or her discretion, may decide. The Owner will be liable to pay the Town all of the costs incurred by the Town under this Bylaw in respect of such actions; or
 - (c) destroy the Domestic Animal in a humane manner.

OBSTRUCTION AND INTERFERENCE

59. No person, whether or not that person is the Owner of a Domestic Animal which is being or has been pursued or captured shall:

- (a) interfere with, obstruct or attempt to obstruct a Peace Officer who is attempting to capture or who has captured a Domestic Animal;
- (b) open a vehicle in which a Domestic Animal has been placed for impoundment or seizure or otherwise release a Domestic Animal from capture; or
- (c) remove, or attempt to remove any Domestic Animal from the possession of a Peace Officer.

PENALTIES

60. Any person contravening this Bylaw is guilty of an offence and shall be liable for the minimum penalties set out in Schedule "B" of this Bylaw, not exceeding \$10,000.

61. Any person who commits an offence under this Bylaw for which a penalty is not otherwise provided in Schedule "B" is liable to a minimum specified penalty of \$100.00.

62. Notwithstanding Section 60:

- (a) any person who commits a second offence for the contravention of the same provision of this bylaw, the minimum specified penalty in respect of the second contravention is double the amount of the first minimum specified penalty.
- (b) any person who commits a third or subsequent offence for the contravention of the same provision of this bylaw, the minimum specified penalty in respect of the third contravention is triple the amount of the first minimum specified penalty.

VIOLATION TAGS

63. 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.

64. A Violation Tag may be issued to such person:

- (a) by personal service on that person; or
- (b) by mailing a copy to such person at the last known post office address or the address listed on the Town's licence form.

65. The person to whom a Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified on the Violation Tag.
66. Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a Violation Ticket.

VIOLATION TICKETS

67. 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 Part II of the *Provincial Offences Procedure Act*, as amended.
68. Notwithstanding Section 63 of this Bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part II of 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.

CONTINUING OFFENCES

69. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw.

ENACTMENT/TRANSITION

70. Should any provision of this Bylaw be deemed to be invalid then such invalid provision will be severed from this Bylaw and such severance will not affect the validity of the remaining portions of this Bylaw, except to the extent necessary to give effect to such severance.
71. Schedules “A” and “B” form part of this bylaw.
72. Bylaws 23-2003 and 26-2004 are hereby repealed.
73. Sections 2.1, 2.5, 9.1.24 and 9.1.25 addressing the placement Animal Attractants and Birdfeed of Bylaw 09-2001, The Waste Control Bylaw are hereby repealed.

74. This Bylaw shall come into force and take effect on the day of third and final reading thereof.

FIRST READING: May 3, 2011

SECOND READING: May 3, 2011

THIRD READING: May 17, 2011

BYLAW IN FORCE: May 17, 2011

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:

10-2011	Animal Control Bylaw
20-2011	Amending Bylaw Dog Licence Fee
2016-08	Amending Bylaw Educational Chickens
2017-19	Amending Bylaw Affordability Program Licence Fees
2017-24	Amending Bylaw Animal Attractants

SCHEDULE "A"
BYLAW 10-2011
TOWN OF CANMORE

FEES AND PENALTIES

A. LICENCE FEES

All Licence Fees are subject to providing proof, from a licensed veterinarian of immunization from rabies and distemper.

Dog one year licence Affordability Program Eligible	\$ 0.00
	<i>Amended 2017-04-11 Bylaw 2017-19</i>
Dog one year licence	\$ 55.00
	<i>Amended 2011-11-01 Bylaw 20-2011</i>
Dog three year licence	\$ 114.00
	<i>Amended 2011-11-01 Bylaw 20-2011</i>
Nuisance Dog one year licence	\$ 100.00
Vicious Dog one year licence	\$ 300.00
Replacement Tags	\$ 10.00
Cat licence	\$ 25.00

B. IMPOUNDMENT FEES:

Impoundment fee:	\$ 50.00 +
Kenneling fee:	\$ 20.00
(per day or portion thereof; to commence at midnight on the day of impoundment)	

C. VETERINARY SERVICES As incurred

SCHEDULE "B"
BYLAW 10-2011
TOWN OF CANMORE

SECTION PENALTY	DESCRIPTION	MINIMUM SPECIFIED
7	Failure to ensure that a collar and tag are worn	\$ 25.00
15(a)	Dog Threaten or chase any person, Domestic Animal or Wildlife	\$ 250.00
15(b)	Dog Bite any Domestic Animal, Feral Animal or Wildlife	\$ 250.00
15(c)	Dog Bite any person	\$ 750.00
17	Failure to remove feces immediately	\$ 300.00
30(d)	Dog Threaten any person, Domestic Animal or Wildlife in an off-leash area	\$ 250.00
30(e)	Dog Bite another dog in an off-leash area	\$ 250.00
30(f)	Dog Bite a person in an off-leash area	\$ 750.00
32(b)	Fail to comply with Nuisance Dog provisions	\$ 250.00
45(b)(i)	Fail to confine Vicious Dog outdoors, on Owners property, in secure enclosure	\$ 500.00
45(b)(ii)	Fail to keep a Vicious Dog outdoors, on Owners property, Muzzled and leashed with person over 18 years old	\$ 500.00
47(a)	Fail to keep Vicious Dog, when off the Owners property, muzzled	\$ 500.00
47(b)	Fail to keep Vicious Dog, when off the Owners property, on a Permitted Leash	\$ 500.00
47(c)	Fail to keep Vicious Dog, when off the Owners property, under the control of a person over the age of 18 years	\$ 500.00
48(a)	Vicious Dog Threaten or chase any person, Domestic Animal or Wildlife	\$ 750.00

48(b)	Vicious Dog Bite any Domestic Animal, Feral Animal or Wildlife	\$ 750.00
48(c)	Vicious Dog Bite any Person	\$ 1000.00
48(d)	Vicious Dog cause damage to public or private property	\$ 500.00
48(e)	Vicious Dog at Large	\$ 500.00
49	Vicious Dog in an off leash area	\$ 500.00
51	Fail to licence Dog as a Vicious Dog	\$ 500.00

BYLAW 2015-02

Office Consolation current as of April 13, 2021

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
PROVIDE FOR BUSINESS REGISTRY LICENCING**

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

1: TITLE

1.1. This bylaw shall be known as the “Business Registry Licence Bylaw.”

2: PURPOSE

2.1. The purpose of this bylaw is to create a registry of businesses operating in the Town of Canmore in order to identify and understand business activity in the municipality.

2.2. The revenues generated from business registry licensing fees shall be dedicated to economic development purposes of the Town as determined by Council.

3: INTERPRETATION

3.1. Words which have been defined in the *Municipal Government Act*, the *Peace Officer Act* and the *Interpretation Act* shall have the same meaning when used in this bylaw.

3.2. In this bylaw,

“advertise” means to promote, describe or publicize merchandise or services in a public forum including but not limited to commercial vehicles, newspapers, flyers, radio, television, fax communications or internet communications, however created and distributed;

“agent” means a person hired to represent another person or a commercial business;

“applicant” means a person who applies for business registry licence or a renewal of the business registry licence in accordance with this bylaw;

Definition amended April 13, 2021 by Bylaw 2021-01

“application” means a written application submitted to the Town of Canmore for a business registry licence or a renewal of a business registry licence, in accordance with this bylaw;

Definition amended April 13, 2021 by Bylaw 2021-01

“business” means:

- a) a commercial, merchandising, marketing or industrial activity or undertaking that invoices for goods or services;
- b) a profession, trade, occupation, calling or employment; or
- c) an activity providing goods or services, whether or not for profit and however organized or formed, including a co-operative or association of persons;

“business premises” means a place of business: any store, office, warehouse, residence, yard or other place occupied, for the purpose of carrying on a business that is an approved use under the Town’s Land Use Bylaw;

Definition amended April 13, 2021 by Bylaw 2021-01

“business registry” means a list of all businesses that have been issued a business registry licence;

“business registry licence” means a licence issued in accordance with this bylaw;

“business registry licence coordinator” means a person hired to administer and issue business registry licences;

“busker” means a person who performs entertainment in a public place while soliciting money;

“carry on” means conduct, operate, perform, keep, hold, occupy, deal in, or use, for gain, whether as principal or agent;

“community special events” are events that have been issued a community special event permit by the Town;

Definition inserted April 13, 2021 by Bylaw 2021-01

“dwelling unit” means as defined under the Town’s Land Use Bylaw

Definition inserted April 13, 2021 by Bylaw 2021-01

“general contractor” means the owner of a business who enters into contracts for the erection, alteration, construction, repair of buildings or structures of any kind and includes any owner of property who supervises the erection, construction, alteration and repair of buildings or structures where a general contractor is not engaged in such a project;

“hawker” means any person who, whether as principal or agent, goes from door to door selling or offering for sale any merchandise or service, or both, to any person and who is not a wholesale or retail dealer in that merchandise or service, and who does not have a permanent place of business in the Town;

“home occupation – Class 1” means an accessory use of a dwelling unit by a resident for a small-scale business which is incidental to the primary use as a residence, undetectable from outside the dwelling unit;

Definition amended April 13, 2021 by Bylaw 2021-01

“home occupation – Class 2” means an accessory use of the dwelling unit or private garage by a resident for a small-scale business which is incidental to the primary use as a residence, and that has been issued a home occupation – Class 2 development permit in accordance with the Town’s Land Use Bylaw;

Definition amended April 13, 2021 by Bylaw 2021-01

“licencee” means the holder of a business registry licence;

“micro-business” means a business earning less than \$30,000 a year in gross annual revenue; including but not limited to a side business without material expenditure of time, with a single product or service;

Definition inserted April 13, 2021 by Bylaw 2021-01

“non-resident business” means a business that carries on activities, in whole or in part, within the Town, but:

- a) does not maintain a permanent place of business within Canmore; or
- b) does not maintain a permanent place of business in a neighbouring jurisdiction where that jurisdiction has an inter-municipal service agreement with the Town of Canmore;

“resident business” means a business that:

- a) maintains a permanent place of business within the boundaries of the Town; or
- b) maintains a permanent place of business in a neighbouring jurisdiction where that jurisdiction has an inter-municipal service agreement with the Town of Canmore;

“special events” are events that have been issued a special events permit by the Town;

“sub-contractor” means a person hired by a general contractor to provide goods or services in relation to a particular trade, project or contract;

“temporary licence” means a business registry licence issued to a non-resident business for one of the following time periods:

- a) three days;
- b) one month;
- c) three months; or
- d) six months;

Definition amended April 13, 2021 by Bylaw 2021-01

“Town” means the Town of Canmore in the Province of Alberta or the land lying within the corporate limits of the Town, as the context requires;

“umbrella rider” means an annual fee paid by a licenced resident business owner to allow one or more other businesses to be carried out on the owners business premises without purchasing a separate business registry licence.

“vendor” means any person who, whether as a principal or agent, offers or exposes for sale to any other person, processed or unprocessed foodstuffs, services, or retail items from:

- a) a push-cart, wagon, or other wheeled or skidded vehicle; or
- b) a mobile preparation unit; or
- c) a stall, booth, table or space.

“violation tag” means a municipal tag or similar document issued by a peace officer in relation 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.

4: DUTIES OF THE BUSINESS REGISTRY LICENCE COORDINATOR

4.1. The business registry licence coordinator shall:

- a) grant and renew business registry licences; and

Section amended April 13, 2021 by Bylaw 2021-01

- b) maintain appropriate records pertaining to the licensing of businesses, infractions of this bylaw, and generally all matters arising out of the application and enforcement of this bylaw.

4.2. The business registry licence coordinator may refuse to grant and renew a business registry licence if, in their determination:

Section amended April 13, 2021 by Bylaw 2021-01

- a) the applicant is in breach of this or any other bylaw of the Town, or any applicable municipal, provincial, or federal statute or regulation; or

Section amended April 13, 2021 by Bylaw 2021-01

- b) the applicant does not hold current and valid municipal, provincial or federal permits, approvals, licences, clearances or insurances as required by the relevant municipal, provincial or federal bylaws, statutes or regulations.

4.3. When an application has been refused, the business registry licence coordinator shall provide written reasons for the refusal.

5: REGISTRATION PROVISIONS

5.1. Except as otherwise provided for in this bylaw, no person shall carry on any business in the Town without first having obtained a business registry licence for the business prior to first day of operation.

Section amended April 13, 2021 by Bylaw 2021-01

5.2. An owner of a business shall obtain a business registry licence for each physical address, premises, or location where the business is carried on within the Town and a separate fee shall be paid for each location's licence.

Section amended April 13, 2021 by Bylaw 2021-01

5.2.1 Businesses that do not require a development permit may be subject to additional conditions including but not limited to proof of liability insurance and pre-approved route of operation on public roads.

Section inserted April 13, 2021 by Bylaw 2021-01

5.3. When one owner is carrying on more than one business from the same premises, the owner shall obtain a separate business registry licence for each business.

5.4. When two or more owners are carrying out separate businesses from the same premises:

- a) each owner shall obtain a business registry licence for each business, or
- b) one of the owners shall add an umbrella rider to their existing business registry licence if applicable in accordance with section 5.7 of this bylaw.

Section amended April 13, 2021 by Bylaw 2021-01

5.5. An umbrella rider may be added to an existing resident business registry licence to allow one or more separate businesses to be carried out on the business premises without obtaining separate business registry licences for a maximum of 3 consecutive days.

5.6. *Section deleted April 13, 2021 by Bylaw 2021-01.*

5.7. Umbrella riders shall not apply to:

- a) Businesses that advertise their goods or services as being provided from the licenced business' premises for a period of time greater than 3 days, or
- b) Maintenance, repair and construction services, or
- c) Businesses carried out as part of a community special event.

Section amended April 13, 2021 by Bylaw 2021-01

5.8. When a business is carried out as part of a community special event:

- a) The owner shall obtain a business registry licence, or
- b) The organizer of a community special event shall obtain one business registry events licence to allow one or more separate businesses to be carried out as part of the community special event.

Section amended April 13, 2021 by Bylaw 2021-01

5.9. When two or more owners are carrying out separate businesses from the same premises or for the same construction project or community special event:

- a) a business owner is responsible for ensuring that all separate businesses being carried out on their business premises hold a valid business registry licence or are included under the owner's umbrella rider, or events licence.
- b) A general contractor is responsible for ensuring that all of their sub-contractors hold a valid business registry licence, and
- c) The organizer of a community special event is responsible for ensuring all separate businesses being carried out as part of the community special event hold a valid business registry licence or are included under the organizer's business registry special events licence.

- c.1) The organizer of a film production or a photoshoot conducted within the Town is responsible for ensuring all separate businesses being carried out as part of the film production or photoshoot hold a valid business registry licence;

Section amended April 13, 2021 by Bylaw 2021-01

5.10. A business shall be exempted from the requirements of this bylaw if:

- a) the business is carried on by the Town, the government of Canada or the Province of Alberta, or
- b) the business provides goods or services exclusively to the Town, the government of Canada or the Province of Alberta, or
- c) the business provides written proof that they are exempt under a statute of Canada or the Province of Alberta, or
- d) the business is included under the umbrella licence of another business, or
- e) the business is included under a licence obtained by a community special event organizer.

f) deleted April 13, 2021 by Bylaw 2021-01

Section amended April 13, 2021 by Bylaw 2021-01

5.11. A business shall be exempted from all provisions of this bylaw except for the requirement to obtain a licence to cover business activities held as part of a community special event if:

- a) The business has been exempted by the Town from municipal property taxation, or
- b) The business is a registered charitable or non-profit organization.

Section amended April 13, 2021 by Bylaw 2021-01

5.12. Deleted April 13, 2021 by Bylaw 2021-01

5.12.1. The applicant is solely responsible for ensuring that all municipal, provincial and/or federal approvals (which may include but not be limited to those provided by the Alberta Public Health Officer, Fire, Police, Building Inspector, Albert Liquor and Gaming Commission, or Alberta Motor Vehicle Industry Council) that are required for the carrying out of any business, trade, or occupation have been received prior to operating of the business and are maintained in good standing throughout the duration of the term of the business licence and any renewal thereof.

Section inserted April 13, 2021 by Bylaw 2021-01

5.12.2. Copies of all such licences, permits and approvals referred to in section 5.12.1 must be provided to business registry licence coordinator upon request.

Section inserted April 13,2021 by Bylaw 2021-01

5.13. A business registry licence shall not be transferred from one person to another and a new business licence shall be required upon transfer of business ownership

Section amended April 13, 2021 by Bylaw 2021-01

5.13.1. When a business has been transferred from one person to another, the applicant must provide evidence of a transfer or assignment of the interests of the existing licensee or of the location of the business.

Section inserted April 13,2021 by Bylaw 2021-01

5.13.2. Buskers must be in possession of a business registry licence and must comply with all conditions set out in the Town's busking permit.

Section inserted April 13,2021 by Bylaw 2021-01

5.14. A business registry licence does not authorize or permit the licensee to carry on business or any other pursuit in contravention to the provisions of other Town bylaws and other applicable provincial or federal acts, regulations, standards and codes.

5.14.1. The business owner is responsible for notifying the business registry licence coordinator of any changes to the business including, licence category (e.g. changing from resident commercial business to a home occupation), physical location, mailing address, primary contact, business owner, business name, or business phone number, mailing address or website and for paying fees in accordance with Schedule A.

Section inserted April 13,2021 by Bylaw 2021-01

5.14.2. A business owner is responsible for notifying the business registry licence coordinator if their business ceases to operate within Canmore and is subject to paying any outstanding licence fees prior to the licence being cancelled.

Section inserted April 13,2021 by Bylaw 2021-01

6: APPLICATION AND FEES

6.1. An applicant for a business registry licence shall complete an application on the approved form, furnishing such information as the form shall require and such additional information as the business registry licence coordinator may reasonably require.

6.2. A business registry licence or for the renewal of a business registry licence shall not be approved by the business registry licence coordinator until the fees set out in Schedule A are received by the Town.

Section amended April 13,2021 by Bylaw 2021-01

6.3. Any business, except for a business that has been issued a temporary licence, that renews an existing business registry licence or that commences business on or after January 1 and on or before June 30 shall pay the full amount of the business registry licence fee provided for in Schedule A.

6.4. Any business, except for a business that has been issued a temporary licence, that commences business on or after July 1 and on or before September 30 shall pay 50% of the annual business registry licence fee provided for in Schedule A.

Section amended April 13, 2021 by Bylaw 2021-01

6.5. Any business, except for a business that has been issued a temporary licence, that commences business on or after October 1 shall pay 25% of the annual business registry licence fee provided for in Schedule A.

Section amended April 13, 2021 by Bylaw 2021-01

6.6. A non-resident business shall pay a non-resident business registry licence fee provided for in Schedule A regardless of any other category that may apply to the business.

6.7. If an applicant for a resident business registry licence satisfies the business registry licence coordinator by way of written declaration that the gross annual revenue of the business is \$30,000.00 or less, the applicant shall qualify for the micro-business licence fee as provide provided for in Schedule A.

Section amended April 13, 2021 by Bylaw 2021-01

6.7.1 The business registry licence coordinator may request, and the applicant shall provide upon request, any further documentation deemed necessary by the business registry licence coordinator.

Section inserted April 13, 2021 by Bylaw 2021-01

6.8. Any business exempted from this bylaw may voluntarily obtain a business registry licence by completing the application and paying the applicable fee in accordance with Schedule A.

6.9. An owner may change the licenced name of their business upon payment of a fee in accordance with Schedule A.

7: TERM OF LICENCE

7.1. Each licence issued pursuant to this bylaw shall automatically terminate at midnight on the 31st day of December in the calendar year for which such licence was issued except for:

- a) business registry licences issued to home occupations – Class 2, which will expire on the same date as the development permit, and
- b) temporary licences, which will expire on midnight on the expiry date on the business registry licence.

8: POSTING OR PRODUCTION OF LICENCE

8.1. All licences issued pursuant to this bylaw shall be posted in a conspicuous place on the business premises of the licensee, so as to be clearly visible to the public.

8.2. For those businesses that are not carried on at a fixed location, the licence must be:

- a) carried on the person of the licensee; or

b) carried in or on the vehicle or apparatus from which such business is conducted; and

b.1) available for immediate viewing on a digital device; and

Section inserted April 13, 2021 by Bylaw 2021-01

c) shown to a peace officer, business registry licence coordinator or members of the public upon demand.

Section inserted April 13, 2021 by Bylaw 2021-01

8.3. All licences issued pursuant to this bylaw remain the property of the Town.

9: INSPECTION AND ENFORCEMENT

9.1. Any person who contravenes a provision of this bylaw is guilty of an offence and shall be liable for a penalty of \$250.00 for a first offence, \$500.00 for a second offence, and \$1,000.00 for third or subsequent offences, plus the applicable licence fee in accordance with Schedule A.

9.2. Notwithstanding section 9.1, any person who unlawfully completes the written declaration required under section 6.7 shall be liable for a minimum penalty of \$1,500.00 plus the applicable licence fee in accordance with Schedule A.

Section inserted April 13, 2021 by Bylaw 2021-01

9.3. A peace officer or business registry licence coordinator shall at all reasonable times have the right to enter upon any licenced premises under the provisions of this bylaw for the purpose of inspection or for the purpose of ascertaining compliance with the provisions of this bylaw.

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

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

a) personally; or

b) by mailing a copy to such person at their last known address.

Section inserted April 13, 2021 by Bylaw 2021-01

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

a) the name of the defendant;

b) the nature of the offence;

c) the appropriate penalty for the offence as specified in the bylaw;

d) that the penalty shall be paid within 30 days of the issuance of the violation tag; and

- e) Any other information as may be required by the peace officer.
- 9.7. 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.
- 9.8. Where a violation tag is issued, the person to whom the violation tag is issued may, in lieu of being prosecuted for the offence, pay to the town the penalty specified on the violation tag.
- 9.9. Notwithstanding section 9.5 of this bylaw, a peace officer is hereby authorized and empowered to immediately issue a violation ticket pursuant to the *Provincial Offences Procedures Act*, as amended, to any person who a peace officer has reasonable grounds to believe has contravened any provision of this bylaw.
- 9.10. Where the penalty specified on a violation tag has not been paid within the prescribed time, a peace officer is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act*, as amended.
- 9.11. In addition to issuing a violation tag or ticket, a peace officer or business registry licence coordinator may revoke the business registry licence if, in the peace officer's or business registry licence coordinator's determination:
- a) the business was improperly licenced; or
 - b) the requirements of this bylaw have not been complied with; or
 - c) the business has changed to the extent that a new application for the business registry licence would be refused; or
 - d) the business is in contravention of Town bylaws, safety or fire codes, health regulations or any other federal, provincial or municipal requirement.
- 9.12. Notwithstanding section 9.11, where a person or business is found to be in contravention of any of the provisions of this or any other bylaw, a peace officer or business registry licence coordinator may temporarily suspend the businesses licence until such time as the contraventions are rectified.
- 9.13. Notice of the suspending or revoking of a business registry licence shall be given to the applicable licensee by:
- a) delivery of a notice to the address shown on the application for licence; or
 - b) sending a notice by any of Canada Post's methods allowing for receipt signature to the address shown on the application for a licence.

9.14. When a business is removed from the registry, the applicant is not entitled to any refund of registration fees, unless an applicant has paid for a business registry licence while awaiting approval for another Town permit, and that permit is refused.

9.14.1 Any advertising of businesses, trades or occupations shall be deemed to be prima facie proof of the fact that the person is carrying on or operating any such business, trade or occupation.

Section inserted April 13, 2021 by Bylaw 2021-01

10: DECISION REVIEW

10.1. Where a person disputes the decision of a peace officer or business registry licence coordinator with respect to the requirement to obtain a business registry licence, or where a person disputes the decision of a peace officer or business registry licence coordinator to refuse, revoke or suspend the person's business registry licence, that person may in writing request the ~~Town's chief administrative officer~~ Enforcement Appeal Review Committee to review the decision.

10.2. ~~The chief administrative officer shall render a decision within 30 days of receipt of a request to review.~~

10.3. When a request to review has been submitted, the business in question may remain licenced until final determination is made by the ~~chief administrative officer~~ Enforcement Appeal Review Committee.

11: VIOLATIONS

11.1. In prosecution for a contravention of a bylaw against engaging or operating a business without a licence, proof of one transaction in the business or that the business has been advertised is sufficient to establish that a person is engaged in or operates the business.

12: ENACTMENT/TRANSITION

12.1. Council shall hold a public hearing that follows the process set out in the Municipal Government Act regarding public hearings prior to second reading of any bylaw intended to amend Schedule A of this bylaw.

12.2. 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.

12.3. Schedule A forms part of this bylaw.

12.4. Bylaw 2010-14 and its amendments are repealed.

12.5. This bylaw shall come into force on May 1, 2015.

OFFICE CONSOLIDATION

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

Bylaws included in this consolidation:

2015-02	Business Registry Bylaw
2021-02	Business Registry Bylaw Amendment – Omnibus

SCHEDULE A – BUSINESS REGISTRY LICENCE FEES*Schedule A amended April 13, 2021 by Bylaw 2021-01*

Accommodations based on number of rooms	
Bed and Breakfast: (max 2 rooms)	\$130
Hotels, Motels, Inns, Hostels, Bed & Breakfasts: 1-4 9 rooms	\$195
Hotels, Motels, Inns, Hostels, Bed & Breakfasts: 50 – 150 rooms	\$325
Hotels, Motels, Inns, Hostels, Bed & Breakfasts: 150 + rooms	\$520
Construction & Development	
Contractor/Trade Person	\$130
Builder: < 15 units/year	\$325
Builder: > 15 units/year	\$520
Developer & Commercial/Industrial: projects over 1,500 sq. m	\$1,040
General	
Auto Dealership (5 or more employees)	\$520
Banking & Commercial Lending Institutions	\$520
Busker	\$32.50
Golf Courses	\$520
Home Occupation Class 1 and Class 2	\$130
Micro-Business	\$32.50
Property Management > 15 units	\$520
Real Estate Brokers	\$520
Umbrella Rider	50% of the applicable business registry fee to a maximum of \$300
Voluntary Registration for Exempt Businesses	\$50
Hawkers and Vendors	
1 day	\$25
2-3 days	\$50
1 year	\$150

Non Resident Business	
Annual Licence	\$600
Temporary Licence: 3 days	\$75
Temporary Licence: 1 month	\$150
Temporary Licence: 3 months	\$200
Temporary Licence: 6 months	\$300
Restaurants & Bars (excludes outdoor patio seating)	
Restaurants: 0 - 35 seats	\$130
Restaurants: 36 - 69 seats	\$325
Restaurants: >69 seats	\$520
Retail/ Commercial/ Wholesale/Industrial	
Resident Business: <300 sq.m	\$130
Resident Business: 300 sq. m to 1,500 sq.m	\$325
Resident Business: > 1,500 sq. m.	\$1,040
Gasoline Retail	\$325
Special Events	\$75 per day
Administrative Fees	
Business Name Change	\$25

TOWN OF CANMORE

BYLAW 13-2010

Office Consolidation Current as of March 21, 2018

PROVINCE OF ALBERTA

BEING A BYLAW OF THE TOWN OF CANMORE IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE LICENSING, REGULATING AND CONTROLLING OF TAXIS AND TAXI BUSINESSES WITHIN THE TOWN OF CANMORE

WHEREAS

Pursuant to Sections 7 and 8 of the *Municipal Government Act*, RSA 2000, c. M-26, a Council may pass bylaws dealing with transportation, business, and other activities;

NOW THEREFORE

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

CITATION

This Bylaw may be cited as the "Taxi Bylaw."

PURPOSE

This bylaw provides for the regulation of taxi brokers, taxi cab drivers, and taxi cab conditions for the purpose of protecting the safety, health, and welfare of the public.

Amended 2015-11-05 Bylaw 2015-21

DEFINITIONS

1. In this Bylaw:
 - a) "**Broker**" means a person who holds a subsisting Broker's Licence pursuant to this Bylaw;
 - b) "**Broker's Office**" means the business premise of the Broker located within the corporate boundaries of the Town of Canmore;
 - c) "**Broker's Licence**" means a licence issued by the Licence Inspector pursuant to the provisions of the Bylaw, that authorizes the person named therein to carry on a Taxi Cab business;
 - d) "**Chief Licence Inspector**" means the member of the Town's administration designated by the Chief Administrative Officer of the Town, or the designate of that person;
 - e) "**Licensee**" includes any person who holds a licence under this Bylaw;
 - f) "**Licence Inspector**" means the member of the Town's Bylaw Services Department, designated by the Chief Licence Inspector of the Town;
 - g) "**Licensed Mechanic**" means an automotive service technician or a heavy equipment technician who is employed by or owns an automotive business that holds a current licence, in good standing, issued by Alberta Motor Vehicle Industry Council;
 - h) "**Limousine**" means a motor vehicle including a stretch

limousine, sedan limousine or specialized limousine which is intended to be operated for the purpose of carrying passengers for valuable consideration which is paid to the limousine company, and;

- (i) with a manufactured seating capacity of not more than 11 passengers; and
 - (ii) is available for hire only by appointments made at least 2 hours prior to the time that passengers are picked up; and
 - (iii) which scheduled appointments are recorded in an agreement satisfactory to the Licence Inspector which shall be recorded at the time of the agreement in English and shall be carried in the Limousine at all times while the Limousine is engaged pursuant to the agreement.
- i) "**Peace Officer**" means a Bylaw Enforcement Officer appointed by the Chief Administrative Officer to do any act or perform any duties under this bylaw and includes a member of the Royal Canadian Mounted Police and, when authorized, a Peace Officer under the Peace Officer Act;
- j) "**Taxi Cab**" means a motor vehicle that is operated or intended to be operated for the purpose of carrying passengers for valuable consideration which is paid directly to the driver, and;
- (i) is available for on demand service by members of the general public to travel to a destination requested by a customer; and
 - (ii) measures its fare or charge to its customers on the basis of distance traveled, or the amount of time for which the vehicle is hired, or a combination of the same; and
 - (iii) does not include a vehicle whose manufactured seating capacity exceeds 10 adults, including the driver; and
 - (iv) does not include a Limousine.
- k) "**Taxi Cab Driver**" means a person who holds a valid and current Taxi Cab Driver's Licence issued by the Licence Inspector pursuant to this Bylaw;
- l) "**Taxi Cab Driver's Licence**" means a licence that authorizes the person named therein to operate a Taxi Cab.

LICENSING AND REGULATING OF BROKERS

2. No person may carry on the business of a Broker without being the holder of a valid Broker's Licence.
3. A person other than a corporation, desiring to obtain a Broker's Licence shall submit an application to the Licence Inspector. Such application shall be in writing (in a form to be supplied by the Licence Inspector), be signed by the applicant and include the following information:
 - (a) the applicant's full and correct name, address and telephone

number; and

- (b) whether the applicant is legally entitled to work in Canada; and
- (c) current and valid Town of Canmore Business Registry Licence .

4. A Corporation desiring to obtain a Broker's Licence shall submit an application to the Licence Inspector. Such application shall be in writing (in a form to be supplied by the Licence Inspector), be signed by the applicant's appropriate corporate officers and include the following information:

- (a) the applicant's full and correct name, business address and telephone number; and
- (b) a current Certificate of Status; and
- (c) the full and correct name, address and telephone number of all of the applicant's directors; and
- (d) current and valid Town of Canmore Business Registry Licence.

5. A corporation shall resubmit an application to the Licence Inspector with the same requirements of Section 4 of this Bylaw, in the event of any of the following:

- (a) a fundamental change as described in Part 14 of the Business Corporations Act of Alberta, as amended; or
- (b) any change or addition to the directors of the corporation.

6. A Broker's Licence is valid unless cancelled, suspended or voluntarily surrendered.

7. No person may obtain a Broker's Licence unless:

- (a) the applicant satisfies all of the requirements of this Bylaw; and
- (b) the applicant pays the fee for the Broker's Licence as set forth under Schedule "A" of this Bylaw.

8. A Broker shall, at all times during the currency of its Broker's Licence provide to the Licence Inspector no later than the third (3rd) business day of each month on a form approved by the Licence Inspector;

s. 8 Amended 2015-11-05 Bylaw 2015-21

- (a) a current list of all Taxi Cabs which are used in relation to the Broker's business, which list shall include:
 - (i) licence plate numbers of all vehicles; and
 - (ii) year, make, model and colour of all vehicles; and
 - (iii) registration and proof of insurance of all vehicles; and
 - (iv) odometer readings for all vehicles as of the last

day of the previous month; and

- (v) taxi cab identification number for all vehicles.
 - (b) a list of Taxi Cab Drivers employed by that Broker as of the last day of the preceding month.
9. Every Broker shall keep or cause to be kept a daily drivers log on a form approved by the License Inspector showing:
 - (a) the time and date when every customer is picked up and the number of customers; and
 - (b) the location at which every customer is picked up; and
 - (c) the destination at which every customer is discharged and the time of discharge; and
 - (d) retain such daily drivers log for a minimum period of one year.
 10. A Broker shall inform the Licence Inspector within seventy-two (72) hours as to any additions or deletions of Taxi Cabs to the list required under Section 8 of this Bylaw.
 11. If a Taxi Cab at any time does not meet the requirements under this bylaw, the Broker shall ensure that all markings of any kind upon or within it, which serve to identify it as a Taxi, are removed within fourteen (14) days of the date on which it ceases to meet the requirements.
 12. A Broker shall locate its Broker's Office in an area of the Town designated for such use under the Town's Land Use Bylaw.
 13. A Broker's Licence issued under this Bylaw is not transferable.
 14. A Broker shall not either directly or indirectly permit any other person to operate or carry on a Broker's business pursuant to a Broker's Licence issued to that Broker.
 15. A Broker shall not either directly or indirectly permit any person to operate a Taxi Cab except a person who is a holder of a valid Taxi Cab Driver's Licence, and shall ensure that all Taxi Cabs used by that Broker have and maintain adequate automobile insurance and registration pursuant to the Provisions of the Traffic Safety Act of Alberta.
 16. A Broker shall ensure that each Taxi Cab has a top light approved by the Licence Inspector which is connected in such a manner so as to be illuminated when the Taxi Cab is available for hire and turned off when the Taxi Cab is not available for hire.
 17. A Broker shall ensure that all Taxi Cabs used in relation to a Broker's business meet all requirements of this Bylaw.

LICENSING AND REGULATING OF TAXI CAB DRIVERS

18. No person shall operate a Taxi Cab without being the holder of a valid Taxi Cab Driver's Licence.
19. No Taxi Cab Driver's Licence or renewal shall be issued to any person who:
 - (a) has been convicted of an offence under the *Criminal Code of Canada*, or the *Controlled Drugs and Substances Act* within the five (5) year period immediately preceding the date of

application;

- (b) has been charged with any offence under the *Criminal Code of Canada*, or the *Controlled Drugs and Substances Act* until the charge has been withdrawn or the matter is otherwise dealt with in a manner which does not result in a conviction;

20. When an individual with an existing Taxi Cab Driver's Licence has been charged with an offence under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act*:

- (a) the individual shall forthwith notify a Licence Inspector of the charges;
- (b) upon receiving notification of the charges, the Licence Inspector shall suspend the Taxi Cab Driver's Licence of the individual until the charge has been withdrawn or the matter is otherwise dealt with in a manner which does not result in a conviction

21. An individual desiring to obtain a Taxi Cab Driver's Licence or to renew such Taxi Cab Driver's Licence shall submit an application to the Licence Inspector. Such application shall be in writing (in the form to be supplied by the Licence Inspector), be signed by the applicant and shall include the following information:

- (a) the applicant's full and correct name, address, telephone number, date of birth, applicant's physical description; and
- (b) whether the applicant is legally entitled to work in Canada; and
- (c) a criminal records check; and
- (d) whether the applicant has been convicted of an offence under the *Criminal Code of Canada*, or the *Controlled Drugs and Substances Act* within the five (5) year period immediately preceding the date of the application; and
- (e) whether the applicant has been charged with an offence under the *Criminal Code of Canada*, or the *Controlled Drugs and Substances Act* which has not been withdrawn or otherwise disposed of by a court of law; and
- (f) evidence that the applicant is properly Licensed to drive a Taxi Cab in Alberta, including proof of a valid Province of Alberta Driver's Licence as required by the *Traffic Safety Act of Alberta*.

22. No person may obtain a Taxi Cab Driver's Licence unless:

- (a) the applicant satisfies the requirements of this Bylaw; and
- (b) the applicant pays the fee for a Taxi Cab Driver's Licence as set forth under Schedule "A" of this Bylaw and
- (c) the applicant completes a written test, in a form approved by the Licence Inspector, based on the Town of Canmore taxi cab drivers orientation program, and satisfies the pass criteria established by the Licensing Inspector.

Amended 2018-03-21 Bylaw 2018-04

23. A Taxi Cab Driver's Licence shall expire each year on the Taxi Cab

Driver's birth date.

24. Every Taxi Cab Driver shall at all times while operating a Taxi Cab:
 - (a) prominently display his Taxi Cab Driver's Licence in the Taxi Cab such that the Taxi Cab Driver's Licence is clearly visible to the passengers in the Taxi Cab; and
 - (b) be neatly dressed, clean, well behaved and courteous at all times; and
 - (c) shall not smoke or allow smoking by any person at any time in the Taxi Cab; and
 - (d) shall not transport a greater number of passengers than there are seats belts installed by the manufacturer; and
 - (e) unless otherwise directed by a person, drive the person by the most direct practical route to their destination; and
 - (f) while operating a Taxi Cab or waiting for hire, not obstruct sidewalks or streets or cause any nuisance or annoyance or solicit any person; and
 - (g) upon request, issue a receipt for the amount of the Taxi Cab fare.
25. Except only in cases where a Taxi Cab is previously engaged or for other good reason and sufficient cause, the Taxi Cab Driver shall accept as a passenger any person requiring the service of such Taxi Cab within the corporate boundaries of the Town of Canmore and who is able to pay the fare payable under this Bylaw.
26. Notwithstanding the foregoing, a Taxi Cab Driver may refuse to serve a person requesting the service of his Taxi Cab if such person:
 - (a) owes money to the Taxi Cab Driver for a previous fare; or
 - (b) upon being requested by the Taxi Cab Driver, refuses to disclose his final destination before or immediately upon entering the Taxi Cab; or
 - (c) asks to be driven to a place in circumstances which the Taxi Cab Driver reasonably believes to be unsafe or;
 - (d) is obnoxious, abusive or offensive; or
 - (e) cannot pay the anticipated cost of the fare.
27. A Taxi Cab Driver shall provide service to all physically handicapped persons, providing that such persons are able to reach the curb side and are able to enter and leave the Taxi Cab with minimum of assistance from the Taxi Cab Driver.
28. Unless prior special provisions are made between the Broker and the handicapped passenger, a Taxi Cab Driver shall be required to accept only those passengers who have the ability to transfer themselves in and out of the Taxi Cab.
29. A Taxi Cab Driver is required to fold and store a wheelchair belonging to a physically handicapped passenger who the Taxi Cab Driver accepts to carry.
30. A Taxi Cab Driver's Licence issued under this Bylaw is not transferable.

**REGULATIONS RESPECTING THE CONDITION OF TAXI
CABS**

31. Every Broker shall ensure that every Taxi Cab, once every twelve (12) months or 45,000 kilometers, whichever ever comes first, has a complete mechanical inspection made by a Licensed Mechanic.
32. The Licensed Mechanic shall complete and sign a Mechanical Fitness Report in a form approved by the Licence Inspector, which report shall obtain such information as the Licence Inspector may require, and without limiting the generality of the foregoing may contain information as to the safety and condition of the Taxi Cab's steering mechanism, brake system, body work and windows, electrical light and signal systems, exhaust systems and tire wear and condition.
33. Each Taxi Cab licensed pursuant to this Bylaw shall be inspected at the cost of the Taxi Cab Licensee at such times as the Licence Inspector may specify.
34. The Licence Inspector may require a Taxi Cab to be inspected by a Licensed Mechanic.
35. No person shall obstruct or interfere with any inspection that may be required or carried out pursuant to this Bylaw.
36. Upon the completion of an inspection, a Mechanical Fitness Report shall be delivered directly to the Licence Inspector and a copy of which shall be kept at all times in the Taxi Cab.
37. A Licensee shall at all times between inspections:
 - (a) ensure that the Taxi Cab is clean and in good interior condition; and
 - (b) ensure that all Taxi Cabs meet the standard as set out in the Mechanical Fitness Report so that it is at all times safe, fit and suitable for use as a Taxi Cab.
38. No Licensee shall operate or permit the operation of a Taxi Cab for which a Mechanical Fitness Report has not been passed by a Licensed Mechanic within the required inspection period.
39. A card containing the current rates charged for the use of the Taxi Cab shall be prominently and visibly displayed to the passengers, in each Taxi Cab at all times.
40. Every Licensee shall, upon demand of a Peace Officer or Licence Inspector, produce any permit, identification card, registration card, licence or other document which he may be, from time to time, required to produce or have in his possession by this Bylaw or which has been issued to him under this Bylaw.
41. The name and telephone number of the Taxi Cab, owned, operated or affiliated with the Licensee shall be prominently displayed on the rear and side of each such Taxi Cab in lettering not less than two inches (2") in height, and the company name and/or the word "TAXI" shall be prominently displayed on the top light in lettering not less than two inches (2") in height to the satisfaction of the Licence Inspector.
42. Every Broker shall ensure that each Taxi Cab has a taxi

identification number assigned by the Licence Inspector prominently displayed on the rear and side of each Taxi Cab and;

- (a) shall not be in lettering less than two inches (2”) in height; and
- (b) shall only be used in connection with the Taxi Cab for which it was issued; and
- (c) shall be removed promptly pursuant to section 11 when the Taxi cab ceases to meet the requirements under this bylaw.

43. Top lights are to meet the following standard:

- (a) Signs shall be a standard manufactured unit and such unit shall not exceed fifteen inches (15”) in height; and
- (b) Illumination of sign shall not exceed 40 watts and shall be non-flashing; and
- (c) Top lights shall be safely and securely fastened to the roof of the Taxi Cab, all to the satisfaction of the Licence Inspector.

44. No Licensee shall display or permit, suffer or allow the displaying of any advertising material upon the exterior of a Taxi Cab other than material identifying the Licensee which owns or operates the Taxi Cab.

POWERS OF THE LICENCE INSPECTOR AND PEACE OFFICERS

45. The Licence Inspector is hereby authorized and empowered to:

- (a) refuse to issue any Licence if the applicant does not, in the opinion of the Licence Inspector, based on reasonable and probable grounds, comply with the requirements of this Bylaw; and
- (b) refuse to issue any Licence if the Licence Inspector, based on reasonable and probable grounds, has reason to believe that issuing the Licence would pose a danger to the safety, health and welfare of the public or not be in the best interests of the public; and
s.45(b) amended 2015-11-05 Bylaw 2015-21
- (c) cancel or suspend any Licence if , in the opinion of the Licence Inspector, based on reasonable and probable grounds, the Licensee is not complying or has not complied with the requirements of this Bylaw; and
- (d) cancel or suspend any Licence if the Licence Inspector, based on reasonable and probable grounds, has reason to believe that issuing the Licence would pose a danger to the safety, health and welfare of the public or not be in the best interests of the public; and
s.45(d) amended 2015-11-05 Bylaw 2015-21
- (e) prescribe and authorize the forms, licenses and certificates pursuant to the provisions of this Bylaw; and
- (f) issue a Licence if the applicant therefore, in the opinion of the Licence Inspector, complies with all of the requirements of this Bylaw, and
- (g) specify the type, course content, and pass/fail criteria for

written tests intended to satisfy the Licence Inspector that an applicant is qualified to receive a Taxi Cab Driver's Licence.
Amended 2018-03-21 Bylaw 2018-04

46. A suspension of any Licence issued under this Bylaw by the Licence Inspector may be:
- (a) for a period of time not exceeding the unexpired term of the licence; or
 - (b) where the suspension is for non-compliance with the requirements of this Bylaw, until the requirements of the Bylaw, in the opinion of the Licence Inspector, have been complied with.
47. A Peace Officer may suspend a Taxi Cab Driver's Licence temporarily, for a period not exceeding seventy-two (72) hours where the Taxi Cab Driver does not, in the opinion of the Peace Officer, comply with the requirements of this Bylaw.
48. Where a Taxi Cab Driver's Licence is suspended or cancelled by a Peace Officer, that Peace Officer shall as soon as practically possible forward to the Chief Licence Inspector, the Broker and Taxi Cab Licensee, notification of the suspension or cancellation and the reasons therefore.
49. A Taxi Cab Driver's Licence issued under this Bylaw may be suspended by a Peace Officer for non-compliance with the requirements of this Bylaw regardless of whether the holder of the licence has been prosecuted for contravention of the Bylaw.
50. Where a Taxi Cab Driver's Licence application is not approved pursuant to section 45(b) the Licence Inspector shall send notice of such by ordinary mail, addressed to the applicant or Licensee, as the case may be, to the address provided to the town, under this Bylaw by the applicant or Licensee, as the case may be, and shall be deemed received by the applicant or Licensee, as the case may be, within five (5) days of being posted.

APPEALS

51. An applicant whose Licence has been refused by the Licence Inspector under Section 45(b) may appeal that decision to the ~~Chief Licence Inspector in accordance with the rules and procedures set forth in this Bylaw~~ Enforcement Appeal Review Committee.
52. A Licensee whose Licence has been suspended or cancelled by the Licence Inspector under Section 45(d) may appeal that decision to the ~~Chief Licence Inspector in accordance with the rules and procedures set forth in this Bylaw~~ Enforcement Order Appeal Review Committee
53. ~~An appeal to the Chief Licence Inspector under Section 51 or 52 shall:~~
- ~~(a) be in writing; and~~
 - ~~(b) set out the reasons of the appeal; and~~
 - ~~(c) be on a form supplied by the Licence Inspector; and~~
 - ~~(d) include an appeal fee of \$250.00; and~~
 - ~~(e)(a) be provided to the Town at its main business office no later than fifteen (15) days from the date upon which the~~

~~decision of the Licence Inspector is deemed to have been received by the applicant or Licensee, as that time is calculated under Section 50 of this Bylaw.~~

54. ~~An appeal which fails to meet the requirements of Section 53 of this Bylaw is void and shall not be considered by the Chief Licence Inspector.~~
55. ~~The Chief Licence Inspector shall hold the hearing within thirty (30) days from the date on which the appeal, complying with the requirements of this Bylaw, is received by the Town, and may adopt his or her own procedures in respect thereto, and the appeal fee may be refunded at the discretion of the Chief Licence Inspector.~~

ENFORCEMENT

56. Any person who makes any false or misleading statement in any application or Mechanical Fitness Report filed with the Licence Inspector shall commit an offence under this Bylaw and be liable for the penalties set out therein.
57. Any person contravening this Bylaw is guilty of an offence and shall be liable for the minimum penalties set out in Schedule "B" of this Bylaw, and not exceeding \$10,000.
58. Any person who commits an offence under this Bylaw for which a penalty is not otherwise provided in Schedule "B" is liable to a minimum specified penalty of \$500.00.
59. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offence is liable to a fine in an amount not less than that established by this bylaw.
60. Notwithstanding anything contained herein to the contrary, a Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act*, as amended, to any person who the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

ENACTMENT

61. 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.
62. Schedules "A" and "B" form part of this Bylaw.
63. Bylaw 34-2006 is hereby repealed upon this Bylaw coming in to effect.
64. This Bylaw, except section 42 comes into force on Third reading.
- (a) Section 42 comes into force on January 1, 2011.

FIRST READING: August 17, 2010
SECOND READING: September 7, 2010
THIRD READING: September 7, 2010
DATE IN FORCE: September 7, 2010

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:

13-2010	Taxi Bylaw
2015-21	Amending Bylaw Licencing
2018-04	Amending Bylaw Licencing Examination

SCHEDULE "A"**ANNUAL FEES**

Taxi Cab Inspection Fee	As determined by inspection location. To be paid by applicant.
Taxi Cab Driver's Licence	\$50.00
Broker's Licence	Payment of Business Registry Licence fee pursuant to Bylaw 14-2010 and any other fees stipulated by the Inspector.

SCHEDULE "B"**PENALTIES**

<u>Section</u>	<u>Description</u>	<u>Minimum Specified Penalty</u>
2	Fail to have a Broker's Licence	\$ 650.00
5 (b)	Fail to notify Licence Inspector of change to Corporations directors	\$ 200.00
8 (a)	Fail to provide current list of Taxi Cabs to Licence Inspector	\$ 400.00
8 (b)	Fail to provide current list of Taxi Drivers to Licence Inspector	\$ 400.00
9	Taxi Broker fail to keep Daily Driver Log	\$ 200.00
11	Taxi Broker fail to remove taxi markings from vehicle within 14 days	\$ 400.00
18	Fail to have a Taxi Cab Driver's Licence	\$ 650.00
24(a)	Fail to display Taxi Cab Driver's Licence	\$ 150.00
24(c)	Smoke or permit smoking in Taxi Cab	\$ 250.00
31	Taxi Broker fail to have complete Mechanical Inspection	\$1,000.00
37 (a)	Operate a cab that is not in good condition	\$ 250.00
37 (b)	Operate a cab that fails to meet the safety standards	\$1,000.00
38	Operate Taxi Cab without a passed Mechanical Fitness Report within the previous 6 months	\$1,000.00
39	Fail to post rates and charges	\$ 250.00
42	Fail to display Taxi Cab identification number	\$ 300.00



Request for Decision

DATE OF MEETING: July 5, 2022 **Agenda #: G-4**

TO: Council

SUBJECT: Emergency Management Bylaw Amending Bylaw 2022-17

SUBMITTED BY: Caitlin Miller, Manager of Protective Services / Director of Emergency Management

- RECOMMENDATION:**
1. That Council give first reading to Emergency Management Bylaw Amending Bylaw 2022-17.
 2. That Council give second reading to Emergency Management Bylaw Amending Bylaw 2022-17.
 3. That Council give leave for third reading of Emergency Management Bylaw Amending Bylaw 2022-17.
 4. That Council give third reading to Emergency Management Bylaw Amending Bylaw 2022-17.

EXECUTIVE SUMMARY

The Alberta Emergency Management Agency recently gave advice to municipalities to amend their bylaws to ensure the Director of Emergency Management has authority to delegate their responsibilities should they be unavailable during an emergency. This amending bylaw authorizes the Director of Emergency Management to delegate their authority to a Deputy Director of Emergency Management.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Emergency Management Bylaw 2022-07 was passed on April 5, 2022.

DISCUSSION

The Alberta Emergency Management Agency advised municipalities to amend their emergency management bylaws to ensure the Director of Emergency Management (DEM) has authorization to delegate their responsibilities should they be unavailable during an emergency. Though this is not a requirement in the Local Authority Emergency Management Regulation, without having the authorization to delegate authority, the Director of Emergency Management would need to be available to fulfill their responsibilities twenty-four hours a day, seven days a week, three hundred and sixty-five days a year. This amendment ensures the Town of Canmore meets legislated requirements when the DEM delegates to the Deputy Director of Emergency Management in the case of vacation or leave.

The following is proposed to be changed in the Amending Bylaw:

14.1 The Manager of Protective Services is hereby authorized to appoint one or more persons as a Deputy Director of Emergency Services, who shall have all the authority and responsibility of the Director of Emergency Management when the director is unable to perform their duties or when the director position is vacant.

ANALYSIS OF ALTERNATIVES

No alternatives have been considered.

FINANCIAL IMPACTS

N/A

STAKEHOLDER ENGAGEMENT

Advice was given to the Director of Emergency Management from the South Central Field Officer from the Alberta Emergency Management Agency regarding this change.

ATTACHMENTS

1. Emergency Management Bylaw 2022-07 red-lined version
2. Emergency Management Bylaw Amending Bylaw 2022-17

AUTHORIZATION

Submitted by:	Caitlin Miller Manager of Protective Services / Director of Emergency Management	Date: <u>June 1, 2022</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date: <u>June 16, 2022</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>June 27, 2022</u>

BYLAW 2022-07

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH AN EMERGENCY ADVISORY COMMITTEE AND AN EMERGENCY
MANAGEMENT AGENCY**

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

TITLE

- 1 This bylaw is known as the “Emergency Management Bylaw.”

INTERPRETATION

- 2 Words defined in the Act have the same meaning when used in this bylaw.
- 3 In this bylaw:
 - (a) “Act” means the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000 as amended,
 - (b) “Committee” means the Municipal Emergency Advisory Committee, and
 - (c) “Agency” means the Municipal Emergency Management Agency.

MUNICIPAL EMERGENCY ADVISORY COMMITTEE

- 4 The Municipal Emergency Advisory Committee is hereby established.
- 5 The Committee shall
 - (a) review the Municipal Emergency Management Program and related plans annually, and
 - (b) provide guidance and direction to the Agency.
- 6 In addition to the purposes set out in section 5, during an emergency or disaster the Committee is authorized to
 - (a) declare, renew, or terminate a state of local emergency in accordance with the Act, and
 - (b) carry out all of the local authority’s powers and duties under the Act.
- 7 The Committee is comprised of
 - (a) the mayor, who is the chair of the Committee,
 - (b) one member of Council appointed at Council’s annual organizational meeting, and

- (c) in the event a declaration of a state of local emergency is required and neither Committee member is available, the first member of council who is present.
- 8 The Committee shall meet, at a minimum, once per year.
- 9 Committee quorum is one member.
- 10 The committee will conduct its meetings in public except where authorized by the Municipal Government Act to close a meeting to the public.
- 11 Minutes shall be prepared for every committee meeting and contain the following:
- (a) the date, time and location of the meeting,
 - (b) the names of all committee members present,
 - (c) the name of anyone other than a committee member who participated in the meeting, and
 - (d) any motions made at the meeting, along with the results of the vote on the motion.

MUNICIPAL EMERGENCY MANAGEMENT AGENCY

- 12 The Municipal Emergency Management Agency is hereby established.
- 13 The Agency is responsible for the administration of the Town’s Emergency Management Program.
- 14 The Manager of Protective Services is hereby appointed as the Director of Emergency Management.

14.1 The Manager of Protective Services is hereby authorized to appoint one or more persons as a Deputy Director of Emergency Services, who shall have all the authority and responsibility of the Director of Emergency Management when the director is unable to perform their duties or when the director position is vacant.

- 15 The Agency shall, at a minimum, report to the Committee once per year to provide updates on agency activities and a review of the Municipal Emergency Plan.
- 16 The Agency shall use the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency during response activities

ENACTMENT/TRANSITION

- 17 In 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.
- 18 Bylaw 2014-19 is repealed.
- 19 This bylaw comes into force on the date it is passed.

FIRST READING: April 5, 2022

SECOND READING: April 5, 2022

THIRD READING: April 5, 2022

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date

BYLAW 2022-17

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
AMEND EMERGENCY MANAGEMENT BYLAW 2022-07**

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 “Emergency Management Bylaw Amendment – Deputy Director of Emergency Services.”

INTERPRETATION

- 2 Words defined in Bylaw 2022-07 shall have the same meaning when used in this bylaw.

PROVISIONS

- 3 Bylaw 2022-07 is amended by this bylaw.

- 4 The following is added after section 14:

14.1 The Manager of Protective Services is hereby authorized to appoint one or more persons as a Deputy Director of Emergency Services, who shall have all the authority and responsibility of the Director of Emergency Management when the director is unable to perform their duties or when the director position is vacant.

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 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: July 5, 2022 **Agenda #:** H-1

TO: Council

SUBJECT: Budget Development Direction

SUBMITTED BY: Chelsey Richardson, Manager of Finance

RECOMMENDATION: That Council direct administration to:

1. Prepare preliminary operating and capital budgets for 2023 and 2024 based on status quo service levels.
2. Prepare preliminary operating plans for 2025-2026 and capital plans for 2025-2028.
3. Prepare prioritized lists of optional increases or decreases to the 2023 and 2024 budgets for consideration, based on strategic priorities or recommended administrative items.

EXECUTIVE SUMMARY

Administration is seeking direction from Council on the parameters within which to prepare the preliminary operating and capital budgets for the budget process later this year.

This year, administration plans to return to two-year budget approvals, and so will be bringing forward operating and capital budgets for approval for both 2023 and 2024. With the MGA requirement for three-year operating plans and five-year capital plans, operating plans for 2025-2026 and 2025-2028 will also be brought forward for adoption.

Additionally, due to requirements for advertising timelines for any changes to the franchise fees, any change to the fees would need to be initiated prior to the start of the budget process in the fall, so if this is something Council would like to consider, Administration would need direction ahead of that time.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The Long-Term Financial Strategy and the Reserves, Debt Management, Property Tax, Budget Amendments, and Employee Pay policies provide direction that informs the budget preparation process.

On December 14, 2021, Council approved the 2022 operating and capital budgets and adopted the 2023-2024 operating plans and the 2023-2026 capital plans.

On November 3, 2020, Council directed administration to set the Fortis Franchise Fee at 12% and the ATCO Gas Franchise Fee at 30%. As part of the 2021 budget process, Administration then proposed a framework for franchise fee allocation, including recommendations to support climate action initiatives, at Council's request.

DISCUSSION

Administration is seeking direction from Council on the parameters within which the preliminary budgets to come forward to Finance Committee for discussion should be prepared.

The current proposal is for administration to return with “status quo” budgets representing a continuation of existing services and service levels, as well as prioritized lists of options for consideration for increases or decreases based on strategic priorities or other administrative recommendations.

In prior years, the budget direction received from Finance Committees or Councils primarily surrounded the indicative tax rate to not be exceeded with the preliminary budgets brought forward. This often resulted in significant changes being made (typically cuts or reductions) by administration prior to being brought forward to Finance Committee for discussion or deliberation in order to stay within the directed tax increases.

For increased transparency, particularly in an environment of decreasing provincial funding, rising interest rates/borrowing costs and record inflation that will likely impact operating costs, Administration is instead proposing to bring forward a status quo budget to Finance Committee that represents a continuation of the services and programs at the service levels provided in 2022, accommodating for growth of the community where required. In addition, a prioritized list of possible increases or decreases linked to Council’s Strategic Plan and changing community needs will be presented for consideration by the Finance Committee.

The primary purpose of this report is to explain this proposed change in approach, and to also develop a shared understanding of what would and would not be included under “status quo” between administration and Council.

Operating Budget Items

Salaries, Wages, and Benefits

Under a status quo budget, salaries, wages, and benefits would include the cost-of-living adjustment (COLA) and market adjustments in accordance with employee pay policies. It would also include slippage, as in prior years.

The status quo scenario includes additional staff or resources previously identified and accepted by Council as part of a budget plan, as required to maintain existing programs and services at existing service levels (including growth). Conversely, any recommended positions related to new services or programs, or increased service levels would be included on the options list.

For the 2024 budget, and the operating plans for 2025 and 2026, a projection for inflation will be used for the COLA calculation, rather than the historic practice of using the same rate as the first budget year (2023).

Reserve Contributions

Reserve contributions will be included in the status quo budget at the full planned levels per the long-term financial strategy and existing practices and policies.

Other Operating Expenses

All other operating expenses would be increased or decreased in accordance with expected levels of inflation, and any new terms related to new contracts for existing work of contract extensions. Operating expenses will not be adjusted to include any new services or programs, or changes to existing service levels. These will instead be included in the options list.

RCMP and Fire Costs

The planned status quo budget to form the preliminary starting point for budget discussions and deliberations will include the six-year phase-in plan for fire cost increases, as well as the anticipated RCMP cost increases, both in accordance with the plans put forward in previous years, and partially offset through phased draws from the Tax Stabilization Reserve.

Capital Budget Items

The preliminary first draft of the capital budget for discussion and deliberation will prioritize asset management projects, related to the maintenance of or required upgrades to existing Town assets. Other projects related to supporting existing programs and services will also be given priority over any projects related to new programs or initiatives.

Franchise Fee Changes

Franchise fees are one of the few revenue generating tools available to municipalities, and since the 2021 budget, the Town has had a franchise fee allocation framework, including support for climate action initiatives. Periodically, increases to the franchise fees for both Fortis and ATCO may be recommended based on an analysis of franchise fees charged by municipalities across the province. Any recommended rate increases need to remain within the maximum fees permissible by the Alberta Utilities Commission. The fees were last increased effective for the 2021 budget year, and if this is something Council is interested in further exploring, Administration would begin the analysis of the fees charged by municipalities across the province, and examine possible increase scenarios.

ANALYSIS OF ALTERNATIVES

Council could choose to give administration a maximum tax increase net of growth for a starting point for budget discussion, rather than the new status quo approach discussed above. This is not recommended, as significant decisions are made prior to the start of the Finance Committee discussion and deliberation in order to come in at that target. This is particularly likely given the macroeconomic circumstances facing the Town in coming years.

Guidance and direction from Council on any matters not directly addressed above can be incorporated into Administration's plan for the budget process.

Should Council wish to further explore increases to the franchise fees, there could be an additional motion for administration to report back with a recommendation on Fortis and ATCO Gas franchise fee amounts. Should Council wish to give this direction, the motion would be:

That Administration report back with a recommendation on Fortis and ATCO Gas franchise fee rates in advance of the necessary notification periods.

FINANCIAL IMPACTS

A 1% tax increase over 2022 is equivalent to \$281,000. Based on the 2023 operating plan, with current trends in COLA for staff, market adjustments funded with the 2021 surplus, and projected increases in borrowing costs, the starting point for administration’s work on the status quo budget in terms of tax increase for 2023 is close to 10% net of growth. This starting point does not include impacts of inflation on operating and capital budgets.

STAKEHOLDER ENGAGEMENT

This new direction would be communicated to Town affiliates for context in the development of their own budget submissions.

The budget meeting schedule and all related budget documents will be published on the Town’s website, and Finance Committee meetings are held in public.

ATTACHMENTS

- 1) Preliminary 2023-2028 Budget Schedule

AUTHORIZATION

Submitted by:	Chelsey Richardson Manager of Financial Services	Date:	<u>May 31, 2022</u>
Approved by:	Therese Rogers GM of Corporate Services	Date:	<u>June 21, 2022</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>June 27, 2022</u>

Preliminary 2023-2028 Budget Schedule

	April	May	June	July	August	September	October	November	December		
Budget Development	Priority Based Business Planning										
	28-Apr	26-May	23-Jun								
	Budget Preparation										
				5-Jul							
				5-Jul							
				7-Jul							
	Capital Budget Process										
						11-Aug					
						18-Aug					
						25-Aug					
	Payroll Budget Process										
						19-Aug					
						19-Aug					
						23-Aug					
						26-Aug					
	Reviews by GMs & Individual Service Areas										
							2-Sep				
							2-Sep				
	Draft Budget Deadline										
							9-Sep				
							9-Sep				
							9-Sep				
							9-Sep				
	Manager Review										
							15-Sep				
							20-Sep				
							22-Sep				
	CST Budget Review										
						27-Sep					
						29-Sep					
							3-Oct				
							5-Oct				
							11-Oct				
							13-Oct				
							17-Oct				
							19-Oct				
Docu-ments	Budget Narratives										
							24-Oct				
							31-Oct				
Finance Committee	Finance Committee - Reviews*										
						9 - noon	25-Oct				
							9 - noon	3-Nov			
							9 - 3	8-Nov			
							9 - 3	10-Nov			
							9 - 3	17-Nov			
							9 - 3	22-Nov			
							9 - 3	24-Nov			
							9 - 3	29-Nov			
								9 - 3	1-Dec		
								9 - 3	8-Dec		
	Council	Council - Budget Reviews									
											6-Dec
										13-Dec	
										13-Dec	

Any new positions must be captured in a New Position Business Case, and increases/shifts in variable payroll must be captured in department variable



Request for Decision

DATE OF MEETING: July 5, 2022 **Agenda #: H-2**

TO: Council

SUBJECT: E-Services Project Scope Change

SUBMITTED BY: Shravan Popuri, Manager of Information Technology
Robyn Dinnadge, Manager of Communications

RECOMMENDATION: That Council amend the scope of the E-Services project (7063) to perform assessment, planning and implementation activities to renew the Town of Canmore's website platform.

EXECUTIVE SUMMARY

To fulfill the objective of the e-services capital project to improve self-service functionality and consolidate and expand the number of services the Town of Canmore can offer online, we need to improve the website hosting platform. While the Town of Canmore's website (www.canmore.ca) is updated daily, the website platform/framework was created in 2014 and is now eight years old. This current custom platform presents significant challenges to support and launch new e-services. We recommend a change in scope to re-direct the funding allocated to develop e-services to instead replace the website platform to meet Town of Canmore's future needs, including launching of e-services.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Motion 278-2018 - On December 18, 2018, Council approved the 2019-2020 Capital Budget which included Capital Project #7063 E-Services to improve self-service functionality as well as to consolidate and expand the number of services the Town of Canmore can offer online.

DISCUSSION

During our analysis we discovered that the website platform, in its current state, limits adding new functionalities due to the customized nature of the platform and lack of a staging or development environment. As well, the website's platform has not been able to evolve with current technological trends due to support limitations and existing programming customization. This increases the overall risk in case of an outage or platform failure. This website platform has been in use for eight years and has reached the end of its lifecycle.

www.canmore.ca is a popular source of information, growing new users by 20% year over year. In 2013 there were 288,000 unique visitors annually, and we now have 426,000 unique visitors annually. In 2013 only 20% of the website visits were on a mobile device, it is now more than 56%.

In the 2021 Citizen Perspective's Survey, the website is one of the top four preferred methods to communicate information (social media and email usurped the website from number two in 2017, and the newspaper remains the most preferred method). As well, the number of survey respondents visiting our website increased (to 81% from 70% in 2014), however respondents are rating the usefulness of the site less favourably (86% in 2021 compared to 97% in 2014). While the reasons for a drop in usefulness aren't specified, anecdotal feedback indicates the search function on the website is lacking. In addition, there is a greater demand from our community for the ability to access more services online and receive notifications and alerts.

A stable, scalable, and well-supported website platform to host the Town of Canmore's content and critical services will play a key role in providing confidence to all stakeholders to participate, adopt, and improve our e-service offering.

The amended scope of the e-services project would include:

1. Meeting with departments to determine additional website requirements (Communications)
2. Public input on website improvements needed (Communications)
3. Identify existing separate software systems that require integration into the website front end to provide services to the public. (IT)
4. Prepare Request for Proposal for new website platform (IT and Communications)
5. Select vendor (IT and Communications)
6. Design new website (Communications)
7. Transfer relevant existing content to new website (Communications)
8. Build new webpages (Communications)
9. Propose solutions to current requirement for separate login identities to be maintained by the public for each functional area of the organization (e.g. property tax and utility billing, booking recreation programs, planning & development permits, etc.) with the goal of providing a single public user identity for use across platforms from the website (IT)
10. Additional staffing resource in the Communications Department to lead the work
11. Additional staffing resource in the IT Department to support the project

Proposed timeline:

Sept/Oct

- Meeting with departments to determine additional website requirements (Communications)
- Public input on website improvements needed (Communications)
- Identify current website content to be removed, transferred, modified, or created (Communications)
- Start preliminary work on new website structure and format (Communications)

Nov/Dec/Jan

- Identify existing separate software systems that require integration into the website front end to provide services to the public. (IT)
- Prepare Request for Proposal for new website platform (IT and Communications)
- Conduct testing/demonstration
- Select vendor (IT and Communications)

- Propose solutions to current requirement for separate login identities to be maintained by the public for each functional area of the organization (e.g. property tax and utility billing, booking recreation programs, planning & development permits, etc.) with the goal of providing a single public user identity for use across platforms from the website (IT)

Feb/Mar/Apr

- Design new website (Communications)
- Transfer relevant existing content to new website (Communications)
- Build new webpages (Communications)

It is important to note that a website is never “done;” rather this project outlines the initial work to get the website to a stage that it can be maintained, modified, improved and enhanced daily by the Communications and IT teams. There will be months of work to ensure a new website platform functions at least as well as our existing one, and the goal is to ensure the new platform has the capability to be improved upon for years to come.

ANALYSIS OF ALTERNATIVES

Council could direct administration to close out the E-Services project (7063) and return the \$139,738 to the general capital reserve and request a new website platform project in the 2023 capital budget. Administration is not recommending this alternative as the likelihood of unplanned outages for the current website is increasing and updates have become increasingly difficult to facilitate.

FINANCIAL IMPACTS

The E-services project (7063) was originally approved at \$150,000. Some preliminary e-services research was completed in 2020 at a cost of \$10,262 so the remaining budget of \$139,738 would be available for the scope change to the website platform update.

There will be an operating budget impact in 2023 and beyond for annual software licensing (estimate \$10,000 annually) and increased website hosting fees (estimate \$2,000 annually), with actual expense dependent upon which approach and platform is implemented.

STAKEHOLDER ENGAGEMENT

The IT and Communications Departments have agreed this is the best course of action.

The new scope of this project will include engagement with all departments, Council and the public to determine website requirements and possible improvements to the website including improved search functionality, a stable e-services platform and the ability to send notifications and alerts.

ATTACHMENTS

- 1) Capital Detail Sheet – E-Services – 7063

AUTHORIZATION

Submitted by:	Shravan Popuri Manager, Information Technology	Date: <u>June 13, 2022</u>
Approved by:	Chelsey Richardson Manager of Financial Services	Date: <u>June 27, 2022</u>
Approved by:	Therese Rogers GM, Corporate Services	Date: <u>June 9, 2022</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>June 27, 2022</u>



E-Services

Project Summary

Project Number

7063

Budget Year:	2019
Department:	General Municipal
Questica Reference:	IT-19-05

Budget:	\$150,000
Project Type:	Other
Priority:	B

Project Description:

Self-service functionality is becoming increasingly sought after by citizens as well as staff within the municipality. Currently, the Town provides limited self-service functionality to residents and the public via the Internet; the goal of this project is to consolidate and expand the number of services the Town can offer online.

The Town currently uses multiple separate software systems that include a website front end to provide services to the public. Each of these vendor supplied systems are created in isolation from one another, have differing looks and functionalities and requiring separate login identities to be maintained by the public for each functional area of the organization. For example, a resident requires one login identity for property tax and utility billing and a completely separate login for booking a recreation program. This situation will become further complicated as we offer increased self-service options online for planning permitting, mapping and cemetery information.

This project will provide a single user identity for use across platforms and a centralized and consistent web platform that can interact with departmental software systems to present a unified self-service offering to the public via the Internet.

END

Budget Funding:

	2019	2020	2021	2022	2023	2024	Total
General Capital Reserve	\$100,000	0	0	0	0	0	\$100,000
Operating (Capital)	\$50,000	0	0	0	0	0	\$50,000
Total	\$150,000	0	0	0	0	0	\$150,000

Operating Budget Impact:

Increased website hosting fees of \$ 2,000 per year and possible software maintenance costs estimated at \$ 10,000 annually, which would be dependent on the approach and platform implemented.

END

Project Rationale:

Online service delivery has become an expectation of the public and standards have been well established at a high level by private industry e-retailers such as Amazon, Chapters/Indigo and even Mountain Equipment Co-op. Ideally, any transaction or service that currently takes place over the counter could be delivered to the public online.

Aligns with Community Engagement through effective service by providing improved public services online and supports improved customer service options.

END

Options Considered:

Continuing with our current model of application specific service websites or portals will make it difficult for the public to conduct business with the Town as every type of interaction requires a separate and isolated username/password combination. This will result in low levels of acceptance and a perception that it is difficult to work with the Town.

This project may be included in as part of larger Customer Service Strategy for service delivery through a multi-channel approach that will include phone calls, in-person transactions, online services and responses to email inquiries.

END



Briefing

DATE OF MEETING: July 5, 2022 **Agenda #: I-1**

To: Council

SUBJECT: 2022 Financial Report - Year to Date as at April 30

SUBMITTED BY: Chelsey Richardson, Manager of Finance

PURPOSE: To provide Council the year-to-date financial report as at April 30, 2022 for information.

EXECUTIVE SUMMARY

Administration monitors actual performance compared to budget. This report provides a review of actual financial performance for the four-month period ending April 30, 2022.

BACKGROUND/HISTORY

On December 14, 2021, through motion 269-2021, Council approved the 2022 Operating Budget and Business Plan.

DISCUSSION

Year-to-date variances are largely attributable to timing differences and savings between actual versus budgeted transactions and various flow-through reserve and funding entries that are not accounted for until year-end.

An analysis of the variances to April 30 was conducted that excluded the impact of timing and year-end accounting and considered known subsequent events. As a result, Administration would like Council to be aware of:

1. Building and Engineering permits (+\$350K) and Business Registry revenue (+\$30K) continue to exceed budget because of the general level of development and economic activity in town.
2. Contracted Services within Corporate Administration (+\$105K) is trending higher than budgeted due to legal expenses, HR recruitment costs, and significant work required related to a FOIP request.
3. Gas and electrical franchise fees are trending better than budget (+\$190K). Gas and power costs are higher due to the cold winter conditions early in the year.
4. RCMP fine revenue is currently trending (-\$28K) lower than budget due to officer vacancies.
5. Snow and Ice Control (-\$150K) is lower than budget due to lower than expected required expenditures in the last part of the winter.
6. Power and gas costs for the Town (+\$30K) are trending higher than budgeted, again due in part to the cold winter conditions early in the year.
7. Position vacancies and payroll slippage is \$360K versus annual budget assumption of \$700k. Administration will continue to monitor throughout the year.
8. COVID expenses through the end of April totaled \$36K.

FINANCIAL IMPACTS

Year-to-date operating results as at April 30 indicate conformance with the overall 2022 budget.

STAKEHOLDER ENGAGEMENT

N/A

ATTACHMENTS

1) Financial Report as at April 30, 2022 (with variance explanations)

AUTHORIZATION

Submitted by:	Chelsey Richardson Manager of Finance	Date:	<u>May 31, 2022</u>
Approved by:	Therese Rogers GM of Corporate Services	Date	<u>June 21, 2022</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>June 27, 2022</u>

Town of Canmore
Summary of All Units
as at April 30, 2022

	2022 YTD Actual	2022 YTD Budget	Variance \$	Variance %	2022 Annual Budget
REVENUES					
Municipal Taxes	0	0	0	0%	28,130,186
Sales and Rentals	6,712,370	6,598,742	113,628	2%	24,414,502
Permits and Fines	1,522,096	1,227,895	294,201	24%	3,085,853
Internal Transfers	953,725	966,172	(12,447)	(1%)	1,514,222
Grants	408,562	389,236	19,326	5%	1,377,710
Transfers and Other	207,137	56,670	150,467	266%	2,945,986
Total Revenue	9,803,890	9,238,715	565,175	6%	61,468,459
EXPENDITURES					
Salaries, Wages and Benefits	6,611,285	6,968,439	(357,154)	(5%)	21,581,507
Admin and General Services	1,266,722	1,373,221	(106,499)	(8%)	2,315,774
Contracted Services	4,808,012	5,297,875	(489,863)	(9%)	16,561,426
Supplies and Energy	835,085	885,832	(50,747)	(6%)	4,040,972
Borrowing Costs	211,831	211,832	(1)	(0%)	4,399,938
Other	19,620	154	19,466	12640%	91,960
Transfer to Capital	0	0	0	0%	1,285,000
Transfer to Reserve	9,006	7,268	1,738	24%	8,069,846
Internal Transfers	953,820	949,810	4,010	0%	1,514,222
Transfer to Affiliated Orgs	1,205,794	1,205,794	0	0%	1,607,814
Total Expenditures	15,921,175	16,900,225	(979,050)	(6%)	61,468,459
Net Surplus / Deficit	(6,117,285)	(7,661,510)	1,544,225	(20%)	0

See the following pages for details:

Please note:

The Town of Canmore periodic internal financial reports do not reflect accrual accounting. As such, there are timing variances due to differences between cash and accrual-based accounting.

Many reserve entries and transfers are not booked until year-end. Consequently, there are year-to-date variances related to flow-through reserve and funding entries not yet accounted for.

Town of Canmore
 Summary of Town Operations (excl Utilities / SWS)
 as at April 30, 2022

	2022	2022			2022 Annual
	YTD Actual	YTD Budget	Variance \$	Variance %	Budget
REVENUES					
Municipal Taxes	0	0	0	0%	28,130,186
Sales and Rentals	2,359,371	2,269,461	89,910	4%	8,697,846
Permits and Fines	1,522,096	1,227,895	294,201	24%	3,085,853
Internal Transfers	953,725	966,172	(12,447)	(1%)	1,514,222
Grants	408,562	389,236	19,326	5%	1,377,710
Transfers and Other	207,137	56,670	150,467	266%	2,705,986
Total Revenue	5,450,891	4,909,434	541,457	11%	45,511,803
EXPENDITURES					
Salaries, Wages and Benefits	6,172,453	6,503,609	(331,156)	(5%)	20,084,299
Admin and General Services	1,264,513	1,366,622	(102,109)	(7%)	2,293,099
Contracted Services	3,238,053	3,391,271	(153,218)	(5%)	10,271,066
Supplies and Energy	657,661	700,448	(42,787)	(6%)	3,020,209
Borrowing Costs	10,825	10,825	0	0%	1,470,519
Other	19,620	154	19,466	12640%	91,960
Transfer to Capital	0	0	0	0%	1,285,000
Transfer to Reserve	9,006	7,268	1,738	24%	5,119,957
Internal Transfers	6,293	19,675	(13,382)	(68%)	352,400
Transfer to Affiliated Orgs	1,205,794	1,205,794	0	0%	1,523,294
Total Expenditures	12,584,218	13,205,666	(621,448)	(5%)	45,511,803
Net Surplus / Deficit	(7,133,327)	(8,296,232)	1,162,905	(14%)	0

See the following pages for details:

Town of Canmore
General Municipal
as at April 30, 2022

	2022	2022			2022 Annual
	YTD Actual	YTD Budget	Variance \$	Variance %	Budget
REVENUES					
Municipal Taxes	0	0	0	0%	27,680,186
Sales and Rentals	994,399	801,666	192,733	24%	3,133,600
Permits and Fines	46,828	45,668	1,160	3%	242,000
Grants	0	0	0	0%	200,000
Transfers and Other	45,468	35,984	9,484	26%	1,857,956
Total Revenue	1,086,695	883,318	203,377	23%	33,113,742
EXPENDITURES					
Salaries, Wages and Benefits	31,000	30,000	1,000	3%	(682,411)
Admin and General Services	889,532	909,035	(19,503)	(2%)	909,035
Contracted Services	0	0	0	0%	25,000
Borrowing Costs	10,825	10,825	0	0%	1,064,929
Other	(373)	0	(373)	0%	50,000
Transfer to Capital	0	0	0	0%	1,285,000
Transfer to Reserve	5,406	3,668	1,738	47%	4,658,871
Total Expenditures	936,390	953,528	(17,138)	(2%)	7,310,424
Net Surplus / Deficit	150,305	(70,210)	220,515	(314%)	25,803,318

Notes on variances of \$5,000 and 5% from Budget:

Sales and Rentals - increase is ATCO and Fortis franchise fees. Greater volumes of gas and power over the winter is the main driver - particularly during the Dec/Jan extended cold temperature period.

Transfers and Other - increase is from (1) a return of community grant from prior years and (2) a Three Sisters Drive pre-servicing re-payment.

Town of Canmore
Council
as at April 30, 2022

	2022	2022			2022 Annual
	YTD Actual	YTD Budget	Variance \$	Variance %	Budget
EXPENDITURES					
Salaries, Wages and Benefits	144,629	146,282	(1,653)	(1%)	448,671
Admin and General Services	20,904	20,832	72	0%	71,000
Contracted Services	0	500	(500)	(100%)	1,500
Supplies and Energy	575	2,332	(1,757)	(75%)	7,000
Other	0	0	0	0%	33,600
Total Expenditures	166,108	169,946	(3,838)	(2%)	561,771
Net Surplus / Deficit	(166,108)	(169,946)	3,838	(2%)	(561,771)

Notes on variances of \$5,000 and 5% from Budget:

nothing to comment.

Town of Canmore
Corporate Administration Rollup
as at April 30, 2022

	2022 YTD Actual	2022 YTD Budget	Variance \$	Variance %	2022 Annual Budget
REVENUES					
Sales and Rentals	41,730	24,832	16,898	68%	74,500
Internal Transfers	239,033	239,033	0	0%	239,033
Transfers and Other	3,878	50	3,828	7656%	4,400
Total Revenue	284,641	263,915	20,726	8%	317,933
EXPENDITURES					
Salaries, Wages and Benefits	1,387,424	1,416,951	(29,527)	(2%)	4,387,166
Admin and General Services	145,016	175,380	(30,364)	(17%)	501,629
Contracted Services	709,831	604,260	105,571	17%	1,178,422
Supplies and Energy	7,321	21,597	(14,276)	(66%)	100,900
Other	4,937	50	4,887	9774%	50
Total Expenditures	2,254,529	2,218,238	36,291	2%	6,168,167
Net Surplus / Deficit	(1,969,888)	(1,954,323)	(15,565)	1%	(5,850,234)

Rollup includes: Executive Office, Human Resources, Finance, Common Services and I.T.

Notes on variances of \$5,000 and 5% from Budget:

Sales and Rentals - increased due to volume of tax certificates as a result of high levels of property sales.

Admin and General Services - decreased due to timing of general expenses in all areas.

Contracted Services - increase is primarily from (1) legal fees (2) HR recruitment costs and (3) FOIP request contracted services.

Supplies and Energy - decrease mainly due to timing of general supplies expenses in HR & Common Services.

Town of Canmore
Municipal Services Rollup
as at April 30, 2022

	2022	2022			2022 Annual
	YTD Actual	YTD Budget	Variance \$	Variance %	Budget
REVENUES					
Sales and Rentals	1,083,692	1,194,839	(111,147)	(9%)	4,595,367
Permits and Fines	686,399	735,491	(49,092)	(7%)	1,503,653
Internal Transfers	0	8,000	(8,000)	(100%)	8,000
Grants	315,119	309,236	5,883	2%	1,097,710
Transfers and Other	111,139	16,136	95,003	589%	420,040
Total Revenue	2,196,349	2,263,702	(67,353)	(3%)	7,624,770
EXPENDITURES					
Salaries, Wages and Benefits	2,591,047	2,750,463	(159,416)	(6%)	8,933,013
Admin and General Services	95,648	134,160	(38,512)	(29%)	598,335
Contracted Services	215,654	209,928	5,726	3%	4,165,983
Supplies and Energy	122,194	156,522	(34,328)	(22%)	518,492
Other	9,707	104	9,603	9234%	310
Transfer to Reserve	3,600	3,600	0	0%	461,086
Internal Transfers	6,293	19,675	(13,382)	(68%)	352,400
Total Expenditures	3,044,143	3,274,452	(230,309)	(7%)	15,029,619
Net Surplus / Deficit	(847,794)	(1,010,750)	162,956	(16%)	(7,404,849)

See following departmental sheets for details:

Economic Development Rollup
Community Social Development Rollup
Protective Services Rollup
Recreation Rollup

Town of Canmore
Economic Development Rollup
as at April 30, 2022

	2022 YTD Actual	2022 YTD Budget	Variance \$	Variance %	2022 Annual Budget
REVENUES					
Permits and Fines	490,390	460,571	29,819	6%	461,903
Transfers and Other	5,000	10,780	(5,780)	(54%)	38,180
Total Revenue	495,390	471,351	24,039	5%	500,083
EXPENDITURES					
Salaries, Wages and Benefits	180,504	204,438	(23,934)	(12%)	643,134
Admin and General Services	15,920	23,965	(8,045)	(34%)	192,728
Contracted Services	5,950	26,550	(20,600)	(78%)	110,965
Supplies and Energy	3,724	14,206	(10,482)	(74%)	36,600
Transfer to Reserve	0	0	0	0%	(1,016)
Total Expenditures	206,098	269,159	(63,061)	(23%)	982,411
Net Surplus / Deficit	289,292	202,192	87,100	43%	(482,328)

Rollup includes: Economic Development and Arts & Events

Notes on variances of \$5,000 and 5% from Budget:

Permits and Fines - Business Registry fees continue to trend higher than budget and to last year.

Transfers and Other - decrease is due to scaling back Winter Carnival event to align with AHS covid restrictions.

Salaries, Wages and Benefits - decrease is due to a position vacancy in A&E.

Admin and General Services - decreased due to timing of general expenses.

Contracted Services - decrease is mainly due to scaling back Winter Carnival event to align with AHS covid restrictions.

Supplies and Energy - decrease is mainly due to scaling back Winter Carnival event to align with AHS covid restrictions.

Town of Canmore
Community Social Development Rollup
as at April 30, 2022

	2022 YTD Actual	2022 YTD Budget	Variance \$	Variance %	2022 Annual Budget
REVENUES					
Sales and Rentals	3,834	5,832	(1,998)	(34%)	50,635
Internal Transfers	0	8,000	(8,000)	(100%)	8,000
Grants	311,119	309,236	1,883	1%	677,710
Transfers and Other	100,263	5,356	94,907	1772%	69,360
Total Revenue	415,216	328,424	86,792	26%	805,705
EXPENDITURES					
Salaries, Wages and Benefits	353,767	351,180	2,587	1%	1,097,052
Admin and General Services	1,668	10,648	(8,980)	(84%)	29,895
Contracted Services	62,942	11,388	51,554	453%	57,170
Supplies and Energy	45,845	36,434	9,411	26%	113,352
Other	491	104	387	372%	310
Transfer to Reserve	3,600	3,600	0	0%	3,600
Internal Transfers	0	8,000	(8,000)	(100%)	8,000
Total Expenditures	468,313	421,354	46,959	11%	1,309,379
Net Surplus / Deficit	(53,097)	(92,930)	39,833	(43%)	(503,674)

Rollup includes: CSD Administration, FCSS and Family Resource Network (FRN)

Notes on variances of \$5,000 and 5% from Budget:

Internal Transfers - budgeted transfer within FRN was recorded in Salaries, Wages & Benefits - offset below.

Transfers and Other - increased from (1) FRN & FCSS grant funds received in prior year for use in Q1 2022 and (2) Homeless Society of the Bow Valley (HSBV) program funding received for use in Q1 - offset below.

Admin and General Services - decreased due to timing of general expenses in all areas.

Contracted Services - increased due to HSBV program expenses - offset with funding above.

Supplies and Energy - increased due to HSBV program expenses - offset with funding above .

Internal Transfers - budgeted transfer within FRN was recorded in Salaries, Wages & Benefits - offset above.

Town of Canmore
Protective Services Rollup
as at April 30, 2022

	2022	2022			2022 Annual
	YTD Actual	YTD Budget	Variance \$	Variance %	Budget
REVENUES					
Sales and Rentals	29,053	27,536	1,517	6%	835,740
Permits and Fines	196,009	274,920	(78,911)	(29%)	1,041,750
Grants	0	0	0	0%	420,000
Transfers and Other	77	0	77	0%	312,500
Total Revenue	225,139	302,456	(77,317)	(26%)	2,609,990
EXPENDITURES					
Salaries, Wages and Benefits	1,077,892	1,163,028	(85,136)	(7%)	3,842,223
Admin and General Services	38,933	55,535	(16,602)	(30%)	241,670
Contracted Services	141,418	162,510	(21,092)	(13%)	3,925,998
Supplies and Energy	32,225	53,132	(20,907)	(39%)	185,490
Other	2,700	0	2,700	0%	0
Transfer to Reserve	0	0	0	0%	458,502
Internal Transfers	6,293	11,675	(5,382)	(46%)	344,400
Total Expenditures	1,299,461	1,445,880	(146,419)	(10%)	8,998,283
Net Surplus / Deficit	(1,074,322)	(1,143,424)	69,102	(6%)	(6,388,293)

Rollup includes: RCMP Policing, Municipal Enforcement and Fire-Rescue

Notes on variances of \$5,000 and 5% from Budget:

Permits and Fines - decreased primarily due to (1) automated traffic enforcement fine revenue being impacted by provincial changes made in 2021 - partially offset with increased visitation levels and (2) RCMP fine revenue being impacted by officer vacancies.

Salaries, Wages and Benefits - decreased due to both vacancies and timing in Municipal Enforcement and Fire-Rescue.

Admin and General Services - decreased due to timing of general expenses in all areas.

Contracted Services - decreased automated traffic enforcement contract costs on reduced revenue.

Supplies and Energy - decrease due to timing of general expenses in all areas.

Internal Transfers - decrease reflects YTD transfers to Fleet Services for Fire-Services fleet repairs.

Town of Canmore
Recreation Rollup
as at April 30, 2022

	2022	2022			2022 Annual
	YTD Actual	YTD Budget	Variance \$	Variance %	Budget
REVENUES					
Sales and Rentals	1,050,806	1,161,471	(110,665)	(10%)	3,708,992
Grants	4,000	0	4,000	0%	0
Transfers and Other	5,799	0	5,799	0%	0
Total Revenue	1,060,605	1,161,471	(100,866)	(9%)	3,708,992
EXPENDITURES					
Salaries, Wages and Benefits	978,883	1,031,817	(52,934)	(5%)	3,350,604
Admin and General Services	39,128	44,012	(4,884)	(11%)	134,042
Contracted Services	5,344	9,480	(4,136)	(44%)	71,850
Supplies and Energy	40,400	52,750	(12,350)	(23%)	183,050
Other	6,516	0	6,516	0%	0
Total Expenditures	1,070,271	1,138,059	(67,788)	(6%)	3,739,546
Net Surplus / Deficit	(9,666)	23,412	(33,078)	(141%)	(30,554)

Rollup includes: Rec Admin & Rentals, Aquatics, Climbing and Rec Programs & Fitness

Notes on variances of \$5,000 and 5% from Budget:

Sales and Rentals - decreased due to budget assumptions & actual impacts of COVID in Q1 - will monitor trends throughout the year.

Transfers and Other - increase is small balance reconciliation & clean up of accounts.

Salaries, Wages and Benefits - decreased due to vacancies and adjusting staffing to business volumes.

Supplies and Energy - decrease due to timing of general expenses in all areas.

Other - increase is due to COVID related expenditure - offset with grant and user fees.

Town of Canmore
Municipal Infrastructure Rollup
as at April 30, 2022

	2022 YTD Actual	2022 YTD Budget	Variance \$	Variance %	2022 Annual Budget
REVENUES					
Sales and Rentals	239,550	248,124	(8,574)	(3%)	894,379
Permits and Fines	788,869	446,736	342,133	77%	1,340,200
Internal Transfers	714,692	719,139	(4,447)	(1%)	1,267,189
Grants	93,443	80,000	13,443	17%	80,000
Transfers and Other	46,653	4,500	42,153	937%	18,000
Total Revenue	1,883,207	1,498,499	384,708	26%	3,599,768
EXPENDITURES					
Salaries, Wages and Benefits	2,018,353	2,159,913	(141,560)	(7%)	6,997,860
Admin and General Services	23,745	33,615	(9,870)	(29%)	119,500
Contracted Services	2,076,568	2,340,583	(264,015)	(11%)	4,664,161
Supplies and Energy	527,570	519,997	7,573	1%	2,393,817
Other	5,349	0	5,349	0%	8,000
Total Expenditures	4,651,585	5,054,108	(402,523)	(8%)	14,183,338
Net Surplus / Deficit	(2,768,378)	(3,555,609)	787,231	(22%)	(10,583,570)

See following departmental sheets for details:

- Engineering
- Transit
- Planning & Development
- Facilities Rollup
- Public Works Rollup

Town of Canmore
Engineering
as at April 30, 2022

	2022	2022			2022 Annual
	YTD Actual	YTD Budget	Variance \$	Variance %	Budget
REVENUES					
Sales and Rentals	0	0	0	0%	7,166
Permits and Fines	48,589	25,000	23,589	94%	75,000
Internal Transfers	234,305	234,305	0	0%	234,305
Total Revenue	282,894	259,305	23,589	9%	316,471
EXPENDITURES					
Salaries, Wages and Benefits	336,239	327,934	8,305	3%	1,018,941
Admin and General Services	4,167	5,333	(1,166)	(22%)	17,625
Contracted Services	37,786	31,664	6,122	19%	95,000
Supplies and Energy	5,250	3,713	1,537	41%	5,350
Total Expenditures	383,442	368,644	14,798	4%	1,136,916
Net Surplus / Deficit	(100,548)	(109,339)	8,791	(8%)	(820,445)

Notes on variances of \$5,000 and 5% from Budget:

Permits and Fines - increased from volume of engineering permit activity.

Contracted Services - increase is due to required professional engineering services - offset with increased revenue.

Town of Canmore
 Transit
 as at April 30, 2022

	2022	2022			2022 Annual
	YTD Actual	YTD Budget	Variance \$	Variance %	Budget
REVENUES					
Internal Transfers	0	0	0	0%	298,000
Total Revenue	0	0	0	0%	298,000
EXPENDITURES					
Contracted Services	1,503,386	1,514,671	(11,285)	(1%)	1,534,671
Total Expenditures	1,503,386	1,514,671	(11,285)	(1%)	1,534,671
Net Surplus / Deficit	(1,503,386)	(1,514,671)	11,285	(1%)	(1,236,671)

Notes on variances of \$5,000 and 5% from Budget:

nothing to comment.

Town of Canmore
 Planning & Development
 as at April 30, 2022

	2022	2022			2022 Annual
	YTD Actual	YTD Budget	Variance \$	Variance %	Budget
REVENUES					
Sales and Rentals	41,539	33,932	7,607	22%	63,800
Permits and Fines	740,280	421,736	318,544	76%	1,265,200
Total Revenue	781,819	455,668	326,151	72%	1,329,000
EXPENDITURES					
Salaries, Wages and Benefits	345,787	420,464	(74,677)	(18%)	1,302,398
Admin and General Services	5,331	10,890	(5,559)	(51%)	37,920
Contracted Services	29,930	51,668	(21,738)	(42%)	175,000
Supplies and Energy	163	536	(373)	(70%)	1,600
Other	120	0	120	0%	0
Total Expenditures	381,331	483,558	(102,227)	(21%)	1,516,918
Net Surplus / Deficit	400,488	(27,890)	428,378	(1536%)	(187,918)

Notes on variances of \$5,000 and 5% from Budget:

- Sales and Rentals - increase is from new cell tower lease agreement.
- Permits and Fines - increased from volume of building permit activity.
- Salaries, Wages and Benefits - decrease is due to position vacancies.
- Admin and General Services - decreased due to timing of general expenses.
- Contracted Services - decreased due to timing of contracted service requirements.

Town of Canmore
Facilities Rollup
as at April 30, 2022

	2022 YTD Actual	2022 YTD Budget	Variance \$	Variance %	2022 Annual Budget
REVENUES					
Sales and Rentals	177,767	190,606	(12,839)	(7%)	565,418
Internal Transfers	65,867	65,867	0	0%	65,867
Total Revenue	243,634	256,473	(12,839)	(5%)	631,285
EXPENDITURES					
Salaries, Wages and Benefits	699,200	719,668	(20,468)	(3%)	2,244,074
Admin and General Services	6,367	4,728	1,639	35%	13,045
Contracted Services	198,263	243,628	(45,365)	(19%)	865,930
Supplies and Energy	234,447	209,808	24,639	12%	991,094
Other	4,577	0	4,577	0%	0
Total Expenditures	1,142,854	1,177,832	(34,978)	(3%)	4,114,143
Net Surplus / Deficit	(899,220)	(921,359)	22,139	(2%)	(3,482,858)

Notes on variances of \$5,000 and 5% from Budget:

Sales and Rentals - decreased concession and lease revenue in Elevation Place (Good Earth).

Contracted Services - decreased due to timing of contracted repairs & maintenance as well as YTD savings in custodial services.

Supplies and Energy - increased primarily from power and natural gas in Jan / Feb.

Town of Canmore
Public Works Rollup
as at April 30, 2022

	2022 YTD Actual	2022 YTD Budget	Variance \$	Variance %	2022 Annual Budget
REVENUES					
Sales and Rentals	20,245	23,586	(3,341)	(14%)	257,995
Internal Transfers	414,520	418,967	(4,447)	(1%)	669,017
Grants	93,443	80,000	13,443	17%	80,000
Transfers and Other	46,653	4,500	42,153	937%	18,000
Total Revenue	574,861	527,053	47,808	9%	1,025,012
EXPENDITURES					
Salaries, Wages and Benefits	637,127	691,847	(54,720)	(8%)	2,432,447
Admin and General Services	7,879	12,664	(4,785)	(38%)	50,910
Contracted Services	307,203	498,952	(191,749)	(38%)	1,993,560
Supplies and Energy	287,710	305,940	(18,230)	(6%)	1,395,773
Other	652	0	652	0%	8,000
Total Expenditures	1,240,571	1,509,403	(268,832)	(18%)	5,880,690
Net Surplus / Deficit	(665,710)	(982,350)	316,640	(32%)	(4,855,678)

Rollup includes: PW Administration, Parks and Streets & Roads

Notes on variances of \$5,000 and 5% from Budget:

Grants - increase is actual Mountain Pine Beetle grant funding received in March.

Transfers and Other - increased from carry-over Mountain Pine Beetle grant funds received in prior years for use in 2022.

Salaries, Wages and Benefits - decreased primarily due to timing of seasonal Parks & S&R staff.

Contracted Services - decreased due to (1) YTD savings in snow and ice control costs - overall less snow accumulation than some other seasons and (2) timing of contracted maintenance and equipment repairs.

Supplies and Energy - decrease is timing of fuel purchases.

Town of Canmore
Solid Waste Services Rollup
as at April 30, 2022

	2022	2022			2022 Annual
	YTD Actual	YTD Budget	Variance \$	Variance %	Budget
REVENUES					
Sales and Rentals	1,117,356	1,130,915	(13,559)	(1%)	3,936,550
Total Revenue	1,117,356	1,130,915	(13,559)	(1%)	3,936,550
EXPENDITURES					
Salaries, Wages and Benefits	438,831	464,830	(25,999)	(6%)	1,497,208
Admin and General Services	2,208	6,599	(4,391)	(67%)	22,675
Contracted Services	85,849	163,788	(77,939)	(48%)	896,986
Supplies and Energy	26,086	43,992	(17,906)	(41%)	132,000
Borrowing Costs	0	0	0	0%	492,761
Transfer to Reserve	0	0	0	0%	294,733
Internal Transfers	301,372	283,980	17,392	6%	515,667
Transfer to Affiliated Orgs	0	0	0	0%	84,520
Total Expenditures	854,346	963,189	(108,843)	(11%)	3,936,550
Net Surplus / Deficit	263,010	167,726	95,284	57%	0

Notes on variances of \$5,000 and 5% from Budget:

Salaries, Wages and Benefits - decreased due to vacancies & timing of seasonal SWS Operator.

Contracted Services - decreased primarily due to timing of recycling fees and equipment repairs.

Supplies and Energy - decrease is timing of garbage and dog waste bag purchases.

Internal Transfers - increase reflects YTD transfers to Fleet Services for SWS fleet repairs & fuel.

Town of Canmore
 Water Utility Rollup
 as at April 30, 2022

	2022 YTD Actual	2022 YTD Budget	Variance \$	Variance %	2022 Annual Budget
REVENUES					
Sales and Rentals	3,235,643	3,198,366	37,277	1%	11,780,106
Transfers and Other	0	0	0	0%	240,000
Total Revenue	3,235,643	3,198,366	37,277	1%	12,020,106
EXPENDITURES					
Contracted Services	1,484,110	1,742,816	(258,706)	(15%)	5,393,374
Supplies and Energy	151,339	141,392	9,947	7%	888,763
Borrowing Costs	201,006	201,007	(1)	(0%)	2,436,658
Transfer to Reserve	0	0	0	0%	2,655,156
Internal Transfers	646,155	646,155	0	0%	646,155
Total Expenditures	2,482,610	2,731,370	(248,760)	(9%)	12,020,106
Net Surplus / Deficit	753,033	466,996	286,037	61%	0

Notes on variances of \$5,000 and 5% from Budget:

Contracted Services - decreased due to timing of Epcor billing cycle. Also additional services such as rehab work, leak detection & repair etc. typically happen later in the year.

Supplies and Energy - increased primarily from power and natural gas in Jan / Feb.