

TOWN OF CANMORE
AGENDA
Regular Meeting of Council
Electronic Attendance Only
Tuesday, February 1, 2022 at 9:00 a.m.

Times are estimates only.

PUBLIC QUESTION PERIOD – Before meeting is called to order

- 9:00 – 9:05 **A. CALL TO ORDER AND APPROVAL OF AGENDA**
1. Land Acknowledgement
 2. Agenda for the February 1, 2022 Regular Meeting of Council
- B. PUBLIC HEARINGS – None**
- C. DELEGATIONS – None**
- 9:05 **D. APPROVAL OF MINUTES**
1. Minutes of the January 11, 2022 Regular Meeting of Council
- E. BUSINESS ARISING FROM THE MINUTES – None**
- F. UNFINISHED BUSINESS – None**
- 9:05 – 10:35 **G. BYLAW APPROVAL**
1. **Bylaw 2021-07 Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan**
Recommendation: That Council give first reading to Bylaw 2021-07 “Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan” and schedule a public hearing for March 1, 2022.
- 10:35 – 10:45 **H. NEW BUSINESS**
1. **2021 FRIAA Grant Funded Project Approval**
Recommendation: That Council approve a new 2022 capital project for the 2021 Forest Resource Improvement Association of Alberta (FRIAA) project in the amount of \$30,000 funded through the FRIAA FireSmart grant process.
- 10:45 – 11:00 **Meeting Break**
- 11:00 – 12:15 **2. Non-Profit Community Organizations Property Tax Exemptions**
Recommendations:
- 1) That Council deny the requests from the Canmore Golf and Curling Club and Calgary Scope Society for property tax exemptions.
 - 2) That Council directs that future year property tax exemptions for community organizations in the Town of Canmore be limited to those covered by the Community Organization Property Tax Exemption Regulation (COPTER).

12:15 – 1:15

Lunch Break

1:15 – 1:45

3. Bow Valley Food Alliance

Recommendation: That Council may

- Refer the request to administration for further research, review and recommendation,
- Accept the request as information only, or
- Make a decision on the request

1:45 – 2:00

4. MD of Bighorn Business Registry Licensing Agreement

Recommendation: That Council authorize the Mayor and CAO to execute the Memorandum of Agreement with the MD of Bighorn for Business Registry Services for a ten-year term beginning February 2022.

2:00 – 2:15

5. Extension of First Response Fire Agreement with the MD of Bighorn

Recommendation: That Council approve an extension to the First Response Fire Agreement with the MD of Bighorn from June 30, 2022 to December 31, 2022.

I. CORRESPONDENCE/INFORMATION – None

J. REPORTS FROM ADMINISTRATION – None

K. NOTICES OF MOTION – None

L. IN CAMERA – None

2:15

M. ADJOURNMENT



TOWN OF CANMORE
MINUTES
 Regular Meeting of Council
 Electronic Attendance Only
Tuesday, January 11, 2022 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Lisa de Soto	Chief Administrative Officer
Sally Caudill	General Manager of Municipal Services
Therese Rogers	General Manager of Corporate Services
Whitney Smithers	General Manager of Municipal Infrastructure
Adam Driedzic	Town Solicitor
Robyn Dinnadge	Manager of Communications
Cheryl Hyde	Municipal Clerk (Recorder)
Andrew Kelly	Assistant Municipal Clerk
Sara Jones	Executive Assistant
Chelsey Richardson	Manager of Finance
Nathan Grivell	Development Planner
Lauren Miller	Manager of Planning and Development
Tracy Woitenko	Development Planner

Mayor Krausert called the January 11, 2022 regular 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

1. Land Acknowledgement
2. Introduction of Caitlin Miller, Manager of Protective Services
3. Agenda for the January 11, 2022 Regular Meeting of Council

1-2022

Moved by Mayor Krausert that Council approve the agenda for the January 11, 2022 regular meeting with one addition: under New Business add J-2 COVID Expenditure Forecast.

CARRIED UNANIMOUSLY

Minutes approved by: _____

B. PUBLIC HEARINGS

1. Revised Land Use Bylaw Amendment 2021-24 Omnibus

(1) Introduction

Mayor Krausert opened the public hearing for Bylaw 2021-24 at 9:07 a.m.

(2) Administrative Presentation

Administration provided a verbal briefing on Bylaw 2021-24.

(3) Public Submissions

In favour

Name	Verbal	Written
None		

Neutral or Unstated

Name	Verbal	Written
Stone Creek Resorts- Shauna Dudding		X

Opposed

Name	Verbal	Written
Gilles Borugeois and Maryanna Zelenka		X
Chuck and Sandy Buckley		X
Peter Philp		X
Steve Landi		X

(4) Council Questions of Clarification

Administration addressed questions of clarification from Council.

(5) Closure of Public Hearing

Mayor Krausert closed the public hearing at 9:12 a.m.

C. DELEGATIONS

None

D. APPROVAL OF MINUTES

1. Minutes of the December 7, 2021 Regular Meeting of Council

2-2022

Moved by Mayor Krausert that Council approve the minutes of the December 7, 2021 regular meeting as presented with one amendment: in motion 250-2021 replace January 11, 2021 with January 11, 2022.

CARRIED UNANIMOUSLY

2. Minutes of the December 14, 2021 Special Meeting of Council

3-2022

Moved by Mayor Krausert that Council approve the minutes of the December 14, 2021 special meeting as presented with one amendment: delete the second reference to item H New Business.

CARRIED UNANIMOUSLY

Minutes approved by: _____

E. BUSINESS ARISING FROM THE MINUTES

- 4-2022 **1. Request from Delegation: Action on Smoking and Health**
Moved by Mayor Krausert that Council accept the December 7, 2021 request from Action on Smoking and Health as information.

CARRIED
In favour: Foubert, Hilstad, Krausert, Mah, Marra, McCallum
Opposed: Graham

- 5-2022 **2. Master Fee Schedule Minor Corrections**
Moved by Mayor Krausert that Council approve the revised 2022 Master Fee Schedule as presented.

CARRIED UNANIMOUSLY

F. UNFINISHED BUSINESS

None

G. BYLAW APPROVAL

- 1. Revised Land Use Bylaw Amendment 2021-24 Omnibus**

Meeting break 10:25 – 10: 40

- 6-2022 Moved by Mayor Krausert that Council give second reading to Bylaw 2021-24 Revised Land Use Bylaw Amendment – Omnibus.

- 6A-2022 Moved by Mayor Krausert that Council amend motion 6-2022 as follows: Item 10 of Schedule A is amended to change the proposed encroachment into the Side Yard setback for "Air conditioning equipment" from "1 m" to "None".

CARRIED UNANIMOUSLY

- 6B-2022 Moved by Mayor Krausert that Council amend motion 6-2022 as follows: Strike out item 13 from Schedule A.

CARRIED UNANIMOUSLY

- 6C-2022 Moved by Mayor Krausert that Council amend motion 6-2022 as follows: Strike out Item 14 of Schedule A.

DEFEATED

In favour: Graham, Krausert
Opposed: Foubert, Hilstad, Mah, Marra, McCallum

- 6D-2022 Moved by Mayor that Council amend motion 6-2022 as follows: Item 22 of Schedule A is amended by inserting "for retail purposes to the general public" after "the cleaning and pressing of clothing or other fabric goods".

CARRIED UNANIMOUSLY

- 6-2022 The vote followed on motion 6-2022: that Council give second reading to Bylaw
VOTE 2021-24 Revised Land Use Bylaw Amendment – Omnibus amended as follows:
- item 10 of Schedule A is amended to change the proposed encroachment into the Side Yard setback for "Air conditioning equipment" from "1 m" to "None";
 - strike out item 13 from Schedule A;

Minutes approved by: _____

- item 21 of Schedule A is amended by inserting "for retail purposes to the general public" after "the cleaning and pressing of clothing or other fabric goods".

CARRIED UNANIMOUSLY

7-2022 Moved by Mayor Krausert that Council give third reading to Bylaw 2021-24 Revised Land Use Bylaw Amendment – Omnibus.

CARRIED UNANIMOUSLY

2. Subdivision and Development Appeal Board Bylaw 2022-01 Amendments to Meeting Records and Summary of Evidence

8-2022 Moved by Mayor Krausert that Council give first reading to the Subdivision and Development Appeal Board Amending Bylaw 2022-01.

8A-2022 Moved by Mayor Krausert that Council amend motion 8-2022 as follows:

- add section 3(c) as follows: Section 26.1 is amended (i) by striking out “request” and substituting “notice”; and (ii) by striking out “if there is anyone speaking in support of the appeal, if yes the appeal continues” and substituting “whether or not the appeal continues”;
- add section 3(d) as follows: Sections 43.1 and 43.2 are amended by striking out “request” and inserting “notice” wherever it occurs; and
- add section 3(e) as follows: Section 43.3 is repealed.

CARRIED UNANIMOUSLY

8B-2022 Moved by Councillor Hilstad that Council amend motion 8-2022 as follows:

- add section 3(f) as follows: Section 14(a) is amended by deleting “his or her” and substituting “their.”

CARRIED UNANIMOUSLY

8-2022 VOTE The vote followed on motion 8-2022: that Council give first reading to Subdivision and Development Appeal Board Amending Bylaw 2022-01 amended as follows:

- add section 3(c) as follows: Section 26.1 is amended (i) by striking out “request” and substituting “notice”; and (ii) by striking out “if there is anyone speaking in support of the appeal, if yes the appeal continues” and substituting “whether or not the appeal continues”;
- add section 3(d) as follows: Sections 43.1 and 43.2 are amended by striking out “request” and inserting “notice” wherever it occurs;
- add section 3(e) as follows: Section 43.3 is repealed, and
- add section 3(f) as follows: Section 14(a) is amended by deleting “his or her” and substituting “their.”

CARRIED UNANIMOUSLY

9-2022 Moved by Mayor Krausert that Council give second reading to Subdivision and Development Appeal Board Amending Bylaw 2022-01.

CARRIED UNANIMOUSLY

10-2022 Moved by Mayor Krausert that Council go to third reading of Subdivision and Development Appeal Board Amending Bylaw 2022-01.

CARRIED UNANIMOUSLY

Minutes approved by: _____

11-2022 Moved by Mayor Krausert that Council give third reading to Subdivision and Development Appeal Board Amending Bylaw 2022-01.
CARRIED UNANIMOUSLY

3. Borrowing Bylaw 2021-29 and Borrowing Bylaw Amendment 2021-30
Deputy Mayor Marra assumed chairing duties from 11:45 – 11:48 when Mayor Krausert lost his internet connection.

12-2022 Moved by Mayor Krausert that Council give second reading to Borrowing Bylaw 2021-29 New Fire Station – Construction.
CARRIED UNANIMOUSLY

13-2022 Moved by Mayor Krausert that Council give third reading to Borrowing Bylaw 2021-29 New Fire Station – Construction.
CARRIED UNANIMOUSLY

14-2022 Moved by Mayor Krausert that Council give second reading to Borrowing Bylaw Amendment 2021-30 Water Main Connection Upgrade – Old Canmore Road.
CARRIED UNANIMOUSLY

15-2022 Moved by Mayor Krausert that Council give third reading to Borrowing Bylaw Amendment 2021-30 Water Main Connection Upgrade – Old Canmore Road.
CARRIED UNANIMOUSLY

Meeting break 12:02 – 12:12 p.m.

H. NEW BUSINESS

16-2022 **1. PL20210434 – Development Permit Application for a Deck**
Moved by Mayor Krausert that Council approve PL20210434 subject to the following conditions:

1. All construction associated with the approval of this Development Permit shall comply with the regulations of the Land Use Bylaw (LUB) 2018-22, unless otherwise stated under the approved variances section of the Conditions of Approval for PL20210434.
2. Separate to the approval of this Development Permit, a Building Permit will be required prior to the commencement of construction for the proposed deck.

CARRIED UNANIMOUSLY

17-2022 **2. Council Remuneration Policy**
Moved by Mayor Krausert that Council approve amendments to the Council Remuneration Policy EX-002 as presented.

CARRIED UNANIMOUSLY

I. CORRESPONDENCE/INFORMATION

None

J. REPORTS FROM ADMINISTRATION

Minutes approved by: _____

1. 2021 Report to the Community

Administration spoke to a written report providing Council with a year-end report on their 2019-2022 strategic priorities that summarizes what was accomplished.

2. COVID Expenditure Forecast

Administration provided Council with a verbal report on how Covid is affecting the Town.

K. NOTICES OF MOTION

None

L. IN CAMERA

None

M. ADJOURNMENT

18-2022

Moved by Mayor Krausert that Council adjourn the January 11, 2022 regular meeting at 12:45 p.m.

CARRIED UNANIMOUSLY

Sean Krausert, Mayor

Cheryl Hyde, Municipal Clerk

Minutes approved by: _____



Request for Decision

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

TO: Council

SUBJECT: Bylaw 2021-07 Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan

SUBMITTED BY: Alaric Fish, Senior Planner

RECOMMENDATION: That Council give first reading to Bylaw 2021-07 “Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan” and schedule a public hearing for March 1, 2022.

EXECUTIVE SUMMARY

Canadian Rockies Public Schools (CRPS) has proposed an Area Redevelopment Plan for the vacant portion of the Lawrence Grassi Middle School site to accommodate up to 120 new residential units: 80 market townhouse units, 20 units of employee housing for CRPS staff, and up to 20 units of Vital Homes in accordance with Canmore Community Housing (CCH) criteria. The school board has proposed this development to provide housing in support of educational staffing needs and to create a Legacy Fund that “will support the long-term financial sustainability of CRPS” and support “existing and future programs and educational services.” The Town owns a small portion of the site that will need to be transferred to CRPS if the development is to proceed.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

As required by sections 2.3.3 and 6.1.10 the Municipal Development Plan (MDP), where amendments to the Land Use Bylaw are required for increased density or that upgrades to municipal infrastructure may be necessary, an Area Redevelopment Plan is required.

The development concept identified within the ARP aligns with many MDP policies for infill housing, employee housing, and affordable housing and these have been included in the relevant sections below. The introductory statements of Section 6 - Neighbourhood Residential of the MDP are particularly relevant and provide a good summary of the essential issues in considering this proposed ARP:

6. NEIGHBOURHOOD RESIDENTIAL

The limited land base in Canmore gives rise to tensions between the need to expand the supply of housing, the need to protect valuable natural areas, and the desire to manage the impact of change on existing neighbourhoods from redevelopment activities.

Maintaining the character of existing neighbourhoods is important to many residents. However, as Canmore’s neighbourhoods continue to evolve over time to adapt to housing needs, desires and trends, it can be expected that residents will experience change. The Town will work to manage the

rate of change by ensuring new development in existing neighbourhoods fits with the scale, look and feel of the neighbourhood.

DISCUSSION

This Area Redevelopment Plan is proposed to consider new residential development on a vacant portion of the Lawrence Grassi Middle School site that is owned by Canadian Rockies Public Schools. If the Area Redevelopment Plan is approved, a Land Use Bylaw amendment would then follow to establish detailed regulations for the site. Finally, Development and Building Permits would follow for detailed building design and locations – these would be reviewed by Administration.

The lands within the proposed Area Redevelopment Plan are indicated on the map below, predominantly located on Lot 21, Block 60, Plan 071 5292. The parcel is a “fee simple” lot and not a Municipal or School Reserve lot like most other school sites. Accordingly, it does not have the restrictions on use that most school sites have under the Municipal Government Act. According to a document registered on title, the title was issued October 1980 as a result of a “Public Land Sale”. The 3.5 ha site includes CRPS administrative offices, Lawrence Grassi Middle School, Canmore Community Daycare, Preschool, Air Cadets headquarters building, and an educational garden. The site includes a small parcel (about 0.07 ha) owned by the Town that was an undeveloped lane established in the original Canmore subdivision of 1892; this lane was “closed” in 2007 as part of the subdivision process that consolidated a variety of parcels into the current lot (Lot 21). Other lanes and streets were transferred to the school board as part of the 2007 subdivision process, but it is unknown at this time why the lane was not.

ARP AREA



Figure 1. Subject lands: Lawrence Grassi Middle School site, including Town parcel (closed lane)

Approximately 43% of the site is currently vacant, which is about 1.5 ha. The school board has proposed residential development on the vacant portion of the site that includes 20 units of housing for employees of

CRPS, up to 20 units of “Vital Homes” as defined by Canmore Community Housing, and 80 units of ownership market housing. The intent is for the proceeds of the market housing to create a Legacy Fund that “will support the long-term financial sustainability of CRPS” and support “existing and future programs and educational services.”

Location

There are a number of policies in the MDP that encourage the type of development that is being proposed in locations such as this:

2.3 GROWTH PHASING

Infill and Redevelopment

2.3.2 Within existing areas, infill and redevelopment will be considered as a means for accommodating growth. Factors that are important to consider include:

- a. the new development is in context with or provides an appropriate transition from existing development,
- b. adequate utility services and infrastructure can support the development,
- c. amenities and services that support the development are or will be provided nearby, and
- d. the new development contributes to the supply of needed market housing or affordable housing.

5.1 GENERAL AFFORDABLE HOUSING POLICIES

Housing Variety

5.1.2 Affordable housing should be integrated and distributed throughout Canmore’s neighbourhoods, with preference given to locations within reasonable walking area of the Town Centre, commercial and mixed use areas, or transit stops.

6. NEIGHBOURHOOD RESIDENTIAL

Existing Neighbourhoods

6.1.9 In order to allow for the natural evolution of neighbourhoods and to meet the goals of this MDP, infill and redevelopment within existing neighbourhoods should be considered in accordance with Section 2. Priority areas for infill and redevelopment within existing neighbourhoods include areas:

- a. with adequate infrastructure and services that can accommodate growth and minimize costs,
- b. in need of infrastructure upgrades,
- c. within walking distance to the Town Centre or commercial services,
- d. with access to existing or planned transit services, and
- e. with aging housing stock.

The location of the proposed development is in close proximity to the Town Centre, a wide variety of services, and transportation options. These criteria are consistent with MDP direction for priority areas for infill and redevelopment (Section 6.1.9). The location is also adjacent to existing open space and playgrounds at Centennial Park. The Bow River and Spring Creek trails are 400 – 500 metres from the site. The proposed site plan also includes multi-use pathway connections through the site to facilitate non-vehicular transportation options.

The site is not located within or adjacent to designated wildlife areas. While ungulates sometimes visit the vacant lands of the site, these animals present a risk to residents, school children and staff in the area. This

hazard has resulted in the adjacent Centennial Park being fenced in an effort to keep deer and elk from grazing and seeking refuge from predators in urban areas.

Proposed Uses

The area is being proposed to accommodate the addition of housing in a variety of types, tenures and built forms. The majority of housing is proposed as up to 80 units of market housing. Although the school board's intent is to maintain ownership, these units will be market housing, and a variety of ground-oriented and stacked townhomes.

The proposed ARP includes up to 20 units of housing in accordance with the Vital Homes criteria as established by Canmore Community Housing (CCH). Relevant policy direction in the MDP is noted as follows:

2.3 GROWTH PHASING

Affordable Housing

2.3.1 The development and construction of affordable market and non-market housing opportunities within existing and new neighbourhoods is supported in order to ensure Canmore remains an inclusive and diverse community.

5.1 GENERAL AFFORDABLE HOUSING POLICIES

Public-Private Partnerships

5.1.4 Negotiations with third party construction contractors, non-profit organizations and private sector builders that result in the provision of affordable housing will be supported and encouraged.

It is important to note that during preliminary discussions with the applicant on their proposal, CCH administration requested flexibility in the total number of units to ensure that the type of units that best meet their mandate of providing housing to families were provided. More specifically, CCH may wish to receive a combination of one, two and three-bedroom units that amount to twenty (20) units, or prefer an equal total area of housing of a smaller number of larger units (i.e. two and three-bedroom units as opposed to an over-supply of one-bedroom units). This approach is pending further negotiations and CCH Board approval of the same, should the development proceed. Based on maximum of 20 units, this represents 16.7% of all units (120) meeting the Vital Homes criteria. This is one of the largest percentages of affordable housing proposed by a non-Town / CCH proponent.

Since initial public engagement by the applicant in December 2020, the ARP has been modified to add up to 20 units of housing for employees of CRPS. There are a number of MDP policies that are relevant here:

5.3 MARKET AFFORDABLE HOUSING

Housing for Employees

5.3.4 Private initiatives to create additional seasonal and permanent employee housing opportunities should be supported by the Town.

5.3.5 The management and administration of housing for employees shall be the responsibility of the businesses or commercial accommodation developers that are required to build and maintain the housing. Such housing will be required to be operated in such a manner that the Town can monitor and verify that any employee housing obligations are being satisfied.

To have a large employer in Canmore such as CRPS adding housing units for staff will provide additional housing supply for employees at an essential community institution. This aligns with MDP policies under Section 5.3. These 20 units represent another 16.7% of the total number of proposed housing units.

Density

The proposed development site is surrounded by the “R4 Residential Medium Density” to the west, south and east. The R4 district allows for medium density residential development of 49 – 98 units per hectare (u.p.h.) in a variety of forms such as Townhomes, Apartments, and Accessory Dwelling Units, with other potential uses including Government Buildings, Care Facilities, Cultural Establishments, and Day Cares. While the proposed ARP includes some taller buildings than the R4 district allows, the overall density of the development area is near the middle of the range allowed in the R4 district: 78.6 u.p.h. (120 units divided by the development area of 1.527 ha.). This is due in part to the additional setback to the existing developments to the east, the green space and pathway connections in the northern areas of the site, and the school garden. While concerns have been raised regarding the density and potential impacts (discussed below under Stakeholder Engagement), Administration is satisfied that the proposed density is similar to the surrounding area and the ARP adequately addresses site design issues.

Site Design and Massing

Infill housing in existing neighbourhoods is a challenging process and requires sensitive site design and massing considerations to respect the existing neighbourhood. The MDP includes the following section that partially recognizes this:

6. NEIGHBOURHOOD RESIDENTIAL

Existing Neighbourhoods

6.1.11 Redevelopment plans and land use bylaw amendments in existing neighbourhoods will be evaluated to ensure there are net benefits to the neighbourhood or the town as a whole. The following will be considered:

- a. Development is sensitive to the density, scale and character of the neighbourhood, including height, massing and design,
- b. Environmental impacts,
- c. Affordable housing opportunities or flexible spaces, including secondary and garden suites and live-work spaces,
- d. Provision of quality public gathering, open spaces or other amenities,
- e. Capacity of the infrastructure to accommodate increased densification,
- f. Small-scale, local commercial opportunities to serve the neighborhood, where appropriate,
- g. Provision of essential community services,
- h. Provision of transit and pedestrian infrastructure, and
- i. Management of on-site parking and traffic volumes on local roads.

The proposed Area Redevelopment Plan identifies high-level site planning objectives with detailed regulations to be established through a separate land use amendment process, if the ARP is approved. Site design elements proposed include required setbacks from existing buildings to the east of the site, separation from the current school site, locating taller buildings internal to the site to minimize impacting light and views from existing properties, having buildings face streets where possible, and providing landscaped front yards. To be consistent with the architectural character of Canmore, Section 11 of the Land Use Bylaw, Community

Architectural & Urban Design Standards will apply to the proposed development. These design considerations are examples of how the ARP responds to the scale and character of the surrounding neighbourhood.

Traffic and Parking

Parking and traffic are frequent concerns with infill housing. The proposed development will make existing roads in South Canmore busier, but is not expected to have a significant impact on road capacity in the area. The Town's Engineering department requires a Traffic Impact Assessment (TIA) when a threshold of 100 person trips per hour is reached at peak times. The proposed development was assessed by a Transportation Engineer and does not meet this threshold; therefore, no TIA was required. This assessment was conducted using typical vehicle trip generation assumptions. The location of the proposed development close to the Town Centre will encourage active modes of transportation at higher levels than would have been used in the assessment, which would result in a further reduction in vehicle trips. Although the roads in this area see busier times, usually related to the start and end of school, the additional traffic generated by the proposed development is not anticipated to result in unacceptable delays or safety concerns.

Parking requirements are established in the Land Use Bylaw not the ARP and will be calculated at the Development Permit stage based on detailed plans. While the detailed design is not required at this stage, the ARP indicates that necessary parking will be provided on-site. While the proposed density is similar to existing townhouse developments in the area, vehicle access will be from a single location on 4th Street. The lack of driveways on 7th Avenue, 4th Street, and 5th Street frontages allows street parking to be optimized, as this parking would not be dedicated to the development, but available on a first come principle to anyone in the area. Should excess parking result from the development at peak times, there is potential for some overflow parking available to the east on 5th Street, south of Centennial Park. The current school bus staging takes place in the cul-de-sac on 5th Street and would require relocation based on current conceptual designs. This may enable more efficient routes for the buses, reduce bus traffic in the community, and provide additional on-street parking on 5th Street.

Municipal Infrastructure

The MDP includes the following relevant section on this topic:

14.1 GENERAL INFRASTRUCTURE POLICIES

Servicing Cost

14.1.8 Developers shall be responsible for the construction, installation or oversizing of infrastructure and utility systems to municipal standards for a proposed subdivision or development. The Town should endeavor to assist in cost recovery where applicable for oversized infrastructure.

14.1.8 Future maintenance requirements and costs will be considered in the design of all infrastructure. Components of all infrastructure systems will be addressed in terms of lifecycle costs and replacement

The Town's Engineering Department has been involved in detailed review of the proposed site servicing. While water services may require small upgrades, concern has been raised regarding the sanitary capacity in the area. Current sanitary services are close-to or at capacity and cannot support additional units being added to the existing services. The applicant has proposed options to address the sanitary capacity issues. Although upgrading the sanitary services in this area is not currently part of the approved capital project plan, the Utility

Master Plan does identify this issue as a potential future project. In accordance with the MDP (Section 14.1.8), Administration has been clear with the applicant that the cost and construction of any upgrades to municipal infrastructure as a result of new development will be the responsibility of the Developer.

Climate Action

The ARP proposes to “explore opportunities” towards meeting the Town’s Greenhouse Gas reduction targets and identify a few potential options, but no commitments have been made at this point. This can be difficult at the Area Redevelopment Plan level of planning, but there is nothing in the current proposed Plan that ensures future energy reducing options such as using geothermal, solar, district energy or a high-performance building envelope will be implemented. There are examples of other buildings nearby that use geo-exchange (heating and cooling from groundwater). Additionally, improved energy efficiency would result in lower monthly energy costs into the future, further contributing to affordability. At a minimum, any new development will be required to comply with the Town’s Green Building regulations as outlined in the Land Use Bylaw.

Emergency Access

Emergency Access is proposed to use the vehicle access from 4th Street, as well as an emergency access connection to 5th Street that will predominantly function as a pedestrian pathway. This plan has been reviewed by the Town Fire Department and no concerns have been raised.

Waste Management

Existing solid waste services along 4th Street will be maintained (or relocated as necessary) and new organics, recycling, and waste containers will be provided to serve the increased population.

ANALYSIS OF ALTERNATIVES

Council could defeat the proposed Bylaw at First Reading but approving First Reading puts the proposal in the public realm and invites formal public comment through the Public Hearing process. Approving First Reading does not imply support for the plan or future approvals. For these reasons, Administration does not recommend defeating the Bylaw at this stage unless Council sees insurmountable issues with the proposed plan in the current form.

FINANCIAL IMPACTS

There are no significant municipal financial impacts expected as a result of the proposed development, as all construction costs will be the obligation of the developer.

STAKEHOLDER ENGAGEMENT

The applicant undertook public engagement in December 2020. The results of this engagement can be seen in their What We Heard report in Appendix A of the submitted documents. The ARP was revised following that engagement and feedback from Town Administration.

In December 2021 a final plan was submitted, and this was circulated to all properties with 60 metres of the proposed site (approximately 200 properties). Comments were received by Administration until January 16, 2022. A total of 40 inquiries were received from residents: 27 raising concerns, 3 asking for more information, 5 in support, and 5 urging as much Vital Homes housing as possible. Concerns raised can be classified under the following main areas, with Administration’s response noted below:

- Density and Building Height are too high
 - As noted above, the density is similar to the surrounding R4 medium density developments. Although, a few higher buildings are proposed, the site design has been proposed in a manner that minimizes the impacts on existing developments. Any infrastructure improvements required as a result of the proposed development, will be undertaken and paid for by the developer, and could benefit the surrounding area.
- Traffic (including School Buses)
 - While the proposed development would increase vehicle, pedestrian, and cyclist activity in the area, current road and pathway capacity can handle the anticipated increased amount.
- Insufficient Parking
 - As noted above, Administration is satisfied that Land Use Bylaw parking requirements and a site design that supports on-street parking will provide adequate parking for the development.
- Loss of views
 - There will be some impact, but there are no certainties that this land would remain vacant in the future. The proposed development has used a variety of strategies to minimize impacts on neighbours.
- Impact on wildlife
 - This area is not a designated wildlife corridor or habitat patch. While some ungulates graze on the vacant land, this is not their natural habitat and may present a safety risk to residents and students in the area.
- Lack of greenspace
 - Outdoor amenity space is required by the Land Use Bylaw at the time of development permit, so some outdoor space will be provided. The proximity to Centennial Park and nearby walking trails along the Bow River and Spring Creek provide additional opportunities to access outdoor recreation areas.
- Lack of rationale/inappropriate for a school board to undertake such a development
 - While somewhat uncommon, the proposed approach represents an opportunity to provide funding to the local public-school board and will contribute needed affordable community housing.
- Loss of space for other uses (Daycare, Highland Games, and future school expansion)
 - The impact on the Daycare and Highland Games should be considered relative to other benefits of the proposed ARP. Centennial Park will remain as public recreation space and the remaining school area (Parcel 1 in the proposed ARP) includes vacant area that could accommodate future school growth.
- Emergency access is not adequate.
 - This has been reviewed with the Fire Department and the proposal meets requirements of the Town.
- Do not believe that CRPS requires affordable housing to attract teachers
 - Administration has no comment on this assertion.
- Potential for short-term vacation rental of market units.
 - The standard Town of Canmore bylaw enforcement efforts would be used should this become a problem.
- Lack of response to previous input

- Previous input has been considered, but some input may prioritize different objectives and values. In some cases, disagreements may be irreconcilable.

Comments in support felt this was a good use of surplus school space, a walkable location close to services, appropriate scale and density, and the addition of more Vital Homes and employee housing would be beneficial.

One resident raised concerns regarding future taxes for the residential development, as schools are not subject to municipal taxes. Although the land tenure is still being finalized, this issue has been raised with the applicant and acknowledged as a detail that needs to be clarified if the development proceeds. The applicant was clear that their intent is for all new residential developments to pay their “fair share” of municipal taxes, regardless of if the school board continues to own the land.

ATTACHMENTS

- 1) Bylaw 2021-07 Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan
- 2) Letter and motion from Canmore Community Housing.

AUTHORIZATION

Submitted by:	Alaric Fish Senior Planner	Date: <u>January 10, 2022</u>
Approved by:	Lauren Miller Manager of Planning and Development	Date <u>January 10, 2022</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>January 14, 2022</u>
Approved by:	Lisa de Soto Chief Administrative Officer	Date: <u>January 14, 2022</u>



BYLAW 2021-07

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
ADOPT THE CANADIAN ROCKIES PUBLIC SCHOOL LAWRENCE GRASSI
MIDDLE SCHOOL AREA REDEVELOPMENT PLAN**

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

TITLE

1. This bylaw shall be known as the “Canadian Rockies Public Schools Lawrence Grassi Middle School Area Redevelopment Plan.”

PROVISIONS

2. Canadian Rockies Public Schools Lawrence Grassi Middle School Area Redevelopment Plan, Bylaw 2021-07 as set out in Schedule A of the bylaw is hereby adopted.

ENACTMENT/TRANSITION

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

FIRST READING:

SECOND READING:

THIRD READING:

DATE IN FORCE:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date



CRPS Lawrence Grassi Middle School

Area Redevelopment Plan

December 13, 2021

Acknowledgements

The CRPS Lawrence Grassi Middle School ARP has been made possible with support and dedication from many individuals. The ARP consulting team would like to thank all members of the public who contributed to the ARP planning process as well as acknowledge the mayor and council of Canmore.

Town of Canmore Council

- Mayor John Borrowman
- Councillor Esme Comfort
- Councillor Jeff Hilstad
- Councillor Karen Marra
- Councillor Joanna McCallum
- Councillor Vi Sandford
- Councillor Rob Seeley

Town of Canmore Staff

- Alaric Fish | Planning
- Brian Kinzie | Engineering
- Andy Esarte | Engineering
- Walter Gahler | Emergency Services
- Simon Robins | Solid Waste & Recycling
- Andreas Comeau | Public Works
- Dougal Forteath | Canmore Community Housing

ARP Consulting Team

- M3 Development Management | Lori Van Rooijen & Iain McCorkindale
- MTA Urban Design Architecture Interior Design Inc. | Chris Sparrow & Bill Marshall
- McElhanney Ltd. | Daniel Fowler, Mark Barsevskis, & Darin Langhorst

Land Acknowledgement

We would like to acknowledge that the land on which the Town of Canmore was built and the land within the Area Redevelopment Plan Area is located on the traditional territories of the Blackfoot Confederacy consisting of the Siksika, Kainai (Blood), Piikani (Peigan), as well as the Stoney Nakoda, and Tsuu'tina (Sarcee) First Nations.

Table of Contents

Acknowledgements	i
Land Acknowledgement.....	ii
1. Introduction	1
1.1. Organization of the Plan.....	1
1.2. Plan Area.....	1
1.3. History	2
1.4. Rationale for Development.....	3
1.5. Plan Development Process.....	3
2. Background and Planning Context.....	6
2.1. Site Planning Context.....	6
2.2. Policy Framework.....	8
2.3. Technical Reports	9
2.4. Public Consultation	9
3. Vision and Goals.....	11
3.1. Vision.....	11
3.2. Goals.....	11
4. Land Use Concept	12
4.1. Overview	12
5. Policies	15
5.1. General Policies	15
5.2. Urban Design Form and Character Policies	15
5.3. Housing Affordability Policies.....	18
5.4. Socioeconomic Policies	18
5.5. Servicing and Engineering Policies.....	18
5.6. Energy and Green Building Policies	20
5.7. Multimodal Transportation Policies	21
5.8. Open Space Policies.....	24
6. Implementation	26
6.1. Plan Implementation	26
6.2. Plan Amendments	27
6.3. Plan Monitoring	27



Maps and Figures

Map 1 | ARP Area

Map 2 | Land Use Plan

Map 3 | Circulation Concept Plan

Map 4 | Open Space Plan

Figure 1 – Town of Canmore ARP Process

Figure 2 – Province of Alberta Planning Policy Hierarchy

Figure 3 – Parcel 2 Proposed Building Layout Example

Figure 4 – Seventh and Seventh (Town of Canmore) Pedestrian Realm Example

Figure 5 – View Corridor Examples

Figure 6 – Mews Cross Section Example

Figure 7 – Parking Layby Example

Appendices

Appendix A – What We Heard Report (Colliery Parc 2020)

Appendix B – Conceptual Servicing Report (McElhanney Ltd. 2021)

Appendix C – Transportation Memorandum (McElhanney Ltd. 2021)

Appendix D – Sustainability Screening Report Matrix

Appendix E – Comparative Site Sections

1. Introduction

The Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan (ARP) sets out the vision, goals, and policies that will shape the growth and development within the CRPS Lawrence Grassi Middle School area. The policies found within this document provide an overall development framework for the neighbourhood. ARPs are adopted as bylaw by Council in accordance with the *Municipal Government Act (MGA) Section 635*.

1.1. ORGANIZATION OF THE PLAN

The CRPS Lawrence Grassi Middle School ARP includes two parts. The first part of the ARP, found in Sections 1 through 6 includes the introduction, background and planning context, vision and goals, land use concept, policies, and implementation. The second part comprises the Appendices.

1.2. PLAN AREA

The plan area is within the Town of Canmore (the Town), Alberta which is located on the traditional territories of the Blackfoot Confederacy consisting of the Siksika, Kainai (Blood), Piikani (Peigan), as well as the Stoney Nakoda, and Tsuu'tina (Sarcee) First Nations. We pay respects to the Blackfoot people, past, present and future recognizing and respecting their cultural heritage, beliefs and relationship to the lands.

The plan area is bounded by a laneway to the north and 5th Avenue to the north east, 7th Avenue to the west, 4th Street to the south, and by private multi-residential developments to the east (along 6th Avenue). Centennial Park also bounds the subject parcel to the east, adjacent to the Lawrence Grassi Middle School. 5th Street terminates in a cul-de-sac at the central eastern boundary, within the plan area. The plan area is approximately 3.59 hectares (8.8 acres) in size and encompasses the Lawrence Grassi Middle School, the CRPS Office, the Round House Daycare facilities, school garden, existing open space, and formal and informal pedestrian connections to Centennial Park for CRPS students and community residents.

ARP AREA



Map 1 – ARP Area

1.3. HISTORY

The Lawrence Grassi Middle School (LGMS) is one of the seven public schools in the Bow Valley. The plan area is a formally developed site that has had various development uses since 1896 and has been an important part of the town of Canmore and will continue to be well into the future. Canmore's first public school was built within the plan area in 1896. Construction started on the current LGMS in 2006 and the school opened in 2008. The southern half of the plan area was deeded to CRPS by Canmore Mines Ltd. in 1980 for future use for school board purposes. In 2011 the School Board offered a long-term lease to the Town of Canmore for a new childcare centre. This allowed the Town to build new affordable housing on the old site of the childcare centre.

1.4. RATIONALE FOR DEVELOPMENT

The proposed site redevelopment aligns closely with the Town's corresponding Municipal Development Plan (MDP) policies in the following ways:

- Located within the Town's Growth Boundary (MDP Map 1);
- Provides much needed housing units in a variety of forms;
- Infills an existing underdeveloped area and is not located within wildlife areas;
- Provides for efficient use of infrastructure and services;
- Adds community amenities to the heart of Canmore such as public realm improvements, multi-use pathway, relocation of school gardens, educational programming, public childcare, gathering space, open space, and the opportunity for public art;
- Adds essential employee housing, which meets MDP policy 5.3.5;
- Retains the existing school garden and makes it more efficient.

The subject land is ideally situated within walking and cycling proximity (400m) to commercial, civic, and other amenities in the heart of Canmore. The site is located within a neighbourhood where the built form includes single-detached residential, multi-unit residential, parks, and civic and institutional uses. The proposed residential community focuses on providing infill housing to make use of the limited land base within the Town.

Proceeds of the residential development will support the long-term financial sustainability of CRPS and seeks to stabilize swings in education funding. A Legacy Fund will be established, and annual proceeds will be used to nurture students' growth and learning through the support of existing and future programs and educational services. CRPS is providing significant community benefit through its role as a public-school provider within the Bow Valley. A viable, resilient school division will ultimately benefit the entire community.

1.5. PLAN DEVELOPMENT PROCESS

The planning development process for the CRPS Lawrence Grassi Middle School ARP followed the Town's ARP Process outlined in Figure 1, below. ARPs are adopted by bylaw by Council in accordance with Municipal Government Act (MGA) Section 635.

1.5.1.ARP Phases

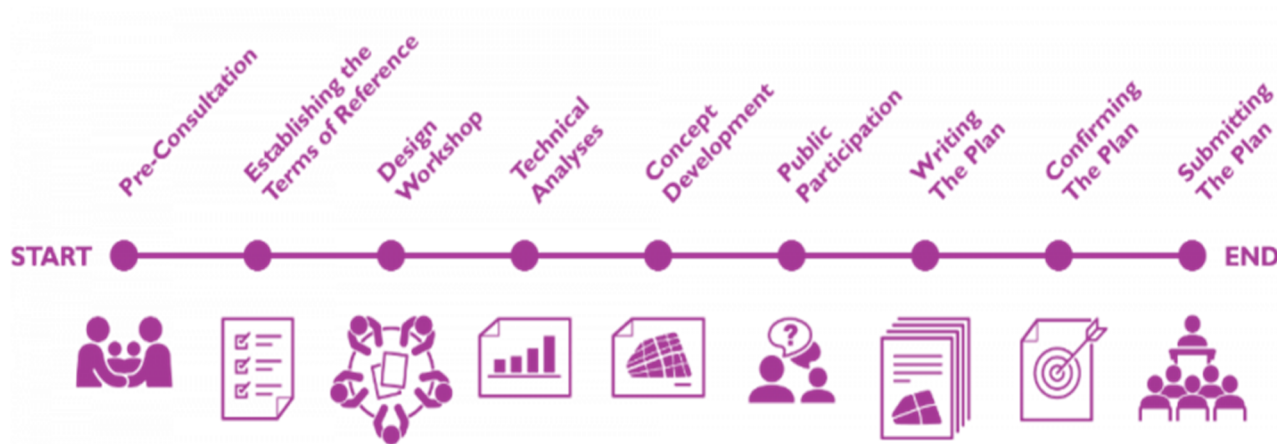


Figure 1 – Town of Canmore ARP Process

1.5.1.1. Pre-Consultation

This initial phase is meant to establish a mutual understanding between the applicant and Town administration about the rationale and proposed approach for development within the ARP area. To initiate the process, the applicant engages the Town administration to discuss the plan vision, phasing, technical studies, and other development considerations are discussed prior to development of the ARP.

1.5.1.2. Establishes the Terms of Reference

To ensure that decision makers have sufficient information on the area covered by the proposed ARP a Terms of Reference (TOR) is prepared by the applicant and presented to the Town. It was decided by the Town that the TOR did not require to be formally approved by Council.

1.5.1.3. Design Workshop

The applicant engages with Town administration in a design workshop prior to ARP preparation and submission. In this workshop, the applicant shares their preliminary findings from the required studies and identifies any major issues that require feedback from Town administration.

1.5.1.4. Technical Analysis

The applicant completes required studies incorporating any feedback requested from the Town during the design workshop. The results of these studies are then used to inform the concept development phase.

1.5.1.5. Concept Development

Taking the findings and feedback from each of the previous phases, the applicant develops their preliminary concepts for development within the plan area.

1.5.1.6. Public Participation

The applicant initiates consultation with stakeholders and provides an opportunity for public input into the concept development. The Town encourages the applicant to engage with the public to ensure the ARP adequately reflects and complements the Canmore community.

1.5.1.7. Writing the Plan

The concepts developed during the previous phases will be refined by the applicant and used to produce the policy content of the plan.

1.5.1.8. Confirming the Plan

Once a draft ARP is complete, the applicant will share it with the Town for comment. This phase is the final opportunity, prior to final submission, for the applicant to incorporate feedback from Town administration and the community.

1.5.1.9. Submitting the Plan

Once a final submission has been made by the applicant, the process of Council review involves three public considerations of the ARP before the ARP is officially approved. Each of these considerations are called readings. At the conclusion of each consideration, Council will vote as to whether to give the document “reading”. If the vote passes, the document is moved to the next reading until the proposed document obtains three readings. A Public Hearing is required prior to second reading. After obtaining three readings the ARP is officially approved and goes into effect on the identified area.

2. Background and Planning Context

This section provides an overview of the main physical attributes and policy framework that has informed and guided the preparation of the CRPS Lawrence Grassi Middle School ARP.

2.1. SITE PLANNING CONTEXT

The existing conditions of the CRPS Lawrence Grassi Middle School ARP area are outlined below.

2.1.1. Land Use Context

The Land Use Bylaw 2018-22 identifies the entire subject site as PD - Public Use District and all existing uses are conforming. The purpose of the PD District is to provide for public, quasi-public, and community uses. Permitted uses include Open Space, Public Buildings, and Public Utilities. Discretionary uses include Athletic and Recreational Facilities, Campgrounds, Care Facilities, Cultural Establishments, Cemeteries, Day Care, Educational Institutions, Hospitals, and Transportation Terminals. The maximum building height is 11m.

Existing land uses adjacent to the site consist of R4 – Residential Medium Density District, R2 – Residential Family Two Unit District and R2A – Residential Family Low Density District. While most of the surrounding area is R4, contextually this neighbourhood continues to evolve and build out to the maximum allowed under the R4 district. A variety of housing forms currently exists, including historic one-storey single-detached, duplex, triplex, four-plex dwellings, and multi-unit townhouse developments.

2.1.2. Environmental Context

The existing site is relatively flat, and generally slopes towards the center of the school grounds where several dry wells capture the current storm water for ground infiltration. There are no designated wildlife corridors or habitat patches within the ARP area. The site is also in close proximity to Centennial Park, the Bow River and Spring Creek.

2.1.3. Multimodal Transportation Context

The site is situated within walking and cycling proximity to commercial, civic, and community amenities in the Town Centre, the heart of Canmore. The closest bus stop to the area is the 8th Avenue stop just west of the site. Multi-use streets and pathways surrounding the ARP provide access to the network of trails found along the Bow River, Spring Creek Mountain Village, and wider connections throughout the Bow Valley. The study area fronts 4th Street which has been designated as a Cross Town Active Transportation Corridor and on-street bike lanes are present on 7th Avenue.

2.1.4. Infrastructure Context

The availability and capacity of municipal infrastructure will influence the cost and feasibility of development of the CRPS Lawrence Grassi Middle School area. All stormwater utilities in this part of Canmore use onsite infiltration-based systems as there are no public storm mains.

2.1.4.1. Existing Water and Sanitary Utilities

There are existing public water and wastewater utilities bordering the perimeter of the proposed development along 7th Avenue and along 4th and 5th Streets. The size and location of the existing mains are shown in more detail in Appendix B.

It is understood, through discussions with the Town, that the existing water pumphouse #2 will be going through capital upgrades in the near future that will increase the water pressure and fireflow capacity in the vicinity of the development. These improvement impacts are discussed in more detail in Appendix B.

The Town has indicated that the public sanitary mains adjacent to the development are currently at, or above, capacity due to groundwater infiltration and other factors. The Town does not currently have plans to upgrade the current wastewater infrastructure via capital improvements in the short term, therefore alternative servicing strategies have been considered and are discussed in more detail in Appendix B. There are four (4) design options that are discussed in Appendix B, complete with a sketch of each servicing layout. The sanitary servicing options will require more collaboration between all parties during detailed design to come up with the optimal solution between all parties.

2.1.4.2. Groundwater

According to the Town of Canmore's Engineering Design & Construction Guidelines (EDCG), the 1:100 Year Design Groundwater Elevations map (Figure HLC 9.8) has an estimated 1:100-year high design groundwater level of 1308.8 on the north end of the site and 1308.60 on the south end of the site. The EDCG and Town land use bylaw prohibits the building of habitable floor space below the maximum 1:100-year design groundwater elevation.

All sanitary and water service piping located in a subsurface mechanical room shall be sealed against infiltration of any groundwater and the water meter shall be situated above the 1:100-year design groundwater level unless the mechanical room is designed and constructed to withstand the infiltration of groundwater.

As per section 9.4 of the EDCG "Underground Parking and Lowest Parking Slab elevation" - Parkade floor levels may be lower than the 1:100-year groundwater level where feasible but not lower than the 1:20 year groundwater level to avoid frequent nuisance flooding." Historically, the 1:1-year groundwater elevation has been estimated to be 300mm lower than the 1:100-year groundwater elevation.

2.2. POLICY FRAMEWORK

The Municipal Government Act (MGA) recognizes the following statutory plans: Intermunicipal Development Plan (IDP), a Municipal Development Plan (MDP), an Area Structure Plan (ASP) / Area Redevelopment Plan (ARP). The MGA outlines the hierarchy and relationship of statutory plans, so that each plan will be consistent with the plans above it, Figure 2.

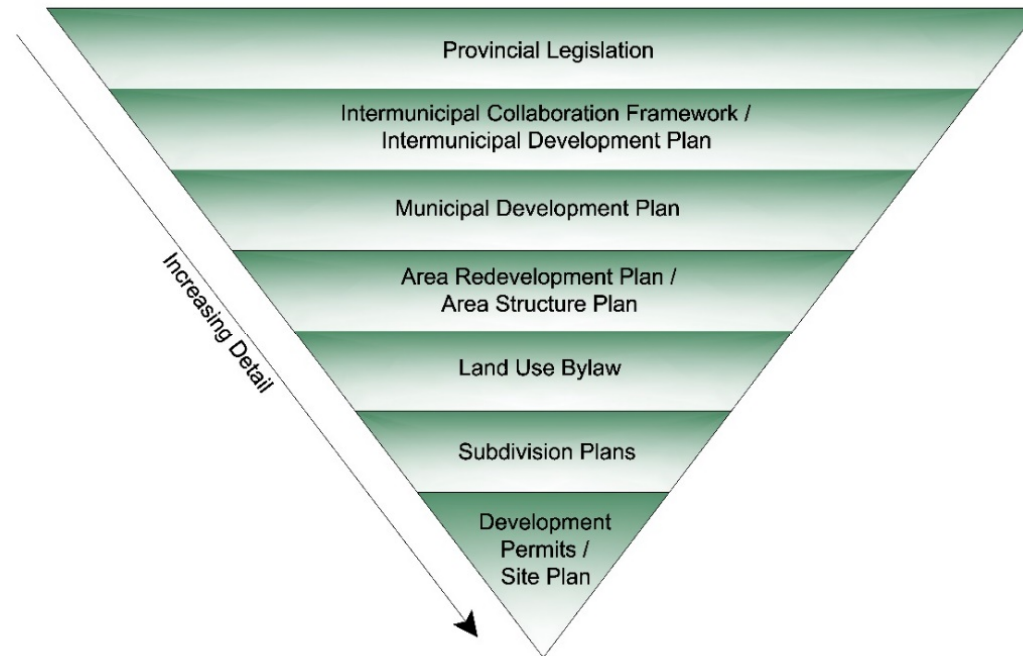


Figure 2 – Province of Alberta Planning Policy Hierarchy

2.2.1. Municipal Government Act

A Municipality's authority to approve an ARP and the requirements of an ARP are outlined in Sections 634 and 635 of the MGA. ARPs provide a framework for the redevelopment of an area of any or all of the following:

- (i) preserving or improving land and buildings in the area
- (ii) rehabilitating buildings in the area
- (iii) removing buildings from the area
- (iv) constructing or replacing buildings in the area
- (v) establishing, improving, or relocating roads, public utilities, or other services in the area
- (vi) facilitating any other development in the area

An ARP may include other matters as Council considers necessary and is intended to further refine and implement the direction within the MDP. ARPs are adopted as bylaw by Council in accordance with the MGA Section 635.

2.2.2. Municipal Development Plan

The Town's MDP sets a framework for the future growth and development of the community and provides an overarching policy direction for community land use decisions which ensures that the community's vision is integrated with this decision making. This ARP has been created to be consistent with the Town's MDP policies.

2.3. TECHNICAL REPORTS

Two technical reports have been prepared to support the land use concept and the policies outlined in the ARP. These reports do not form part of the formal CRPS Lawrence Grassi Middle School ARP but provided a comprehensive analysis and recommendations on many aspects of the ARP.

The technical reports include:

- (i) Conceptual Servicing Report (McElhanney Ltd. 2021) – Appendix B
- (ii) Transportation Memo (McElhanney Ltd. 2021) – Appendix C

2.4. PUBLIC CONSULTATION

A public consultation process was completed during the preparation of the ARP. Due to the COVID-19 pandemic, traditional in-person engagement processes were not considered. To ensure that the public had an opportunity to review the proposed development, online engagement tools were utilized. This included the creation of a website (launched December 2, 2020) as a base for information on the project as well as a set of frequently asked questions. Members of the public were invited to provide input into the new residential development.

Awareness of the online engagement opportunity was made through social media, mail drops (250 post cards) to surrounding households, emails to parents with children in the school and the Rocky Mountain Outlook published an article on the proposed future of the CRPS site. A survey was also used to seek feedback on the proposed ARP.

Members of the project team were available to answer questions throughout the engagement process and through four (4) virtual townhall meetings Dec 9th and 10th 2020. The virtual townhall meetings were one (1) hour in length and included a presentation on the proposed development from the project team. Participants were given an opportunity to ask questions to the project team in real time. Questions and feedback from the community was recorded and is included in the What We Heard Report in Appendix A.

2.4.1. What We Heard Report

A summary report was compiled and presented to administration and uploaded to the website for the public to view (Appendix A). This report is not part of the formal CRPS Lawrence Grassi Middle School ARP but provided a comprehensive analysis and recommendations on many aspects of the ARP.

3. Vision and Goals

This section provides the Vision and Goals of the CRPS Lawrence Grassi Middle School ARP derived from stakeholders involved in the preparation of the plan.

3.1. VISION

To create a vibrant neighbourhood with a variety of housing options and a pedestrian focused realm.

3.2. GOALS



Pedestrian Focused Design

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



Affordable Housing

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



Employee Housing

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



Housing Diversity

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



Neighbourhood Character

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



Energy and Green Building Principles

Promote the development and use energy saving technologies and green building design.



Community Amenities

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



Public-School Sustainability

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

4. Land Use Concept

This section provides an overview to Land Use within the ARP.

4.1. OVERVIEW

The objective of CRPS is to make the best use of the organization’s valuable trust of redeveloped lands in the heart of Canmore. As illustrated in Map 2 - Land Use Plan below the ARP envisions a distinct new urban neighborhood in the south portion of the Plan area. The Land Use Plan contains three (3) parcels, further described below.

LAND USE PLAN



Map 2 – Land Use Plan

4.1.1.Parcel 1

Parcel 1 is to remain zoned as PD - Public District to accommodate the existing Lawrence Grassi Middle School, the CRPS offices, the parking lot, and outdoor amenities. The approximate size of Parcel 1 is ± 1.619 ha (± 4.002 acres)

4.1.2.Parcel 2

Most of the development will focus on the existing open space to the south and east of the Round House Daycare facility (Parcel 2). The proposed residential development will bring a total of ~120 additional multi-residential units to South Canmore. The proposed residential development will be accommodated within Parcel 2, as illustrated in Figure 3 below, and will be implemented in a phased approach dependent on market conditions.

The development of eight (8) multi-family residential buildings are proposed with five (5) on the perimeter and three (3) internal to Parcel 2 (see Figure 3 below). The Plan proposes a new access point from 4th Street via a mews access road. The Mews road will incorporate traffic calming measures and grant priority to pedestrians and bicycles, while accommodating personal vehicle access at low speeds (15kph). The existing school garden will be reconfigured and relocated within the north portion of parcel 2.

20 affordable dwelling units will be dedicated as a portion of the housing stock to align with the Vital Home Rental Program from Canmore Community Housing. Additionally, a small 20-unit purpose-built employee housing development is proposed at the north-east corner of Parcel 2. The proposed employee housing meets the MDP policy 5.3.5; and also supports the recruitment and retention of staff to support high quality educational experiences in the Bow Valley.

The approximate size of Parcel 2 is ± 1.527 ha (± 3.773 acres).

The Town owns the closed lane parcel (shown on Map 2) which will be transferred to the developer in exchange for affordable housing policies and multi-use pathway connections through the site.

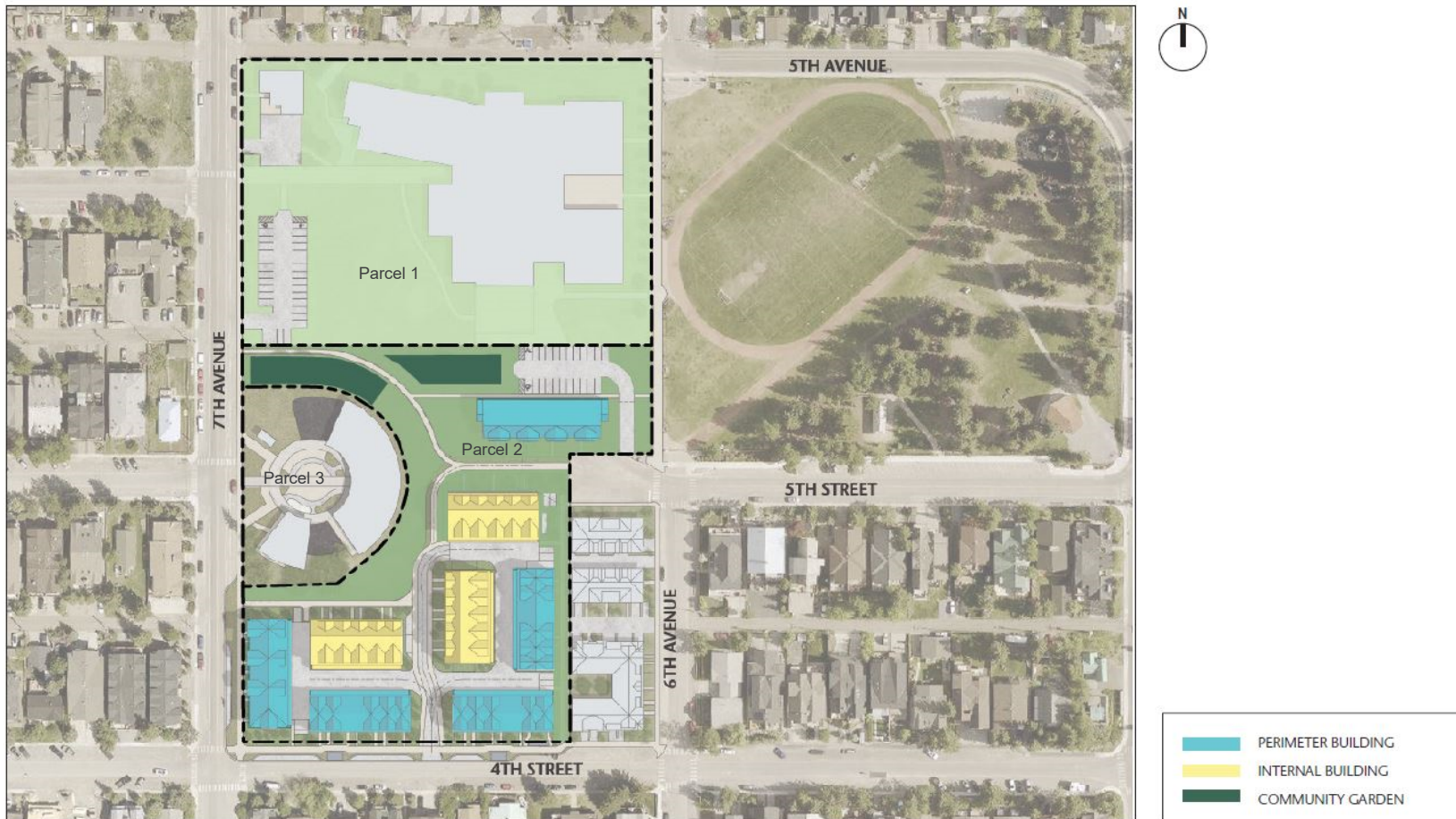


Figure 3 – Parcel 2 Proposed Building Layout Example

4.1.3. Parcel 3

Parcel 3 is to remain zoned as PD - Public District to accommodate the existing Round House Daycare facility, the Air Cadets building and associated outdoor amenities. The existing school garden will be reconfigured and relocated within the north portion of parcel 2. The approximate size of Parcel 3 is ±0.391 ha (±0.966 acres).

5. Policies

This section provides an overview to policies associated with the ARP.

5.1. GENERAL POLICIES

5.1.1. Canadian Rockies Public School Controlled Development

CRPS will hold the land in perpetuity and control the development as it progresses overtime.

- The property shall be managed. An operation and management program shall be established to maintain the property.

5.1.2. Proceeds of the Residential Development

- The proceeds of the residential development will be placed in a CRPS Legacy Fund to help sustain future operations of the school board and support the provision of quality education in the Bow Valley.

5.1.3. Population and Dwelling Units

- At full build-out, it is estimated the ARP will accommodate ± 288 persons in a maximum of ~ 120 dwelling units.
 - o Parcel 2: ± 288 persons in a maximum of ~ 120 dwelling units
 - ± 48 persons for a maximum of ~ 20 dwelling units (Affordable Housing)
 - ± 48 persons for a maximum of ~ 20 dwelling units (Employee Housing)

5.2. URBAN DESIGN FORM AND CHARACTER POLICIES

5.2.1. Setbacks

- Provide a green space buffer and establish a multi-use pathway between the proposed development and the existing Roundhouse Day Care building.
- Provide separation between the Lawrence Grassi Middle School and the proposed residential development.
- Provide a setback from the neighbouring residential multi-family development called Caffaro Fusion and Encore developments to the East.

- Front yard setbacks facing 7th and 4th shall be 3m.



Figure 4 – Seventh and Seventh (Town of Canmore) Pedestrian Realm Example

- The two most northern buildings within parcel 2 must be setback a minimum of 12m from the east property line to protect the viewshed towards mountain views to the north.
- The remaining side yard setbacks shall be 6m.

5.2.2. Building Massing

- Protect the livability and privacy of individual dwelling units and between buildings through an appropriate transition of building height and massing.
- Place the tallest buildings internally to the site to protect viewsheds from the public realm and to allow for additional greenspace to be incorporated into the plan.

5.2.3. Building Height

- Limit the maximum height of perimeter buildings (Figure 3) to two-and-a-half (2 ½) stories in height.
- Limit the maximum height of internal buildings (Figure 3) to three-and-a-half (3 ½) stories in height.

5.2.4. Building Design

- The requirements of the Town of Canmore Land Use Bylaw Section 11 will be applicable to the residential development.
- Contemporary architectural styles may be permitted when they meet the intent of the Town of Canmore’s Community Architectural and Urban Design Standards.
- Where possible buildings shall face and address the street or streets.

5.2.5. View Corridors

- Important view corridors shall be considered in the building massing and street orientation as shown in Figure 4.

VIEW CORRIDORS

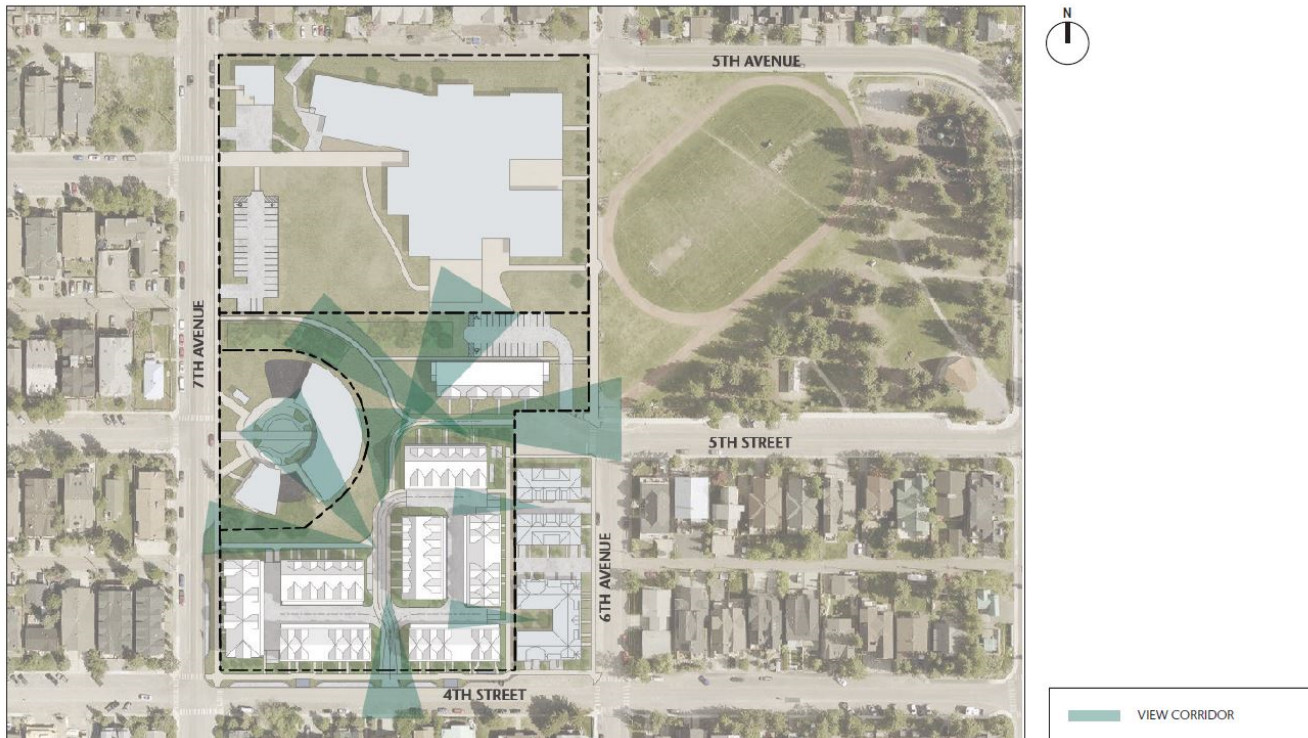


Figure 5 – View Corridor Examples

5.2.6.Landscaping

- The existing school garden north of the day care site will be relocated into parcel 2. Size of overall school garden will remain the same size in area.
- Soft landscaping shall be provided in the front yards of the units.

5.3. HOUSING AFFORDABILITY POLICIES

- Incorporate a diversity of housing choices to assist in achieving housing affordability through the provision of townhouses, stacked townhouses and a variety in unit sizes.
- Dedicate 20 units to be part of the Canmore Community Housing (CCH) program.
- Dedicate 20 units of purpose-built employee housing, to help recruit and retain staff.

5.4. SOCIOECONOMIC POLICIES

- Place proceeds from residential development into a CRPS Legacy Fund to help sustain future operations of the school board and provide a quality education for the Bow Valley.
- Strive to create and enhance a sense of community within the ARP area.

5.5. SERVICING AND ENGINEERING POLICIES

The purpose of this section is to identify key engineering and servicing related policies for the plan area. A Conceptual Servicing Report has been prepared for the study area and is included in Appendix B.

Until such time the detailed design process occurs and the beneficiaries of the selected "sewer and/or water" upgrades to the CRPS site can be determined, the potential for cost sharing between the town of Canmore and the developer should not be ruled out. Where upgrades to site services are required to support the proposed development, the developer will cover the cost of those upgrades. Should opportunities be identified that will allow development servicing to provide a benefit to the larger community, the developer will cover the portion of the costs required to support the proposed development.

5.5.1.Water

- Make efficient use of existing or available infrastructure and facilities.

- It is anticipated that the existing Pumphouse #2 will be going through capital upgrades in the near future that would increase the water pressure and fireflow capacity in the general vicinity of the development.
- Dedicate any on-site hydrants as public infrastructure, along with the associated water mains and utility right-of-way.

5.5.2. Sanitary Sewer

- Make efficient use of existing or available infrastructure and facilities.
 - From discussions with the Town, it is noted that the adjacent public sanitary sewer mains are at, or above, capacity and that no capital is planned for improvements in the next 5-10 years. While the Town has confirmed that Lift Station 1 has capacity for wastewater from the development, gravity and/or forcemain sanitary servicing alternatives will be required in order to service the proposed development and connect to Lift Station 1. Final servicing strategy will need to be coordinated and approved during detailed design.
- Understand that there are four (4) design options that are discussed in Appendix B of the ARP, complete with a sketch of each servicing layout. The sanitary servicing options will require more collaboration between all parties during detailed design to come up with the optimal solution between all parties.

5.5.3. Stormwater

- The design of the stormwater system will need to meet the requirements of the EDCG guidelines for large sites that are 2.0 Ha and larger.
- The location of the proposed development within Canmore does not allow for conventional storm main connections as there are no piped mains in the floor of the Bow Valley. The stormwater will need to be surface graded towards low lying (preferably landscaped) locations on site where the stormwater can be treated and stored and ultimately allowed to infiltrate into the ground water via dry wells, rain gardens and other means.
- Since the site falls within the Town of Canmore's 500m OGS Infiltration zone boundary, storm water will require pre-treatment from all drivable surfaces via an oil grit separator (OGS) to limit solids and hydrocarbons from entering the ground water.

5.5.4. Power, Gas, Communications, Street Lighting

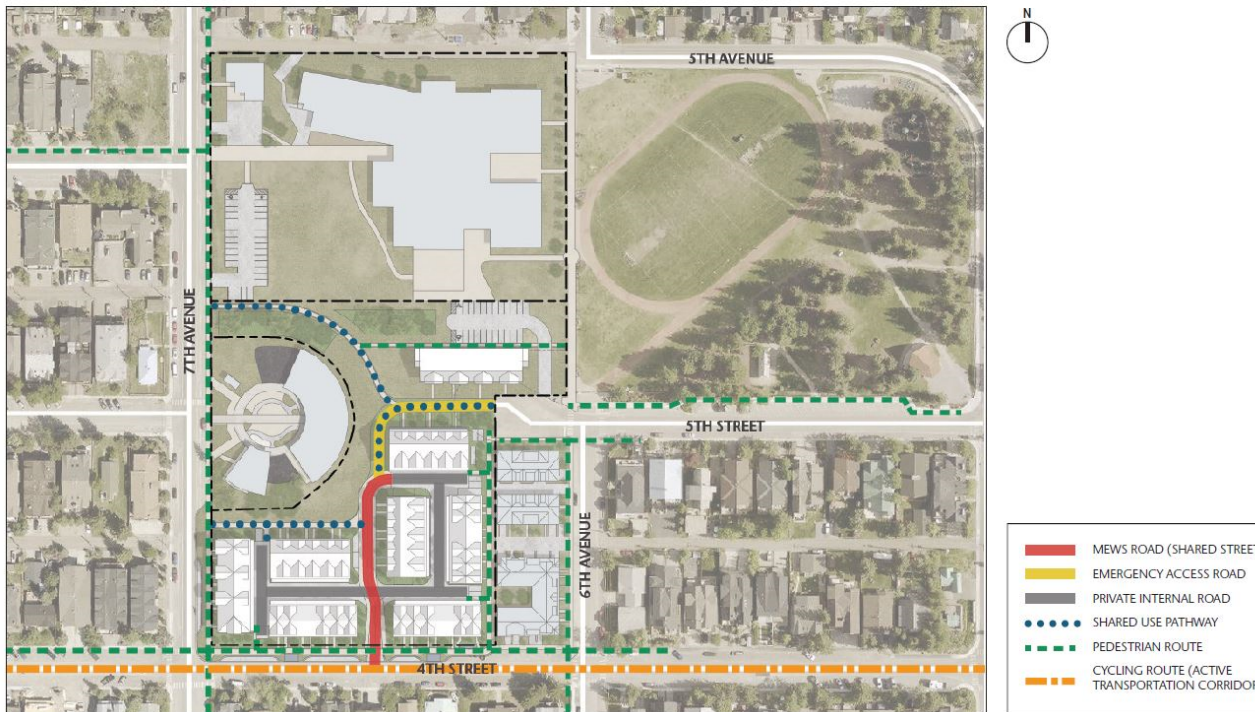
- The developer shall coordinate the shallow utility upgrade requirements with the various utility companies. While this part of the community has a mix of overhead and buried utilities, the development will have buried shallow utilities.

5.6. ENERGY AND GREEN BUILDING POLICIES

- Explore opportunities to capture, retain, and/or re-use rainwater during detailed design.
- Waste, recycling, and organics collection must comply with the requirements of the Town's Engineering Design and Construction Guidelines. Existing waste containers adjacent to the site that serve the surrounding community may be relocated but will be retained. Additional containers will be added to the interior of the site to support the proposed development.
- Separate food waste diversion designs must be implemented into waste and recycling collection designs.
- Provide bear proof bins in a location(s) central to the site for residential use. Locations will be coordinated with Town of Canmore's input during design.
- Provide pedestrian waste and recycling containers at open space and at pathway connections to support the public realm. Locations will be coordinated with Town's input during design.
- Explore opportunities to help meet the GHG reduction targets set out in the Town's Climate Action Plan. Target to reduce the GHG emissions by 30% below the 2015 levels. Opportunities to be explored are:
 - o Energy opportunities – examples: solar, geothermal, district energy.
 - o Transportation opportunities – examples: reduction in vehicle use, EV charging stations, walkable neighbourhoods.
 - o Waste Opportunities – examples, organic waste diverted from landfill, decrease in construction waste while building.

5.7. MULTIMODAL TRANSPORTATION POLICIES

CIRCULATION CONCEPT PLAN



Map 3 – Circulation Concept Plan

5.7.1. Mobility

- Improve pedestrian connectivity to and within the ARP area.
- The development shall contribute to the goals of the Town’s Integrated Transportation Master Plan.

5.7.2. Mews Access Road

The primary user access to the site will be via a mews road, which will be considered a shared street. On the single access shared road pedestrians and bicycles will have priority while accommodating slow access by vehicles.

CROSS SECTION OF MEWS ACCESS ROAD

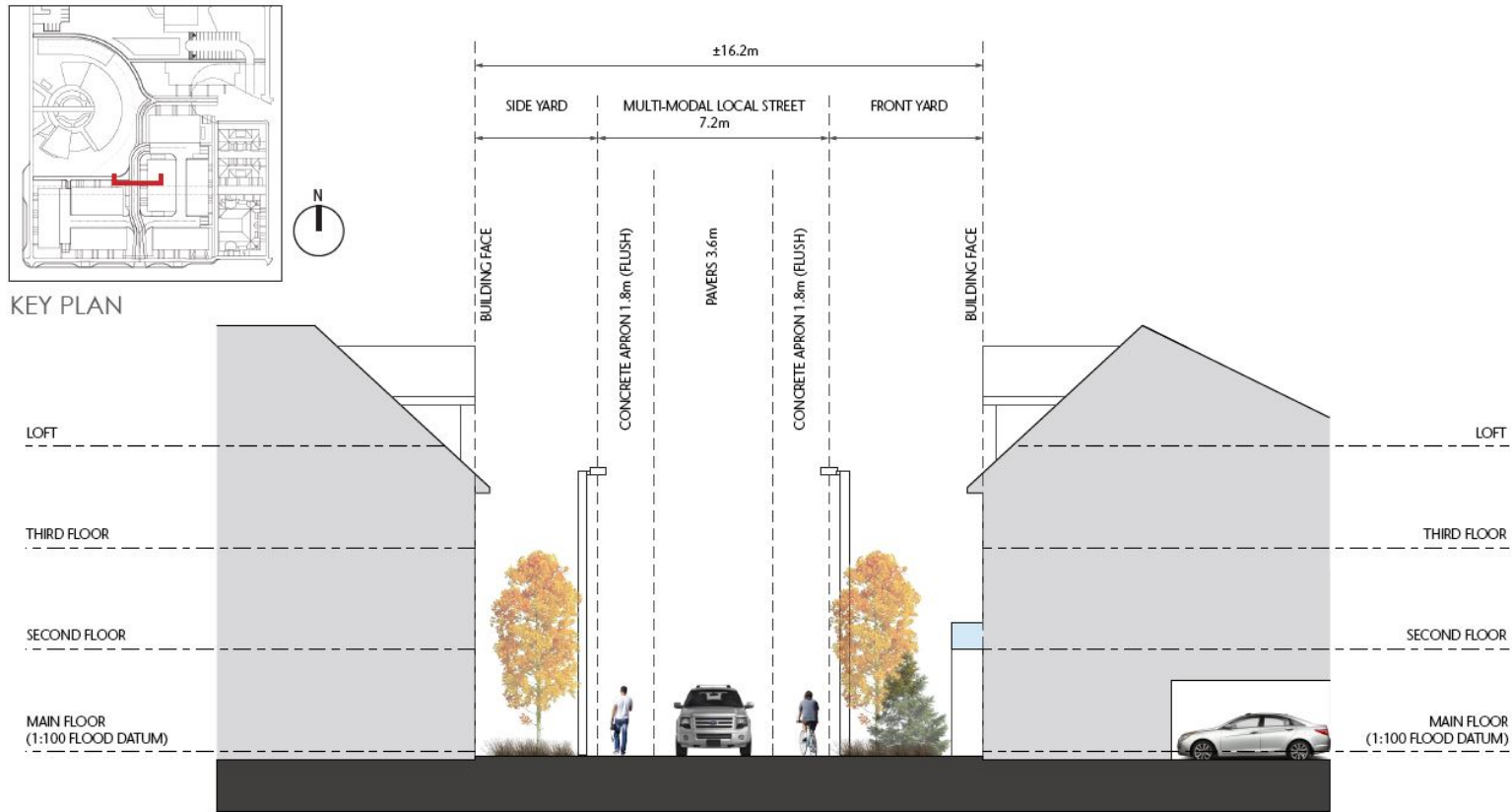


Figure 6 – Mews Cross Section Example

5.7.3. Active Transportation Network

- Support the Town’s Active Transportation Network. The study area fronts 4th Street which has been designated as a cross town active transportation corridor and on-street bike lanes are present on 7th Avenue. The pedestrian routes shall relate generally to the Map 2 Circulation Concept Plan

5.7.4. Parking

- All parking shall be contained internally to the site accessed by internal Mews Road.

- A portion of vehicle parking stalls shall be equipped for future Level 2 charging (240V outlet).
- Layby parking shall be provided 4th Street which is offsite and does not count toward onsite parking.



Figure 7 – Parking Layby Example

5.7.5. Emergency Access Road

- An emergency access road will be integrated into the multi-use pathway system. The emergency access road is not to be used for personal or commercial vehicles.

5.7.6. Traffic Calming

- Traffic calming measures shall be incorporated to reduce vehicle speed and promote a safe pedestrian and cyclist friendly environment.

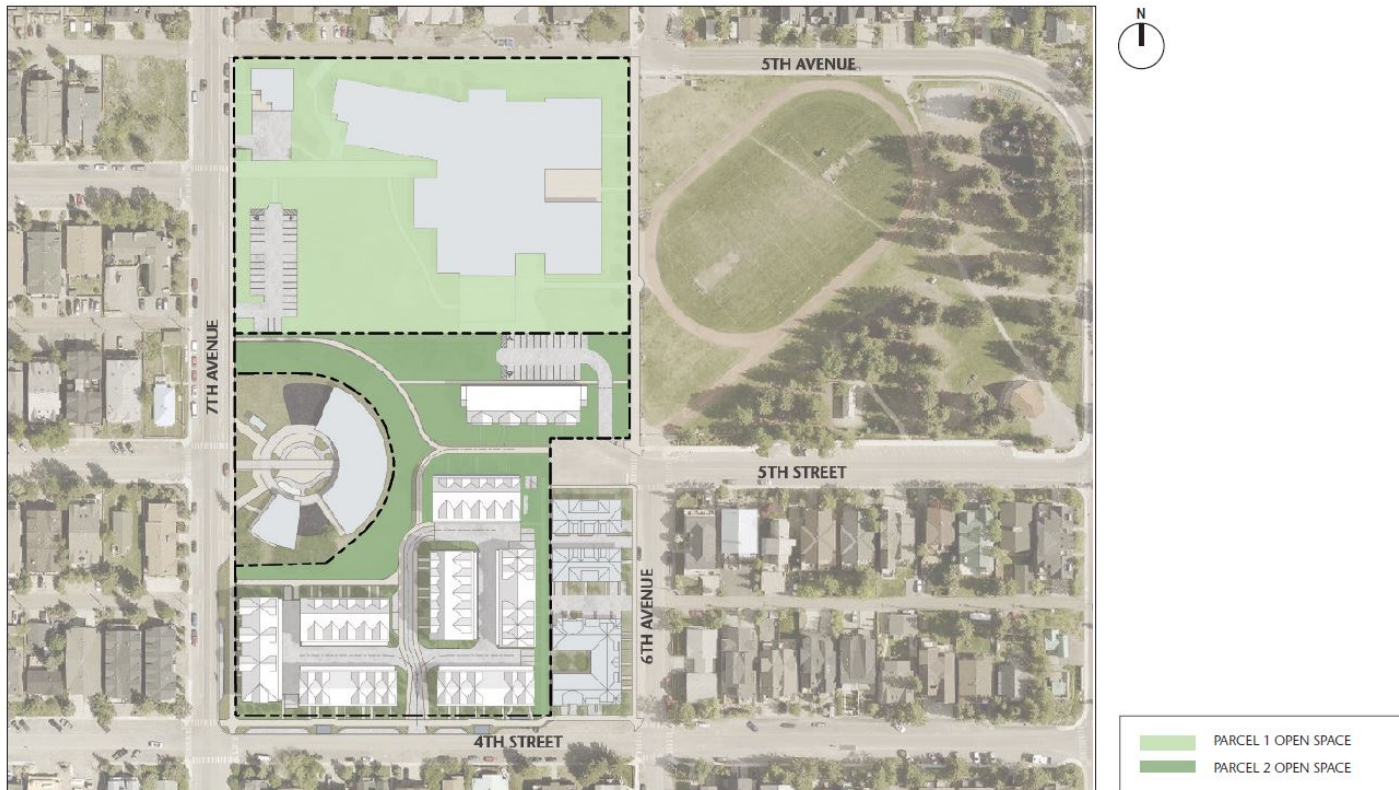
5.7.7. Innovative Street Design

- Innovative street designs shall be encouraged within the Plan area. Final design details will be developed in conjunction with the Town.

5.8. OPEN SPACE POLICIES

The open space policies are designed to ensure that the new development areas are served by a variety of active and passive open spaces. Map 4 – Open Space Plan shows the proposed open spaces within the ARP area.

OPEN SPACE PLAN



Map 4 – Open Space Plan

5.8.1. Open Space Maintenance

- The property shall be managed. An operation and management program will be established to maintain the open space in Parcel 2. Parcel 1 open space is currently maintained and will continue to be maintained by the CRPS.

- The development must mitigate/exclude the presence of ungulates through site design, landscaping, and fencing. The landscaping should avoid large areas of turf and other landscaping elements that attract ungulates and other wildlife.

6. Implementation

This section outlines the implementation policies that ensure development within the area are aligned with municipal requirements.

6.1. PLAN IMPLEMENTATION

6.1.1. Land Use Bylaw Amendment

An amendment to the Land Use Bylaw will be required to add a Direct Control District for Parcel 2. The proposed Direct Control District should be based on a slightly modified Medium Density Residential District as outlined in the Town’s Land Use Bylaw. The Direct Control District residential land use will allow a mixture of medium density residential building types, including Townhouses, stacked townhouses, and low-rise apartment buildings.

6.1.2. Direct Control District

A Direct Control District (CRPS DC District) shall be established through a Land Use Bylaw Amendment. Proposed permitted uses within the CRPS DC District are as follows:

Intended Permitted Uses:	Intended Discretionary Uses:
Accessory Building	Administrative / Sale Office
Apartment Building	Care Facility
Home Occupation – Class 1	Common Amenity Housing
Open Space	Cultural Establishment
Public Utility,	Day Care
Townhouse	Home Occupation – Class 2
Townhouse Stacked	Public Building
Employee Housing	Sign

6.1.3. Land Use Redesignation

Land Use Redesignation will be required prior to further subdivision and redevelopment in the ARP area.

6.1.4. Permits

The Town development permit process shall be required prior to the commencement of any development within the approved ARP area.

6.2. PLAN AMENDMENTS

6.2.1. Policies

Amendments to the ARP will be undertaken in accordance with the provisions for amending a statutory plan in the MGA.

6.3. PLAN MONITORING

6.3.1. Policies

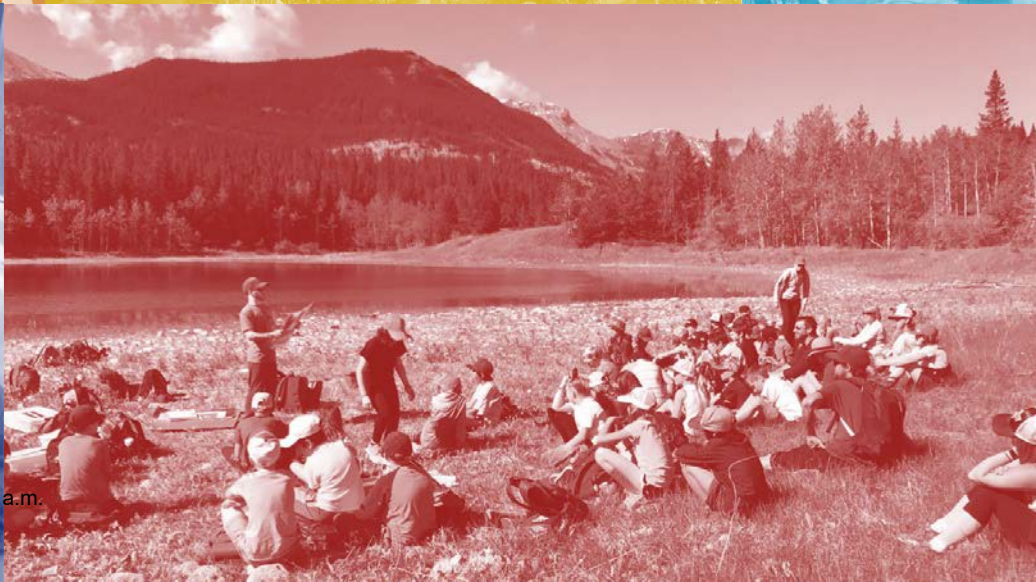
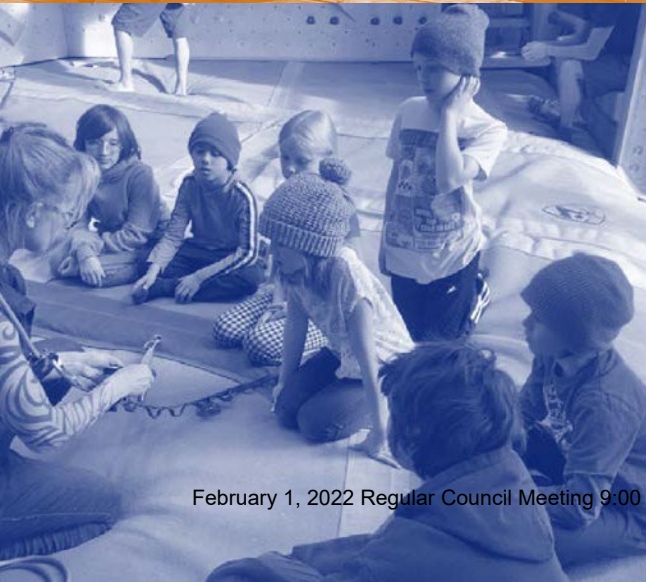
The policies within the ARP should be reviewed and updated every fifteen (15) years from the time this ARP is adopted until the ARP area is entirely developed to ensure that the ARP is achieving the stated objectives.

APPENDIX A

What We Heard Report (Colliery Parc 2020)



**Colliery Parc
Lawrence Grassi Middle School Site Redevelopment
“What We Heard” Report
December 18, 2020**



Section A: Process

On December 1st, an email and briefing document was sent to Town Council members advising them that Canadian Rockies Public Schools (CRPS) would launch its public website for Colliery Parc on December 2nd.

On December 2, CRPS:

- CRPS launched its public website for the Colliery Parc residential development on its Lawrence Grassi Middle School site. The site is interactive and asked several specific questions.
- CRPS delivered 250 post cards to homes in the south Canmore area asking them for their input through the newly launched website.
- CRPS sent an email to parents and staff informing them of the proposed residential development asking for their thoughts.

On December 3, the Rocky Mountain Outlook published an article on the proposed future for the CRPS site.

On December 9th (from 7-8 and 8-9 pm) and 10th (from noon-2 and 3-4 pm), CRPS held four virtual townhalls. Planners provided more detail on the proposed development. The presentation was followed by a question-and-answer session. Approximately 47 people participated in the sessions.

On December 18, this Report was published on the website, fully accessible to members of the public. [HOME | Crps \(collieryparc.com\)](http://HOME|Crps.collieryparc.com)

A website report follows at the end of the document. We saw significant interest in the website with over 853 sessions and 604 unique visits. The Report that follows contains information from the website, comments made on Facebook and other social media platforms, the Townhalls and specific emails to the CPRS. We appreciate the level of interest in the project.



Section B: General Comments

Overall, the feedback has been balanced. There is good support for the idea of a Legacy Fund to sustain the school board and provide quality education into the future; a fund that would help bridge the swings in education funding. There is general support for housing for staff and their families on this site as well. There are existing concerns with parking and traffic congestion in the south Canmore area. There are concerns that the proposed number of units will further exacerbate this situation, obstruct views, and lower real estate values. Of the 37 comments received, 18 are in favour, 7 are in favour with conditions, and 12 are opposed. The following comments were provided at the Townhall, via email, Facebook or through the website.

1. How exciting to see the big story in the Rocky Mountain Outlook this week about CRPS moving ahead with development of lands adjacent to LGMS! It's inspiring to think of all of the ways that the project can and will create value for our community. We're committed to being an active and supportive partner with CRPS and would welcome a conversation about how that might be manifest with this venture. *Community member.*
2. So... a high-density housing development built to generate revenue to fund the school – might call it 'Spring Creek West'. *Townhall Participant.*
3. It creates a sustainable income flow and an opportunity for housing for staff, a win-win use. *Facebook post.*
4. If there is less than 2 [parking stalls] per unit, I feel it's inadequate. *Website comment.*
5. We agree, we love our garden and utilize it in our childcare programs. *Townhall participant.*
6. CRPS is proposing to jam in the maximum number of units it can on a small property. This will negatively alter the look and feel of the south Canmore's neighbourhood. *Website comment.*
7. Overall concept is pretty good, just a tad too dense for the neighbourhood, in my opinion. *Website comment.*
8. I am not necessarily against the development but feel that units can be of lower density directly adjacent to Elk Run units. Views are a critical component of living in Canmore as this adds value to each unit. The current plan, in my opinion, unfairly impinges on this. *Townhall participant.*
9. Congratulations on moving your development idea ahead. *Community member.*
10. With NDM and OLS being at almost 100% capacity, I would think a better community investment would be to utilize the land to build a new school. A pod of educational space in Downtown Canmore has multiple community benefit, including lower community investments for future development in less than desirable location (TSMV) for a school Green space

already developed (Centennial park) and well utilized, easier access utilizing green mode of transportation, less potential conflict with wildlife. *Website comment.*

- 11.** I really think it's a great idea and along time coming. Way to go to get the ball rolling. *Townhall participant.*
- 12.** This is a great idea. Innovative thinking and planning to provide some freedom from fluctuating provincial funding. *Facebook post.*
- 13.** We are the only west facing unit and the proposed development will obscure currently unobstructed views of the mountains. We are very concerned that this development will partially or complete obstruct our views and this unit will be un-sellable or see its value dimmish. *Website comment.*
- 14.** What an opportunity for our school board and our kids future funding! *Facebook post.*
- 15.** The population density with the buildings at 7th Avenue and 7th Street will already increased by a lot, this is increasing traffic, I think a new development will make things worse. I am in disagreement with your proposal. *Website comment.*
- 16.** Alignment of the laneway to existing laneways for elk run is a good consideration. *Townhall participant.*
- 17.** Just had a quick review of the proposal and I wanted to congratulate The Board and the many other CRPS Staff members who worked on and will continue to work on this plan. I think it is a first-rate idea and will address a number of challenges CRPS will face going forward. So,

it is Congratulations to one and all!!! I look forward to seeing more information as it develops. *Community member.*

- 18.** I have lived in this area for 7 years. Parking for residents is becoming an ever-increasing problem. I feel this problem will greatly increase....we also suffer from lots of noise in the wee hours of the night in warm weather with scattered residents having back yard parties, patrons leaving downtown bars and events such as weddings at Miners Hall. However, I think this project is a brilliant idea for use of this CRPS lands *Website comment.*
- 19.** I feel this is an excellent site for this proposal. *Website comment.*
- 20.** Oh, here's an idea...plant some trees there! Everyone wants more money. Kids deserve better. *Facebook post.*
- 21.** I sure like the ideas behind this. *Facebook post.*
- 22.** When I purchased my home opposite to this park, I was told that the property would never be developed. Parking is already an issue here and the addition of multi-family homes will make parking more insane. I believe this is a money grab by the Town of Canmore that would never have been approved prior to the COVID-19 pandemic. The COVID-19 crisis is transient but changing our neighbourhood with this awful development will be permanent. *Website comment.*
- 23.** The site is too congested and too many units. Its going to be noisy. *Website comment.*

24. Good on the Board! I hope they use this opportunity to build sustainably and aren't allowed to increase the allowable roof height, as this is a slippery slope.

Facebook post.

25. 100% the developers are taking a cut. *Facebook post.*

26. This is an excellent idea to generate funds through the sale/lease of surplus lands to support the financial needs of the CRPS. *Website comment.*

27. As a neighbouring resident, I would want to ensure that there is sufficient parking for all residents and some visitors within the project. *Website comment.*

28. This is how its done. *Facebook post.*

29. Will you have any hurdles to jump through from a public opinion point of view for this project? We are very excited! *Community member.*

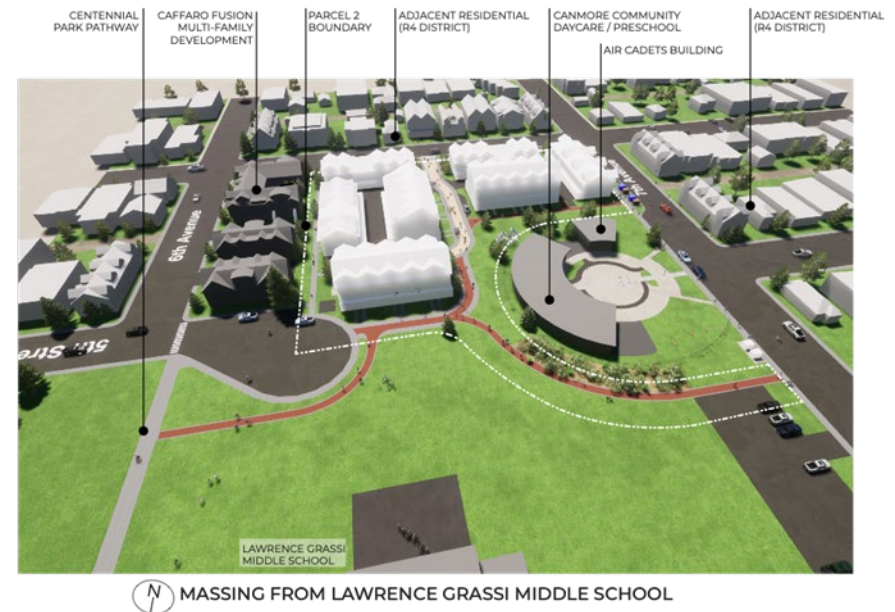
30. If they put housing there, it will curtail space used for the field events (i.e.) caber toss for the Canmore Highland Games! *Facebook post.*

31. I don't have a problem with the range of unit sizes...there should be a diverse range...only the total density is a concern. *Website comment.*

32. Public education should be funded through general taxes. Schools should not be funded through general taxes. Schools should not sell/lease assets to fund education. Education shall be equal for all Alberta schools. Other schools that haven't been gifted similar

real estate will be at a disadvantage if this project is allowed to proceed. *Website comment.*

33. At least in this case the money stays in the valley and is put to good use. Not just lining some already rich developers' pockets. *Facebook post.*



34. This is a great idea. Innovative thinking and planning to provide some freedom from fluctuating provincial funding. *Facebook comment.*

35. Parking is already overloaded. We need more parking. *Website comment.*

36. I wanted to spend some time sending some "positiveness" your way! This is a quick message to say

that I love the actions of CRPS about moving forward with building real estate on the school grounds. CRPS is taking advantage of the power of real estate, this is great for our future. *Website comment.*

37. What a great out of the box way to fund education. Well done. *Facebook post.*

Section C: Frequently Asked Questions

The following questions were asked at the Townhall or through the website.

Height, Unit Numbers and Surrounding Context

1. What are the proposed heights of the buildings? How many storeys?

The buildings within the proposed residential development will be between 2.5 and 3.5 storeys depending on the location on the site. Those residential buildings on the outside of the development will be 2.5 storeys, consistent with existing residential units surrounding the site. Those buildings within the residential development are proposed to be 3.5 storeys to allow for flexibility in unit size and form – townhomes and smaller apartment units.

2. What is the proposed elevation of the proposed buildings next to Elk Run? Same height or higher?

The proposed elevations of the buildings next to Elk Run are the same height. We are mindful of the impact of our development and have also added a 6-metre buffer between the existing and proposed residential units. This buffer is 4 times more than required under a regular R4 setback.

3. The two Elk Run complexes have a total of 20 units and represent approximately 1/3 the size of your whole complex, which is to have up to 100 units. Please explain the difference. Is it the same density?

The Elk Run development has a medium density R4 land use. We are basing our Direct Control Bylaw on medium density R4 land use consistent with the current zoning for Elk Run. Our proposed development is 89 units per hectare which is less than the density stated in an R4 land use at 98 units per hectare. What is different is in how we are scaling the development. We are asking for additional heights internal to the site to be able to mass our units differently and create innovation in how the units are built.

4. Lastly, how many units are going to be kept for teachers and other staff members? What is the % of units for staff and families?

We are still working out the mix of affordable and market units. This will be determined after the total number of units are confirmed. CRPS is committed to including affordable housing for staff and their families within the residential development. We need to ensure that the market housing can pay for the affordable units with a reasonable return to CRPS to create a sustaining Legacy Fund. A viable, resilient school board will ultimately benefit the community.

5. Would Affordable Housing also apply to the daycare staff?

Priority for affordable housing units will be given to CRPS staff and their families. There may be opportunities for other groups should these units not be required. This will be investigated.

6. How many units can we expect?

CRPS is applying for up to 100 units. We may not build all the units but would like to have the flexibility to be innovative at the time of detailed design.

7. How many people do you expect to live in the community?

The average household data for Canmore from the 2016 Census was 2.4 persons per household. Assuming 100 units are constructed and 100% of the units will be occupied by local residents and their families at this time we estimate the population of the community to be 240 persons.

8. How many of the units will be sold and rented?

At this point in time, we do not know the mix of rental and owned units. This will be completed at the detailed design stage of the project.

9. I don't feel that the proposed development adequately takes into account the lifestyle and asset values of the current Elk Run and Caffero Fusion owners. Is this a forum for discussion on this issue?

CRPS would like surrounding neighbours to consider the broader community benefits of this development – a diversity of housing and a long-term fund to support the viability and resilience of the school division. We have tried to consider the impact of our residential development on the surrounding neighbours. We have planned for a 6-metre buffer to create more distance from the existing and proposed residential buildings creating more green space than would normally be required under the current R4

Bylaw. The buildings along 4th Street and 7th Avenue and the Elk Run development are the same height as the existing residential development in the neighbourhood. We have also aligned the laneways within our development with the current residential development to maintain continuity and termination points.

10. Is the proposed redevelopment consistent with the neighbourhood?

Yes. The site is located within a neighbourhood where the urban pattern is a laned grid system with built forms that include single family homes, multi-unit residential, parks and open space, civic and institutional uses. The site is ideally situated within walking and cycling proximity to commercial, civic and amenities in the heart of Canmore. The site is located one and a half blocks south of the retail and restaurant amenities located along Canmore's commercial main street (8th Street) and directly adjacent to the Town's central open space, Centennial Park. It should also be noted that the school site has been identified throughout statutory and non-statutory plans as a site for civic and community uses with the potential for residential development.

Parking

11. Parking is always a problem with these kinds of projects, what if anything will you do to take care of this problem? How many parking stalls per unit? Where is the visitor parking located?

The proposed residential development is guided by the current policy approved for the town of Canmore. We have been thoughtful in our parking plan to ensure that all parking for the proposed residential development is captured within the site. Each unit will have either a garage parking stall or covered parking to service their unit. Visitor parking is provided within the covered parking and laybys throughout the site. All the parking requirements for the residential development including visitor parking have been incorporated on site.

12. How many units have garages?

This will be determined at the time of detailed design. All townhome units will have garages.

Traffic Congestion

13. You are putting a lot more traffic on 7th Avenue and 4th Street. Do you think both through roads can handle the extra traffic? Will only one entry and exit create congestion on 4th Street? The width of the single entry/exit road is much narrower than 4th Street and 6th Avenue – will it be a pinch point?

Based on input to date from our consultant engineering team and the Transportation Department of the town of Canmore, the proposed 7th Avenue and 4th Street will be able to handle the additional traffic volume. The width of the single entry / exit point to the site has been designed according to the City of Calgary standard for developments of this type.

14. This development could add 100 plus vehicles entering/exiting from the one access off 4th Street?

Correct. However, given the central location of the project within the Town our proposed plan puts a high degree of emphasis and accessibility to alternative modes of transportation, primarily pedestrian and bicycle modes. The higher the percentage of mode share that can be achieved on the site, the lower the peak vehicle loading will be on 4th Street.

15. How will the roadways be completed to manage and keep it safe for walking and cycling for local residents and students?

The internal traffic network will consist of an entry “mews” that will service a network of internal lanes that interface with the rear of the adjacent homes. The proposed speed limit of the development will be 15km/hr and the “mews” road will be a ‘shared’ street where pedestrians and cyclists have priority over drivers. In addition, the “mews” road will make use of traffic calming devices to ensure local traffic speeds remain low. Studies have shown that the use of shared streets reduces the frequency of car to pedestrian, and car to bicycle incidents.

16. Is the intent that this housing is restricted to full-time Canmore residents? How will you prevent it from becoming tourist-homes or just weekend-use?

It is our hope that families living and working in Canmore will be able to afford to live in our residential development. The more families that live in our community, the greater number of students attending our schools. We cannot control the market and will do what we can to ensure a diversity of housing options at a variety of price points that will meet the needs of many. We will also have affordable units for staff and families of CRPS which will provide

affordable options and ensure that we can retain and attract quality staff.

School Use

17. Okay, I get it – lots of pressures from developers to build – but once you have built on school land, its obviously no available for either green-space or for the school’s use. Is that truly what is best for the schools or its programs?

CRPS has been considering this residential development for over four years and is responding to the need for a more diverse housing stock within Canmore and for a more sustainable school division. We have balanced several factors including the growth of our school division within the town of Canmore and the need for additional school sites with the need for stable, long-term funding to support educational programs and housing for staff and their families.

We are currently in discussions with several other developers for new school sites in new communities. The LGMS site is already a multiuse site. CRPS provided a portion of our land on long term lease to the daycare. And we have an additional multipurpose facility serving the Air Cadets. CRPS has an agreement with the town of Canmore for the use of Centennial Park just east of the school site so

additional field space is not required.

18. Who Owns the current site?

The Lawrence Grassi School site is in the Town of Canmore, Alberta. The entire site is owned by CRPS. The entire site is approximately 3.59 hectares (8.8 acres).

19. This land was gifted to the CRPS for educational purposes. Is it consistent with the conditions that was gifted under?

The land was gifted for school board purposed. Proceeds will benefit existing and future students through the support of existing and new educational programming, it will provide sustaining funds for CRPS to counter the swings of educational funding experienced by a small school board, and it will benefit the broader community through the addition of a diversity of housing. Over the years, multiple ministers of provincial governments have agreed that our proposed residential development is an appropriate use for this land.

20. Has the Town addressed the need for new educational space with the Board? Can a potential agreement between the Board be established to ensure the need for housing for educational staff as expressed by CRPS and the need for a new school

building within the next few years in Canmore be evaluated? Can the land be bought for such purposes?

CRPS is working with other developers within Canmore to secure new school sites as per its growth plan. Land is usually held aside for school purposes when new communities are developed. Affordable Housing for staff is only one reason to redevelop the current site, a Legacy Fund is important as well for all the reasons mentioned in the answer to question 19. It is important to note that the land is not contiguous with the LGMS school site. The current school can increase in capacity if required in the distant future.

Legacy for the Future

21. You are hoping to make a certain amount of \$\$ every year on the rentals and the selling of the units. Do you have a yearly amount that you need or are thinking about? Do you have a business case and if so, please provide it?

We are not able to share this information as the final unit count and costs have yet to be confirmed. This will be completed after approvals when the extent of the residential development is confirmed.

22. Is there capacity to discuss one of the buildings being used for community space for educational purposes?

The current school provides for some community use specifically for educational purposes and both the daycare and air cadet facility provide a community benefit. Taking one of the buildings out of the total would jeopardize our ability to provide a sustaining fund for the future. There may be other opportunities to explore this idea on the northern portions of the site closer to the LGMS, but it is already a multiuse, community site.

Public Realm: Parks, Community Gardens and Pathway System

23. Does the pathway to the west of the roundhouse cut into the daycares current parking lot?

Minor adjustments to the plan will need to be made when the detailed design is completed. The current parking lot will be maintained.

24. Will the community gardens remain at the same scale?

Yes. The community gardens will remain as they are now. CRPS realizes how important these gardens are to the community and the value they bring to the site.

25. Has there been any environmental impact assessment done or will it be? There is significant wildlife in this park at all times of the year... will this be considered?

This site is not in a wildlife corridor or a habitat patch. CRPS believes that developing this land will help solve the Elk safety issues that currently persist. We will comply with the Town’s direction on required impact assessments.



26. Due to the density close to a daycare/preschool has security been considered?

Yes. The residential buildings were moved as far south as possible to create a landscape buffer between the proposed residential development and the daycare site. Further analysis will be completed during detailed design.

27. How large is the area that comprises pathways, open/green space?

The residential development proposes approximately 51,000 square feet of landscaped area which includes pathways, front yard setback areas, the 6-metre setback and walkway along Elk Run and landscape bulbs adjacent to buildings. Some of the open space will accommodate active and passive recreation amenities and a playground. The open space adjacent to the Lawrence Grassi Middle School will also remain, including the open space and connection to the adjacent Centennial Park. Only a few blocks to the west are a series of parks and open space along the Bow River, including linear pathway connection to the Town’s extensive network and the adjoining provincial park system.

28. The area is already under great pressure. How will you improve the existing streets to make them safer for pedestrian and improve parking?

The existing carriageway of both 4th Avenue and 7th Street are wider than required for the type of street function they

perform. Because of this, off-site improvements have been proposed along both 4th Street and 7th Avenue adjacent to the site including sidewalks. The introduction of layby parking and traffic calming bulbs will aid in reducing traffic speeds and eliminate 90-degree parking which will eliminate the risks created by vehicles backing out on to 4th Street. It should be emphasised that these improvements will only be made adjacent to the site and will not be made to, or impact adjacent properties and their parking arrangements.

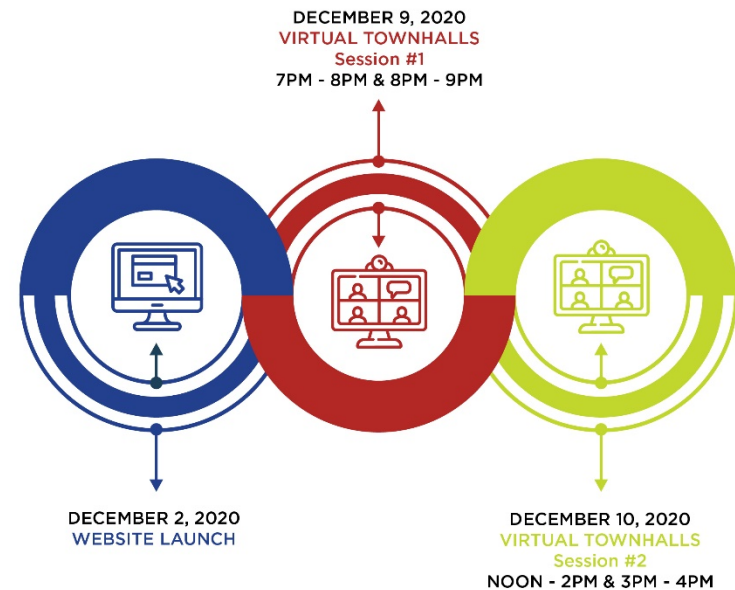
Consultation Process

29. Consultation for a project of this magnitude should be conducted in person. Please postpone until all voices can be heard through a proper in person consultation when COVID regulation allows.

Thank you for your comment. We have been working on this project now for over four years to ensure the right balance for our students, the school board, and the community. We did wait over eight months to launch our project out of respect for COVID-19 in our communities. None of us know when this pandemic will end or when our lives will return to normal. All business cannot stop because of COVID. The Town has successfully used online

tools for Council public hearings. Given their experience, we decided to launch our project and utilize online tools to engage the community.

We hosted four virtual open houses that overall were well attended and receive both positive and negative feedback. Members of the public will have two potential opportunities to provide comment directly to Council members – the first as part of the ARP Bylaw public process and the second as part of a Land Use Amendment process.



Website traffic and statistics follow.

853

Total Site Sessions ⓘ

▲ 2,566%

604

Unique Visitors

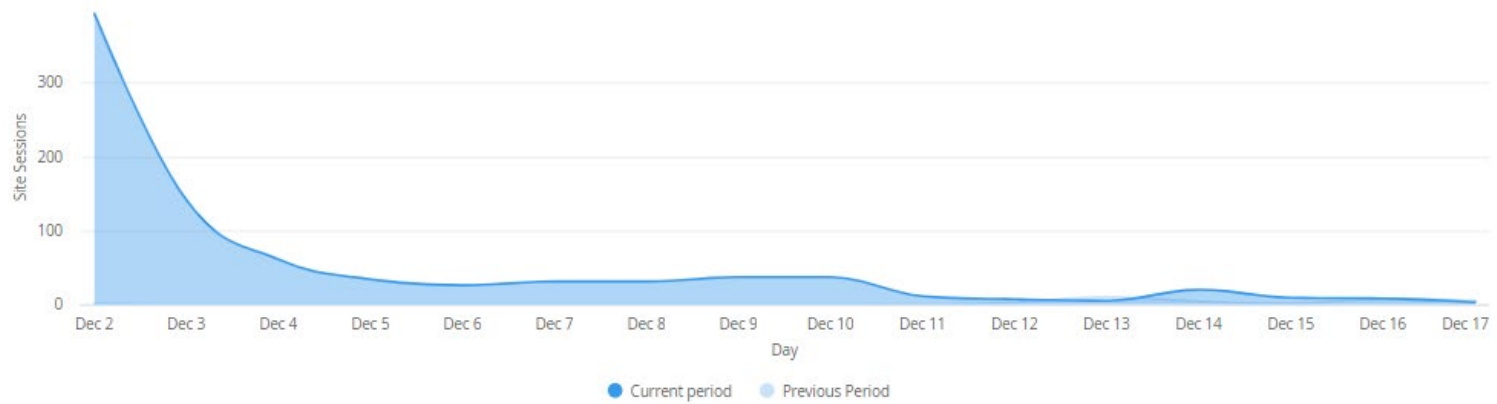
▲ 3,675%

03m 12s

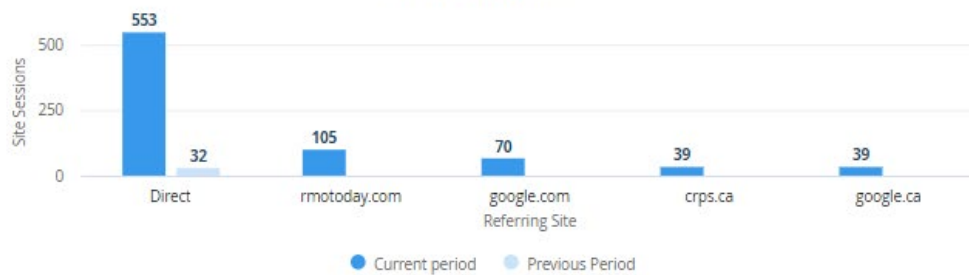
Average Session Duration

▼ -65%

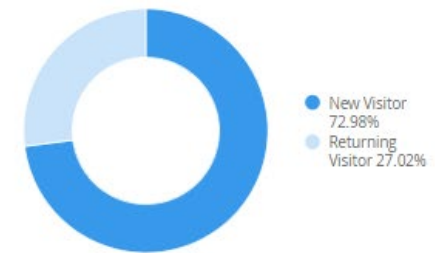
Traffic over Time ⓘ



Top Referring Sites ⓘ



Visitor Retention ⓘ



APPENDIX B

Conceptual Servicing Report (McElhanney Ltd. 2021)

To

Lori Van Rooijen - Project director

From

Daniel Fowler P. Eng. – Project Engineer

Re

Conceptual Servicing Report (REV 2)

Date

August 19, 2021

CONCEPTUAL SERVICING REPORT – CANADIAN ROCKIES PUBLIC SCHOOLS (REV 1)

1.0 Introduction

McElhanney was retained by Canadian Rockies Public Schools (CRPS) to provide civil engineering consulting services in support of the Area Restructure Plan (ARP) for the proposed redevelopment of CRPS land between 6th and 7th Avenue, south of the existing Lawrence Grassy Middle School and north of 4th Street in Canmore, AB. The development is located two blocks south of Canmore's Main Street hub and is connected to Centennial Park to the east with a land plan description of 071 5292, Block 60 Lot 21 (in two parts). The CRPS and Canmore Community Daycare are existing facilities within the redevelopment boundary. A proposed residential development consisting of townhomes is proposed, providing family friendly residential space to help meet Canmore's growing needs. The following memo outlines various site servicing concepts for grading, stormwater management, sanitary sewer and potable water servicing with conformance to the Town of Canmore Engineering Design and Construction Guidelines (EDCG). Any of the infrastructure detailed in this report or other design information is conceptual in nature and must be confirmed at the subdivision servicing or development permit stage during detailed design.

2.0 Pre-Development Existing Conditions

A detailed summary of the existing utilities has been provided in Appendix A, Figure 1: "Existing Utilities Plan" showing the infrastructure on the public streets and within the development boundary. The utility information summarized in Figure 1 has been obtained from a legal survey completed on October 2, 2019 by McElhanney (See Appendix B) and background linework from the Town of Canmore. The following is a brief description of each of the public deep utilities in proximity to the development:

2.1 Existing Water and Sanitary Utilities

There is an existing 200mm sanitary sewer main along 4th Street and an existing 400mm sewer main on 5th Street (east of 6th Avenue to Lift Station #1) that would typically provide sanitary service connection(s) to the public infrastructure. Through discussions with the Town and as referenced in the 2016 Utility Master Plan (UMP), both mains are currently at capacity due to ground water infiltration and are at risk of surcharging during peak wet weather flows. The Town has indicated that no upgrades are planned to increase the sanitary servicing capacity for approximately 5-10 years and that alternative servicing strategies will need to be considered for the CRPS redevelopment in the interim. Both existing sanitary mains on 4th and 5th Streets flow to the east toward 5th Avenue (one block away) and into Lift Station #1. It has been confirmed that Lift Station #1 has the capacity to handle flows from the development. Alternative sanitary servicing options are explored in section 3.0 of this memo.

A 200mm water main exists along 7th Avenue and a 150mm water main exists on 4th and 5th Streets. The Town has indicated that improvements to Pumphouse #2 are under consideration in ~2022 as a capital project and,

when completed, would increase the water pressure and fire flow capacity in the general vicinity of the proposed development.

2.2 Groundwater

According to the Town of Canmore's Engineering Design & Construction Guidelines (EDCG), the 1:100 Year Design Groundwater Elevations map (Figure HLC 9.8) has an estimated 1:100-year high design groundwater level of 1308.8 on the north end of the site and 1308.60 on the south end of the site. The EDCG and Town Land Use Bylaw prohibit the building of habitable floor space below the maximum 1:100-year design groundwater elevation.

All sanitary and water service piping and water meters located in subsurface mechanical rooms shall be sealed against infiltration of any groundwater and shall be situated above the 1:100-year design groundwater level unless the mechanical rooms are designed and constructed to withstand the infiltration of groundwater.

As per section 9.4 of the EDCG "Underground Parking and Lowest Parking Slab Elevation" - parkade floor levels may be lower than the 1:100-year groundwater level where feasible but not lower than the 1:20 year groundwater level to avoid frequent nuisance flooding." Historically, the 1:20-year groundwater elevation has been estimated to be 300mm lower than the 1:100-year groundwater elevation.

Existing Grades and Storm Water

The existing site is relatively flat and generally slopes towards the center of the school grounds where several drywells capture the current storm water for ground infiltration. A detailed survey with elevations and contours has been provided from the October 2, 2019 by McElhanney survey and attached in Appendix B.

3.0 Proposed Servicing Concept

3.1 Deep Utilities - Sanitary

From discussions with the Town and as noted in the 2016 Utility Master Plan, the adjacent public sanitary sewer mains are at capacity and no capital projects are planned for gravity main improvements in the next 5-10 years. The Town's sanitary Lift Station #1, located one block east along 5th Avenue, is where the public gravity mains ultimately connect, and the Town has confirmed that the lift station has the additional wet well and pumping capacity needed to accommodate the development. To service the site, several offsite servicing alternatives are explored to connect to Lift Station #1.

There are four design options that are discussed in more detail below, complete with a sketch of each servicing layout found in Appendix A, Figures 2a, 2b, 2c & 2d. The sanitary servicing options will require more collaboration between all parties during detailed design to come up with the optimal solution between all parties. In all options, Building 7, bordering 7th Avenue, is proposed to be serviced off 4th Street for efficiency.

Option 1 (Figure 2a) - Onsite lift station and forcemain down the alley to Lift Station #1

An onsite lift station located east of the existing daycare has been proposed to collect all the onsite sanitary generated by the development and pump it directly to Lift Station #1 via a forcemain through the alleyway between 4th Street and 5th Street. When sewer improvements along 5th Street are completed in the future this design will allow the lift station to be de commissioned. The gravity connection to 5th Street should be installed and plugged in the interim so that no surface disturbance will be needed once upgrades are complete.

Option 2 (Figure 2b) – Offsite gravity main down the alley to Lift Station #1

A permanent gravity main leaving the development via 4th street, down 6th Avenue and to the east through the alleyway would connect to Lift Station #1. This would provide a permanent solution to conveying the development flows without the upfront and ongoing costs of installing a lift station. In addition, further discussions with the Town may provide an opportunity to alleviate some of the over-capacity flows from 4th or 5th Street by connecting a sanitary main down 6th Avenue to intercept the gravity main before heading into the lift station to the east.

Option 3 (Figure 2c) – Offsite gravity main twinning along 5th Street

All the onsite sewage would gravity drain to the north and then east via a new gravity main along 5th Street. The new main would parallel the existing public main and run along the north side of 5th Street until it connects to the existing 5th Avenue trunk main that ties into Lift Station #1. Depending on trunk main pipe capacities, it may need a new connection into Lift Station #1.

Option 4 (Figure 2d) – Off site gravity main twinning along 4th Street

All the onsite sewage would gravity drain to the South and then east via a new gravity main along 4th Street. The new main would parallel the existing public main and run along the north side of 4th Street until it connects to the existing 5th Avenue trunk main that ties into Lift Station #1. Depending on trunk main pipe capacities, it may need a new connection into Lift Station #1.

General Servicing Considerations:

Within the development each of the proposed townhouse buildings may be serviced individually if desired. However, to reduce the number of connections and reduce costs, a single service is recommended connecting from the sewer main in front of the units to a common mechanical room with all units connected to the common mechanical room through the interior building plumbing system. This condominium style servicing is recommended and should be considered during detailed design to reduce the number of service leads from the mains.

The following table is a summary of the anticipated sanitary flows generated from the overall proposed development based on the estimated population at each building.

Table 1: Summary of Sanitary Demand

Bldg #	People (P)	P 1000 (P)	Flow (l/day)	Ave flow (m3)	Ave Day (l/s)	Harmons (PF)	Peak Flow (l/s)	I&I area Acres	I&I area Ha	I&I flow (l/s)	Total (l/s)
1	36.6	0.037	13,176	13.18	0.15	4.34	0.66	1.27	0.51	0.34	1.00
2	36.6	0.037	13,176	13.18	0.15	4.34	0.66	1.27	0.51	0.34	1.00
3	36.6	0.037	13,176	13.18	0.15	4.34	0.66	1.27	0.51	0.34	1.00
4	36.6	0.037	13,176	13.18	0.15	4.34	0.66	1.27	0.51	0.34	1.00
5	36.6	0.037	13,176	13.18	0.15	4.34	0.66	1.27	0.51	0.34	1.00
6	36.6	0.037	13,176	13.18	0.15	4.34	0.66	1.27	0.51	0.34	1.00
7	36.6	0.037	13,176	13.18	0.15	4.34	0.66	1.27	0.51	0.34	1.00
8	36.6	0.037	13,176	13.18	0.15	4.34	0.66	1.27	0.51	0.34	1.00
Total	292.8	0.2928	105,408	105.41	1.22	4.34	5.30	10.16	4.11	2.71	8.01

Assumption Notes:

- Flows based on 360 lpcd as per the EDCG Table 5-1.
- Infiltration (I&I) was calculated using 57,024 L/Ha/day as per EDCG Section 5.2.1.
- Harmons peaking factor (PF) used: $1+14 / (4+P \frac{1}{2})$ (P = tributary population in 1000's) per the EDCG Section 5.2.1.
- Population based on estimated occupancy provided by MTa in the ARP.

3.2 Deep Utilities - Water

The existing public water main connections exist along 7th and 6th Avenues and along 4th Street as seen on Figure 3 in Appendix A. Looping is proposed through the site with a 200mm watermain to allow for internal building servicing and fire flow accommodation. To reduce the amount of buried infrastructure, Building 7 along 7th Avenue has been proposed to connect to the watermain directly to 4th Street. We have shown two hydrant locations within the site boundary to provide the required hydrant coverage of 60m for high density and commercial developments. Final hydrant locations can be adjusted during detailed design for optimal building coverage once the layout is confirmed, factoring in the locations of other offsite hydrants which also provide partial coverage of the site.

The following table is a summary of the anticipated average, peak day and peak hour water demand generated from the overall development based on population at each building.

Table 2: Summary of Water Demand

Bldg #	People (P)	P in 1000's (P)	Flow (l/day)	Ave flow (m3)	Ave. Day l/s	Peak Day (2x Ave Day)	Peak hour (4xAve day)
1	36.6	0.037	9,150	9.15	0.11	0.21	0.42
2	36.6	0.037	9,150	9.15	0.11	0.21	0.42
3	36.6	0.037	9,150	9.15	0.11	0.21	0.42
4	36.6	0.037	9,150	9.15	0.11	0.21	0.42
5	36.6	0.037	9,150	9.15	0.11	0.21	0.42
6	36.6	0.037	9,150	9.15	0.11	0.21	0.42
7	36.6	0.037	9,150	9.15	0.11	0.21	0.42
8	36.6	0.037	9,150	9.15	0.11	0.21	0.42
Total	292.8	0.29	73,200	73.20	0.85	1.69	3.39

Assumption Notes:

- Flows based on 250 lpcd as per the EDCG Table 4-1 (for ultimate population).
- Peak Day flows are 2.0 x Average Daily Demand flows as per EDCG Table 4-1.
- Peak Hour flows are 4.0 x Peak Daily Demand flows as per EDCG Table 4-1.
- Population based on estimated occupancy provided by MTa in the ARP.

Fire Flows

McElhanney has obtained existing fire flow and pressure information from the Town of Canmore (provided by CIMA+) as shown below in Image 1. The image summarizes the available Fire Flow (FF) at Maximum Daily Demand (MDD) in liters per second (L/s) at the two watermain connection locations to the public system from our development. The pressures shown below (in psi) are static pressures under MDD, not residual pressures under the fire flow scenario at these three locations.

Image 1: Available Fire Flow and Pressure Max Daily Demand

The proposed development is considered high density. As per Town of Canmore EDCG Tables 4-1 and 4-2, the required fire flow shall not be less than 300L/s for high density areas with multiple, closely spaced or continuous buildings of 3 floors or more with a residual pressure not less than 140kPa (20psi).

Expanding on the existing water model data from Image 1, McElhanney has proposed looping the watermain through the development as shown in Figure 3, Appendix A to obtain the best available scenario for fire flows. Two hydrants are proposed within the development and were modeled for fire flows. Both Hydrants 1 and 2 from Figure 3 can achieve the required 300 L/s with residual pressures remaining above the required 140kPa.

The water model that was prepared by McElhanney is limited to the site-specific boundary conditions provided by CIMA+ at the time of the request. It is understood through discussions with the Town that Pumphouse #2 may be going through capital upgrades in ~2022 and this would change water pressure and fire flow capacity in the general vicinity of the development and impacts would need to be confirmed at detailed design. The current model shows that when withdrawing 300L/s at the onsite hydrants there is an increase in the water velocities in the 150mm diameter connection points on 4th and 5th Streets to approximately 7-8 m/s which exceeds municipal guidelines.

Recommendations:

- Additional modeling to be requested by CIMA+ to confirm any velocity concerns with the 200mm internal looping added to the Town's water network.
- If capital upgrades proceed to Pumphouse #2, the new water pressure boundary conditions will need to be updated and analyzed during detailed design to confirm fire flows are achieved and water velocities are within tolerance.

- If velocity is identified as a concern, there are multiple solutions including:
 - Installing a second 200mm water connection from 7th Avenue into the development north of the daycare; or
 - or upsizing the 150mm watermain along 4th Street to a 200mm watermain.

Additional fire protection may not be required pending Pumphouse #2 upgrades and updated CIMA+ modeling confirmation, however, the following can also be considered during detailed design.

In accordance with the “Fire Underwriters Survey Guide to Recommended Practice” (FUS), there are several ways to mitigate the fire flow by design:

- Obtain approval from the municipality for a deviation from the FUS fire flows. This discretionary option can be considered if the municipal water system simply cannot meet the design guidelines, regardless what onsite improvements are proposed;
- Install an automatic sprinkler system;
- Improve the building material combustible rating;
- Install a firewall that meets or exceeds the requirements of the current National Building Code of Canada, may be deemed to subdivide the building into more than one area or may, as a party wall, separate the building from an adjoining building;
- Provide onsite firewater storage tank and pumps sized to meet FUS requirement; and
- Improve emergency services and/or municipal infrastructure.

3.3 Storm Water and Overland Drainage Concept

The location of the proposed development within Canmore does not allow for conventional storm main connections. Instead, most of the storm water will need to be surface graded towards low lying (preferably landscaped) locations on site where the storm water can be treated and/or stored and ultimately allowed to infiltrate into the ground water via drywells or rain gardens. Figure 4 in Appendix A shows proposed locations of drywells and a rough grading plan for the internal roadways. Infiltration locations should be designed around the low points within the development. Final road grades, site grading and drywell infiltration locations will be finalized during detailed design.

Since the site falls within the Town of Canmore’s 500m OGS Infiltration zone boundary, storm water will require pre-treatment from all drivable surfaces such as an oil grit separator (OGS) and/or Low Impact Design (LID) stormwater management system to limit solids and hydrocarbons from entering the groundwater. The stormwater from the landscaping, common areas and roof leaders will be clean enough that it is not necessary to provide any treatment for this water before infiltrating into the ground.

The subject site is located on the overland flood fringe map (EDCG HLC 9.3) as defined by the Town of Canmore based on information from Alberta Environment and Parks. From this map the minimum ground floor elevation is shown as 1309.50m for the majority of the site. The northwest portion of the site also includes an area that has a minimum ground floor elevation of 1309.80m.

3.4 *Additional Stormwater Considerations*

Infiltration rates are site-specific and it is recommended that before detailed design a geotechnical report be completed to confirm design parameters such as infiltration rates to assist in the storm water drywell and rain garden designs. Road and pavement structures and building foundation designs will also rely on geotechnical reporting for design parameters and recommendations.

3.5 *Shallow Utilities*

Shallow utilities such as natural gas, communications, cable TV., streetlights and power service will require the respective utility providers to be contacted early in the detailed design to coordinate the servicing design, alignments and confirm capacity for each shallow utility. Typically, the shallow utilities will follow the road alignment or within an easement just off the road right-of way. Currently the minimum separation requirements on typical road cross sections are being reviewed and updated by the Town so cross section details discussed in the next section may be subject to change during detailed design. Currently in South Canmore there is a mixture of buried and overhead shallow utilities. It is understood that the proposed development utilities will all be buried.

3.6 *Typical Street Cross Section and Utility Clearances*

A typical cross section of the proposed mews shared street has been provided in Figure 5, Appendix A. The cross section shows water and sanitary mains designed under the pavement surface. Horizontal and vertical spacing for the deep utilities has been summarized below:

- Hydrants and water/sewer services shall be separated from catch basins and manholes by a minimum of 2.5 meters.
- Water and sewer mains shall maintain a minimum separation of 2.5 meters unless otherwise approved.
- There shall be a minimum vertical separation as per Alberta Environment guidelines.

As shown in Figure 5, the shallow utilities are preferred to be contained in a shared easement located off the paved or hard surfaces. The easement would typically be approximately 3.5m wide and located behind the sidewalk and street lighting, preferably in a landscaped area. Gas, power, and communications providers will need to be coordinated with early in the detailed design to confirm final alignments. Fortis has new guidelines requiring a 3.0m separation from any deep utility however there may be room to bring the gas or other shallow utilities under the paved surface to reduce the easement width at the detailed design stage.

3.7 *Infrastructure Ownership Options*

Through discussions with CRPS it is understood that they would like to keep the internal roads and the stormwater utilities as “private”. In other similar developments within the Town of Canmore the road network, storm systems, and surface works have remained part of the private infrastructure. It is our recommendation in this situation to keep the potable water mains / hydrants and sanitary mains as public utilities (water & sanitary services would be private). Storm systems and surface works would also be private infrastructure. This can be accomplished by providing a utility easement that would allow the Town access to the water and sanitary infrastructure for maintenance, while not taking over the ownership and maintenance of the roadway, other private infrastructure, shallow utilities, or the land. The benefits of private ownership of the roads and public ownership via easements for water and sanitary are:

Benefits:

- Town and developer both benefit from the looping of the watermain with increased pressures and fire flows.
- The Town is better equipped to operate and maintain the water and sanitary system infrastructure compared to a private entity.

Challenges:

- The developer would still need to clear and maintain the private road network and allow the Town to access the sanitary and water mains, as and when needed, for utility maintenance.

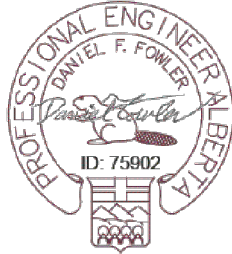
4.0 Limitations

McElhanney has completed this assessment with due diligence and the report can be relied upon to the extent of the available information and logically inferred conclusions therefrom. The absence of any indication of concerns beyond those already noted does not preclude the possibility of an occurrence that could not be determined by this type of study. The purpose of this memo is to highlight the existing municipal services surrounding the development boundary and propose several concept plans for site servicing.

This report has been prepared by McElhanney Ltd. at the request of Canadian Rockies Public Schools. The information and data contained herein represent McElhanney's best professional judgment in light of the knowledge and information available to McElhanney at the time of preparation. Except as required by law, this report and the information and data contained herein are to be treated as confidential and may be used and relied upon only by the client, its officers, and employees

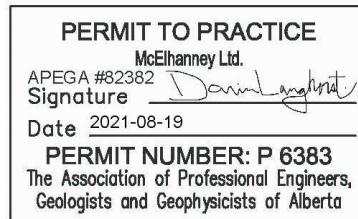
McElhanney Ltd. denies any liability whatsoever to other parties who may obtain access to this report for any injury, loss or damage suffered by such parties arising from their use of, or reliance upon, this document or any of its contents without the express written consent of McElhanney.

Prepared by:



2021-08-19

Reviewed by:



Daniel Fowler, P.Eng.
Municipal Project Engineer

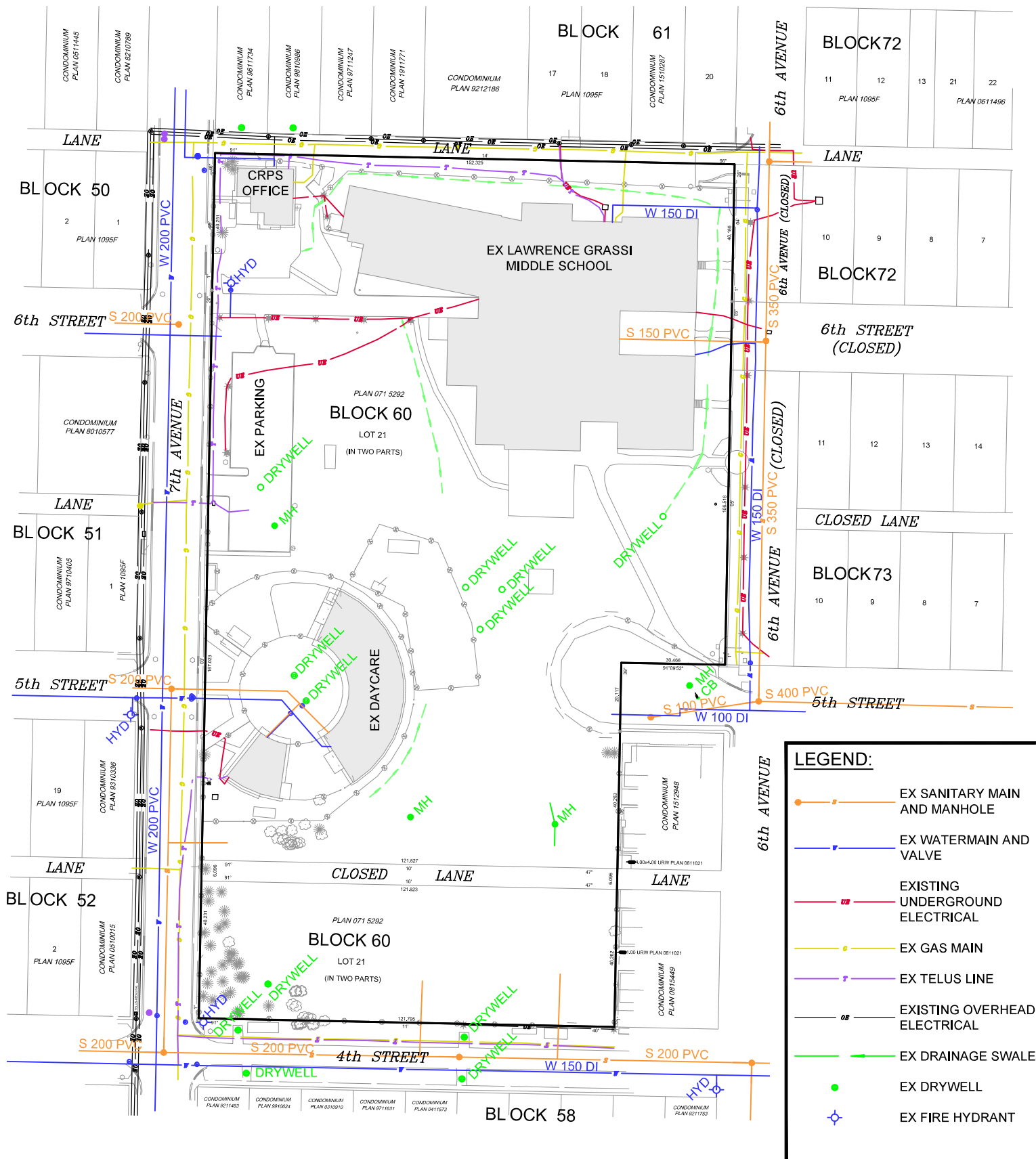
C (403) 818-8518
Email: dfowler@mcelhanney.com

Darin Langhorst, P.Eng., BFA
Division Manager, Municipal

C (403) 609-0965
dlanghorst@mcelhanney.com

APPENDIX A

(FIGURES 1, 2a, 2b, 2c, 2d, 3, 4 & 5)



LEGEND:

- EX SANITARY MAIN AND MANHOLE
- EX WATERMAIN AND VALVE
- EXISTING UNDERGROUND ELECTRICAL
- EX GAS MAIN
- EX TELUS LINE
- EXISTING OVERHEAD ELECTRICAL
- EX DRAINAGE SWALE
- EX DRYWELL
- EX FIRE HYDRANT

CRPS LAND REDEVELOPMENT

FIGURE 1



EXISTING UTILITIES PLAN



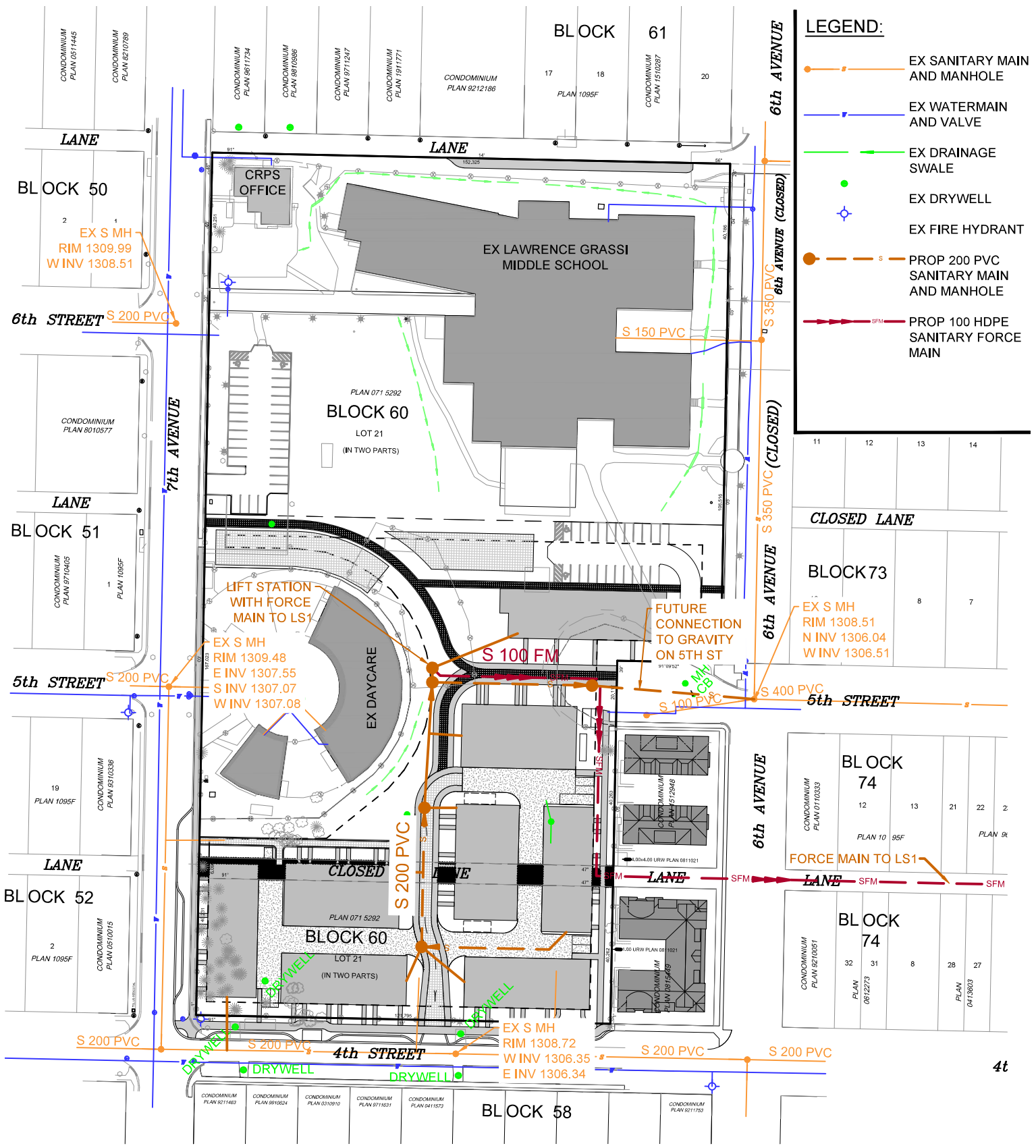
February 1, 2022 Regular Council Meeting 9:00 a.m.

1:1500



ORIGINAL DWG SIZE: ANSI A (8 1/2" x 11")

THIS DRAWING AND DESIGN IS THE PROPERTY OF MCELHANNY AND SHALL NOT BE USED, REUSED OR REPRODUCED WITHOUT THE CONSENT OF MCELHANNY. MCELHANNY WILL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN. THIS DRAWING AND DESIGN HAS BEEN PREPARED FOR THE CLIENT IDENTIFIED, TO MEET THE STANDARDS AND REQUIREMENTS OF THE APPLICABLE PUBLIC AGENCIES AT THE TIME OF PREPARATION. MCELHANNY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE LIABLE FOR ANY LOSSES OR OTHER CONSEQUENCES RESULTING FROM THE USE OR RELIANCE UPON, OR ANY CHANGES MADE TO, THIS DRAWING, BY ANY THIRD PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND STAKEHOLDERS, OR THEIR EMPLOYEES OR AGENTS, WITHOUT MCELHANNY'S PRIOR WRITTEN CONSENT. INFORMATION ON EXISTING UNDERGROUND UTILITIES MAY NOT BE COMPLETE OR ACCURATE. MCELHANNY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE LIABLE FOR THE LOCATION OF ANY UNDERGROUND UTILITIES, PIPES, CABLES OR OTHER FACILITIES WHETHER SHOWN OR OMITTED FROM THIS PLAN. PRIOR TO CONSTRUCTION CONTRACTOR SHALL EXPOSE LOCATIONS OF ALL EXISTING FACILITIES BY HAND DIGGING OR HYDROVAC AND ADVISE THE ENGINEER OF POTENTIAL CONFLICTS.



CRPS LAND REDEVELOPMENT

FIGURE 2a

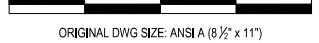


PROPOSED SANITARY SERVICING PLAN OPTION 1

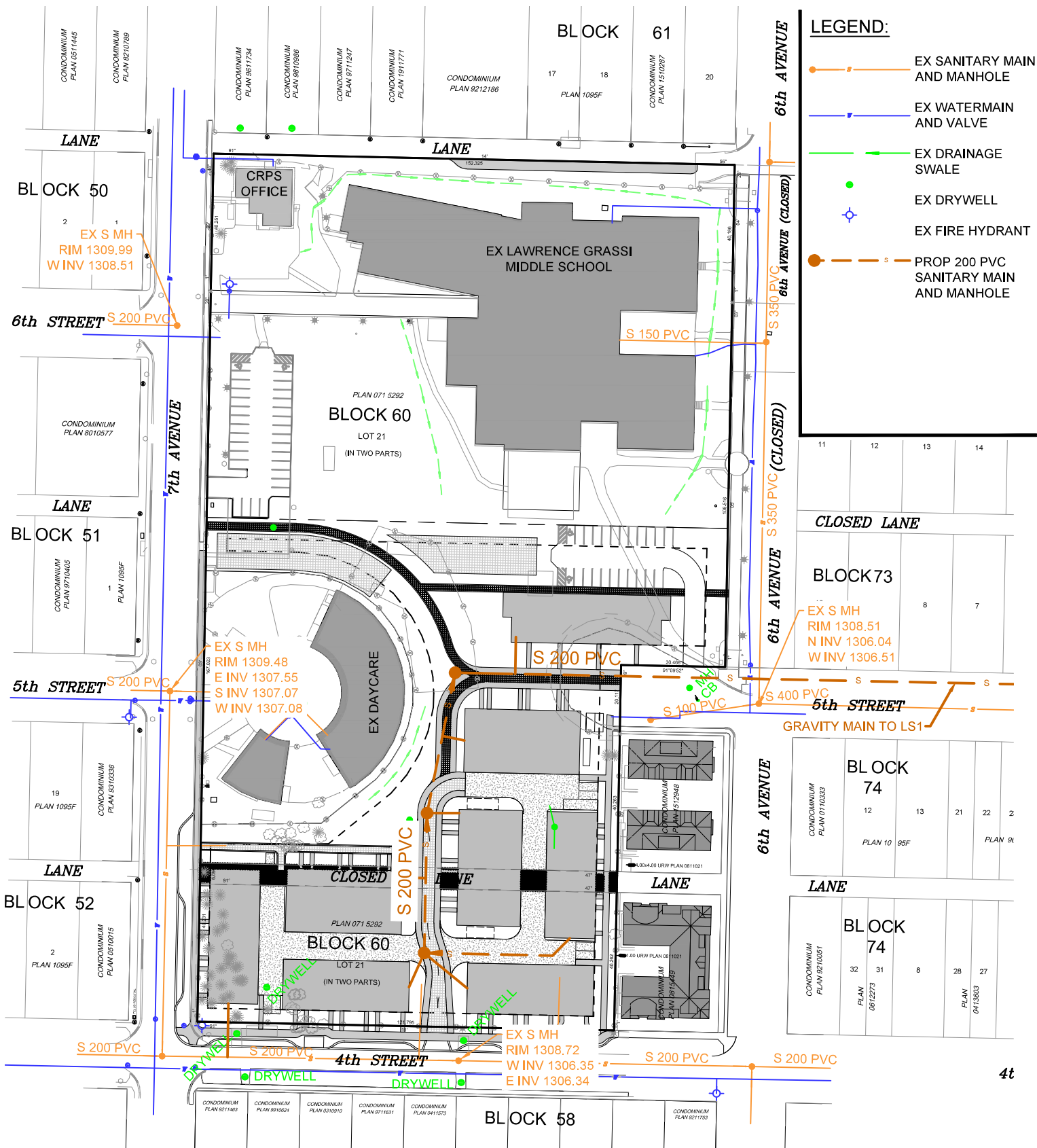
THIS DRAWING AND DESIGN IS THE PROPERTY OF MCELHANNY AND SHALL NOT BE USED, REUSED OR REPRODUCED WITHOUT THE CONSENT OF MCELHANNY. MCELHANNY WILL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN. THIS DRAWING AND DESIGN HAS BEEN PREPARED FOR THE CLIENT IDENTIFIED, TO MEET THE STANDARDS AND REQUIREMENTS OF THE APPLICABLE PUBLIC AGENCIES AT THE TIME OF PREPARATION. MCELHANNY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE LIABLE FOR ANY LOSSES OR OTHER CONSEQUENCES RESULTING FROM THE USE OR RELIANCE UPON, OR ANY CHANGES MADE TO, THIS DRAWING, BY ANY THIRD PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND STAKEHOLDERS, OR THEIR EMPLOYEES OR AGENTS, WITHOUT MCELHANNY'S PRIOR WRITTEN CONSENT. INFORMATION ON EXISTING UNDERGROUND UTILITIES MAY NOT BE COMPLETE OR ACCURATE. MCELHANNY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS SHALL NOT BE RESPONSIBLE FOR THE LOCATION OF ANY UNDERGROUND UTILITIES, CABLES OR OTHER FACILITIES WHETHER SHOWN OR OMITTED FROM THIS PLAN. PRIOR TO CONSTRUCTION CONTRACTOR SHALL EXPOSE LOCATIONS OF ALL EXISTING FACILITIES BY HAND DIGGING OR HYDROVAC AND ADVISE THE ENGINEER OF POTENTIAL CONFLICTS.

February 1, 2022 Regular Council Meeting 9:00 a.m.

1:1500



ORIGINAL DWG SIZE: ANSI A (8 1/2" x 11")



CRPS LAND REDEVELOPMENT

FIGURE 2c



PROPOSED SANITARY SERVICING PLAN OPTION 3

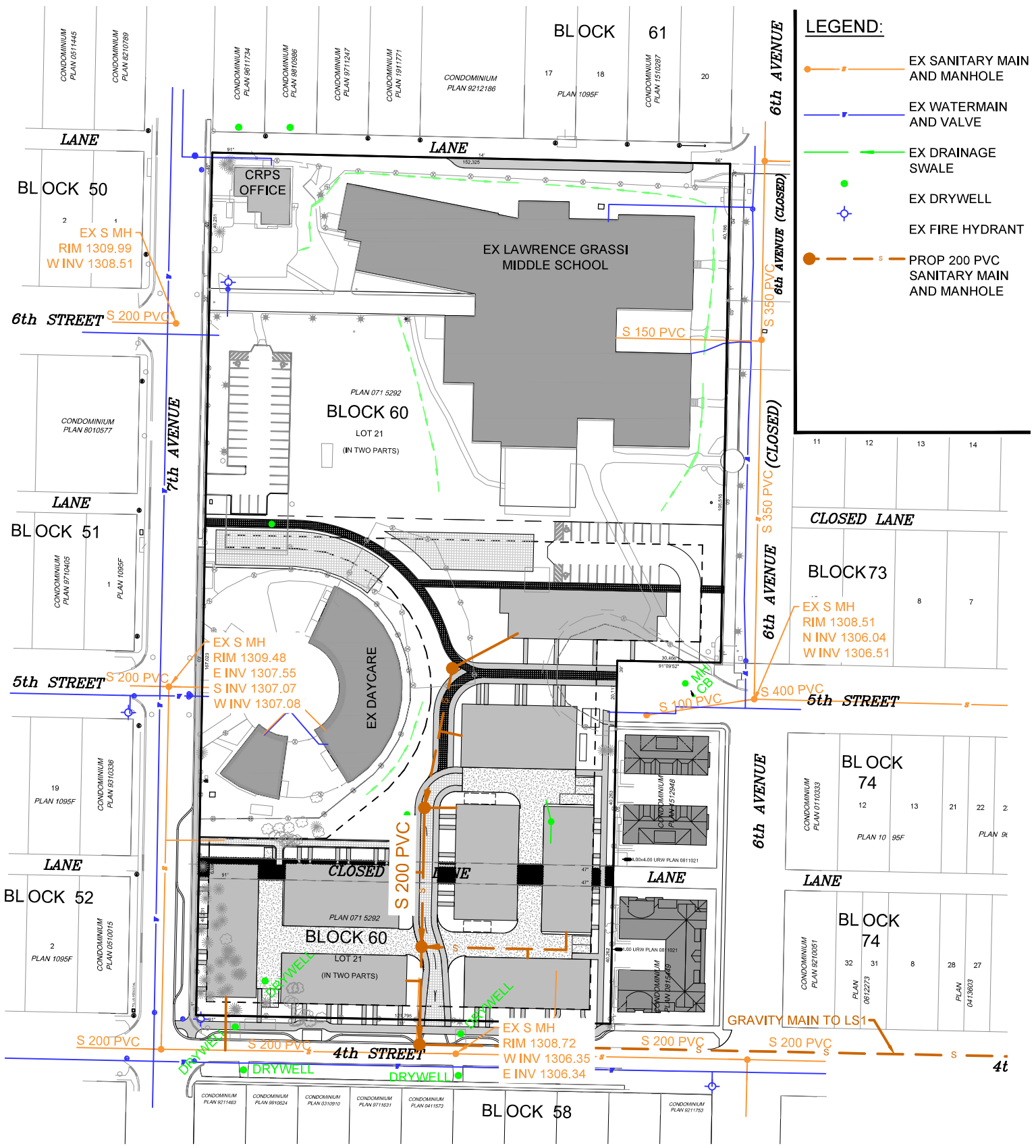
THIS DRAWING AND DESIGN IS THE PROPERTY OF MCELHANNY AND SHALL NOT BE USED, REUSED OR REPRODUCED WITHOUT THE CONSENT OF MCELHANNY. MCELHANNY WILL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN. THIS DRAWING AND DESIGN HAS BEEN PREPARED FOR THE CLIENT IDENTIFIED, TO MEET THE STANDARDS AND REQUIREMENTS OF THE APPLICABLE PUBLIC AGENCIES AT THE TIME OF PREPARATION. MCELHANNY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE LIABLE FOR ANY LOSSES OR OTHER CONSEQUENCES RESULTING FROM THE USE OR RELIANCE UPON, OR ANY CHANGES MADE TO, THIS DRAWING, BY ANY THIRD PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND STAKEHOLDERS, OR THEIR EMPLOYEES OR AGENTS, WITHOUT MCELHANNY'S PRIOR WRITTEN CONSENT. INFORMATION ON EXISTING UNDERGROUND UTILITIES MAY NOT BE COMPLETE OR ACCURATE. MCELHANNY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE RESPONSIBLE FOR THE LOCATION OF ANY UNDERGROUND UTILITIES, CABLES OR OTHER FACILITIES WHETHER SHOWN OR OMITTED FROM THIS PLAN. PRIOR TO CONSTRUCTION CONTRACTOR SHALL EXPOSE LOCATIONS OF ALL EXISTING FACILITIES BY HAND DIGGING OR HYDROLOC AND ADVISE THE ENGINEER OF POTENTIAL CONFLICTS.

February 1, 2022 Regular Council Meeting 9:00 a.m.

1:1500 60

Alberta | August, 2021

ORIGINAL DWG SIZE: ANSI A (8 1/2" x 11")



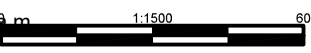
CRPS LAND REDEVELOPMENT

FIGURE 2d



PROPOSED SANITARY SERVICING PLAN OPTION 4

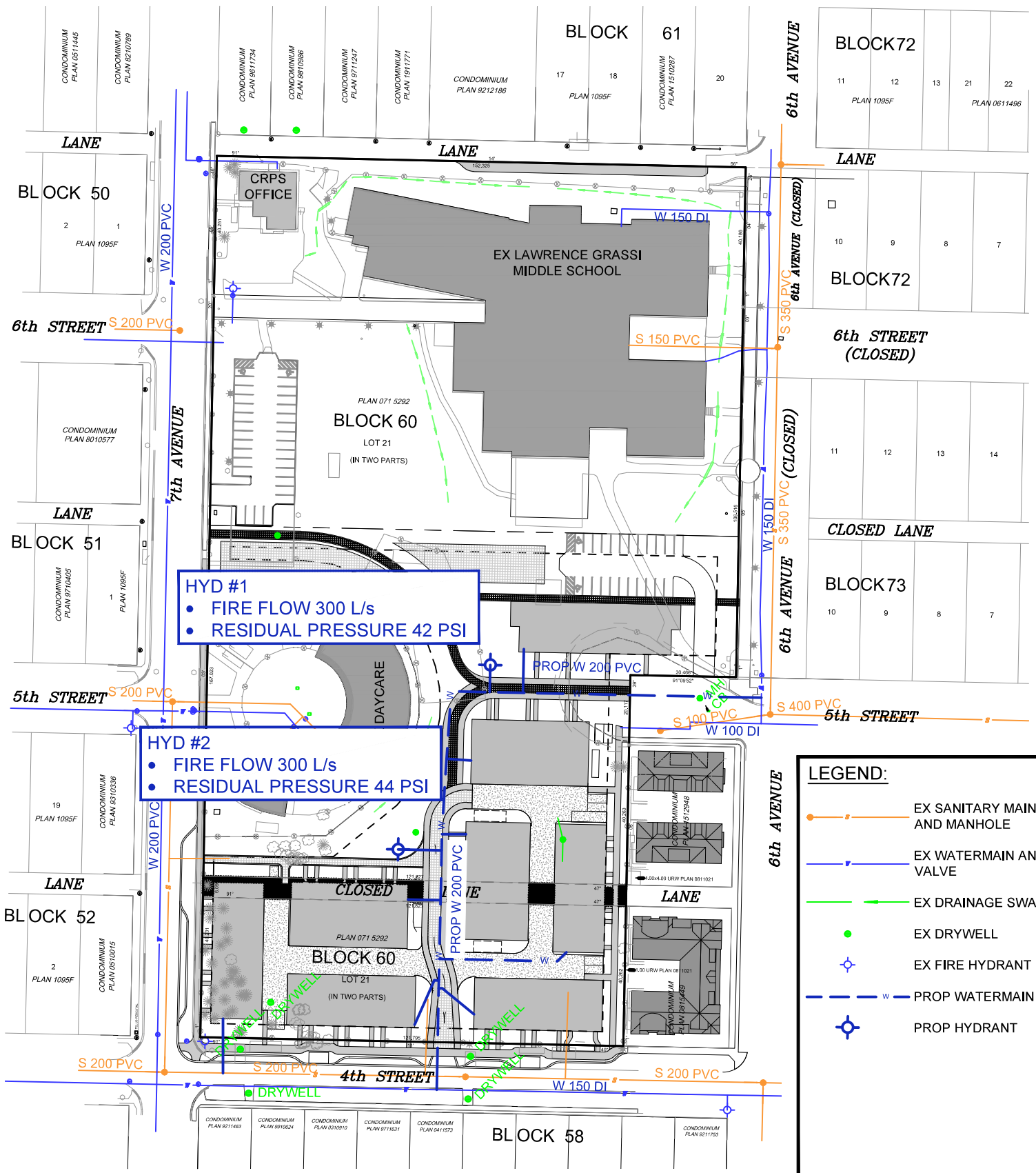
February 1, 2022 Regular Council Meeting 9:00 a.m.



Alberta | August, 2021

ORIGINAL DWG SIZE: ANSI A (8 1/2" x 11")

THIS DRAWING AND DESIGN IS THE PROPERTY OF MCELHANNY AND SHALL NOT BE USED, REUSED OR REPRODUCED WITHOUT THE CONSENT OF MCELHANNY. MCELHANNY WILL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN. THIS DRAWING AND DESIGN HAS BEEN PREPARED FOR THE CLIENT IDENTIFIED, TO MEET THE STANDARDS AND REQUIREMENTS OF THE APPLICABLE PUBLIC AGENCIES AT THE TIME OF PREPARATION. MCELHANNY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE LIABLE FOR ANY LOSSES OR OTHER CONSEQUENCES RESULTING FROM THE USE OR RELIANCE UPON, OR ANY CHANGES MADE TO, THIS DRAWING, BY ANY THIRD PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND STAKEHOLDERS, OR THEIR EMPLOYEES OR AGENTS, WITHOUT MCELHANNY'S PRIOR WRITTEN CONSENT. INFORMATION ON EXISTING UNDERGROUND UTILITIES MAY NOT BE COMPLETE OR ACCURATE. MCELHANNY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE HELD RESPONSIBLE FOR THE LOCATION OF ANY UNDERGROUND UTILITIES, PIPES, CABLES OR OTHER FACILITIES WHETHER SHOWN OR OMITTED FROM THIS PLAN. PRIOR TO CONSTRUCTION CONTRACTOR SHALL EXPOSE LOCATIONS OF ALL EXISTING FACILITIES BY HAND DIGGING OR HYDROLOC AND ADVISE THE ENGINEER OF POTENTIAL CONFLICTS.



HYD #1

- FIRE FLOW 300 L/s
- RESIDUAL PRESSURE 42 PSI

HYD #2

- FIRE FLOW 300 L/s
- RESIDUAL PRESSURE 44 PSI

LEGEND:

- EX SANITARY MAIN AND MANHOLE
- EX WATERMAIN AND VALVE
- EX DRAINAGE SWALE
- EX DRYWELL
- EX FIRE HYDRANT
- PROP WATERMAIN
- PROP HYDRANT

CRPS LAND REDEVELOPMENT

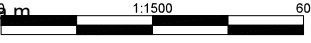
FIGURE 3



PROPOSED WATER SERVICING PLAN

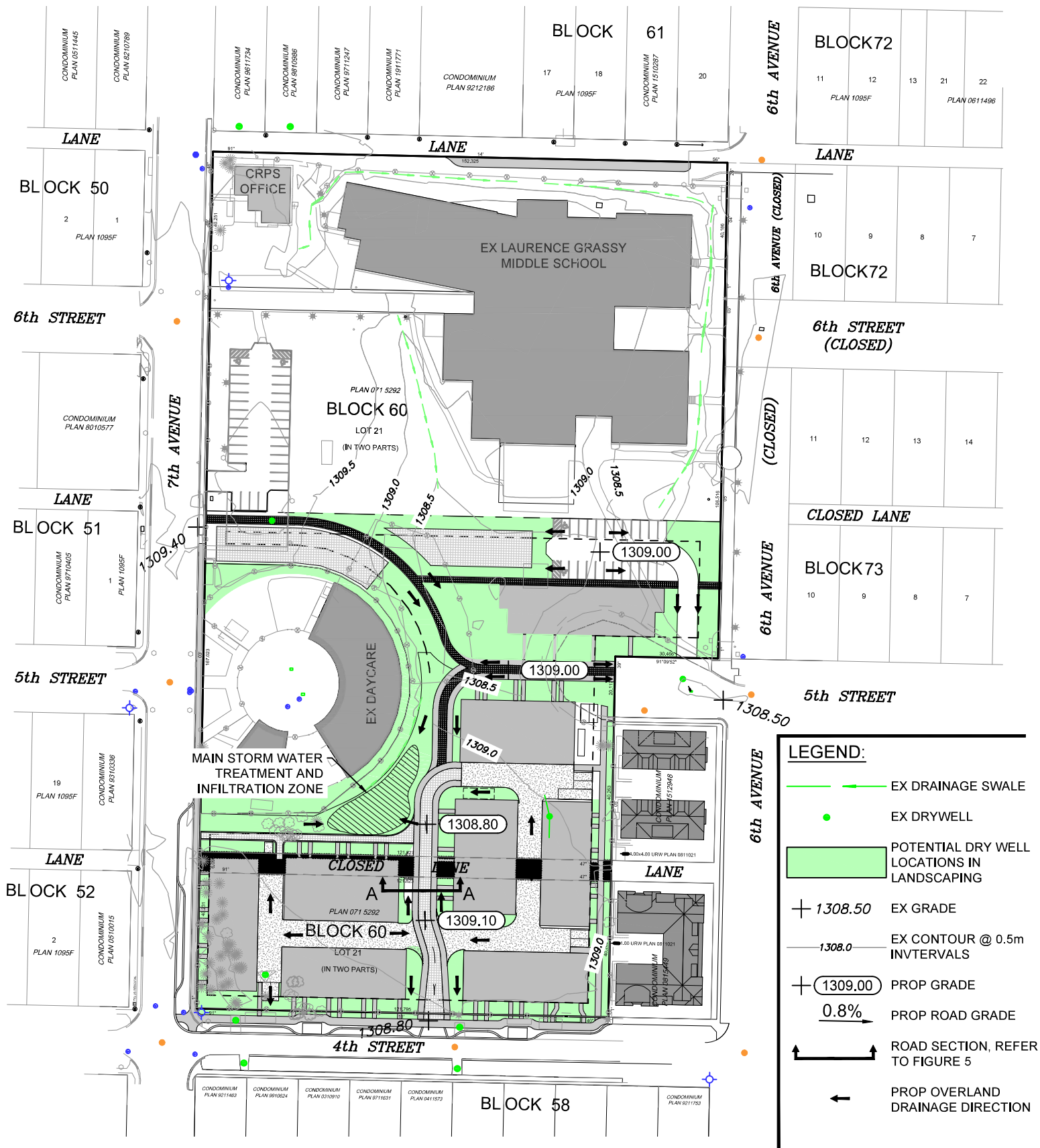


February 1, 2022 Regular Council Meeting 9:00 a.m.



ORIGINAL DWG SIZE: ANSI A (8 1/2" x 11")

THIS DRAWING AND DESIGN IS THE PROPERTY OF MCELHANNY AND SHALL NOT BE USED, REUSED OR REPRODUCED WITHOUT THE CONSENT OF MCELHANNY. MCELHANNY WILL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN. THIS DRAWING AND DESIGN HAS BEEN PREPARED FOR THE CLIENT IDENTIFIED, TO MEET THE STANDARDS AND REQUIREMENTS OF THE APPLICABLE PUBLIC AGENCIES AT THE TIME OF PREPARATION. MCELHANNY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE LIABLE FOR ANY LOSSES OR OTHER CONSEQUENCES RESULTING FROM THE USE OR RELIANCE UPON, OR ANY CHANGES MADE TO, THIS DRAWING, BY ANY THIRD PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND STAKEHOLDERS, OR THEIR EMPLOYEES OR AGENTS, WITHOUT MCELHANNY'S PRIOR WRITTEN CONSENT. INFORMATION ON EXISTING UNDERGROUND UTILITIES MAY NOT BE COMPLETE OR ACCURATE. MCELHANNY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE HELD RESPONSIBLE FOR THE LOCATION OF ANY UNDERGROUND UTILITIES, PIPES, CABLES OR OTHER FACILITIES WHETHER SHOWN OR OMITTED FROM THIS PLAN. PRIOR TO CONSTRUCTION CONTRACTOR SHALL EXPOSE LOCATIONS OF ALL EXISTING FACILITIES BY HAND DIGGING OR HYDROVAC AND ADVISE THE ENGINEER OF POTENTIAL CONFLICTS.



CRPS LAND REDEVELOPMENT

FIGURE 4



PROPOSED OVERLAND DRAINAGE AND STORM WATER CONCEPT

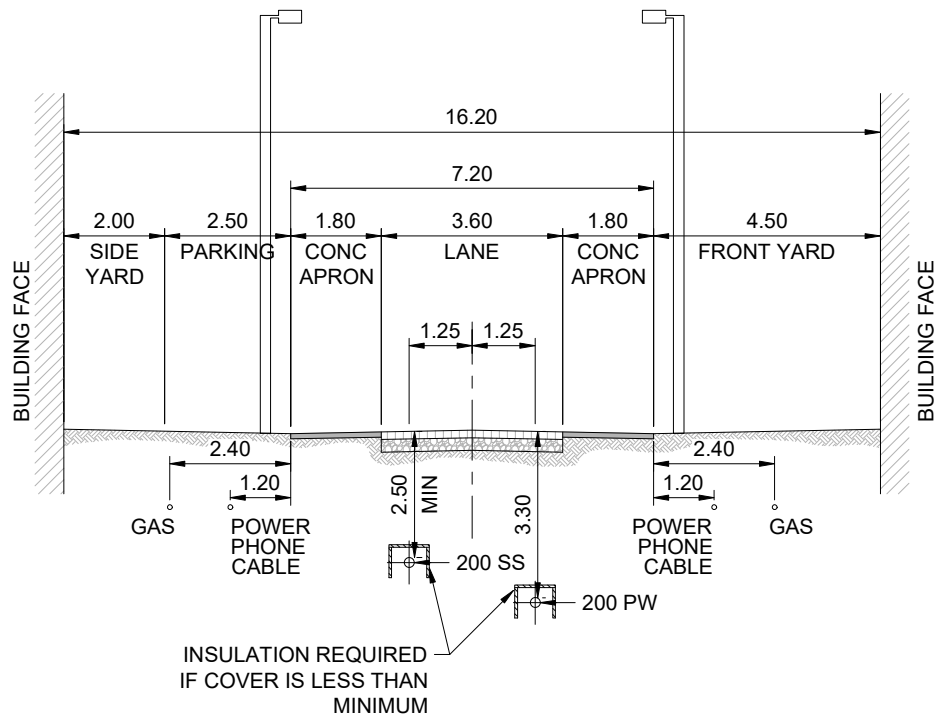
February 1, 2022 Regular Council Meeting 9:00 a.m.

1:1500 60

Alberta | August, 2021

ORIGINAL DWG SIZE: ANSI A (8 1/2" x 11")

THIS DRAWING AND DESIGN IS THE PROPERTY OF MCELHANNY AND SHALL NOT BE USED, REUSED OR REPRODUCED WITHOUT THE CONSENT OF MCELHANNY. MCELHANNY WILL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN. THIS DRAWING AND DESIGN HAS BEEN PREPARED FOR THE CLIENT IDENTIFIED, TO MEET THE STANDARDS AND REQUIREMENTS OF THE APPLICABLE PUBLIC AGENCIES AT THE TIME OF PREPARATION. MCELHANNY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE LIABLE FOR ANY LOSSES OR OTHER CONSEQUENCES RESULTING FROM THE USE OR RELIANCE UPON, OR ANY CHANGES MADE TO, THIS DRAWING, BY ANY THIRD PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND STAKEHOLDERS, OR THEIR EMPLOYEES OR AGENTS, WITHOUT MCELHANNY'S PRIOR WRITTEN CONSENT. INFORMATION ON EXISTING UNDERGROUND UTILITIES MAY NOT BE COMPLETE OR ACCURATE. MCELHANNY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE HELD RESPONSIBLE FOR THE LOCATION OF ANY UNDERGROUND UTILITIES, CABLES OR OTHER FACILITIES WHETHER SHOWN OR OMITTED FROM THIS PLAN. PRIOR TO CONSTRUCTION CONTRACTOR SHALL EXPOSE LOCATIONS OF ALL EXISTING FACILITIES BY HAND DIGGING OR HYDROVAC AND ADVISE THE ENGINEER OF POTENTIAL CONFLICTS.



CROSS SECTION A

SCALE 1:150

APPENDIX B (SITE SURVEY)

CANMORE, ALBERTA
SITE PLAN
OF
LOT 21 BLOCK 60, PLAN 0715292
AND CLOSED LANE
(602, 606, 610, 618 7TH AVENUE)
PREPARED FOR:
CANADIAN ROCKIES PUBLIC SCHOOLS

SCALE = 1:400



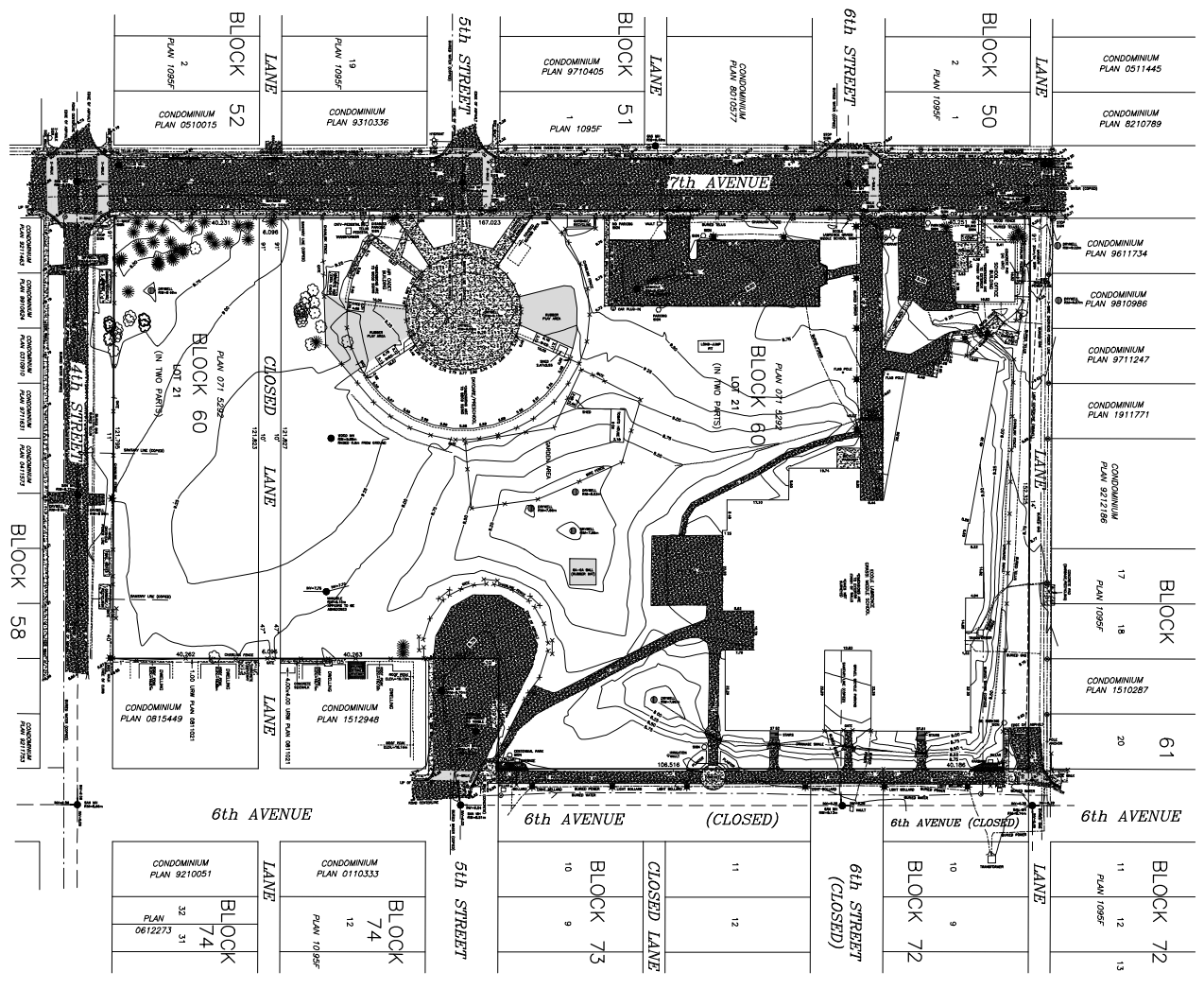
- NOTES:**
- SERVICES AND ELEVATIONS ARE TO METERS.
 - ELEVATIONS ARE SHOWN AND ARE REFERENCED TO ADRIAN 88M11.
 - SHIP CHANNELS ARE ON THESE LAYERS "M-1090-1095-1097-1098" WITHIN THE DIGITAL DRAINAGE FILE.
 - CENTER LINE OF ROAD = 6100.
 - ALL ELECTRICAL AND HYDROLOGICAL UNDERGROUND LINES HAVE BEEN LOCATED FROM FIELD NOTES PLACED BY OTHER CONSULTANTS.
 - GENERAL LOCATIONS AND ELEVATIONS AND EXACT ELEVATIONS HAVE BEEN OBTAINED BY FIELD NOTES.
 - WHERE THE EXISTING LINES COULD NOT BE EXACTLY LOCATED FROM DATA OF CHANGE ORDER RECORDS ARE LOCATED "APPROXIMATE" AND CONTAIN "APPROX" AND "ESTIMATED" NOTATIONS.
 - LINES ARE SHOWN AS PER:

- LEGEND:**
- 500 ELEVATION
 - 600 ELEVATION (SEE SECTION)
 - CONTOUR LINE
 - ROAD CENTER LINE (SEE PLAN)
 - CENTER LINE OF ROAD (SEE PLAN)
 - STREET LIGHT
 - MANHOLE
 - POWER POLE
 - FIRE HYDRANT
 - CURB CUT
 - UNDERGROUND ELECTRICAL LINE
 - UNDERGROUND GAS LINE
 - UNDERGROUND FIBER LINE
 - WATER LINE
 - SANITARY SEWER
 - CONCRETE
 - ASPHALT
 - CONCRETE

- REGISTERED INTERESTS:**
- LOT 21
 - 602, 606, 610, 618 7TH AVENUE (SEE PLAN)
 - CLOSED LANE
 - 618 7TH AVENUE (SEE PLAN)



ALL RIGHTS ARE RESERVED BY THE CONSULTANT FOR THE PROJECT AND ANY REUSE OF THE INFORMATION CONTAINED HEREIN WITHOUT THE WRITTEN PERMISSION OF THE CONSULTANT IS PROHIBITED.



APPENDIX C

Transportation Memorandum (McElhanney Ltd. 2021)

LETTER

<p>To Lori Van Rooijen, Project Director Canadian Rockies Public School</p>	<p>From Chun Man, P.Eng. Calgary - Transportation</p>
<p>Re Lawrence Grassi Middle School ARP – Traffic Review</p>	<p>Date August 19, 2021</p>

This letter is provided as an addendum to the January 26, 2021 Technical Memorandum in support of the Lawrence Grassi Middle School ARP.

The Town of Canmore stipulates that, “A Transportation Impact Assessment will be required, unless it can be demonstrated by a transportation engineer that fewer than 100 person trips per hour (considering all modes) will be generated by the proposed development during peak times.”

The previous memo (January 2021) assumed 90 residential units as part of the trip generation review. Part of this update is to revise the residential units to include 122 households. The table below illustrates the estimated increase in traffic.

Table 1: Estimated Peak Hour Development Trip Generation

Land Use	Intensity (units)	AM Peak Hour Trips			PM Peak Hour Trips		
		Total	In	Out	Total	In	Out
Multi Family (ITE 220)	90	41	10	32	50	32	19
Multi Family (ITE 220)	122	56	13	43	68	43	25
Difference¹	32	15	3	11	18	11	6

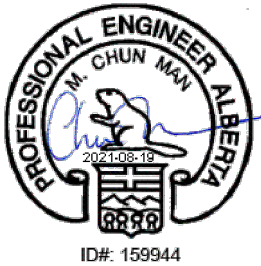
Based on the morning and afternoon total trip comparison, the increase to 122 residential units is estimated to add 15 additional trips in the AM and 18 additional trips in the PM. The trip generated from the ARP will not exceed the 100-person trip threshold during the peak hour.

Based on the trip generation update, no traffic impact assessment is required at this time.

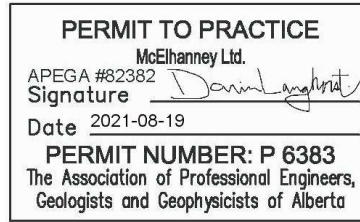
¹ Rounding

Prepared by:

Reviewed by:



Chun Man, P.Eng.
 Transportation Project Manager
cman@mcelhanney.com



Darin Langhorst, P.Eng., BFA
 Division Manager – Municipal Engineering
dlanghorst@mcelhanney.com

This report has been prepared by McElhanney Ltd. at the request of Canadian Rockies Public School. The information and data contained herein represent McElhanney's best professional judgment in light of the knowledge and information available to McElhanney at the time of preparation. Except as required by law, this memo and the information and data contained herein are to be treated as confidential and may be used and relied upon only by the client, its officers, and employees.

McElhanney Ltd. denies any liability whatsoever to other parties who may obtain access to this report for any injury, loss or damage suffered by such parties arising from their use of, or reliance upon, this document or any of its contents without the express written consent of McElhanney and the owner or its agents.



APPENDIX D

Sustainability Screening Report Matrix

Sustainability Screening Report Process Impact - Offset Matrix

Project / Application Details from Applicant	<i>Input information in shaded cells</i>
For Residential Only Projects	
Proposed Residential Units	120
Gross Floor Area (sq. m.) of Residential Development	11000
Net Residential Density per ha. (excluding MR, ER and roads)	80
For Commercial Only Projects	
Gross Floor Area (sq. m.) of Commercial Development	0
For Industrial Only Projects	
Gross Floor Area (sq. m.) of Industrial Development	0
For Mixed Use Only Projects	
Proposed Residential Units	0
Gross Floor Area (sq. m.) of Residential Development	0
Gross Floor Area (sq. m.) of Commercial Development	0
Total Gross Floor Area (sq.m.) of Commercial Development	0
Floor Area Ratio of Commercial Development	0.00
Site Area (sq. m.)	11184
Site Area Previously Undeveloped (sq. m.)	11184
Total Gross Floor Area (sq.m.) of all development	11000
Average Sales Price Proposed for Residential Units	\$677,930
Estimated Assessment Value: commercial	
Estimated Assessment Value: residential	\$67,793,000
New public road length (m)	0
Length of designated public trail (m)	200
Number of jobs created over median income (\$33,500)	0
Number of jobs created below median income (\$33,500)	0

1 FTE = 40 hours / week or 0.5FTE = 20 hours / week

Project / Application Details to be calculated by Town	
Distance from Downtown along road network (metres)	0
Distance from Waste Water Treatment Plant along sewer gravity (metres)	0
Distance from Waste Water Treatment Plant along sewer pressure (metres)	0
Amount of land within or adjacent to Environmental Sensitive Areas	0

Sustainability Screening Report Process

OFFSETS CHECKLIST	Proposed Offset	Importance Rating	Score
-------------------	-----------------	-------------------	-------

Building Economic Sustainability
"Economic sustainability requires a diversity of income sources and the participation of a diverse, local workforce."
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	1	None or Neutral	Scale of Development Multiplier		
		Weakly Positive	4	0.5	0
		Moderately Positive	4	1	0
		Strongly Positive	4	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?	-1.4613			1	0.00
--	---------	--	--	---	------

Does the project create above median paying employment? What is the change to the ratio of jobs above median income?	0.0000	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?	1	None	Scale of Development Multiplier		
		< 25%	4	0.5	0
		25% - 50%	4	1	0
		> 50%	4	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	1	None	Scale of Development Multiplier		
		< 25%	4	0.5	2
		25% - 50%	4	1	0
		> 50%	4	1.5	0

What percentage of the construction labour value will be sourced to Canmore businesses? Enter percent 50 (33% of assessed value) Construction Labour Value \$ 22,595,407 Resulting Local Effect		1 point per \$1,000,000			
	\$ 11,297,703	11.29770345	0.75	8.47	

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	4		0
--	---	---	--	---

Enhancing Environmental Stewardship
"Environmental Stewardship means that we must work towards our future without squandering either our cultural or our natural capital."
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	1	No mix of uses	Scale of Development Multiplier		
		Some mix of uses	4	0.25	0
		Commercial development: Is at least 25% of the GFA residential?	4	0.5	0
		Residential development: Is at least 25% of the GFA commercial?	4	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?	2.09			1	2.09
Does the development increase the commercial density compared to current levels?	0.00			1	0.00
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 /		None	Scale of Development Multiplier		
		4-6 within 400 metres or 7-10 within 800 metres	4	0.5	0
		7-10 within 400 metres or 11-13 within 800 metres	4	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	4	1.5	6
---	---	--	---	-----	---

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:

		4	1	0
--	--	---	---	---

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)?		None	Scale of Development Multiplier		
Commercial Applications		Reduction in water use 20% from baseline	4	0.5	0
Enter "1" in appropriate box		or			
Residential Applications	1	Use of High Efficiency Fixtures (LEED)	4	0.25	1
Residential Applications		Use of Very High Efficiency Fixtures (LEED)	4	0.5	0

Does the project utilize a rain water harvesting system or use 100% infiltration for storm water?		None	Scale of Development Multiplier		
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)	4	0.25	0
		Pervious treatments (10% of manufactured surfaces)	4	0.5	0
		Storm water re-use - 50% or more of roof area	4	0.5	0
		Storm water re-use - 75% or more of roof area	4	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?		Less than 50%	Scale of Development Multiplier		
Enter "1" in appropriate box	1	> 50%	4	0.25	1
		> 75%	4	0.75	0

What long-term, operating waste diversion flows does the project propose?		No diversion	Scale of Development Multiplier		
Enter "1" in appropriate box	1	Diversion of waste flow (1-3 streams)	4	0.5	2
		Diversion of waste flow (>3 streams)	4	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?				1.5	0.00
		Length of designated public trail (m)	0.00000		

How many of the parking stalls are un-assigned, not reserved or first come first served?	1	None or less than 25%	Scale of Development Multiplier		
		25-50%	4	0.1	0
		> 50%	4	0.25	0
		100%	4	0.33	0

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)		None	Scale of Development Multiplier		
Enter "1" in the appropriate box	1	1 bike stall or more per residential unit	4	0.25	1
Commercial applications only.		1 bike stall or more per 5 required vehicle stalls	4	0.25	0
Commercial applications only.		1 covered bike stall or more per 5 required vehicle stalls	4	0.5	0
Commercial applications only.		Covered bike parking (as above) and shower facilities for employees	4	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)		Not Applicable	Scale of Development Multiplier		
Enter "1" in appropriate box	1	<100	4	1	0
<i>Calculate using residential GFA divided by the number of units.</i>		100-150	4	0.75	3
		151-200	4	0.5	0
		201-250	4	0.1	0
		251 and above	4	0	0

What level of green building initiatives does the project include?		LEED	Scale of Development Multiplier		
<i>Is the development LEED or Built Green Certified?</i>		None	4	1	0
Enter "1" in appropriate box		Shadow	4	2	0
		Certified	4	3	0
		Silver	4	3	0

	Gold	4	4	0
	Platinum	4	5	0

		Built Green		
Enter "1" in appropriate box		None	Scale of Development Multiplier	
1	Bronze	4	0.5	2
	Silver	4	1.5	0
	Gold	4	3	0
	Platinum	4	4	0

		Built Green Certification Equivalent	Scale of Development Multiplier	
Does the project propose to use any of the following green building certification programs?				
Green Globes?		4	0	0
BOMA?		4	0	0
BREEAM?		4	0	0

		Less than 15% improvement	Scale of Development Multiplier		
What level of energy consumption reduction does a commercial building achieve? Enter "1" in appropriate box (compared to MNECB)		>25% improvement	4	0.25	0
		>33% improvement	4	0.75	0
		>42% improvement	4	1.1	0
		>50% improvement	4	1.5	0

		EnerGuide of <80	Scale of Development Multiplier		
What level of energy consumption reduction does a residential building achieve? Enter "1" in appropriate box		EnerGuide score of 80 or more	4	1	0
		EnerGuide score of 82 or more	4	1.5	0
		EnerGuide score of 84 or more	4	2	0

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

		No mitigations	Scale of Development Multiplier		
If there are environmentally sensitive lands within or adjacent to the site, what mitigations or protection are proposed? Enter "1" in appropriate box		1	4	0.5	2
Are mitigations possible / achievable? Limited building envelope?		Average mitigations	4	0.25	0
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?		Good mitigations	4	0.5	0
		High quality mitigations	4	1	0

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

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

		No remediation proposed?	Scale of Development Multiplier		
Does the project reuse an existing contaminated brownfield site? Enter "1" in appropriate box		1	4	0.25	0
Geophysical and geotechnical issues not included.		In-situ management of contaminants?	4	1	0
		Removal and disposal of contaminants?	4	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?	Scoring Contingent on Value of Innovation	4		0
--	---	---	--	---

Describe and rate the other innovations:

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?	20	Number of units required to maintain current PAH ratio	935.023%	5	46.751
				2.14	

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
				2.14	

How many bedrooms of employee housing are in the project?	40	Number of bedrooms required to maintain current EH ratio	748.018%	3	22.441
---	----	--	----------	---	--------

		5.347			
			Scale of Development Multiplier		
Are 100% of the employee housing bedrooms being occupied by employees earning less than the community median income?	0.5	Enter '1' if Yes	4	1	2

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
				5.347	

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
				1.243	

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%	4	1	4
		25% to <50%	4	2	0
		50% to <75%	4	3	0
		75% to 100%	4	4	0

What percentage of the employees will be provided rental assistance resulting in rents 10% below market levels?	1	None	Scale of Development Multiplier		
		<25%	4	0.5	0
		25% to <50%	4	1	0
		50% to <75%	4	1.5	0
		75% to 100%	4	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?	1	None	Scale of Development Multiplier		
		< 5%	4	0.25	0
		5% to < 10%	4	0.5	2
		10% to < 15%	4	0.75	0
		15% and above	4	1	0

Does the proposal retain or reuse an existing historic property or building?	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)	1	None or less than required level	Scale of Development Multiplier		
		< 5%	4	0.25	0
		5% to < 10%	4	0.5	0
		10% to < 15%	4	0.75	0
		15% and above	4	1	4

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?	1	No facilities	Scale of Development Multiplier		
		Restricted public access	4		0
		Good public access	4		0
		Superior public access	4		0
				Scoring Contingent on Value of Proposal	

Does the project make a contribution to recreation facilities ?	1	None or Minimal	Scale of Development Multiplier		
		Equivalent to Voluntary Policy (per unit)	4	0.25	0
		Exceeds Voluntary Policy	4	0.5	0

Does the project support school enrollment? Provide evidence of support, please.	1	None or Minimal	Scale of Development Multiplier		
		Sustains current school enrollment	4		0
		Increases school enrollment	4		0
				Scoring Contingent on Value of Proposal	

What level of support for current childcare facilities does the project propose?	1	None or Minimal	Scale of Development Multiplier		
		Sustains the current spaces available	4		0
		Increases the number of spaces available	4		0
				Scoring Contingent on Value of Proposal	

What level of support for cultural establishments (library, museum, church) does the project propose?

1	None or Minimal	Scale of Development Multiplier		
	Medium	4		0
	High	4		0

Enter "1" in appropriate box

How many people are served by the receiving organization?

How big is the contribution relative to the proposed project budget?
 Significance of contribution to the recipient organization budget?
 Significance of contribution to the recipient project?
 Significance of contribution to the recipient organization?

Scoring Contingent on Value of Proposal

What level of support for other non-profit community organizations does the project propose?

1	None or Minimal	Scale of Development Multiplier		
	Medium	4		0
	High	4		0

Enter "1" in appropriate box

How many people are served by the receiving organization?

How big is the contribution relative to the proposed project budget?
 Significance of contribution to the recipient organization budget?
 Significance of contribution to the recipient project?
 Significance of contribution to the recipient organization?

Scoring Contingent on Value of Proposal

What unique supports for community programming does the project propose?

1	None or Minimal	Scale of Development Multiplier		
	Medium	4		0
	High	4		0

Enter "1" in appropriate box

How many people are served by the receiving organization?

How big is the contribution relative to the proposed project budget?
 Significance of contribution to the recipient organization budget?
 Significance of contribution to the recipient project?
 Significance of contribution to the recipient organization?

Scoring Contingent on Value of Proposal

What level of support for special events does the project propose?

1	None or Minimal	Scale of Development Multiplier		
	Medium	4		0
	High	4		0

Enter "1" in appropriate box

How many people are served by the receiving organization?

How big is the contribution relative to the proposed project budget?
 Significance of contribution to the recipient special event budget?
 Significance of contribution to the recipient special event project?
 Significance of contribution to the recipient special event organization?

Scoring Contingent on Value of Proposal

Does the project propose to include a public art component?

1	No public art provided	Scale of Development Multiplier		
	Public art provided	4	0.25	0
	Public art exceeds 1% of the project budget	4	0.5	0

Enter "1" in appropriate box

What civic engagement, community participation or leadership and innovation is demonstrated by the project?

OBJECTIVE: Residents have options to receive effective information and provide input which is incorporated into decision making.

Does the project's public consultation program exceed statutory requirements?

1	Meets statutory requirements	Scale of Development Multiplier		
	Notification	4	0.25	0
	Consultation with community/neighbours	4	0.5	2
	Collaboration	4	1	0

Enter "1" in appropriate box

What additional social 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	4		0
--	---	---	--	---

Total Offsets

113.756

Total Resulting Score

44.045

Sustainability Screening Report Process Impact - Offset Matrix

Summary Page

Overall Results	Impact	
		%
Economic Sustainability	-2.92	4.19
Environmental Stewardship	-22.16	31.78
Social Fabric	-44.63	64.03

Offset	
	%
10.47	9.21
20.09	17.66
83.19	73.13

Total Impact -69.71

Total Offset 113.76

Net Score **44.04**

Economic Sustainability	
Income and Wages	0.00
Non-Residential Tax Assessment	-2.92

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
2.00	Floor space for Economic Development & Tourism
8.47	Percentage of local construction labour value
0.00	Economic leadership or innovation

Environmental Stewardship	
Residential Water Consumption	-4.33
Commercial Water Consumption	0.00
Residential Solid Waste Generation	-3.10
Commercial Solid Waste Generation	0.00
All Building Energy use and GHG emissions	-11.57
Transportation	0.00
Infrastructure (sanitary-gravity)	0.00
Infrastructure (sanitary-pressure)	0.00
Environmentally Sensitive Lands	0.00
Land Consumption	-0.22
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	-2.94
Metres of new roads to service development	0.00

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

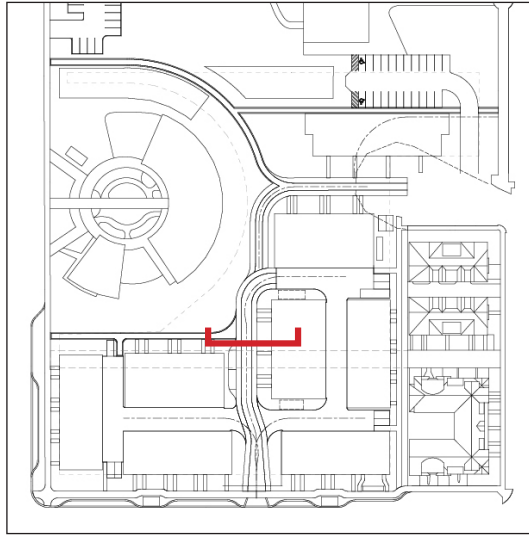
Social Fabric	
Affordability of Market housing (in relation to median income)	-7.82
PAH Housing	-7.23
Seniors Housing	-5.78
Employee Housing	-4.34
Childcare spaces	-5.75
Library	-2.30
Food Bank Usage	-4.60
Social Assistance Payments	-4.52
Crimes Against Persons and Property	-2.30

Social Fabric	
46.75	Units of perpetually affordable housing
0.00	Cash contribution towards PAH
22.44	Bedrooms of employee housing
2.00	Bedrooms for employees earning < median income
0.00	Cash contribution towards employee housing
0.00	Units of seniors housing
4.00	Percentage of the employees housed
0.00	Employees rental assistance 10% below market levels
2.00	Percentage of site ares for social interaction
0.00	Reuse an existing historic property or building
4.00	Exceed minimum municipal reserve requirements
0.00	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
0.00	Unique supports for community programming
0.00	Support for special events
0.00	Public art component
2.00	Public consultation program
0.00	Social leadership or innovation

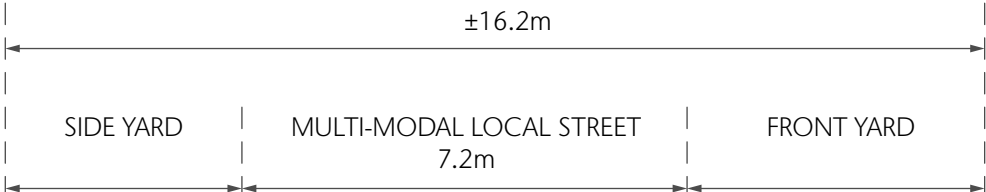
APPENDIX E

Comparative Site Sections

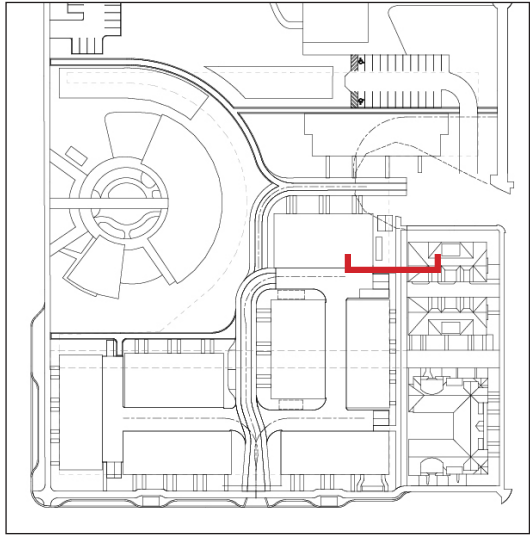
CROSS SECTION OF MEWS ACCESS ROAD



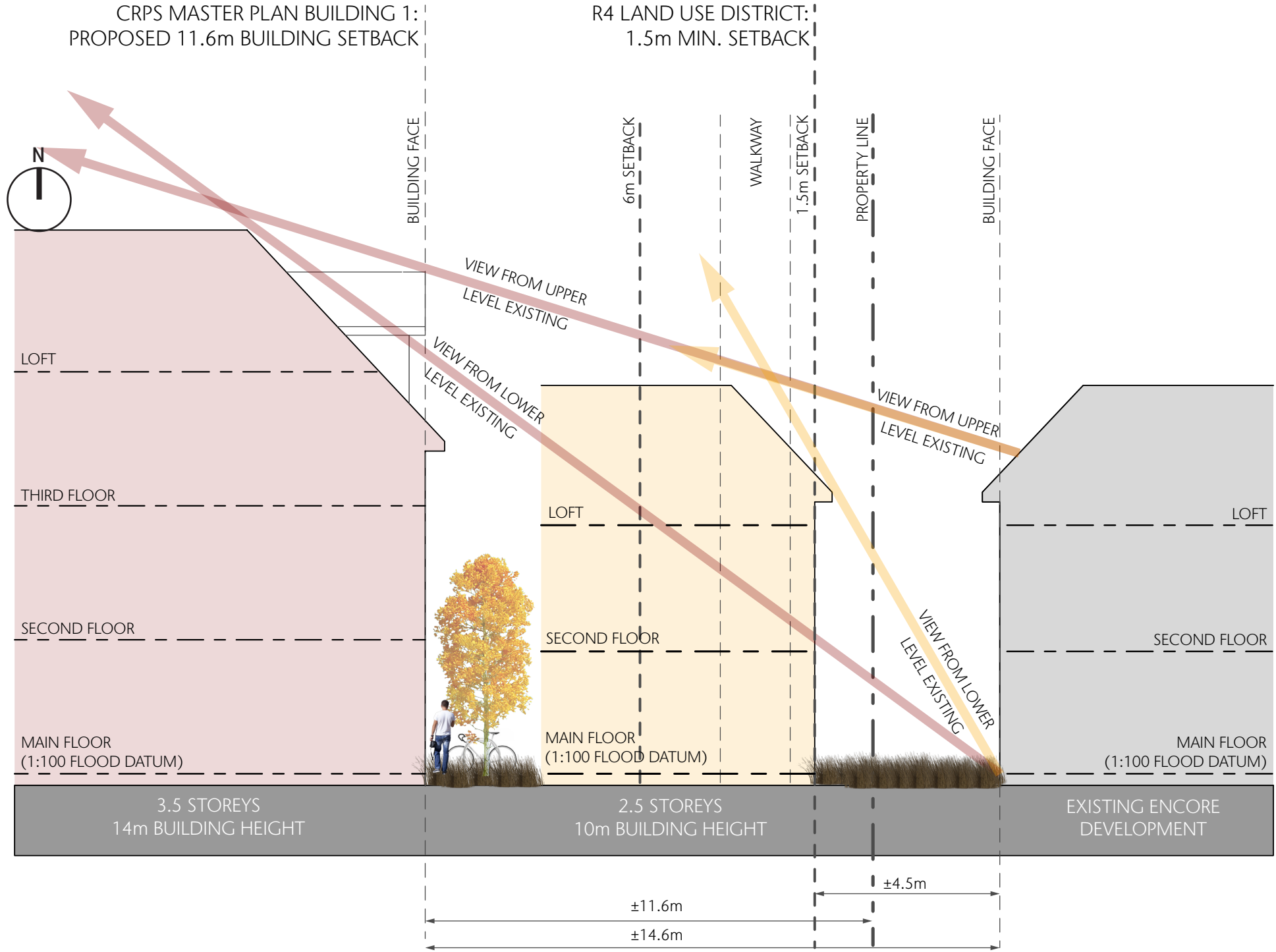
KEY PLAN



COMPARATIVE MASSING AND SETBACK CROSS SECTION



KEY PLAN



CROSS-SECTION OF BUILDING 1 & EXISTING ENCORE DEVELOPMENT
TYPICAL R4 DISTRICT MASSING COMPARED TO PROPOSED MASTERPLAN

January 10, 2022

Mayor and Council
Town of Canmore
902 7 Ave
Canmore AB T1W 3K1

Sent vial email: alaric.fish@canmore.ca

Dear Mayor and Council:

RE: Canadian Rockies Public Schools (CRPS) – Area Redevelopment Plan (ARP) application

The Board of Canmore Community Housing (CCH) supports the inclusion of the proposed twenty (20) Vital Homes units referenced in CRPS's ARP application by way of the following motion:

Motion 2022.002 Moved by Tanya Foubert that Canmore Community Housing (CCH) supports the inclusion of twenty (20) dwelling units in the proposed Canadian Rockies Public School (CRPS) division's Area Redevelopment Plan (ARP) to be provided to the Vital Homes program. CARRIED

Should you have any questions with respect to the above please do not hesitate to contact the undersigned at dougal@canmorehousing.ca or at 403.609.9983 ext.104.

Yours truly,



Dougal Forteach
Canmore Community Housing



Request for Decision

DATE OF MEETING: 1 February 2022 **Agenda #:** H-1

TO: Council

SUBJECT: 2021 FRIAA Grant Funded Project Approval

SUBMITTED BY: Keri Martens, Acting Fire Chief

RECOMMENDATION: That Council approve a new 2022 capital project for the 2021 Forest Resource Improvement Association of Alberta (FRIAA) project in the amount of \$30,000 funded through the FRIAA FireSmart grant process.

EXECUTIVE SUMMARY

In November of 2021, Administration applied for a FRIAA FireSmart Program grant. In December the grant was awarded in the amount of \$30,000 and is purposed for a full-scale emergency management field exercise. A new capital project needs to be added to the 2022 budget to allow Administration to spend the funding to complete the project.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Council approved the Wildfire Mitigation Strategy on May 1, 2018 (Motion 102-2018).

Council approved a Resolution to apply for the FRIAA grant on October 5, 2021 (Motion 230-2021).

DISCUSSION

The Town of Canmore has undertaken several initiatives outlined in the framework of the council approved Wildfire Mitigation Strategy and this exercise will follow along the same lines.

Recommendation #11 – Continue to conduct regular table-top, functional and field exercises to test emergency management preparedness for a wildland/urban interface fire including Site and ECC using the Wildfire Preparedness Guide, Municipal Emergency Management Plan and Evacuation Plan.

The emergency management field exercise will be designed as a continuation of the functional exercise hosted last November. There will once again be an activation of the Town’s Emergency Coordination Centre (ECC) and Incident Command Post (ICP) along with “boots on the ground” practical testing of several emergency plans. Specifically, lessons learned during the functional exercise will be used in the implementation of the Municipal Emergency Management Plan, Evacuation Plan and Sprinkler Protection Plan. This exercise will fulfill a requirement of the Local Authority Emergency Management Regulation (LAEMR) within the Emergency Management Act.

ANALYSIS OF ALTERNATIVES

N/A

FINANCIAL IMPACTS

This is a grant funded initiative and there will be no additional impact to the approved operating budget outside of commitments already assigned to daily work activities. Administration needs Council approval to be able to spend the grant funding.

STAKEHOLDER ENGAGEMENT

The field exercise will involve multiple Town of Canmore departments and elected officials. Emergency response partners from both ends of the valley will be invited to participate along with relevant industry partners.

ATTACHMENTS

N/A

AUTHORIZATION

Submitted by:	Keri Martens Acting Fire Chief	Date: <u>10 January 2022</u>
Approved by:	Chelsey Richardson Manager of Financial Services	Date: <u>January 10, 2022</u>
Approved by:	Sally Caudill General Manager Municipal Services	Date: <u>12 January 2022</u>
Approved by:	Lisa de Soto Chief Administrative Officer	Date: <u>January 14, 2022</u>



Request for Decision

DATE OF MEETING: February 1, 2022 **Agenda #:** H-2

TO: Council

SUBJECT: Non-Profit Community Organizations Property Tax Exemptions

SUBMITTED BY: Chelsey Richardson, Manager of Finance

RECOMMENDATION: That Council deny the requests from the Canmore Golf and Curling Club and Calgary Scope Society for property tax exemptions.

That Council directs future year property tax exemptions for community organizations in the Town of Canmore be limited to those covered by the Community Organization Property Tax Exemption Regulation (COPTER).

EXECUTIVE SUMMARY

This year, nine organizations representing twelve tax rolls, applied for property tax exemptions under the *Community Organization Property Tax Exemption Regulation (COPTER)*. Upon review of the applications and regulations, two of the organizations were deemed to not qualify under COPTER. Under the MGA, Council may, by bylaw, exempt property held by a non-profit organization from property taxation. As these properties do not automatically qualify under COPTER, any exemption decision would be up to Council. Administration is recommending that Council deny these requests.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The *Community Organization Property Tax Exemption Regulation (COPTER)* is the primary regulation addressing property tax exemptions, laying out criteria for community organizations to qualify for property tax exemptions.

Section 364 of the MGA, Exemptions granted by bylaw, reads: (1) A council may by bylaw exempt from taxation under this Division property held by a non-profit organization. (1.1) A council may by bylaw exempt from taxation under this Division machinery and equipment used for manufacturing or processing. (2) Property is exempt under this section to any extent the council considers appropriate.

Both the Canmore Golf and Curling Club and the Calgary Scope Society had previously been considered to qualify under the COPTER regulation, though some questions regarding eligibility had been raised in prior reviews. Upon further detailed review between administration and our assessor, Benchmark Assessments Inc, who have considerable experience evaluating exempt properties throughout the province, both organizations were deemed to no longer qualify under this regulation, so any exemption would instead need to be approved by Council.

DISCUSSION

Not all non-profits are automatically exempted from property taxation. In cases where non-profit organizations do not meet the qualifications set out in COPTER, section 364 of the MGA grants Council the authority to consider full or partial tax exemptions.

Council approval of tax exemption is generally based on the determination that the use of the property generates sufficient community benefit to earn relief from the municipal tax obligation. The objective would be to reduce the tax burden on these eligible non-profit organizations so they can continue to provide services, support and/or charitable programs in Canmore.

Council's tax exemption authority under section 364 is limited and can only be applied to non-profit organizations and machinery and equipment property, but once exempted, those organizations are not responsible to pay municipal property tax. Council is only authorized to exempt the municipal tax; the provincial tax would still be owed.

Administration conducted a review of exemptions granted by other municipalities across the province and determined that Council exemptions by bylaw are limited and generally evaluated on a case-by-case basis. As the COPTER regulation is intended to cover most circumstances where exemptions might be granted, Administration recommends only granting exemptions to the extent permitted under COPTER, and not granting exemptions on an individual basis beyond that.

There is an outstanding Council resolution from 2017 directing administration to bring back a policy or bylaw to guide future Council decision making regarding property tax exemptions. This work had been delayed as the province had initiated a review of the COPTER regulation and updates had been expected. Administration has recently learned that those updates will not be forthcoming. Many of the factors and criteria that administration would consider for inclusion in such a policy or bylaw regarding exemptions are already included in the regulation, and due to the breadth of scope and mandate of non-profit community organizations that may apply for exemption, identifying a consistent set of standards beyond what is already encompassed in the regulation would prove challenging. As such, Administration recommends only granting exemptions to organizations qualifying under COPTER.

Canmore Golf and Curling Club

Prior to 2013, for several years, Council had applied the authority of Section 347 of the MGA which allows for the cancellation or refund of all or part of a tax to reduce the municipal taxes paid by the Canmore Golf and Curling Club. Starting in 2013, the Canmore Golf and Curling Club received partial exemption under COPTER. The golf course land and related improvements (including the pro shop, maintenance buildings, and halfway house) and the curling rink were determined to be exempt, while 90% of the clubhouse and part of the land that the clubhouse sits on, remained taxable. This decision was based on it being a licensed facility open to the public and used for private functions. The remaining 10% exemption was considered to reflect locker rooms and administration offices related to golf and curling operations.

While considered to qualify in the past, upon review with our assessor, it is the opinion of administration that the Canmore Golf and Curling Club would not qualify, as under COPTER s.9(1)(b) The following property is not exempt from taxation under section 362(1)(n)(ii) of the Act... (b) property that is used solely for community games, sports, athletics or recreation if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older. In their

application package, the Club indicated that the percentage of time participants under the age of 18 use the facility is only 15-20%.

While this would prevent them from automatically qualifying for exemption under COPTER, as outlined in Attachment 1, the Canmore Golf and Curling Club does provide a number of community contributions as well as golf and curling recreational opportunities that could lead Council to consider granting this exemption to them by Bylaw, either on the same logic as the previous exemption, or under another of their choosing.

Calgary Scope Society

Similarly, while the Calgary Scope Society was considered to qualify in the past, administration has determined they no longer qualify, as under COPTER s.10(1) Property referred to in section 362(1)(n)(iii) of the Act is not exempt from taxation unless (a) the charitable or benevolent purpose for which the property is primarily used is a purpose that benefits the general public in the municipality in which the property is located. Upon discussion with the Calgary Scope Society, they do not currently have any members in Canmore, and so the primary benefit is not to Canmore. Also, as it is housing, unless this property contributes to their overall core programming, it would not qualify, and this property is not part of the Calgary Scope Society’s core programming.

While again, the Calgary Scope Society wouldn’t qualify under COPTER, Council could choose to grant the exemption based on the charitable and benevolent mandate of the organization. One factor Council may wish to consider is that when it is not in use for the Calgary Scope Society’s purposes, they do allow their staff to use it rather than have it sit vacant, so Council could choose to only pro-rate the exemption to when the property is in use for programming purposes and not vacant or in use by staff.

ANALYSIS OF ALTERNATIVES

Council could choose to exempt a portion of either property, or pro-rate the exemption based on criteria which could be reported on. Administration would return with a bylaw for Council’s approval, that would include these conditions. These would add additional administrative requirements for both the organization and Town administration.

Council could also choose, by bylaw, to grant an exemption for one year as a transition period to allow the two organizations to plan for and adjust to this change if Council did not believe an ongoing exemption was warranted but wanted to grant some temporary relief.

FINANCIAL IMPACTS

The following table outlines the estimated potential financial impacts, based on the 2021 assessments and mill rates (as 2022 are not available yet):

Tax Roll	Organization	2021 Assessed Value	Estimated 2021 Property Taxes (Municipal Only)
11665	Canmore Golf & Curling Club	\$3,586,800	\$27,245
20742	Calgary Scope Society	\$704,400	\$1,641

As a reminder, if the property tax exemptions were not granted and municipal taxes were to be collected from these organizations, the Town would not collect more taxes overall, but rather the taxes would be re-distributed across the assessment base, including these properties.

STAKEHOLDER ENGAGEMENT

Each of the organizations has applied for Property Tax Exemption along with required attachments, and any other supporting information requested. Both organizations have been invited to present to and answer questions of Council as part of consideration of this business item at the February 1st Council meeting.

ATTACHMENTS

- 1) Accompanying Letter from Canmore Golf and Curling Club Application
- 2) Financial Statements and Business Plan of Canmore Golf and Curling Club (confidential – protected from public disclosure)
- 3) Accompanying Letter from Calgary Scope Society Application
- 4) Financial Statements of Calgary Scope Society (confidential – protected from public disclosure)

AUTHORIZATION

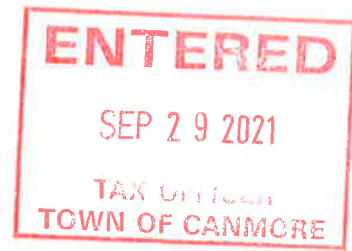
Submitted by:	Chelsey Richardson Manager of Financial Services	Date: <u>January 11, 2022</u>
Approved by:	Therese Rogers GM of Corporate Services	Date: <u>January 26, 2022</u>
Approved by:	Lisa de Soto Chief Administrative Officer	Date: <u>January 25, 2022</u>



September 28, 2021

Town of Canmore

Tax Department



Attention: Megan Dalrymple

Re: Request for Property Tax Exemption.

Dear Megan:

Thank you for the reminder to file our request for exemption. Seems like we just went through this yesterday. We acknowledge our obligation to demonstrate compliance with COPTER regulations to be considered for a continuance of exemption and are happy to offer the following:

1. We are a registered non-profit organization
2. We have a long history of providing services to the Town and its residents
3. We are located on provincial leased land
4. We have received a reduction in previous years(2008-2021)

Background:

We are highly respected members of the key industry associations that form the backbone of the golf and Curling industries in Canada, notably, the Professional Golfers Association of Canada; the Canadian Golf Course Superintendents Association (CGSA) and Curling Canada. We are considered leaders amongst our peers through our active involvement in the governance of these associations and the programs and initiatives they promote.

We are dedicated to a mission statement that emphasizes affordable golf and curling for the residents of the Bow Valley. We are an integral component of the recreational facilities in Canmore; and serve as a community resource for sporting, recreation and community events. We employ several local students on a seasonal basis, providing many with their first jobs and the opportunity to earn summer income.

We have been a part of the fabric of Canmore since 1926 for golf and 1911 for curling, with an enduring history of support for people and initiatives within our community. For example, we provided our clubhouse and surrounding areas to be used as an athlete village and dining centre for the Canmore component of 1988 Calgary Winter Olympics. Since then, we have capably hosted events ranging from local car shows & pancake breakfasts; culinary festivals; and community reunions; right up to provincial, national and international golf and curling championship events. Notably, the Qualico Mixed Doubles Championship returned to the Bow Valley this fall, creating upwards of 100 highly sought after volunteer opportunities for community members.

Today, our mandate and sense of community responsibility remain intact. We pride ourselves in being an affordable, accessible recreational option for the residents of Canmore. Our annual dues, daily fees and social events are among the most affordable in the Province.

The past 19 months has impacted all aspects of our lives, businesses, and community. Like many others, our business has not been spared, with significant disruptions to our operations across all departments. Operating under an ever-changing regime of health restrictions, we saw the cancellation of golf tournaments & leagues; curling bonspiels; social functions/weddings and lesson programs. Visitors from out-of-province were limited, and of course, international traffic was reduced to nothing. All of our key revenue streams were significantly impacted. Fortunately, we were able to offer golf on a limited basis, albeit subject to a complicated, costly and constantly shifting set of restrictions. This allowed us to give local residents a small glimmer of hope and a bit of a reprieve from the day-to-day covid grind.

We are hopeful that we are finally on the “back nine” in our match with covid, and we remain committed to continuing to offer programs and support that enhance what makes Canmore a community we are proud to call home.

Below, you will find several examples of our civic spirit & pride; and our direct financial contributions within our community.

GOLF

Our commitment to affordable golf for the population of Canmore and Bow Valley results in annual fees that are less than others in the region. In addition, we offer discounted memberships rates to junior, students, and life members.

- The Canmore Golf & Curling Club Full membership is \$1,543.50 per season (2021). Regarded as the lowest annual rate in the province for equivalent 18-hole courses.

- We offer a ‘locals’ daily green fees rate.

- With over 30,000 rounds annually, we are a very busy course,— remarkable given it is an operation dependent on weather, along with high course demand for memberships and tee times.

- Our waitlist for adult memberships is now fewer than 75 people. This is considerably lower than in previous years

- Due to time and space on course our maximum number of members is 850 (including junior, students, seniors, adults and life members)

- Though adult memberships are our highest source of income, our choice is to offer juniors and students reduced rates. This alternative is not taken lightly but has long been a part of our mandate as obligation to community.

 - of the 850 total memberships, 101 are junior members at \$245, with unlimited golf, unchanged over the past 3 years

 - 47 student memberships at \$350, with unlimited golf, unchanged over the past 3 years

 - Life memberships, with unlimited play, are granted to individuals who have been a member for 25 years and have reached the age of 70.

-Each Monday throughout the season, free golf with equipment is offered to non-member juniors for 1 hour at a total cost to the Club of approximately **\$23,500.00** annually in free golf times only

-“Spring Junior Program”, a multi-week intro-to-golf program, is offered at a nominal cost (\$59.00). Each year, over 50 volunteer hours are contributed as well as a corresponding loss of golf range revenue.

-Free clubs are provided to juniors during lessons and Monday times at an annual cost of **\$4,000.00**

-Free use of range, equipment and course for high school Phys Ed classes. Each year 50 classes take advantage of the offer in the spring and fall. Almost 800 buckets at \$10.00 per bucket or **\$8,000.00** are provided each year.

-For over 30 years the club has supported the school athletic programs and golf. Each year classes from middle and high school use the golf facilities for their curriculum. We do not charge for the use of the driving range – including balls and equipment, use of short game area and extra holes all free of charge. The past few years we have included instruction from our team of PGA of Canada professionals.

-We host 6 open events each year drawing over 800 competitors to these multi-day events. This brings revenue to businesses of the Bow Valley, bringing upwards of 100 players per event

-We regularly work with recreational programs at the nearby recreation center. Summer kids programs, hockey programs and power skating utilize free driving range, short game areas including equipment and inexpensive instruction.

CURLING

-The Club provides junior programs to over 600 children from Canmore in curling including equipment and instruction annually for youth in Canmore.

-The fees are \$10 per child for curling.

-School classes use curling for approximately 60 hours of ice time each year at a cost of \$55.00 per hour or **\$3,300.00** each year

-We offer qualified instructors for in-school and after-school programs at a cost to the club of **\$4,000.00** each year. This past winter, we kept the rink open just for the school program, with no other public or members permitted by provincial covid regulations. Operational costs were absorbed by the club. We were one of the last rinks in the province to close for the season.

-Approximately 200 curling members generate less than \$55,000 each year in gross revenue. Most seasons this covers operating expenses only. Fortunately, the synergy created between golf and curling activities permits the financial viability of curling in our community

COMMUNITY CONTRIBUTIONS

- The Club supports the Exshaw School lunch program with lunch each Tuesday at a total cost over 30 weeks of **\$2,250.00**
- The Club supports local fundraisers with co-sponsorships to an annual total value of **\$5,000.00**
- \$8,200.00** worth of green fees and carts are donated to various local charity events annually
- We provide 15 staff members for 3 hours each at \$15.00 or \$675.00 plus \$200.00 for materials to assist garden upkeep around hospital. The annual total cost is **\$875.00**
- Free hall rental is provided to the following events
 - Miner's day **\$1,500.00**
 - Valley Winds **\$1,500.00**
 - Pine Tree Players \$1,500.00**
 - minor fundraisers **\$1,500.00**
 - YWCA Women's' shelter clarify
- Support for Canmore Folk Festival
 - food for volunteers **\$500.00**
 - Storage of equipment
 - Donation of transportation equipment
- Adopt a school golf program indoor golf equipment
 - \$500.00**
- Highland Games: Donation of transportation equipment
- Canmore Eagles
 - Free use of curling rink for fundraisers
 - Use of area for parking their bus
 - Staff volunteering during games
 - Use of equipment during recreation building refit.
- Canmore Gymnastic club
 - Free use of curtains and other material for meets
 - Free use of curling rink for presentations during meets
- Cooperation with recreation center refit
- Canmore girl guides
 - Management/members and staff help build birdhouses placing them on the course, offering educational opportunities for youth along with bird preservation
- During flood event in Canmore, 2013
 - Club donated food to those displaced
 - Worked with community during cleanup
 - Sent staff/members and equipment into community to assist with clean up
 - Having dump bins at our club for drop offs.

- Allowed use of 1st and 10th tee areas for people who needed to be evacuated by helicopter
- 2014 Alberta Winter Games, Host Communities Canmore/Banff
 - Hosting food services in Canmore, staff/members volunteer for the event
- YWCA shelter fundraiser
 - 2016 raised funds by playing as much golf as possible raised over \$25,000.00
- Canmore Rotary Golf Tournament
 - Donate funds to assist fundraising during event.
- 2020 New year's eve fireworks display from our driving range
- 2021 Canmore High School Graduation Ceremony
 - Donated curling rink and supplied a fun event for grads
- Vermi-composting program
 - grass cuttings and kitchen scraps are now processed into organic material that is reused on course as fertilizer, thus demonstrating our commitment to sustainability
- Continuous certification in the Audubon Cooperative Sanctuary Program for Golf (ACSP), further demonstrating our commitment to sustainability
- We have initiated a program to further our contributions to community and environment. To that end, we have received financial assistance to enhance our support of environmental initiatives through programs with local schools and interest groups.

To summarize:

Despite significant impact due to covid, the Club's current financial picture is reasonably healthy, all things considered. For this, we are thankful, as several other groups and businesses in our province have not fared as well. This will undoubtedly have a trickle-down effect, and we anticipate that both corporate business and interest in memberships will remain soft in the short term. Additionally, operating costs are on the rise; and consumers are becoming more price-sensitive and discount-driven.

We have included our most recent audited financial statements ending October 31, 2020. Our most recent fiscal year we expect an excess income though audited statements. Our financial success was only because of the Federal Wage Subsidy program we were able to access. We have reserves which are used to facilitate upgrading and maintenance of our aging course and facilities, which have been in operation for more than 60 years at our present location. We proudly avoid debt and do our best to maintain a quality experience.

We consider our facilities to be an integral part of the recreational services provided to the people of Canmore. Any excess over income achieved each year is reinvested into the club for improvements and upgrades to maintain the standards expected by our customers.

Any reduction in expenses through a reduction in our tax debt would be appreciated; and would prove to be of benefit to the maintenance of facilities and programs.

Historically and moving forward, we are a golf and curling facility committed to community. We occupy leased lands which limits the possible uses to the operation of a golf course, curling club and ancillary uses. We cannot build condominiums or sell land to the highest bidder, nor would we consider such a move in the future.

Thank you for considering our request for a valued tax reduction again this year.

Sincerely,



Phil Marra

President

Canmore Golf and Curling Club

Please find attached

- Application form
- Support letter for recent grant application
- Audited Financial Statements
- Current business plan

- Certificate of Incorporation

Toll free: 1-877-678-5959

Phone: 403-678-5959

Fax: 403-678-2671

www.canmoregolf.net

2000, 8 Avenue, Canmore, Alberta, T1W 1Y2





CALGARY SCOPE SOCIETY219 – 18 Street S.E.
CALGARY, ALBERTA
T2E 6J5

TEL: (403) 509-0200

FAX: (403) 291-4087

www.calgaryscope.org

To: Assessment Department

Re: Property address: 112 379 Spring Creek Drive; Tax Roll #20742.

The Calgary Scope Society would like to apply for a tax exemption. Our charitable organization was created in 1983 to help support people with developmental disabilities and their families. For years it was our dream to have a safe and comfortable space for our clients and their families to take a mini-vacation. In January 2010 this dream came true with financial support from the Rotary Club of Canmore and Frank Kernick, owner of Spring Creek. Since this time, clients and their families, most of whom are low income, have been able to stay in a beautiful and wheel-chair accessible condo in the beautiful town of Canmore. For most this is the only time of the year where they leave Calgary. It is an opportunity to re-focus, relax, and refresh. With additional fundraising, the Calgary Scope Society is able to provide a per diem so that clients and their staff can go out for coffee, go to a restaurant, purchase groceries, enjoy themselves at Elevation Place and other leisure activities, and even pay for gasoline. The main street is within walking distance from the condo so that clients can easily shop for souvenirs and even treat themselves to candy. Fundraising also pays for Spring Creek cleaning staff, maintenance labour, booking staff, and monthly condo fees to the property manager (PEKA).

A property exemption allows the Calgary Scope Society to provide funds to our clients and their families to fully enjoy what Canmore has to offer. The property tax expense is significant. In a time of limited funds, to towns and charities, we would be eternally thankful if the Calgary Scope Society was successful in obtaining a property tax exemption.

Many thanks,

David Wilson

Director of Finance
Calgary Scope Society
219 18 Street SE
Calgary, AB T2E 6J5
403 717 5576



The intention of this briefing is to update Council on the Bow Valley Food Charter and to invite council to join the Bow Valley Food Alliance by signing the charter. To date, Improvement District 9 and Town of Banff have signed the Charter.

In recent years, local food movements have been gaining momentum across Canada. With a growing awareness about the need to create community-based food systems, one of the ways these movements advocate for change is through the creation of Food Charters, which outline a community's values surrounding the foods they grow, harvest, and eat.

Building on the creation of food charters that have been adopted by municipalities across Canada as well as internationally, the Bow Valley Food Alliance began work on the Bow Valley Food Charter in early 2018. The Charter (attached) is based on a series of community conversations, workshops, and take-home conversation kits available to all Bow Valley community members. With the support of a postdoctoral researcher, the Charter summarizes community input and outlines 8 values that support the creation of community-based food systems that are equitable and ecologically regenerative, these are: Local Food Systems, Accessibility, Health, Social Justice, Earth & Environment, Collaboration & Diversity, and Vibrant Regional Economies.

We are very grateful for the role the Town of Canmore has played in supporting the Charter's development. Family and Community Support Service staff Lu Douce and previously Megan Imrie, have been involved with developing the Food Charter from the beginning. Through our work together, we believe the Charter closely aligns with the Town of Canmore's vision. For example, we believe that creating a socially, economically, and environmentally vibrant and resilient community must include ensuring that no one in our community goes hungry. We also believe that the Charter aligns with and provides guidance on how to meaningfully enact the six areas of focus outlined in the 2019-2022 strategic plan:

1. Community: We have found that growing, processing, cooking, and gathering around food are key methods to bring community together.
2. Liveability: In order to be an inclusive and accessible community for diverse residents, we must work to ensure that everyone has access to healthy, affordable, and culturally-appropriate food. This is particularly important in a context where Black and Indigenous households are more likely to experience food insecurity than white households in Canada.¹ While some might suggest that food banks address this problem, research shows that "there is no evidence that food banks are a solution to the very serious problem of food insecurity in Canada."²
3. Strong Economy: Recent research in Alberta and the Bow Valley shows increasing interest in local food³ while at the same time suggesting that consumers are not sure where to buy local food.⁴ We believe a future-focused economy must include the

¹ <https://proof.utoronto.ca/racial-disparities-podcast/#transcript> and <https://proof.utoronto.ca/resources/research-publications/aboriginal-peoples-and-food-insecurity/>

² https://proof.utoronto.ca/wp-content/uploads/2019/11/PROOF_FACTSHEET_Foodbanks-112019.pdf

³ <https://www.alberta.ca/local-food-engagement.aspx>;

⁴ Northlands Agricultural Society (May 2020) and BVFA (July 2020) research data (Available on request)

development of vibrant regional food systems that support local entrepreneurship and alternative economic initiatives that work outside of grocery chain models dependent on lengthy global supply chains.

4. Wildlife Co-existence: While some may think that wildlife co-existence and local food are antagonistic, we believe that local food systems must and can work to ensure wildlife can thrive. We have seen innovative solutions such as the wildlife fence that surrounds the Canmore Community Garden and believe Canmore could be a leader in demonstrating how to support both local sustainable food systems and human-wildlife coexistence. We know that many mountain communities struggle with this, and believe working together to create further innovations will highlight Canmore's commitment to both the wellbeing of wildlife and human community members.
5. Environmental Sustainability: The food system generates around 34-35% of global man-made GHG emissions; 57% of those emissions come from the production of animal-based foods, 29% from plant-based foods for human consumption, and 14% from agricultural products not used as food (i.e. cotton and rubber).⁵ Thus, attending to the multiple ways that food systems contribute to climate change is essential if our community is to meaningfully reduce their carbon footprint.
6. Transportation: Connective transportation plays a key role in ensuring that community members and visitors have access to retail spaces that sell fresh, healthy, and affordable food.

The Charter also aligns with the Town's Truth and Reconciliation commitments. We are grateful that the Îyârhe Nakoda Nations of the Chiniki, Bearspaw, and Wesley have contributed to the Charter process by highlighting the relationship between the Buffalo Treaty and BVFA Food Charter. We are also grateful for the ways that the Charter has provided opportunities to begin building relationships between Indigenous and non-Indigenous communities as well as between different municipalities across the Bow Valley. We look forward to continuing to use the Charter as a tool to strengthen pre-existing and build new relationships in the future.

By signing the Charter, The Town of Canmore will be making a statement that you agree with the eight values that are outlined in the charter, and you will be opening the door for further conversation on how we can collectively create a robust and resilient food system. Further, we hope that the values laid out in the Charter will help guide decision-making processes, address food issues, and strengthen the wellbeing of our community. Please find attached the BVFA Food Charter and further background information on the Charter.

On behalf of the Bow Valley Food Alliance, we would like to invite the Town to Sign the Bow Valley Food Charter.

Submitted by:
Avni Soma and Lauren Kepkiewicz

⁵ <https://theconversation.com/food-production-generates-more-than-a-third-of-manmade-greenhouse-gas-emissions-a-new-framework-tells-us-how-much-comes-from-crops-countries-and-regions-167623>

BOW VALLEY FOOD ALLIANCE FOOD CHARTER

As signatories to the Bow Valley Food Charter,
we value:

Social justice, based on reconciliation and empowering marginalized communities, including fair wages and working conditions, adequate and appropriate food, secure housing, and community-based food programming.

Vibrant regional economies, based on self-sufficiency, local entrepreneurship, and alternative food initiatives that champion sharing, cooperation, and collaboration.

The earth and environment, including regenerative food systems that honour the land and all living beings, and which respect Indigenous knowledges, biodiversity, protected and conserved areas, and water.

Local food systems, based on resiliency and the Buffalo as a cultural and ecological keystone species, including communities' ability to hunt (outside existing wildlife sanctuaries), harvest, gather, and grow food as well as advocate for change.

Our Vision:
is to create community-based food systems that are equitable and ecologically regenerative. In doing so, we aim to build food sovereignty for all of the diverse communities in the Bow Valley from Lake Louise to Banff to Canmore to MD Bighorn to the Îyârhe Nakoda Nation.

Health, including the relationships between food and physical, mental, and spiritual well-being.

Accessibility to fresh affordable food, including culturally appropriate spaces to gather, grow, harvest, and prepare food in a welcoming and dignified way.

Collaboration and diversity, including connecting communities and community members to each other through rich and varied food systems and their celebrations.

Knowledge and education, based on intergenerational and cultural learning, including community conversations, training, and school curriculum that build gardening, harvesting, and cooking skills as well as understandings regarding the impacts of our food systems.

**With this work we aim to honour
and support the spirit of The Buffalo:
A Treaty of Cooperation, Renewal and Restoration.**

We, _____,

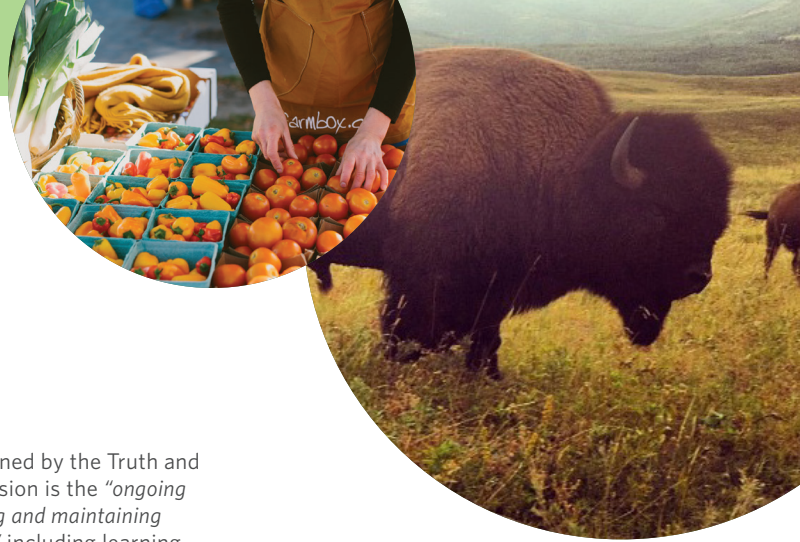
join others in the Bow Valley community in adopting this Food Charter.

Signature: _____ Organization: _____

Date: _____ Place: _____



info@bvfa.ca



A **Food Charter** is set of principles outlined by a community that articulates what they want their food systems to look like, including how they grow, harvest, process, distribute, prepare, eat, and dispose of their food. Food Charters have been adopted by many communities across Canada, including small municipalities, like Salmon Arm, mid-sized cities, like Medicine Hat, major cities, like Toronto, and regions, such as the Shuswap. While these Charters are often presented and signed by municipalities, signatories also include businesses, public institutions (such as schools and hospitals), non-profit organizations, and individuals.

Reconciliation as defined by the Truth and Reconciliation Commission is the *“ongoing process of establishing and maintaining respectful relationships”* including learning how to live together through sharing, gathering, talking, and changing day-to-day actions in a meaningful way. According to the Honouring the Truth and Reconciling the Future Report (2015), reconciliation between Indigenous and non-Indigenous peoples *“requires reconciliation with the natural world”* and cannot occur if human beings *“continue to destroy the natural world.”*

The Buffalo: A Treaty of Cooperation, Renewal and Restoration is one of the largest modern treaties. It highlights the necessity of conservation, culture, economics, health, education, and research in relation to upholding the Buffalo as the foundational way of life. At its core, the Treaty calls for the revitalization of relations with the Buffalo so that all parties to the treaty and the Buffalo:

“will once again live together to nurture each other culturally and spiritually. It is our collective intention to recognize BUFFALO as a wild free-ranging animal and as an important part of the ecological system; to provide a safe space and environment across our historic homelands, on both sides of the United States and the Canadian border, so together WE can have our brother the BUFFALO, lead us in nurturing our land, plants and other animals to once again realize THE BUFFALO WAYS for our future generations.”

KEY TERMS

While we realize that some of the language in this document may be new to some, we believe it is important to use terms that express the complexities and nuances of food in the Bow Valley. The surrounding definitions are some of the key terms we believe are important to introduce and use within our community. We also want to note that all of these terms came from community members during the community conversations.

Indigenous knowledges are based on relationships and value place-based, lived, emotional, and spiritual ways of being and knowing. As Dr. Leroy Little Bear notes, “Knowledge, from an Indigenous perspective, is the relationships one has to ‘all my relations.” As one of the people involved in bringing together The Buffalo Treaty, Dr. Little Bear explains that Indigenous knowledges can work with and enrich western science by extending beyond empirical measurements. Because Indigenous knowledges emphasize relationships with place, they are incredibly diverse, varying between Nations and the landscapes they inhabit.

To date, over thirty Indigenous Nations/ Tribes have signed the Treaty including Indigenous peoples from British Columbia, Alberta, Saskatchewan, Manitoba, Montana, Idaho, Wyoming, and South Dakota. Signatories with relations to the Bow Valley include the İyârhe Nakoda, Cree, Tsuut’ina, Blackfoot, Secwepemc, and Ktunaxa Nations.

Ecological Regeneration occurs when food systems foster biodiversity, enrich soil, improve watersheds, and enrich ecosystems. Regenerative food systems are context-specific, creative and holistic. They aim to capture carbon, increase food yields, and reverse current climate change trends.

Food Sovereignty is a transnational movement that advocates for communities’ ability to determine what their food systems look like. It highlights the need to change the ways that people relate to each other and their food systems and includes seven pillars: focusing on food for people, building knowledge and skills, working with nature, valuing food providers, localizing food systems, placing control locally, and recognizing food as a sacred responsibility rather than a commodity. Food sovereignty also encompasses the concept of food security, which means that all people have physical and economic access to sufficient, nutritious, and culturally appropriate food. La Via Campesina, an international movement that brings diverse groups together defines food sovereignty as *“the right of peoples to healthy and culturally appropriate food produced through ecologically sound and sustainable methods, and their right to define their own food and agriculture systems.”*

Food Systems include all of the different steps it takes to get food from farm/ocean/forest/plains to plate to waste. A food systems framework encourages a holistic understanding of the multiple ways that food is connected to our daily lives, to our communities, and to other people and places across the province, country, and world.



IMAGINING FOOD IN CANMORE



RESEARCH
REPORT 2020/21



With Thanks

Thank you to all the individuals who agreed to participate in this research project:

Kelsea Alba - Community Volunteer
Jodi Conuel - The Biosphere Institute
Amy Fournier - Town of Canmore
Yuka Ozawa - Yowza! Creative and Catering
Randi Lynn Rinaldi - Primary Care Network
Lori Rissling Wynn - Town of Canmore
Deb Sellers - Canmore Collegiate High School
Avni Soma - The Organic Box
Chantal von Rotz - Valbella Gourmet Foods

We would also like to thank the 18 additional interviewees who wished to remain anonymous as well as the 142 anonymous survey participants from Canmore. Thank you to the following organizations who contributed knowledge to this report: Alpine Edibles, Bow Valley Food Bank, Canmore Food and Friends, Canmore Bee and Pollinator Society, Canmore Pasta Company, Canmore Community Garden, Canmore Young Adult Network, and the Iyarhe Nakoda Food Bank.

Thank you to the Banff Canmore Community Foundation for their financial support for this research and report. This research was also generously supported through the Canada Research Chair program of the Social Sciences and Humanities Research Council of Canada (SSHRC) made available by Dr. Marit Rosol and Dr. Annette Desmarais.

Thank you to Megan Imrie and Lu Douce from the Town of Canmore and Deb Grady from the MD Bighorn for their amazing support for this project including as hosts for the Banff Canmore Community Foundation grant. Thank you to Jill Harrison (Town of Banff) for being the initial visionary and providing ongoing and ever-enthusiastic support and insight. Lastly, a big thank you to Cody Alba for all her work transcribing, coding, and editing.

This report was written by Dr. Lauren Kepkiewicz, Postdoctoral Associate, Department of Geography, University of Calgary, 2021.

We recognize that all our food systems in the Bow Valley are based on Indigenous lands and in Indigenous food systems. We respectfully acknowledge and honour the many Indigenous nations who use these lands, including the ȩyā́hé Nakoda, Blackfoot, Tsuut'ina, Ktunaxa, and Secwepemc nations as well as the Region 3 Métis.



RESEARCH BACKGROUND AND CONTEXT

What is the aim of this research and how was it conducted?

This research project was designed in partnership with the Bow Valley Food Alliance (BVFA) to identify key food issues and strengths in the community of Canmore. It is part of a broader research project that examines these issues in Banff, the Municipal District of Bighorn, and the Bow Valley more generally. This study is based on a series of interviews conducted from Fall 2019 to Spring 2020 with 26 people who are working to address food issues, create local food cultures, and promote resilient food systems in Canmore. Interviewees include health professionals, volunteers, business owners, hospitality staff, educators, local food producers, and community-based activists. Interviews were transcribed, coded, and analyzed using Nvivo software. Before the final report was sent out, interviewees had the opportunity to review the research and clarify or change quotations from their interviews. The study is also based on an anonymous survey that invited members of the public to respond from June to July 2020. In addition to the interviews, 142 Canmore residents' survey responses are included in the findings of this research. These survey responses are part of a broader survey of the entire Bow Valley, which included 259 respondents from Lake Louise, Banff, Canmore, and the MD Bighorn. Survey participants' responses who do not live in Canmore were not included in the survey results in this research report.

What prompted this research study?

Since the BVFA was established in 2016, the group has discussed a range of food issues in the Bow Valley. While having these discussions, the group discovered that little research existed that records what these issues are and how they affect communities in the Bow Valley. Additionally, many of those engaged in the BVFA expressed concerns that food insecurity in the Bow Valley has yet to be taken seriously by policy-makers as well as the broader community. In response to requests from the BVFA and in partnership with the University of Calgary and the University of Manitoba, this project uses community-based research to help fill these gaps, guiding the work of the BVFA and informing the Canmore community about key food system strengths and issues.

Who funded and conducted this study?

This study was funded through a grant from the Banff Canmore Community Foundation, funding for a postdoctoral position at the University of Calgary, and funding from the University of Manitoba. It was designed and conducted in partnership with the BVFA by Dr. Lauren Kepkiewicz, a postdoctoral researcher specializing in food movements, food sovereignty, and food systems in Canada. Cody Alba also worked as a community-based research assistant on this project, providing support throughout transcription, data analysis, and report writing. Megan Imrie, Lu Douce, and Deb Grady helped connect relevant community members as well as providing input throughout the research process.

SUMMARY OF RESEARCH FINDINGS

Based in conversations with people working and volunteering in food-related positions as well as survey responses, this report outlines key strengths, issues, and recommendations related to food in Canmore.



STRENGTHS

Throughout the research, participants highlighted the many ways that community members are working to address food issues in Canmore. While many food-related strengths and supports were noted, the below are those that came up most frequently throughout the research.

1. **Partnerships**
2. **Canmore Food Recovery Barn**
3. **Community Gardens**
4. **Community Meals**
5. **Food Vendors at Canmore Mountain Market**
6. **Alpine Edible Schoolyards**
7. **Bow Valley Food Alliance (BVFA)**
8. **Good Food Box**
9. **Cultural Food Groups**
10. **TOC Residential Food Waste Collection**

1. Partnerships

While 'partnerships' is a broad category, the importance of partnerships between different food-related organizations and businesses was continually noted by research participants. For example, many local businesses donate to Food and Friends while the Bow Valley Food Bank partners with the N.W.M.P. Barracks Museum who grow fresh vegetables that volunteers harvest for Food Bank clients. Local businesses such as Valbella Gourmet Foods and Canmore Pasta Company also donate to a variety of community programs including monthly Canmore Young Adult Network (CYAN) dinners. Additional businesses who donate food and who were noted in the research include JK Bakery, Rocky Mountain Bagel Company, Le Fournil, Good Earth, and Save On Foods. Research participants explained that these partnerships are often mutually beneficial, saving food from the landfill while also supporting the work of local food programs.

2. Canmore Food Recovery Barn

Research participants underlined the ways that the Canmore Food Recovery Barn (CFRB) reduces food waste, educates community members, and provides affordable produce. Several interviewees explained that the CFRB plays an important part in increasing sustainability within food systems, while others noted that it is also important to reduce food waste at the source before it reaches a program like the CFRB. While some interviewees noted that there was less stigma attached to accessing food through the CFRB (i.e. in comparison to the Food Bank), others noted that for certain communities stigma was still attached, particularly for those who are food insecure. Survey respondents ranked the CFRB as the second most used community-based food service in Canmore with 44.53% of respondents saying that they or a member of their family have used the program.

"I think the Food Recovery Barn is fantastic. I've been to them a couple of times for my own use for my family and it's great. The turnout is huge and I think it's perfect because in my 30 years of being in the kitchen I've seen a lot of food go in the garbage and there's nothing wrong with it". – Anonymous

"The Food Recovery Barn does amazing work and I'm so happy that they're here. However, food rescue can only capture a portion of edible food that is going to waste. Efforts to prevent food from going into the waste system in the first place are also important from a climate change perspective." – Amy Fournier

“ I think that different organizations work well together. As soon as I heard about Canmore Food Rescue, I got together with them to find out what they're doing and if they're interested in what I'm doing. I think that there's different people in the Valley that see the importance of supplying food for everyone and making it accessible for everyone but also keeping food from being wasted. Hopefully these different partnerships keep less food out of the garbage and more in people's homes and stomachs.”

– Deb Sellers



The community garden has allowed me to access amazing fresh food. I love getting into the garden, harvesting something, and putting it on the table. I think it's so beautiful. There are many opportunities to do all kinds of things with garden produce. For example, I would be very happy to take any leftovers from the garden and create something with them and then distribute to other members."

- Yuka Ozawa

3. Community Meals

In the survey, community meals ranked as the third most used community-based food service in Canmore with 38.69% of survey respondents saying they've attended a community lunch or dinner. Both Food and Friends and CYAN's pasta night were described as spaces that provide social connection and opportunities to build community cohesion. Interviewees also underlined the ways that community dinners provide a healthy meal for those in need without the stigma of a soup kitchen.

"I love that people choose to come together during community meals - both with people they know and don't know. I like that you see a young population at these community meals whereas in other areas it's often middle aged and older adults."

- Anonymous

"The biggest contribution that Food and Friends make is that it's a community and this is a community that is very prone to isolating factors. What would drive people that have been here for 50-60 years to get to know the guy who is running the snowplough or the person serving coffee? Seniors can be very isolated as can new kids in town. If you are not going to socialize in bars, or you are just hanging out with your coworkers, I don't know what else there is aside from these community meals. There isn't a movie theatre or bowling alley. There's a climbing wall and elevation place but these things take money. Where else are you going to meet different people in the community?"

"You look at things like the community dinners at St. Michael's church - that's a pretty powerful community event that serves multiple needs. It's about tackling isolation and loneliness and giving people a warm meal if they're undernourished. There's just so many good things that happen when people share food."

- Anonymous

4. Community Gardens

Although research participants often spoke about the need for more growing spaces, they also highlighted the importance of available garden space in Canmore. Both interview and survey respondents described the Canmore Community Garden as a space to grow food (particularly for those who live in condos and apartment buildings), learn about food, and build community. In this way, research findings suggest that community gardens provide a space for some people to access fresh local produce that can help reduce household food costs and serve as a space to build social cohesion and support mental health. Research findings also suggest that while the Canmore Community Garden is popular, there is demand for additional spaces to grow food (including culturally diverse foods), including greenhouses, rooftop gardens, and vertical farms. 22.6% of survey respondents from Canmore said they had participated in a community garden.

"I wanted to grow vegetables and get my hands in the soil but living in a condo, I wasn't able to. In the community garden I get to do this. I like experimenting, trying different things to see if they work. I also like working with other people and have felt a lot of enthusiasm from being a part of the garden."

- Anonymous

"My favourite part of the garden is the people. It's really an enjoyable thing to share common interests with people of all ages who like to learn. A lot of sharing of knowledge happens. You get an 80 year-old and a 2 year-old. The 2 year-old is learning all kinds of stuff like not walking on beds, discerning differences between plants, and so on. The 80 year-old shares her wealth of experience from having a garden for so many years...The community garden also makes people more aware of where their food comes from and what we might do to supply more people with food".

- Anonymous

"I think community gardens help people see all the effort that goes into growing food. They also make people feel like they are part of something and can help offset grocery bills. Community gardens would be my first go-to in terms of creating new food spaces."

- Anonymous

5. Food Vendors at Canmore Mountain Market

85.4% of survey respondents said they have attended the Canmore Mountain Market in order to access food products, making it the most popular food-related event in town. Research findings suggest that community members see the market as an important space to build community as well as a key space that provides access to local food. Several research respondents also noted the importance of having alternative places to shop such as the farmers' market that exist outside of large-scale grocery store chains. While the market in Canmore currently includes vendors who bring in some of the same products that are available in local grocery stores, there are multiple vendors who provide food sourced from Alberta and British Columbia, which is not accessible through larger grocery chains.

"The farmers market is such a hub - it's such a great community building venue." - Anonymous

"I would like more access to year-round local food, like a weekly farmers market during the winter and summer months. In the winter, it could be far shorter (3h) in a local school gym, for example." - Anonymous

"The Canmore farmers market helps to build a diverse economy and make a more inclusive and liveable community that takes into account diverse social and economic backgrounds. Many of the vendors at the farmers market are locals or employ locals. As a vendor myself, I can attest that farmers' markets provide the opportunity for local artisans, makers, growers and bakers to earn a livelihood in the Bow Valley. Markets add vibrancy to our community and contribute to environmental sustainability by providing people with access to foods and goods that are locally produced, often with a smaller carbon footprint". - Anonymous

6. Alpine Edible Schoolyards

Research findings show that Alpine Edibles is a highly valued program because it provides hands-on learning experiences for teaching kids about food as well as producing local organic food for community members. Several interviewees underlined the great respect the community has for urban farmer, Christian Wright, who has been a key player in increasing food literacy in the community, including facilitating community classes about topics such as seed saving.

"I think Alpine Edibles is a great start: it encourages children to get their hands in the soil and experience how food is grown first-hand. More importantly, it inspires children to think about food systems at an early age." - Kelsea Alba

"Every fall we get food from Christian. A lot of it goes back into our baking, so we put beets and carrots and zucchini into our muffins. I'll put potatoes and dill into salads which I love... For our farm to table module, Christian comes in to give a few different talks. For example, we got fennel from the garden and talked about how to store food throughout the winter. He came in another day and mapped out his garden and we talked about crop rotation and what grows well here and why he chooses certain things." - Deb Sellers



With Alpine Edibles, I've seen the way that students react and how much more engaged they are in the lessons when they're out in the garden. You can see the difference between teaching them in a classroom and teaching them hands-on. Having them work directly with the plants is very effective from an educational point of view."

- Anonymous



7. Bow Valley Food Alliance (BVFA)

Interviewees talked about how the BVFA provides an important space for collaboration in a context where food work in the valley is often done in siloes. Several interviewees explained that the BVFA has worked to connect municipalities and different groups doing food work as well as providing a space where community members can come together to take action regarding food system changes and amplify community voices. Research findings also suggest that community members value BVFA food-related events and workshops as they provide an opportunity to build knowledge and relationships. 18.25% of survey respondents said they had attended a BVFA event.

"I think that people who know the BVFA feel the BVFA gives them faith that things are happening, and that the BVFA provides a place for people to come together and have their voices heard...I found it really valuable to do the Kitchen Table Talks with my groups." - Anonymous

"I love the fact that Canmore has a food box. I remember being a young mom and I didn't have my Canadian citizenship and we were able to participate in the food box program and that was what we could afford so I love that that is in the community. I would love to see that grow and I would love to see businesses partner with them."

- Anonymous

"Besides the BVFA, everyone is kind of working in a silo."

- Randi Lynn Rinaldi

8. Good Food Box

Both survey respondents and interviewees noted that the Good Food Box (GFB) has helped fill a gap in providing affordable food in Canmore. 36.5% of survey respondents noted they have participated in the GFB. By delivering a monthly service that offers food at cost, community members can access reasonably priced fresh produce. Research participants also noted that while they greatly appreciate the GFB and feel the quality has improved as a result of their partnership with The Organic Box, they would love to see an affordable food box that features more local and sustainably-produced fruits and vegetables.

Part of my work is running the Good Food Box which was inspired by the Town of Banff. We partnered with different organizations and now it's Bow Valley wide... There are lots of people who are really grateful for it to finally come to Canmore whether they knew about it happening in Banff or Cochrane or Airdrie and saw that gap. On pick up day we see a range of people, but I would say they are mostly young adults ranging from 25-45. I think the people who access the Good Food Box, often they're not making much money...we see a lot of younger families and people who are excited about the quality, quantity, and price." - Randi Lynn Rinaldi

9. Cultural Food Groups

Throughout the research, various interviewees underlined the important work that cultural food groups contribute to the community. Not only do these groups organize within their own communities to address needs that are often left unmet by other food programs but they also rally to contribute to the food security and food sovereignty of all community-members living in the Bow Valley and beyond.

"It's normal for Filipinos to get together and provide assistance like food packs during difficult situations - for example, there was an earthquake back home in the Philippines and we organized food hampers to send to people in need. It's normal for us. So it was very easy to collect people to get some hampers when COVID-19 happened. Filipino people are shy to ask but there if they see that the community needs something, they will help." - Anonymous

10. TOC Residential Food Waste Collection

Research findings suggest that community members greatly value the Town of Canmore's Residential Food Waste Collection program. While many interviewees reported that they were thrilled with this new program, they also talked about the desire to keep compost in the valley, including requests from community members to use compost produced locally to amend and improve garden soil. Several interviewees also noted that work on a commercial food waste program may happen in the future, filling an important gap in further reducing food waste in Canmore.

"People were just so thrilled with the food waste collection program. There were so many people who wanted to participate that we had to order more bins. We doubled the number of bins that we had available because we distributed them so quickly and then we were still getting requests from people who didn't get one who wanted to participate...the food waste collection program is about climate action but it's also about managing our waste and doing a better job of diverting our waste, making better use of finite resources, and converting it into a usable resource as opposed to landfilling it." - Lori Rissling Wynn

//
The reaction to the Food Waste Collection program has been overwhelmingly positive! Residents have come up to me just to express their gratitude for the work we're doing, which feels a bit strange because as government staff people are more often unhappy with you. I think one of the reasons for the community's enthusiasm is that in most other municipalities that don't have food waste collection program, residents can compost in their backyards, but that isn't an option here due to wildlife. Finally, "I've been wanting to do this forever and have not been able to" has been a pretty common response."

– Amy Fournier



CHALLENGES

While Canmore has many food-related programs, organizations, and actors that strengthen food systems, interviewees also talked about the challenges of living in a mountain town that relies heavily on the tourism industry. Below are ten food system challenges identified by the research.

1. **Affordability**
2. **Lack of local food and support for local food provisioners**
3. **Social injustice and disparities**
4. **Lack of spaces for cooking, preparing, gathering, and growing**
5. **Policies**
6. **Unsustainability of food systems**
7. **Lack of influence over food systems**
8. **Scale**
9. **Municipal Challenges**
10. **Education**





I feel that nobody should go hungry and nobody should face the choice of: do I pay the rent or do I feed myself?"

- Anonymous

1. Affordability

The issue that most often came up during this research was affordability. 98.5% of survey participants ranked the cost of food as a key issue in the Bow Valley while interviewees highlighted the expense of products such as healthy fresh produce, cultural foods, and sustainably-produced products. Research participants linked the cost of food to the cost of living, with emphasis on the high cost of housing. Several interviewees noted that basic needs are particularly hard to cover for those employed in the service industry as many of these jobs pay minimum wage with fluctuating work hours. At the same time, several research respondents explained that the cost of food is not only an issue for those in lower paying jobs but also for those in middle income jobs. While some interviewees and survey respondents suggested that more affordable food programs and lowering the cost of food may help address this issue, others emphasized the need to tackle the prevalence of precarious low-paying jobs and lack of affordable housing.

"My family is struggling but don't want free options as we're not struggling so bad as others. We would just like to afford the food to buy ourselves." - Anonymous

"Of course, we know that to solve food insecurity it is not a matter of food rescue, it's a matter of employment because of the cost of living here." - Anonymous

"I wouldn't necessarily describe myself as poor but I know that the majority of my budget is spent on housing...As much as I'd love to be purchasing local organic foods, which I know would nourish me more, I have to stay within my means."

- Anonymous

"There are a lot of people in this community that I know are food insecure but you wouldn't know who they are because they are working poor, they live in a hostel or in somebody's basement, or they couch surf, living the van life, and then the rest of them are the young service workers." - Anonymous

"We need to address the affordability and the pay structure that's offered within the Valley." - Anonymous

"In our valley we have the highest cost of living of all of the province, the biggest wage gaps, and our biggest industries are generally providing low-income jobs that pay below the Canmore cost of living." - Anonymous

2. Lack of local food and support for local food provisioners

Another key issue identified in the research was accessing local food in the Bow Valley, including barriers to growing food locally and keeping livestock and bees, as well as a lack of support and markets for local food producers. 73.9% of survey respondents noted a lack of locally-produced food as a key issue while 72.5% said that there was a lack of support for local and regional food producers. 67.6% said they believed there was not enough support for local gardeners and other food provisioners. Interviewees linked this lack of local food to increased vulnerability to natural disasters, such as those that cut off transportation routes (such as flooding) and those that create uncertainty around global food supply chains (such as the COVID-19 pandemic). Interviewees also emphasized the connections between supporting local food and building climate resiliency, including the need to increase access to fresh affordable local produce as climate change worsens. Several research participants suggested increasing access to local foods must include support for small food businesses and alternative markets, noting that large grocery chains which often have rules and regulations that make it difficult for small- and medium-sized producers and processors to gain access to grocery store markets. Lastly, many research respondents emphasized that local food should not only be available to those in higher income brackets but to all community members.

"Access to affordable food should not just be the cheaper products, we should be able to access meats and dairy products from quality local producers as they are right on our doorstep". - Anonymous

"It would be great to increase the production of food locally and composting. The closer people are to their food, the better." - Anonymous

"There are so many good things that can come from local food security - what if we had another catastrophe and we were isolated and the highways closed and the railways closed? How much food do we have? Probably not that much." - Anonymous

“
I don't think there's enough
Indigenous involvement,
like actual Indigenous
involvement, in the food
systems in the Bow Valley.”

– Anonymous

3. Social injustice and disparities

Research participants also underlined a variety of social disparities and injustices related to food in Canmore. For example, interviewees underlined the presence of food insecurity in the community as well as stigma that accompanies food insecurity. Certain groups were considered more likely to experience food insecurity such as young families and seniors, as well as those working precarious jobs, often in the hospitality sector, including young adults, temporary foreign workers, and undocumented workers. Additionally, research results suggest that there is a lack of knowledge and meaningful support for Indigenous food systems as well as cultural food systems in Canmore. Lastly, research results demonstrate that while not held by everyone, the following racist, classist, and colonial beliefs are common in Canmore: 1) people from certain cultural backgrounds do not make healthy food choices and therefore need to be educated; 2) people who cannot afford food in Canmore should move elsewhere; and 3) non-Indigenous community members do not need to engage with or have knowledge of Indigenous food systems.

“While there are a few Filipino grocery stores in Bow Valley, their selection is limited – they maybe only have 10-15% of the ingredients people need. Filipino people in the Bow Valley go to Calgary to buy what they need.” – Anonymous

“In Canmore we have a huge gap, some people are millionaires and some barely have money to meet basic needs. But without frontline workers life would change for everyone – it is incredible how some people express hateful opinion towards these workers.” – Anonymous

“There are no cultural foods in the hampers that come from the Food Bank. While our communities will eat whatever is on the table, it's important and fulfilling to eat your own cultural foods.” – Anonymous

“Your salary depends on your colour and your passport...when I first arrived in Canmore and was working at a restaurant I had a local customer tell me not to speak in my own language but to speak English. People sometimes look at us like we're slaves and it's terrifying.” – Anonymous

4. Lack of spaces for cooking, preparing, gathering, and growing

Research results suggest that community members lack access to adequate spaces to grow, prepare, cook, and gather around food. Interviewees identified this as an issue at an individual level related to housing (i.e. housing with no outdoor space for growing food as well as housing that lacks kitchen facilities and/or food storage space, or shared accommodation without adequate kitchen space for all residents), at a community level (i.e. there is no community kitchen available in Canmore), as well as at a business level (i.e. there is a lack of affordable space for growing and preparing food as well as a lack of networking and gathering spaces for small businesses). 78.2% of survey respondents said there is a lack of space to grow food in Canmore. Research findings suggest this lack of food-related spaces is heavily related to the high cost of land and high rental costs in Canmore.

“There are absolutely not enough spaces to gather around food and to cook food. Especially with regards to cooking a meal as a community...If we look at the housing that's affordable, it isn't always that best option. A lot of the basements suites come furnished but your cooking tools are a hot plate or microwave or instapot. That's not to say that you can't nourish yourself with that, it just takes a lot of creative planning...The same goes for share kitchens. We live in a share house so we're constantly battling for fridge space and if our roommates are cooking we often won't cook a full meal because there's too many cooks in the kitchen, literally. Same if you're living hostel style - your fridge space is very limited.” – Anonymous

“I think the biggest challenge in Canmore for food-related businesses is land and location – especially for those who are interested in food production. Because there is no agricultural land here like there is many other places, the options for growing become models like vertical farming. However, the sheer cost of facilities or leases is very prohibitive – especially because with produce, you are often not looking at a high value commodity... We have a number of businesses in the food industry that would love to grow in capacity but cannot find warehousing or shops that would accommodate that growth.” – Anonymous

“As a small business owner I believe Bow Valley entrepreneurs need to grow together but right now we don't really have a way to connect. We don't have a space where we can share resources, talk about common needs, and coordinate things like renting shared cooking and food processing spaces. I don't think anything like that exists right now in Canmore...Canmore has also been missing affordable commercial kitchen facilities.” – Yuka Ozawa

“When we've tried looking into different kinds of food programming for our organization, there are no available spaces. Part of it is there is a lack of these kinds of spaces. Another reason is that the spaces that do exist are all for profit – they are too expensive to rent for community-based programs funded by tax-payer dollars.” – Randi Lynn Rinaldi

5. Policies

75.4% of survey respondents believe that there are insufficient policies to promote sustainable, local, and healthy food systems at municipal, provincial, federal, and international levels. For example, interviewees explained how certain municipal policies constrain, prohibit, and/or discourage growing berry bushes and fruit trees, keeping bees and livestock, and producing backyard compost. At the same time, research findings suggest there are a lack of municipal policies that support ecologically and socially just local food systems. Several interviewees explained that Town of Canmore policies related to what types of plants you are allowed to grow are unclear as well as inconsistently enforced. In addition to municipal policies, interviewees talked about provincial and federal policies that hinder food-related activities such as selling certain products interprovincially, reducing food waste (i.e. due to health and safety regulations that make it difficult or impossible for restaurants to pass along extra food to food rescue operations), using innovative growing techniques (i.e. vertical farming and hydroponics), providing wild game at community functions, and preparing food for community members.

"As far as outdoor food events, it is hard and that's why I've stopped them completely. I have the knowledge - I worked with BanffLife and we hosted a lot of outdoor BBQ's. But that required a tent, a handwashing station, needing this, that, and the other thing. I was only able to provide those because it was a municipally funded event and the food licensing went under the Town of Banff as well. Because we're a stand along not-for-profit, it's really challenging to host an outdoor food event - there are a lot of hoops and hurdles you have to get through, even though the underlying aim is to bring together community to eat. It's hard." - Anonymous

"Now there's legislation in food safety programs. For me to actually sell \$10 packages of my produce to SafeWay I have to spend \$60,000 in our building to make it up to code." - Anonymous

"Food-related businesses often deal with provincial and federal regulations that can be overly restrictive. For example, health and safety regulations sometimes make it difficult for restaurants and grocery stores to donate excess food. Instead that food goes to waste. It would be great to see some flexibility to allow grocery stores and restaurants to do something productive with excess food...Land use bylaws can also limit the businesses interested in growing food using vertical or hydroponic farming techniques. These new methods of growing often need to be in an industrial area because of the sterile environment in which they grow. It's not the same as growing outside and I think our legislation hasn't caught up - municipally, provincially, federally. Traditionally when we look at agriculture it happens outside on a farm but with hydroponic growth you need a sterile, very contained, humid and managed environment. However, legislation doesn't allow this type of production to happen in certain industrial areas." - Anonymous

“

I feel there should be policies developed to allow certain backyard food related activities that are not currently allowed, such as backyard composting and beekeeping. While wildlife issues are a concern, people have been able to grow gardens for food (a known wildlife attractant) without any major issues, and I believe other food production such as composting and beekeeping can be done safely given the right policy framework.”

- Anonymous

6. Unsustainability of food systems

Research results suggest that Canmore community members are concerned with the unsustainability of the dominant food system. While 76.1% of survey respondents ranked food waste as a key issue, the same number of respondents (76.1%) noted a lack of sustainably-produced food. Research participants noted that food waste not only occurs at a household level but also at a commercial level, including in restaurants and grocery stores. In addition to issues of food waste, interviewees explained that industrial food production as well as long transportation chains contribute to climate change and increased GHG emissions. In this context, interviewees highlighted the need for local composting, the reduction of food waste at various scales, and increased access to affordable sustainably-produced foods. Lastly, while interviewees highlighted the importance of ensuring that local food projects keep wildlife safe, they also highlighted the need to understand the impacts the current global food system has on wildlife elsewhere.

*"The food system in Canmore is not sustainable in the long-term - it has an impact on climate change and is wasteful."
- Amy Fournier*

*"It's a problem if we're always sourcing from other regions and those food systems that we're sourcing from are known to have a degrading effect on the environment and are really bad for climate change, which a lot of studies show with industrial models of food production. We're living here in this pristine little mountain town and we're outsourcing our environmental degradation to other regions. So we can think of ourselves here in the Bow Valley as being environmentally friendly but we are deluding ourselves if we're not thinking about the damage we're causing to other regions, including the wildlife that lives there. We need to be creating resilient agro-ecologies locally."
- Anonymous*

"There is still a disconnect between food choices and climate crisis concerns, as certain agricultural practices play a huge part in the latter." - Kelsea Alba

"How do we make sure that our residents have access to good nutritious food that's affordable, that hasn't been delivered thousands of kilometers across an international border? Coming from the perspective of the work that I do, it's amazing work that needs to be done because it meets a number of our goals. It would help with our climate action goals and our waste goals. It could potentially even help us achieve some of the things around coexisting with wildlife." - Lori Rissling Wynn

“

The food system in the Bow Valley impacts sustainability in a very negative way. I feel like the whole system needs to be flipped on its head for us to make food in the Bow Valley more sustainable... I would start by saying that the production of food accounts for 25-30% worldwide GHG emissions so it's a significant portion of the climate crisis and this is everything from food production to transportation, processing, packaging, retail and what goes into your fridge. There are lots of points along the road where we can intercept and reduce waste. For example, wonky carrots getting thrown out at a farm, to people over purchasing at a supermarket and then throwing out food at home. All of these things have significant impacts and each portion of the chain has its own way of contributing to climate change. In relation to the Bow Valley we have to worry about transportation because very little of our food is produced here.”

- Jodi Conuel

7. Scale

Research findings also suggest that the scale of the dominant food system is an issue for community members, charitable food programs, and small local food businesses. For example, large grocery store chains often have centralized policies that can make it challenging for small businesses and local food producers to sell their products to these chains. Research respondents also noted that large grocery stores may give charitable donations of food but in doing so they do not necessarily take into consideration what foods are needed by food insecure community members and instead use charitable food as a way to move product. This kind of behaviour is generally not the fault of local managers but rather an issue of scale with decisions and policies often made in a central office located elsewhere. Several research respondents explained that large scale grocery store models tend to produce a lot of waste and that this kind of behaviour is built into how they operate. In addition to large scale grocery store models, research participants also talked about how the scale of industrial agricultural leads to excessive waste, GHG emissions, and other unsustainable practices. Altogether, research findings suggest that the scale of the dominant food system often causes community members to feel disempowered and confused about how to advocate for food system change.

"How can we convince people to see the ways our current policies are subsidizing monocultures? If we could level the playing field between small agroecological producers and industrial monocultures that would be much better."

- Anonymous

"We are not a small meat processor at this point but we are also not a big meat processor so there is a really huge gap especially in the meat industry in sizes. The little guys and a little deli makes a few sausages and 1-2 kinds of ham and stick to that and then there are the huge guys that make everything else that you buy at a grocery store which we obviously could not compete with and don't want to so we are sort of in the middle and it brings challenges with things such as equipment - a lot of those costs are higher because we need a certain size of equipment or you don't get as good as pricing on your raw materials as a big guy would or you can't get enough of this cut. The meat industry is so volatile and it changes so much. A few months ago, a Tyson feedlot burned down in the USA and it raised all of our prices in beef by a lot. So one thing can happen in a different country and because the big guys have the market, if something goes wrong with their plants or feedlots it affects all of us, down to the rancher in Lethbridge."

- Chantal Von Rotz

**“
Outside of organic,
a bigger component
for me is scale -
meaning that the
scale of agriculture
is not based on large
scale monocrops.
We need to work
towards understanding
economic systems
as being smaller
and to localize our
economies.”**

- Avni Soma



8. Municipal Challenges

Research findings suggest that community members often do not feel that the Town of Canmore is supportive of grassroots food initiatives. For example, several research participants talked about the difficulties they faced when they approached administration and town council; they explained that they felt dismissed, that they were told that the Town of Canmore doesn't deal with food-related projects because food is not part of their strategic plan, and that Town employees refused to meet with them at all. Additionally, both survey and interview responses indicated that research participants felt that the Town of Canmore is not well prepared to deal with food insecurity that often accompanies emergencies, disasters, and pandemics. More generally, 75.4% of survey respondents said there was a lack of understanding regarding local food concerns. (To note: in the spring of 2020 with the start of COVID-19 and after the majority of the interviews were conducted, the Town of Canmore appointed a lead staff person to liaison with food-based groups in the community. Currently this person has been working to address some of the issues noted here.)

"I asked people from bylaw if we could meet casually and talk and they wanted me to say really specifically what we were going to talk about so that they could do their research. I spent a lot of my time trying to articulate it as best as I could and as clearly as I could and they still wrote back and said that I wasn't being clear enough. All I wanted to do was talk to them, get some clarity from their point of view, because their bylaws are written in such vague language that it doesn't make sense. They say that anything that could potentially attract dangerous wildlife can result in a fine for \$10,000. Some of the plants that they have listed as being potentially dangerous wildlife attractants are literally planted in their own landscaping at the Town Civic Center. I think I could just go ahead and plant those things and it would be fine but you're kind of stuck - you want to work with the Town and be responsible but it's been really soul-crushingly difficult to create a productive dialogue." - Anonymous

"Well I gave up trying to influence policies. I tried hard. I went to Town Hall a few times. I talked to people. And no one says no: they say it's exciting, it's great but we don't have time. I phoned people who all say: I'm so busy I won't have time to deal with this for the next ten months. Okay. So basically it's a no. Because if you tell me you don't have a half hour in the next 10 months to discuss it and maybe bring something up, I don't buy it. I have a very tight schedule but I'll make a half hour if I need too." - Anonymous

9. Lack of influence over food systems

Findings from both the interviews and surveys suggest that Canmore community members do not feel like they have the power to make decisions about what their food systems look like. 75.4% of survey respondents indicated that community members perceive they are not able to influence what their food systems look like. Several interviewees explained that people lack influence because they are not able to make the food choices they want due to lack of affordable options (i.e. people noted they wanted to buy local sustainably-produced food but they were not able to afford it), lack of spaces to buy local food (i.e. people noted that they were not able to access local foods through grocery store chains in Canmore), lack of proper labeling (i.e. people were not always able to figure out where products were from, especially in the grocery stores), and lack of access to decision-makers (i.e. both within the Town of Canmore as well as more broadly, for example, within multinational food industries).

"I think people feel very powerless about the big issues of housing, food access, and I think they feel they have no influence." - Anonymous

"Fair Trade Canada wanted to do a campaign where all of the participating cities promoted and spoke about Fair Trade bananas to their local grocery stores. But it was like crickets trying to get a hold of grocery stores at the time - this was a few years ago. How do you influence corporations, whether it's a national or international food chain company, to get them to do something as simple as bring in fair trade bananas? It's incredibly difficult and that's just one item in a store that carries thousands of things. I found that particularly frustrating so I can imagine that other people feel the same way." - Lori Rissling Wynn

10. Education

Lastly, research participants explained that community members sometimes lack education and knowledge regarding food security and food sovereignty as well as regarding how to cook, grow, and preserve healthy foods. 72.5% of survey respondents noted that there is a lack of understanding in the Bow Valley regarding where food comes from. Research findings also note that education is needed not just on an individual level but also for decision-makers and those in positions of power regarding local food needs as well as how to support food security and food sovereignty in the Bow Valley. As many of the other themes outlined above, lack of education is generally intertwined with other issues. For example, education regarding how to cook is not meaningful if people lack the facilities to cook or cannot afford the necessary ingredients.

"I think growing food is an issue...the community garden is fabulous but there is a lack of knowledge and unwillingness to grow food." - Anonymous

“People in the Bow Valley don't really have much power over what their food systems looks like. I think just being Canmore in general because of the cost of everything here, of living here, doing business here, there isn't as much variety in food and what we can buy. It's definitely gotten a lot better in the last 10 years but it is still pretty limited. Nutters has been around forever, but they directly have to compete with some big box stores which is hard. It's hard to say how much we can influence that food system in mountain surrounded expensive tourist towns - I hope that we can.”

- Chantal Von Rotz



RESEARCH RECOMMENDATIONS



1. Increase affordability of food

- Reduce the cost of food, including local sustainably grown food (i.e. through consumer subsidies and subsidies for small and medium-scale food producers and processors)
- Support initiatives that reduce individual household grocery bills, including but not limited to support for community gardens and other food provisioning spaces
- Connect the cost of food with the cost of living (and in particular housing costs), wages, and job stability in policies, strategic plans, and community-based initiatives
- Address the high cost of living and low wages in Canmore
- Conduct further research on the relationship between food insecurity, housing, and affordability in the Bow Valley



2. Increase access to local food

- Work with multiple actors to create more spaces to grow food – both at community and commercial levels
- Adopt creative solutions for growing food on underused spaces (i.e. rooftops, courtyards) as well as developing appropriate growing spaces and/or technologies suitable for mountain communities, such as community greenhouses, vertical agriculture, and other innovative food production systems
- Support small and medium scale food producers and processors (i.e. by supporting: venues geared towards the sale of local food including a year-round farmers' market and a market structure that ensures meaningful vendor participation)
- Establish definitions of local food and use these to guide local food initiatives
- Continue working with provincial wildlife officers to identify spaces that are suitable for gardening, beekeeping, and other food-related activities
- Change bylaws and other policies that restrict food provisioning activities while ensuring the wellbeing of mountain wildlife and ecosystems
- Support and build diverse alternative shopping economies (i.e. food co-operatives, zero waste stores, etc.)
- Collaborate across municipalities to highlight and promote local food producers, processors, and other food provisioners (i.e. increase connections between ranchers located in the MD Bighorn and the Town of Canmore)



3. Support diverse cultural food systems and challenge food system inequities

- Support marginalized groups who are organizing within their communities to meet their food needs
- Ensure that food insecure community members have access to healthy nutritious and culturally appropriate food
- Support food-related businesses that provide access to culturally appropriate food and are run by and for marginalized community members
- Celebrate diverse cultural food systems
- Challenge racism, classism, and colonialism in food systems
- Provide funding specific to cultural food events, programs, and businesses
- Develop strong and trusting relationships with and between groups such as the Bow Valley Food Alliance and community members who are experiencing homelessness and food insecurity as well as undocumented workers and other employees in precarious working situations
- Provide and participate in social justice, equity, and anti-oppression-based training and workshops
- Build connections with and between groups doing food justice and food sovereignty work in the Bow Valley and beyond
- Conduct further research on the relationship between employment status, citizenship, and food insecurity in the Bow Valley



4. Support food-based programs that build relationships with the Stoney Nation

- Ensure treaty obligations regarding Stoney Nation hunting and gathering rights are honoured, supported, and encouraged
- Continue to strengthen dialogue and relationship building between Canmore and the Stoney Nation, understanding that food is often a key part of this
- Understand the different ways that food is part of and can help facilitate reconciliation and support/encourage projects that are doing this type of work
- Educate settler community members about Indigenous food systems as well as the impacts of colonization on Bow Valley food systems



5. Develop and advocate for ecologically regenerative food systems

- Connect climate resiliency with food systems' issues
- Reduce food waste at commercial, industrial, and household levels
- Continue to promote food waste collection programs
- Incorporate geothermal and solar energy into greenhouses and/or other growing initiatives
- Ensure food spaces and programming do not compromise wildlife and wildlife habitat
- Develop an organic waste system that keeps compost in the Bow Valley
- Develop policies and market places that support ecologically regenerative agriculture and other food provisioning activities
- Conduct further research on the relationship between climate change and food systems in the Bow Valley



6. Develop, support, and advocate for policies that create resilient local food systems

- Review policies that discourage and/or prevent food production, composting, beekeeping, and animal husbandry. Change these policies when appropriate.
- Ensure health and safety policies support community food programs and events
- Continue to develop emergency response plans that meaningfully address food insecurity
- Change policies that limit innovative growing techniques such as vertical farming and hydroponics
- Develop food procurement policies focused on access to healthy, sustainable, equitable, and culturally-appropriate foods
- Develop an approach to housing and affordability that meaningfully addresses current inequities and center food sovereignty
- Use the Bow Valley Food Alliance Food Charter as a guideline to rethink and advocate for policy change



7. Foster new and current partnerships:

- Between diverse cultural groups
- Between Indigenous and non-Indigenous communities, groups, and individuals
- Between Bow Valley municipalities
- Between producers, consumers, and businesses
- Between community-based groups, businesses, municipalities, and community members



8. Develop welcoming and varied food spaces that meet community members' needs

- Build a food hub with a community kitchen to promote skill and knowledge sharing around food
- Increase the number of spaces to grow food, including community gardens and greenhouses
- Increase the number of spaces to gather, cook, and eat both outside and inside for community members



9. Support small and medium-scale food businesses

- Support the development of affordable commercial kitchens that meet small businesses' needs
- Subsidize/provide land and other food growing spaces for local small-scale food producers
- Increase grants and other funding sources for local food entrepreneurs – particularly for young people and marginalized community members
- Support local businesses with a focus on issues such as: food waste, local and sustainable food production, cultural foods, food system sustainability, education, and creating ecologically and social just food systems
- Increase the number of food businesses owned and managed by marginalized groups
- Organize events/meetings where local food businesses can network and share/demo their products with/for community members
- Increase the number of diverse retail food outlets (i.e. particularly those providing access to local/regional food products)
- Increase support for small businesses to find market spaces and navigate bureaucratic processes (i.e. applying for appropriate permits)



10. Increase support for community food programs

- Increase funding and other supports to community-based food programs created and led by locals, particularly those that foster social justice, cultural diversity, and ecological sustainability
- Fund full and part-time positions that address key food issues in the community
- Support grassroots initiatives by listening and responding to their needs and requests



11. Expand community conversations and education about food

- Grow public conversations about food systems
- Ensure food is prioritized in community conversations and consultations about issues such as housing, development, health, sustainability, and tourism
- Continue providing community classes regarding how to grow, gather, cook, and preserve food
- Increase awareness about where food comes from, how it is grown/harvested, and who grows/harvests it
- Cultivate understandings about food systems Bow Valley residents rely on, including their social, ecological, and economic impacts
- Expand awareness about food waste and food waste reduction
- Increase conversations relating food to social justice, ecological sustainability, and healthy living

Many of these recommendations reinforce and overlap one another. They include big ideas as well as more practical solutions. They are intentionally vague in relation to who might enact them, with the understanding that many different actors will need to come together to make change.



for more information on the Bow Valley Food Alliance and to volunteer in one of our many projects please email:

Bowvalleyfoodalliance@gmail.com

or visit the Bow Valley Food Alliance Website

www.bvfa.ca





BOW VALLEY FOOD ALLIANCE FOOD CHARTER

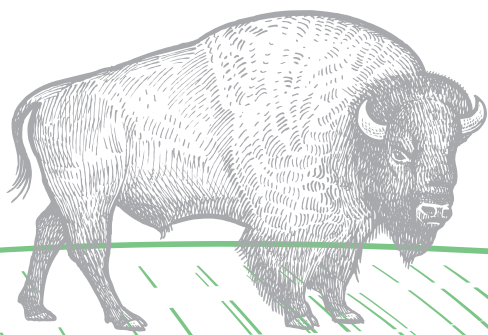
BACKGROUND

In recent years, food movements have been gaining momentum across Canada. With a growing awareness about the need to create community-based food systems, one of the ways these movements advocate for change is through the creation of Food Charters, which outline a community's values surrounding the foods they grow, harvest, and eat. Building on the creation of Food Charters that have been adopted by municipalities across the country, the Bow Valley Food Alliance began work on the Bow Valley Food Charter in early 2018. Central to the creation of this Charter was a series of community conversations, workshops, and take-home conversation kits available to all Bow Valley community members. These community consultations occurred over a year and half with food producers, health practitioners, non-profit organizations, cultural groups, community-based organizers, business owners, and concerned individuals from Lake Louise, Banff, Canmore, the MD Bighorn, and the Îyârhe Nakoda Nation.

While each part of the Bow Valley Food Charter is rooted in these community conversations, work on the Charter was also done in the spirit of broader movements and agreements. For example, the Food Charter draws on

the work of international food sovereignty movements that advocate for communities' rights to determine what their food systems look like. The Charter also draws from United Nations Covenant on Social, Economic and Cultural Rights that states that all people have a fundamental right to be free from hunger and was signed by Canada in 1976. By working to create different relationships to each other and our food, this Charter aims to strengthen local programs that tackle issues of hunger in Bow Valley communities, work towards reconciliation between Indigenous and non-Indigenous peoples, and contribute to solving the climate crisis. The Bow Valley Food Alliance has also worked on this Charter with the hopes of creating different relationships within our communities in the spirit of The Buffalo: A Treaty of Cooperation, Renewal and Restoration.

The Îyârhe Nakoda Nations of the Chiniki, Bears paw, and Wesley have been integral in contributing to the Charter process, including highlighting the relationship between the Buffalo Treaty and Bow Valley Food Charter. The Bow Valley Food Alliance is particularly grateful for the time that community members have contributed in sharing their knowledge.



info@bvfa.ca

MOVING FORWARD

The below is an extended version of the Food Charter which includes suggestions generated during the community conversations about how people would like to move forward. This list is not exhaustive but provides guidance regarding how Bow Valley communities understand and envision each of the Food Charter values. We hope these items will inspire the creation of a more detailed action plan for different communities in the Bow Valley.



Because we value:

Accessibility, we support:

- Appropriate kitchen facilities and cooking areas in staff housing, community spaces and housing developments
- Local food programs and initiatives that are welcoming and dignified
- Culturally appropriate seeds, food, and spaces for gathering, celebrating and ceremony
- Land and innovative spaces for growing food, harvesting and keeping bees and livestock
- Diverse retail outlets that sell a wide variety of fresh affordable local foods
- Transportation options that enable all people to safely acquire food

Health, we support:

- Public policies based on the relationship between food and physical, mental and spiritual well being
- Health and safety regulations that encourage food sharing, including wild meat
- Whole nutritious foods that are affordable for all

Earth and its environment, we support:

- Indigenous knowledge holders and their relationships and responsibilities to the land
- Regenerative food systems that champion composting, waste reduction, and recycling
- Sustainably produced local food, including organic and biodynamic farming
- Efficient transportation that minimizes our carbon footprint
- Policies that increase biodiversity while reducing pollution, water usage, intensive mass production, impacts on wildlife, and other negative ecological impacts
- Caring for the land and all living creatures

Vibrant regional economies, we support:

- Food self-sufficiency in the Bow Valley, including food providers who offer local food to Bow Valley residents
- Raising awareness about local food, programs, and businesses
- Small and medium-scale retail outlets that provide local, sustainable, and fresh produce
- Alternative economic initiatives based on sharing, cooperation, and collaboration
- Institutional procurement policies that focus on working with local food producers

Collaboration and diversity, we support:

- Diverse cultures and nations, their foods, ceremonies, and celebrations
- Partnerships based in cooperation, renewal, and reconciliation
- Connecting community members to all aspects of our food systems, including encouraging relationships between farmers, ranchers, hunters, harvesters, fishers, and eaters

Knowledge and education, we support:

- Learning from Indigenous food systems and treaties that guide our communities
- School food programs and curriculum for children
- Training and resources about waste reduction, sustainable food practices, and balanced nutritious diets
- Community conversations about where our food comes from, its social, environmental, and economic impacts, and how we can advocate for positive change
- Sharing intergenerational skills relating to cooking, preparing, growing, hunting, fishing, and gathering food

Social justice, we support:

- Dignified access to adequate, appropriate, and affordable food for all
- Fair wages and working conditions for all food system workers and eaters
- Secure and affordable housing for all peoples
- Reconciliation between Indigenous and non-Indigenous peoples through food
- Programs, businesses, and initiatives run by and for marginalized communities
- Comprehensive supports for marginalized and vulnerable peoples, including women and children, individuals who are homeless and/or precariously employed, and racialized communities

Local food systems, we support:

- Restoration of Indigenous food systems, including the buffalo as a keystone food source
- Community members' ability to harvest, fish, garden, hunt (outside of existing wildlife sanctuaries), and keep livestock and bees
- Coexistence with the wildlife
- Resilient food systems that meet our communities' needs in times of crisis
- Community members' ability to advocate for policies that impact our food systems



Request for Decision

DATE OF MEETING: February 1, 2022 **Agenda #:** H4

TO: Council

SUBJECT: MD of Bighorn Business Registry Licensing Agreement

SUBMITTED BY: Lisa de Soto, Chief Administrative Officer

RECOMMENDATION: That Council authorize the Mayor and CAO to execute the Memorandum of Agreement with the MD of Bighorn for Business Registry Services for a ten-year term beginning February 2022.

EXECUTIVE SUMMARY

In 2012, the Town of Canmore and the MD of Bighorn executed a Memorandum of Agreement for Business Registry Services. Both parties are amenable to renewing the agreement for an additional ten-year term beginning February 2022.

RELEVANT COUNCIL DIRECTION, POLICY OR BYLAWS

Resolution 097-2012	That Council authorize the Mayor and CAO to execute the attached Agreement between the Town and the MD of Bighorn for Business Registry Services.	March 6, 2012
---------------------	---	---------------

Discussion

The Memorandum of Agreement with the MD of Bighorn for Business Registry Services is set to expire this month. The inter-municipal committee met in January 2022 to review the agreement and discuss options for renewal. Both parties agree that the current agreement is serving their communities well and should be renewed for another ten-year term. A new agreement has been prepared that mirrors the current terms with minor wording changes to update bylaw reference numbers (see Attachment #1).

The agreement recognizes MD based businesses as “Resident Businesses” for the purposes of assessing business licensing fees in the Town of Canmore (see Attachment #2 for a consolidated copy of the Business Registry Bylaw 2015-02). A reciprocal provision ensures that Canmore based businesses would be considered similarly in the MD of Bighorn should a business licensing bylaw be instituted in the MD.

Analysis of Alternatives

If the agreement is not renewed, MD of Bighorn based businesses would be assessed “Non-Resident Business” license fees per bylaw 2015-02. This approach would see many local trades and contractors who have their corporate addresses in the MD of Bighorn pay higher license fees, and may encourage the MD of Bighorn to implement a similar licensing approach for Canmore based businesses operating in the MD. For these reasons the Inter-municipal Committee is not supportive of this approach.

FINANCIAL IMPACTS

There are no financial implications to renew this agreement for another 10-year term. Business licensing fees for both Resident and Non-Resident Businesses are contained in Schedule A of Bylaw 2015-02.

STAKEHOLDER ENGAGEMENT

The GM of Municipal Services and Manager of Economic Development were consulted and had no concerns with the proposed renewal of this agreement.

ATTACHMENTS

- 1) Memorandum of Agreement for Business Registry Services
- 2) Business Registry Bylaw 2015-02 (consolidated)

AUTHORIZATION

Approved by: Chelsey Richardson,
Manager of Financial Services Date: January 24, 2022

Approved by: Lisa de Soto,
Chief Administrative Officer Date: January 20, 2022

**MEMORANDUM OF AGREEMENT
FOR BUSINESS REGISTRY SERVICES**

BETWEEN

THE TOWN OF CANMORE
(hereinafter referred to as “the Town”)

AND

THE MUNICIPAL DISTRICT OF BIGHORN #8
(hereinafter referred to as “the M.D.”)

WHEREAS the Town has enacted Bylaw 2015-02, the Business Registry License Bylaw which may be amended from time to time;

AND WHEREAS pursuant to Bylaw 2015-02, revenue generated from licensing fees shall be dedicated to economic development;

AND WHEREAS the Town and the M.D. acknowledge the interdependency and value of regional economic development;

AND WHEREAS both parties have identified a number of opportunities for inter-municipal cooperation;

NOW THEREFORE, in consideration of the terms, conditions and covenants contained herein, the parties hereby agree as follows:

1. Any M.D. based business conducting operations within the Town shall be considered to be a “Resident Business” as defined in the Town’s Business Registry License Bylaw and shall be assessed Business Registry License Fees in accordance with Resident Business License Fees.
2. Any Town registered business conducting operations within the M.D. shall be considered a resident business and shall be assessed fees in accordance with resident rates if the M.D. should enact their own business registry or business licensing program in the future.
3. This Agreement shall be valid for ten (10) years from the date of signing and shall be subject to an annual review by the Inter-municipal Committee made up of representatives from the Town and M.D..
4. Either party may terminate this Agreement by providing six month’s written notice of its desire to do so.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the ____ day of February, 2022.

THE TOWN OF CANMORE

THE MUNICIPAL DISTRICT OF BIGHORN #8

Mayor

Reeve

Chief Administrative Officer

Chief Administrative Officer



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 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.

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



Request for Decision

DATE OF MEETING: February 1, 2022 **Agenda #:** H5

TO: Council

SUBJECT: Extension of First Response Fire Agreement with the MD of Bighorn

SUBMITTED BY: Lisa de Soto, Chief Administrative Officer

RECOMMENDATION: That Council approve an extension to the First Response Fire Agreement with the MD of Bighorn from June 30, 2022 to December 31, 2022.

EXECUTIVE SUMMARY

In 2017, the Town of Canmore and the MD of Bighorn executed a First Response Fire Agreement for a 5-year term ending on June 30th, 2022. Both parties are amenable to extending the agreement for an additional six months to allow time for the Town of Canmore to hire a new CAO and negotiations on a renewal agreement to take place.

RELEVANT COUNCIL DIRECTION, POLICY OR BYLAWS

Resolution 178-2017	That Council authorize the Mayor and CAO to execute the First Response Fire Agreement with the MD of Bighorn as attached for the 5-year term beginning July 1, 2017.	April 16, 2017
---------------------	--	----------------

DISCUSSION

The first response fire agreement with the MD of Bighorn is set to expire on June 30, 2022. The inter-municipal committee met in January 2022 to review the agreement and discuss options for renewal. Both parties agree that the current agreement is serving their communities well and that a renegotiation of terms should wait until a new CAO is hired by the Town of Canmore. To that end the committee recommended that each municipality request their Council to authorize a six-month extension to the term of the agreement such that it will now expire on December 31, 2022.

ANALYSIS OF ALTERNATIVES

In the absence of an extension to the agreement, the Town could invoice the MD on a fee for service basis. While this is a feasible alternative, it is not recommended as it is not an efficient use of resources and would cause confusion and uncertainty for all stakeholders.

FINANCIAL IMPACTS

The annual fee for first response fire services paid by the MD of Bighorn to the Town of Canmore is calculated based on full cost recovery. The 2021 fee calculation was \$115,737. Further, the agreement requires that there be an annual reconciliation to the fee to ensure that actual costs and revenues in any given year are captured and that any change to assessment distribution is accounted for in the calculation.

STAKEHOLDER ENGAGEMENT

The GM of Municipal Services and Fire Chief were consulted and had no concerns with the extension request.

ATTACHMENTS

Attachment 1 – First Response Fire Agreement

AUTHORIZATION

Approved by: Chelsey Richardson,
Manager of Financial Services Date: January 24, 2022

Approved by: Lisa de Soto,
Chief Administrative Officer Date: January 20, 2022



THIS AGREEMENT made this 1st day of July, 2017.

BETWEEN:

**THE TOWN OF CANMORE, a Municipal Corporation
in the Province of Alberta
(hereinafter called the "Town")**

OF THE FIRST PART

- AND-

**THE MUNICIPAL DISTRICT OF BIGHORN #8,
a Municipal Corporation in the Province of Alberta
(hereinafter called the "M.D.")**

OF THE SECOND PART

FIRE SUPPRESSION AND RESCUE SERVICE AGREEMENT

WHEREAS the Town operates a Fire & Rescue Department;

AND WHEREAS the M.D. has requested, and is agreeable to pay for, the Town to provide "first response" Fire Suppression and Rescue Service in the portion of the M.D. shown outlined on the plan attached hereto (and made a part hereof), and marked as Schedule "A" (the "Serviced Lands");

AND WHEREAS the Town has agreed to use its fire-fighting equipment and fire-fighters for suppressing fires and rescue purposes in the Serviced Lands; pursuant to the terms, covenants and conditions hereinafter contained;

AND WHEREAS the M.D. has agreed to pay for the Fire Suppression and Rescue Service to be provided pursuant to the terms, covenants and conditions hereinafter contained;

NOW, THEREFORE, IN CONSIDERATION of the hereinbefore recited promises and the mutual covenants of the parties hereto, this Agreement witnesseth that the parties hereto covenant and agree as follows:

1. Definitions

1.1 In this Agreement unless the context otherwise requires:

- a. **“Annual Fee”** means the fee payable annually by the M.D. to the Town as outlined and attached to this Agreement as Schedule “B”.
- b. **“Fire Suppression and Rescue Service User Fees”** shall be those fees established by the Municipal Council of Canmore from time to time or at any time which shall be payable by users of Fire or Rescue Services that are not party to this Agreement. The 2017 fees are attached to this agreement by way of example as Schedule "C ".
- c. **“Emergency”** means a sudden unexpected happening or unexpected occasion for action; events or unexpected occasions requiring trained fire-fighters to use their skill and judgement in the application of fire-fighting and rescue equipment and techniques to manage or properly extinguish fires and to provide emergency rescue services.
- d. **“Fire Suppression”** means the process of controlling and/or extinguishing fires for the purpose of protecting people from injury, death, and/or property loss.
- e. **“First Response”** shall be the process whereby a 9-1-1 emergency call from the dispatching agency, on an incident within the Serviced Lands is directed to the Town of Canmore Fire-Rescue Department.
- f. **“Rescue Service”** includes services related to; vehicle and machinery extrication, Rope Rescue, Aquatic Rescue, Ice Rescue, Confined Space Rescue, Hazardous Materials Handling and Medical Assistance calls for the following situations:
 - Delta or Echo Calls
 - Manpower Assist
 - Ambulance not available.
- g. **“Serviced Lands”** shall mean lands covered by this agreement as generally outlined on the map attached as Schedule “A” to this Agreement.

2. Annual Fee Calculations and Payment

- 2.1 The Annual Fee payable by the M.D. shall be calculated to include a proportionate share of the Town's budgeted Fire & Rescue Department Operating costs, corporate administration support, and reserve contributions attributable to the Fire Suppression and Rescue Services; the proportion shall be based upon the assessed market value of the Serviced Lands, and the assessed market value of the Town, as outlined in Schedule "B" attached hereto.
- 2.2 The Annual Fee shall be subject to year-end reconciliation, whereby the actual revenues and expenses incurred by the Town's Fire and Rescue Department are reviewed, and the Annual Fee for the following year will be adjusted to reflect the actual expenditures from the previous year. The reconciliation fee shall be calculated based on the proportionate share as outlined in section 2.1.
- 2.3 The Town shall provide the following year's projected Annual Fee by no later than November 1st of each year. Should the budgeted Annual Fee be projected to increase more than five percent (5%) from one year to the next, the Town and the M.D. shall meet to discuss a re-negotiation of the terms of this Agreement.
- 2.4 The M.D. shall pay to the Town the "Annual Fee" by no later than June 30 of each year.
- 2.5 Failure to pay shall result in the Town being able to terminate the provisions of any and all Fire Suppression and Rescue Service under this agreement until all such arrears are paid in full.
- 2.6 The payments reserved to the Town pursuant to Clause 2.1 hereof shall not prohibit nor prevent the Town from receiving any other payment that the Town deems necessary for the services to be provided.

3. Fire Suppression and Rescue Service Outside the Serviced Lands

- 3.1 In the event the Town is requested by the M.D. to supply Fire Suppression and Rescue Service beyond the Serviced Lands area in the M.D., and the Town has the resources and ability to perform such services, then the cost of such response or services shall be levied against the M.D. in accordance with the Fire Suppression and Rescue Services Fees in effect at the time and the M.D. shall pay the Town for such services when and as invoiced.

4. Requirement to Respond

- 4.1 Upon receipt of a bona fide request for Fire Suppression and Rescue Service within the Serviced Lands, the Town shall forthwith provide the necessary fire fighting personnel and equipment to affect a timely and effective response.
- 4.2 The M.D. recognizes and agrees that the Town will not be obligated to exhaust all its resources for Fire Suppression and Rescue Services in order to respond to a call in the Serviced Lands and that the Fire Chief or his designate, may hold back equipment and manpower in order to ensure the Town's capacity to respond to a request for Fire Suppression and Rescue Service within the Town of Canmore boundaries is not negatively affected.

5. Release and Indemnity

- 5.1 The M.D. hereby releases and indemnifies and saves harmless the Town, its officials, servants and agents from all actions, causes of action, claims, costs, demands or liabilities of any kind or nature whatsoever arising directly or indirectly from:
- a. a delay in providing Fire Suppression and Rescue Service;
 - b. a failure to provide Fire Suppression and Rescue Service;
 - c. the failure to control or extinguish any fire of any kind or nature;
 - d. the performance or provision of Fire Suppression and Rescue Service or any emergency service of any nature;
 - e. the lack of fire hydrants or of water;
 - f. the inability to locate a fire hydrant or other water source;
 - g. the operation of a fire hydrant;
 - h. any other action or thing done in the performance of the obligations of the Town under the Agreement whether such obligations arise specifically or incidentally, and which shall apply whether resulting from any negligence or other actions on the part of the Town, its servants or agents.

6. General

- 6.1 The Town shall not be obliged to construct any fire halls or locate fixed equipment outside the Town Limits in the Serviced Lands and the equipment and fire-fighters of the Town providing Fire Suppression and Rescue Service in the Serviced Lands shall proceed from existing Fire Halls within the municipal boundaries of the Town.
- 6.2 This Agreement does not and shall not be deemed or construed by the M.D. to confer on the M.D. or any owner of land or premises in the Serviced Lands a right to obtain damages from the Town.
- 6.3 The M.D. and the Town each agree to advise their insurers of the terms of this Agreement and obtain from their insurers confirmation that their insurers are aware of the terms of this Agreement and that insurance coverage applies to the M.D. and the Town, particularly with respect to the provisions of Clause 4 of this Agreement
- 6.4 The Town and the M.D. acknowledge that this Agreement is based upon the existing Town Fire Suppression and Rescue Services as outlined in the Town Council approved Fire Masterplan dated February 2017. Should the Town:
- construct new, construct additions to or substantially renovate existing Fire Suppression and Rescue Service's facilities;
 - change or increase Fire Suppression and Rescue Services' equipment;
 - adjust service delivery levels for the Fire Suppression and Rescue Services' function; or
 - change or adjust the Fire Suppression and Rescue Services' human resources,

then the Town shall provide written notice to the M.D. of such changes or adjustments. Should the changes/adjustments result in impacts on the Annual Fee of greater than 5%, the M.D. and the Town shall meet to discuss the impacts and the possible re-negotiation of the terms and conditions of the Agreement.

7. Term

- 7.1 This Agreement shall remain in force and effect for a period of five (5) years, beginning July 1, 2017 and ending June 30, 2022.
- 7.2 Either party of this Agreement may terminate this Agreement by providing the other party

with six (6) months notice in writing of such intention to termination which shall be effective six (6) months from the date of notice. All adjustments in respect to services or the annual fee payable shall be made on a pro rata basis as at the date the Agreement is terminated.

- 7.3 Either party of this Agreement may request a re-negotiation of the terms of this Agreement by providing a written request to the other party with six (6) months notice in writing.
- 7.4 A waiver of either party hereto of the strict performance of the other of any covenant or provision of this Agreement shall not of itself constitute a waiver or any subsequent breach of such covenant or provision or of any other covenant, provision or term of this Agreement.
- 7.5 Each of the parties shall from time to time and at all times do all such further acts and execute and deliver all such further documents and assurances as shall be reasonably required in order to fully perform and carry out the terms of this Agreement and such acts, documents and assurances shall be in writing and shall be delivered personally or may be mailed by registered mail, postage prepaid, addressed as follows:

As to the Town:

Chief Administrative Officer
Town of Canmore
902 – 7th Avenue
Canmore, Alberta, T1W 3K7

As to the Municipal District:


Chief Administrative Officer
Municipal District of Bighorn
Box 310
Exshaw, Alberta, T0L 2C0

- 7.6 The parties agree that they have expressed herein their entire understanding and agreement concerning the subject matter of this Agreement and it is expressly agreed that no implied covenant, condition, term or reservation shall be read into this Agreement relating to or concerning such subject matter.

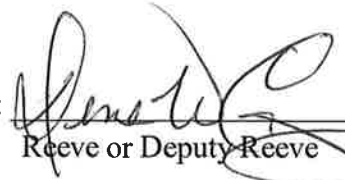
IN WITNESS WHEREOF the parties hereto have caused to be hereto affixed their respective corporate seals attested by the signatures of their respective duly authorized signing officers as of the day and year first above written.

THE TOWN OF CANMORE

Per: _____
Mayor

Per: _____
Chief Administrative Officer

MUNICIPAL DISTRICT OF BIGHORN

Per: _____
Reeve or Deputy Reeve

Per: _____
Executive Assistant

SCHEDULE "A"

MAP

SCHEDULE "B"

First Year of Agreement

The Town and the M.D. agree that the 2017 fee charged for the provision of Fire Suppression and Rescue Services shall be **Seventy-Nine Thousand One Hundred and Forty Dollars (79,140)** for the calendar year 2017, or a pro-rated portion thereof, should the Agreement become effective part-way through the calendar year.

2017 Cost Calculation:

Annual Fire Operating Budget	\$ 2,136,773	
Corporate Admin Support (5% of total)	140,385	
Insurance	84,000	
Facilities Maintenance		
Reserve Contribution for replacement of building, vehicles & equipment <i>(Represents annual life cycle depreciation)</i>	303,563	
Total Annual Expenses	\$ 2,664,720	
Assessed Market Value (Residential and Non-residential)		
Total Town of Canmore - Assessment	6,164,243,010	97.03%
MD - Assessment Serviced Lands only	174,558,260	2.97%
Total Distribution	6,338,801,270	100%
Cost Distribution:		
Total Town of Canmore	2,585,581	97.03%
Total MD	79,140	2.97%
Total Cost Distribution	\$ 2,664,720	100%

Second and Subsequent Years of Agreement

The Annual Fee thereafter shall be calculated in accordance with the terms of Section 2 of this Agreement.

SCHEDULE "C "

Fire Suppression and Rescue Service User Fees 2017

Fire Support Unit (Fire Squad)	\$300.00/hour
Rescue/Pumper Response	\$1000.00/hour
Aerial Response	\$1,200.00/hour
Command Trailer	\$1,000.00/hour

These fees include a response crew of Four (4) maximum.

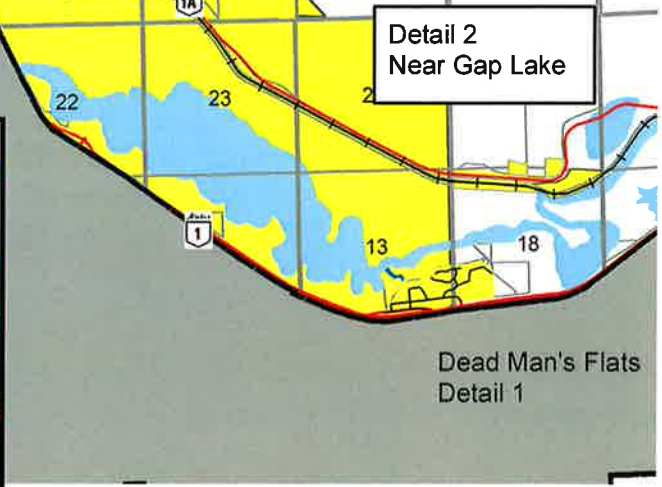
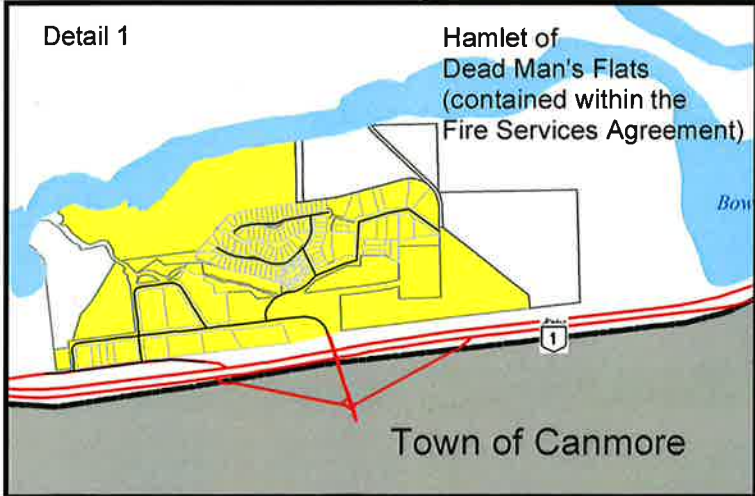
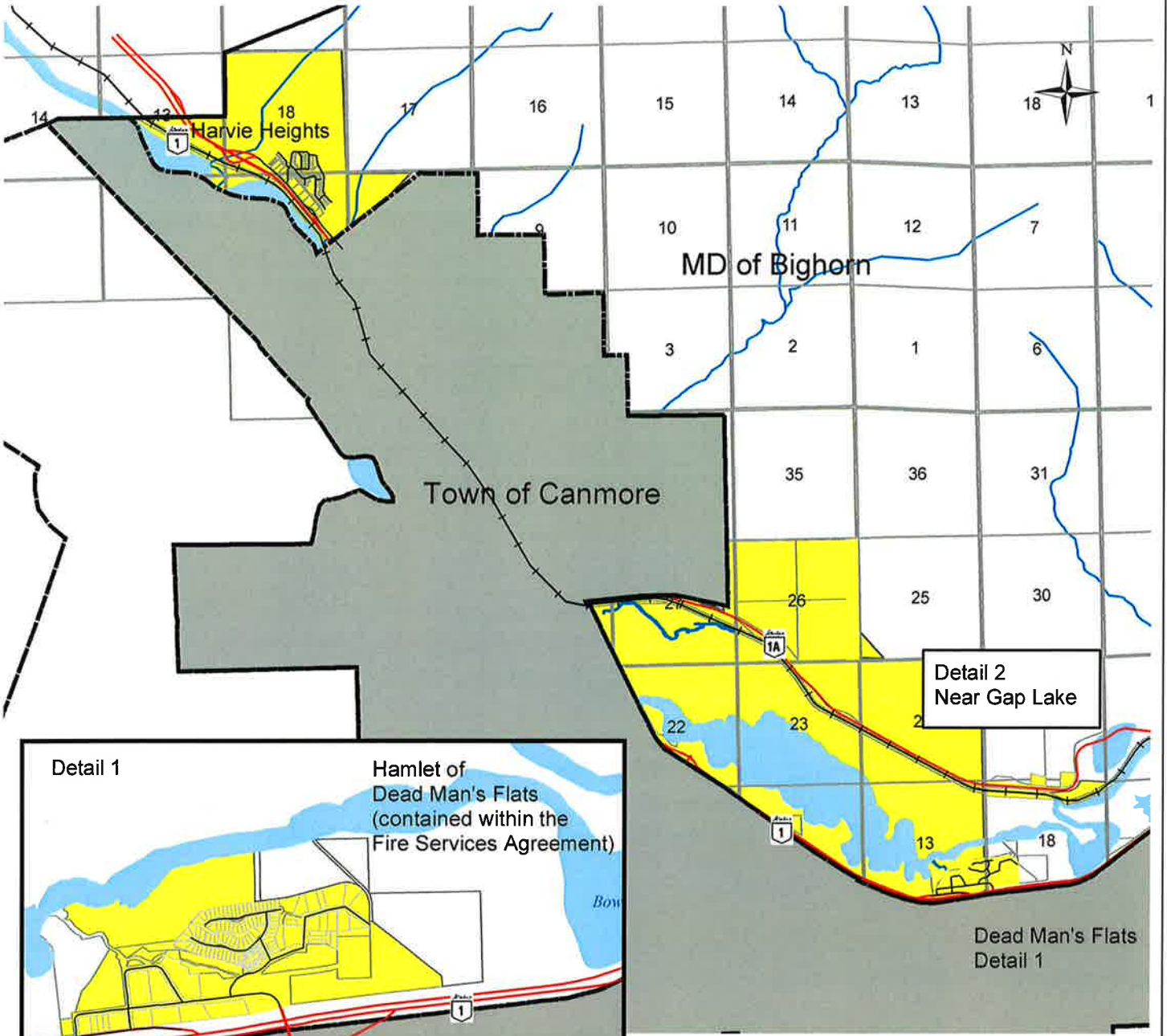
ADDITIONAL MANPOWER FEE:

Every hour or part of:

Firefighter Fee	\$45.00/hour
Fire Chief Fee	\$180.00/hour
Assistant Chief/Captain Fee	\$125.00/hour

Response fees may apply for the following types of responses:

- a) Cancelled Calls
- b) Automatic Alarms caused by malfunction
- c) Hazardous Materials calls
- d) Any other response that may warrant a fee charge



**FIRE SERVICE AGREEMENT
TOWN OF CANMORE/MD OF BIGHORN
SERVICED LANDS SCHEDULE "A"**

