

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

Times are estimates only.

- 9:00 – 9:05 **A. CALL TO ORDER AND APPROVAL OF AGENDA**
 1. **Land Acknowledgement**
 2. **Agenda for the November 7, 2023 Regular Meeting of Council**
- B. PUBLIC HEARINGS – none**
- C. DELEGATIONS**
- 9:05 – 9:35 1. **Goodform: Request 900 Railway re Property Taxes**
- 9:35 – 9:40 **D. APPROVAL OF MINUTES**
 1. **Minutes of the September 19, 2023 Special Meeting of Council**
 2. **Minutes of the October 3, 2023 Regular Meeting of Council**
 3. **Minutes of the October 24, 2023 Annual Organizational Meeting**
 4. **Minutes of the October 24, 2023 Special Meeting of Council**
- E. BUSINESS ARISING FROM THE MINUTES – none**
- F. UNFINISHED BUSINESS**
- 9:40 – 10:10 1. **Palliser Trail Area Structure Plan Bylaw 2023-22**
 Recommendations:
 (1) That Council give second reading to Palliser Trail Area Structure Plan
 Bylaw 2023-22.
 (2) That Council give third reading to Palliser Trail Area Structure Plan
 Bylaw 2023-22.
- G. BYLAW APPROVAL**
- 10:10 – 10:15 1. **Property Tax Rate Bylaw Amendment 2023-30**
 Recommendations:
 (1) That Council give first reading to Property Tax Rate Bylaw Amendment
 2023-30.
 (2) That Council give second reading to Property Tax Rate Bylaw
 Amendment 2023-30.
 (3) That Council give leave to go to third reading to Property Tax Rate
 Bylaw Amendment 2023-30.
 (4) That Council give third reading to Property Tax Rate Bylaw
 Amendment 2023-30.
- H. NEW BUSINESS**
- 10:15 – 10:30 1. **2024 Capital Project WWTP Odour Control Construction (7370) Scope
Approval**
 Recommendation: That Council approve the revised scope for 2024 Capital
 Project WWTP Odour Control Construction (#7370).

- 10:30 – 10:40 **2. 2023 Capital Budget Amendment – FireSmart (2023) Capital Project**
Recommendation: That Council approve a new 2023 capital project for vegetation management funded in full by the Forest Resource Improvement Association of Alberta (FRIAA) grant in the amount of \$200,000.
- 10:40 – 11:00 **3. 14-Month Term Permit Clerk Position Request (verbal)**
Recommendation: That Council approve a 14-month term position for a Permit Clerk to support the implementation of CityView online portal in the Planning Department funded from the Development Application Reserve.
- I. REPORTS FROM ADMINISTRATION – none**
- J. NOTICES OF MOTION – none**
- K. IN CAMERA – none**
- 11:00 **L. ADJOURNMENT**

GOODFORM

Oct 19, 2023

Purpose-Built Rental – Property Tax Exemption Request

Canmore is experiencing a well-documented shortage of housing across the spectrum of housing types, including purpose-built rental apartments.

The development of purpose-built rentals in Canmore has been limited by a simple economic reality - building condos is far more profitable. Per CMHC statistics, over the last 20 years, 1,877 condo apartment units have been built, and only 538 rental apartment units, many of which were subsidized. Today, only 470 rental apartment units remain.

More recently, the economics of purpose-built rental apartments have been further strained by a combination of escalating interest rates and construction costs.

In other words, the development of purpose-built rental apartments is not 'highest and best use', by a wide margin, and continues to face headwinds.

Nevertheless, we are committed to making long-term investments in Canmore, and have been fortunate to find like-minded partners.

In 2021, Canmore's largest purpose-built rental project named "VUE" was completed, located on Kananaskis Way. I was a partner in the development of VUE and remain a partner in the project. As a result of the variety of unit types and a significant investment in tenant amenities, VUE has attracted a diverse community that includes young working people, couples, retirees, small families, and just about everyone in between. VUE serves long-term tenancies only and virtually all tenants are Canmore residents. The project has been a success, and demand continues to exceed supply. To my knowledge, there has not been a new purpose-built project completed since VUE.

In spring 2024, we plan to start construction on a new purpose-built rental project located at 900 Railway Avenue ("900 Railway"), for which we have received a conditionally approved development permit. The project includes 59 apartment units, comprised of a mix of one- and two-bedroom units, main-floor commercial space, pedestrian and cycling connectivity, a playground, and tenant amenities such as a co-working-style lounge, fitness centre, and a shared outdoor patio. 900 Railway will consume 40% less energy and greenhouse gasses than similar projects, making it one of the most energy-efficient apartments in Canada. Moreover, 900 Railway will increase Canmore's apartment rental inventory by 12%.

To this end, the purpose of this letter is to request a municipal property tax exemption for 900 Railway, so long as 900 Railway remains a rental property. In the event the use changes from rental to another use in the future, the property tax exemption would end.

For clarity, this exemption is not an attempt to bridge the profitability gap between condos and rentals (which it cannot), it is to improve the viability of our rental development.

We estimate the property tax exemption to total \$23,000 per annum, or \$32 per unit, per month.

In exchange, our commitment to the Town is to:

- a. Ensure that 95% of apartments are rented to Canmore residents
- b. Enforce a minimum lease-term of 12 months

Lastly, we request that Council's decision be made during the November 7, 2023, Council meeting. Our project is currently under review by CMHC in order to secure funding. A delayed decision, even to December 2023, would preclude CMHC from considering the property tax exemption and negatively impact our funding.

We believe the proposed property tax exemption would provide a meaningful contribution to rental apartment inventory in Canmore. Thank you for your consideration.

Sincerely,



Yossi Fixler
Principal
GF MGMT Corp.

GOODFORM

900 Railway Avenue

Project Summary



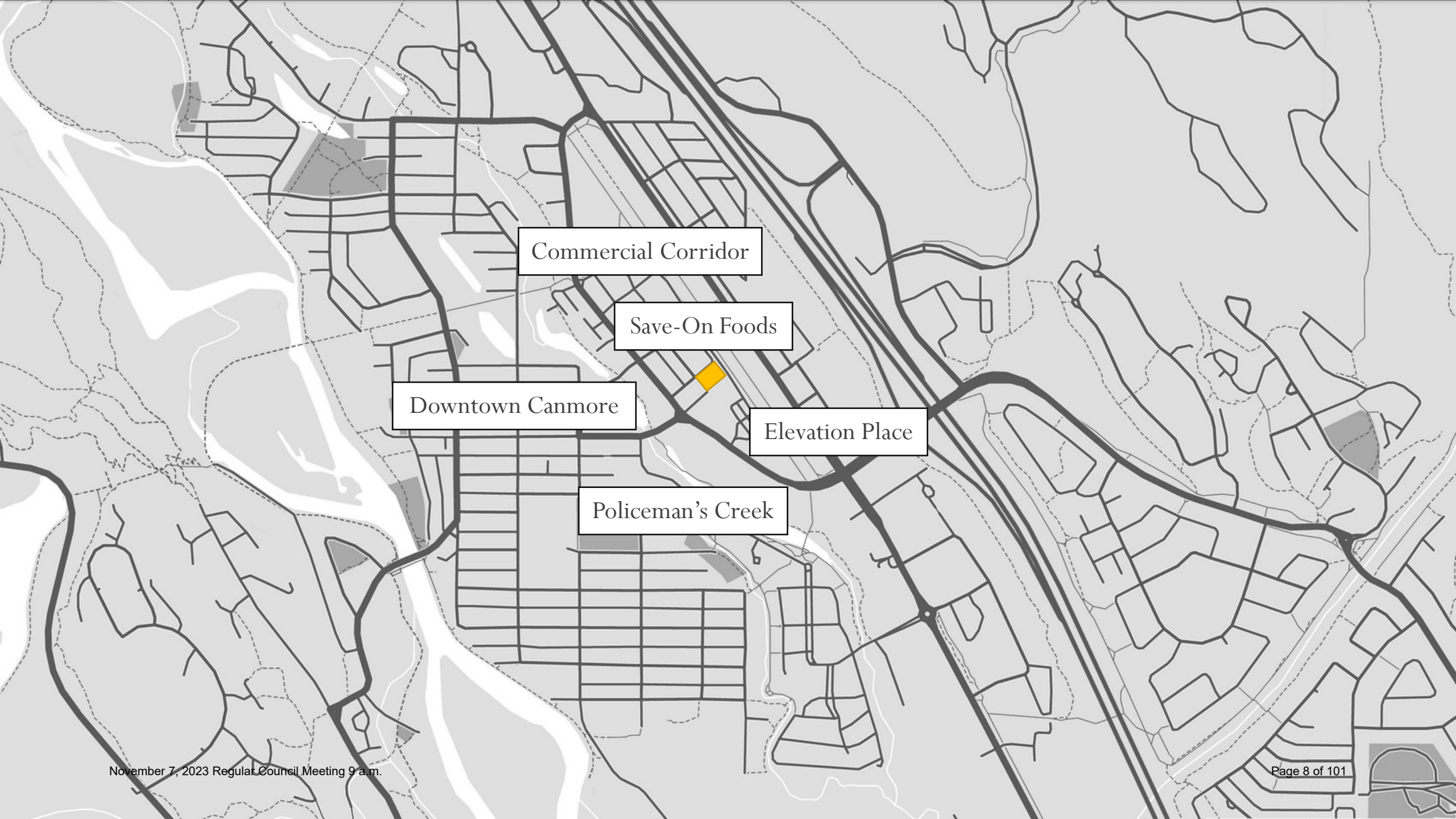
Contents

Location

Statistics

Rendering

Site Plan



Commercial Corridor

Save-On Foods

Downtown Canmore

Elevation Place

Policeman's Creek



Statistics

Site Area	0.88 acres
GFA	50,709 sf
Storeys	5
Apartments	48 x 1 bed units 11 x 2 bed units
Retail	1,362 sf
Vehicle Parking	42 surface stalls 30 parkade stalls
Bike Parking	135 stalls



GOODFORM



**TOWN OF CANMORE
MINUTES**

Special Meeting of Council
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, September 19, 2023 at 1:00 p.m.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Therese Rogers	General Manager of Corporate Services
Whitney Smithers	General Manager of Municipal Infrastructure
Cheryl Hyde	Manager, Municipal Clerk's Office (recorder)
Adam Robertson	Manager of Communications

Mayor Krausert called the September 19, 2023 special meeting to order at 1:00 p.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

1. Land Acknowledgement

2. Agenda for the September 19, 2023 Special Meeting of Council

222-2023

Moved by Mayor Krausert that Council approved the agenda for the September 19, 2023 special meeting as presented.

CARRIED UNANIMOUSLY

B. PUBLIC HEARINGS – none

C. DELEGATIONS – none

D. APPROVAL OF MINUTES – none

E. BUSINESS ARISING FROM THE MINUTES – none

F. UNFINISHED BUSINESS

1. Livability Tax Policy Task Force Public Member Appointments

223-2023 Moved by Mayor Krausert that Council take the meeting in camera at 1:03 p.m. to prevent disclosure of personal information in accordance with s.17(4)(g) of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

Members of administration present at the closed session: Sally Caudill, Therese Rogers, Whitney Smithers, Cheryl Hyde, and Adam Robertson.

224-2023 Moved by Mayor Krausert that Council return to the public meeting at 1:20 p.m.

CARRIED UNANIMOUSLY

225-2023 Moved by Mayor Krausert that Council:

- rename the task force to the Livability Task Force;
- update the committee structure section of the terms of reference for the Livability Task Force to change the category of rental property management to residential property management company; and
- add a short-term rental property management company.

CARRIED UNANIMOUSLY

226-2023 Moved by Mayor Krausert that Council appoint the following public members to the Livability Task Force:

- a) Rachel Ludwig representing Tourism Canmore Kananaskis,
- b) Frank Kernick representing a local developer of tourist/visitor properties,
- c) Dan Sparks representing the Canmore real estate industry,
- d) Darren Potter representing a Canmore residential property management company,
- e) Charla Thomlinson representing a Canmore short term rental property management company, and
- f) Lisa de Soto representing Canmore Community Housing.

CARRIED UNANIMOUSLY

G. BYLAW APPROVAL – none

H. NEW BUSINESS – none

I. REPORTS FROM ADMINISTRATION – none

J. NOTICES OF MOTION – none

K. IN CAMERA

1. Livability Tax Policy Task Force Public Member Appointments

Item addressed under F-1.

Minutes approved by: _____

L. ADJOURNMENT

227-2023

Moved by Mayor Krausert that Council adjourn the September 19, 2023 special meeting at 1:23 p.m.

CARRIED UNANIMOUSLY

Sean Krausert, Mayor

Cheryl Hyde,
Manager, Municipal Clerk's Office

Minutes approved by: _____



**TOWN OF CANMORE
MINUTES**

Regular Meeting of Council
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, October 3, 2023 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Therese Rogers	General Manager of Corporate Services
Whitney Smithers	General Manager of Municipal Infrastructure
Scott McKay	General Manager of Municipal Services
Cheryl Hyde	Manager of the Municipal Clerk's Office (recorder)
Josh Cairns	Senior Policy Planner
Adam Driedzic	Town Solicitor
Eleanor Miclette	Manager of Economic Development
Caitlin Miller	Manager of Protective Services
Anika Drost	Development Planner
Andreas Comeau	Manager of Public Works
Andy Esarte	Manager of Engineering

Mayor Krausert called the October 3, 2023 regular meeting to order at 9:00 a.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

1. Land Acknowledgement

2. Agenda for the October 3, 2023 Regular Meeting of Council

228-2023

Moved by Mayor Krausert that Council approve the agenda for the October 3, 2023 regular meeting with one addition under In Camera:

- K-1 Court of Appeal Decision for Three Sisters Mountain Village Properties Limited Litigation

CARRIED UNANIMOUSLY

B. PUBLIC HEARINGS

1. Palliser Trail Area Structure Plan Bylaw 2023-22

(1) **Call to order**

Mayor Krausert called the public hearing to order for Bylaw 2023-22 at 9:04 a.m.

(2) **Administration Summary**

Administration provided a verbal summary of Palliser Trail Area Structure Plan Bylaw 2023-22, a proposal submitted by Town administration to provide a new land use concept, public realm and transportation network, and supporting policy relating to urban design, housing, green development, environment, ecology, open spaces, and recreation in the Palliser Trail area.

(3) **Public Submissions**

In favour

Name	Verbal	Written
Archer, Judy	X	
Bow Valley Builders and Developments (Ian O'Donnell, Executive Director and Jessica Karpat, Housing Action Committee Chair)	X	X
Bow Valley Climate Action (Edmund Ong and Rick Daniel, BVCA Board Members)	X	X
Bow Valley Engage (Karsten Heuer, President)		X
Canmore Community Housing (Michelle Ouellette, Executive Director)	X	X
Hill, Lawrence	X	X
Jungen, Florian		X
Tourism Canmore Kananaskis (Rachel Ludwig, Chief Executive Officer)		X
YWCA Banff (Ebony Rempel, Chief Executive Officer) for written, and Michelle Rhode, Director of Community Engagement, and Steve Crotty, Special Projects Officer as speakers	X	X

Opposed

Name	Verbal	Written
Laidlaw, Jeff		X

At 9:53 a.m. Mayor Krausert called for a break in the public hearing for Council to consider an emergent item.

Minutes approved by: _____

K. IN CAMERA

1. Court of Appeal Decision for Three Sisters Mountain Village Properties Limited Litigation

229-2023

Moved by Mayor Krausert that Council take the meeting in camera at 9:53 a.m. to prevent disclosure of information subject to legal privilege in accordance with section 27(1)(a) of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

Administration present in the closed session: Sally Caudill, Whitney Smithers, Therese Rogers, Scott McKay, Cheryl Hyde, Adam Driedzic, Lauren Miller, Adam Robertson, and Josh Cairns.

230-2023

Moved by Mayor Krausert that Council return to the public meeting at 10:06 a.m.

CARRIED UNANIMOUSLY

Meeting break 10:06 – 10:30 a.m.

Mayor Krausert announced the following:

The Court of Appeal decision dismissed the appeal (of both Land and Property Rights Tribunal decisions). Based on the LPRT decisions, the Court of Appeal decision, and agreement to adjourn the separate mandamus application, the Town of Canmore will not be seeking leave to appeal from the Supreme Court of Canada and will be adopting the Area Structure Plans as originally presented to Council.

check

The public hearing recommenced at 10:35 a.m.

B. PUBLIC HEARINGS continued

1. Palliser Trail Area Structure Plan Bylaw 2023-22 continued

(4) Public Written Submissions

The recording secretary read into the record the names of those who provided written submissions. These submissions are recorded in the list of public submissions above and are published in the record of public submissions for this meeting.

(5) Closing Comments from Administration

Administration provided final closing comments based on the verbal and written submissions.

(6) Council Questions of Administration

Administration addressed question of clarification from Council.

(7) Adjournment

Mayor Krausert adjourned the public hearing at 11:07 a.m.

C. DELEGATIONS – none

Minutes approved by: _____

D. APPROVAL OF MINUTES

- 231-2023 **1. Minutes of the September 5, 2023 Regular Meeting of Council**
Moved by Mayor Krausert that Council approve the minutes of the September 5, 2023 regular meeting as presented.

CARRIED UNANIMOUSLY

E. BUSINESS ARISING FROM THE MINUTES – none

F. UNFINISHED BUSINESS – none

G. BYLAW APPROVAL

- 232-2023 **1. Palliser Trail Area Structure Plan Bylaw 2023-22**
Moved by Mayor Krausert that Council postpone second and third reading of Palliser Area Structure Plan Bylaw 2023-22 to the November 7, 2023 regular meeting and direct administration to bring a report responding to feedback from the public, especially from BOWDA and Canmore Community Housing.

CARRIED UNANIMOUSLY

Meeting Break 11:14 – 11:20 a.m.

- 233-2023 **2. Road Closure 12 Street and 3rd Avenue Railway Court Revising Bylaw 2023-31**
Moved by Mayor Krausert that Council give first reading to Road Closure 12 Street and 3rd Avenue Railway Court Revising Bylaw 2023-31.

CARRIED UNANIMOUSLY

- 234-2023 Moved by Mayor Krausert that Council give second reading to Road Closure 12 Street and 3rd Avenue Railway Court Revising Bylaw 2023-31.

CARRIED UNANIMOUSLY

- 235-2023 Moved by Mayor Krausert that Council give leave to go to third reading of Road Closure 12 Street and 3rd Avenue Railway Court Revising Bylaw 2023-31.

CARRIED UNANIMOUSLY

- 236-2023 Moved by Mayor Krausert that Council give third reading to Road Closure 12 Street and 3rd Avenue Railway Court Revising Bylaw 2023-31.

CARRIED UNANIMOUSLY

H. NEW BUSINESS

- 237-2023 **1. Update to the Public Art Policy by adding Micro Grants**
Moved by Mayor Krausert that Council approve the updated Public Art and Micro Grant Policy as amended.

CARRIED UNANIMOUSLY

- 238-2023 **2. Enforcement Revenue from Commercial Food Waste Diversion**
Moved by Mayor Krausert that Council repeal motion 69-2003.

CARRIED UNANIMOUSLY

Minutes approved by: _____

239-2023 Moved by Councillor Graham that Council direct administration to report on fine revenue at budget time with total fines collected and fine details, including number of fines in each category and a percentage of the total each category represents at which time council can assign funds at its discretion.

DEFEATED

In favour: Graham

Opposed: Foubert, Hilstad, Krausert, Mah, Marra, McCallum

3. Municipal Election Signage Options

240-2023 Moved by Mayor Krausert that Council direct administration to prepare:

- (1) an Election Sign Bylaw that restricts municipal election signage to private property; and
- (2) an amendment to the Town's Land Use Bylaw to remove the political campaign signs section.

240A-2021 Moved by Councillor Foubert that Council amend motion 240-2023 by deleting section (1) and replacing it with: "an Election Sign Bylaw that limits election signage on public property to arterial roadways and major intersections, sets spacing and setback requirements, and prohibits signs in front of municipal facilities."

DEFEATED

In favour: Foubert, Marra

Opposed: Graham, Hilstad, Krausert, Mah, McCallum

240B-2021 Moved by Councillor Graham that Council amend motion 240-2023 by adding the following to the end of section (1): "except for four public property locations recommended by administration where a candidate may place one sign."

CARRIED

In favour: Foubert, Graham, Mah, Marra

Opposed: Hilstad, Krausert, McCallum

238-2023 The vote followed on motion 240-2023 as amended: that Council direct administration to prepare:

- (1) an Election Sign Bylaw that restricts municipal election signage to private property except for four public property locations recommended by administration where a candidate may place one sign, and
- (2) an amendment to the Town's Land Use Bylaw to remove the political campaign signs section.

CARRIED

In favour: Graham, Hilstad, Krausert, Mah, Marra

Opposed: Foubert, McCallum

Meeting Break 12:50 – 1:55 p.m.

Minutes approved by: _____

4. Appointment of Code of Conduct Investigator

241-2023

Moved by Mayor Krausert that Council:

- (1) appoint Sage Analytics to perform the duties of Investigator as set out in the Code of Conduct for Elected Officials Bylaw 2018-02, and
- (2) direct administration to negotiate a non-exclusive service agreement with Sage Analytics that allows for the continued use of the Investigator appointed by resolution 148-2018.

CARRIED UNANIMOUSLY

5. 2022 Utility Master Plan

242-2023

Moved by Mayor Krausert that Council accept the 2022 Utility Master Plan for planning purposes.

CARRIED UNANIMOUSLY

I. REPORTS FROM ADMINISTRATION

1. Integrated Parking Management Plan Update

Administration spoke to a written briefing providing Council with a comprehensive review of the first year of the paid parking program in the Town Centre and providing clarity on how program changes will be considered and made.

H. NEW BUSINESS continued

6. Paid Parking Revenue Allocation Model (PPRAM) Proposal

243-2023

Moved by Councillor Foubert that Council refer the proposed Paid Parking Revenue Allocation Model to the Finance Committee 2023 meetings for the 2024 budget.

CARRIED UNANIMOUSLY

J. NOTICES OF MOTION – none

K. IN CAMERA

1. Court of Appeal Decision for Three Sisters Mountain Village Properties Limited Litigation

Considered earlier in the meeting during a break in item B1.

L. ADJOURNMENT

244-2023

Moved by Mayor Krausert that Council adjourn the October 3, 2023 regular meeting at 4:04 p.m.

CARRIED UNANIMOUSLY

Sean Krausert, Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

Minutes approved by: _____



**TOWN OF CANMORE
MINUTES**

Annual Organizational Meeting of Council
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, October 24, 2023 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Whitney Smithers	General Manager of Municipal Infrastructure
Scott McKay	General Manager of Municipal Services
Cheryl Hyde	Manager, Municipal Clerk's Office (recorder)
Sara Jones	Executive Assistant
Lauren Miller	Manager of Planning and Development
Johanna Sauve	Manager of Human Resources

Mayor Krausert called the October 24, 2023 annual organizational meeting to order at 9:00 a.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

1. Land Acknowledgement

2. Agenda for the October 24, 2023 Annual Organizational Meeting

245-2023 Moved by Mayor Krausert that Council approve the agenda for the October 24, 2023 annual organizational meeting as presented, with one amendment:

- Under B3, remove recommendation 5 (that Council ratify appointments to the Livability Task Force).

CARRIED UNANIMOUSLY

B. NEW BUSINESS

1. Council Meeting Schedule

246-2023 Moved by Mayor Krausert that Council approve the following meeting schedule effective January 1, 2024 – December 31, 2024:

- first Tuesday of each month at 9 a.m. regular council meeting
- third Tuesday of each month at 1 p.m. committee of the whole meeting

- second and fourth Tuesdays of each month at 9 a.m. reserved for special meetings
- notwithstanding the above:
 - in January 2024 the schedule will be as follows:
 - January 9 – regular council meeting at 9 a.m.
 - January 16 – reserved for special meeting at 9 a.m.
 - January 23 – committee of the whole at 1 p.m.
 - January 30 – reserved for special meeting at 9 a.m.
 - in July and August 2024, the only meetings scheduled are regular meetings on July 2 and August 20 at 9 a.m. (no committee of the whole meetings scheduled)
 - annual organizational meeting on October 22, 2024 at 9 a.m.

CARRIED UNANIMOUSLY

2. Deputy Mayor Schedule

247-2023

Moved by Mayor Krausert that Council approve the deputy mayor schedule from November 2023 to October 2024 as follows:

- November and December 2023 – Councillor Marra
- January and February 2024 – Councillor Hilstad
- March and April 2024 – Councillor Foubert
- May and June 2024 – Councillor Mah
- July and August 2024 – Councillor Graham
- September and October 2024 – Councillor McCallum

CARRIED UNANIMOUSLY

3. Committee Appointments

248-2023

Moved by Mayor Krausert that Council take the meeting in camera at 9:04 a.m. to prevent disclosure of personal information in accordance with section 17(4)(g) of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

Administration present at the closed session: Sally Caudill, Whitney Smithers, Therese Rogers, Lauren Miller, Johanna Sauve, Cheryl Hyde, and Sara Jones.

249-2023

Moved by Mayor Krausert that Council return to the public meeting at 10:11 a.m.

CARRIED UNANIMOUSLY

250-2023

Moved by Mayor Krausert that Council appoint the mayor and councillors to internal and external committees in accordance with Attachment 1 of these minutes.

CARRIED UNANIMOUSLY

251-2023

Moved by Mayor Krausert that Council appoint Mayor Krausert as the voting representative for Council acting as a shareholder of Canmore Community Housing.

CARRIED UNANIMOUSLY

252-2023

Moved by Mayor Krausert that Council direct Canmore Community Housing shareholders to appoint Rob Murray, Jessica Fonseca, and Jamie Findlay to two-year terms on the Canmore Community Housing board of directors.

CARRIED UNANIMOUSLY

Minutes approved by: _____

253-2023 Moved by Mayor Krausert that Council appoint public members to committees as follows:

- a) Glynis Carling, Norah Bonsteel and Darrah Wolfe to three-year terms, Danielle Liwanag to a two-year term (mid-term replacement), and Chesa Peter to a one-year term (mid-term replacement) on the Canmore Public Library Board;
- b) Brian Talbot to a two-year term and Spencer Thackray to one-year term on the Canmore Planning Commission beginning on January 1, 2024 and ending on December 31, 2024 (Spencer Thackray) and 2025 (Brian Talbot);
- c) Muriel Davidson, Suzane Shellian-Frey, and Rachel Gibson to one-year terms on the Community Events Committee;
- d) Victoria Meah and David Gunn to one-year terms on the Community Grants Selection Committee;
- e) Harry Scott, Craig Saloff, Simon Orrell, Jen Marran and Laurie Edward to a term ending June 30, 2024 on the Council Remuneration Review Committee;
- f) Brandy Dahrouge, Jennifer d' Entremont, and Christine Moreland-Giraldeau to three-year terms and Mari Hill, Dawn Saunders Dahl and Micheline Maylor-Kovitz to two-year terms on the Cultural Advisory Committee;
- g) Larry Bohn and Audrey Rogers to one-year terms and Christoph Braier, Michelle Cooze, Andre Giannandrea, John McClure, and Peter Moreland-Giraldeau to two-year terms on the Subdivision and Development Appeal Board, beginning on January 1, 2024 and ending on December 31, 2024 (Larry Bohn and Audrey Rogers) and December 31, 2025 (Christoph Braier, Michelle Cooze, Andre Giannandrea, John McClure, and Peter Moreland-Giraldeau);

CARRIE UNANIMOUSLY

254-2023 Moved by Mayor Krausert that Council direct administration to bring a Code of Conduct for Council Appointees to Council for consideration.

CARRIED UNANIMOUSLY

C. IN CAMERA

1. Public Member Committee Applications

Addressed during Item B3.

Minutes approved by: _____

D. ADJOURNMENT

255-2023

Moved by Mayor Krausert that Council adjourn the October 24, 2023 annual organizational meeting at 10:16 a.m.

CARRIED UNANIMOUSLY

Sean Krausert, Mayor

Cheryl Hyde,
Manager, Municipal Clerk's Office

Minutes approved by: _____

Council Appointments 2023-2024

Committee	# required	Krausert	Foubert	Graham	Hilstad	Mah	Marra	McCallum
Internal advisory committees								
1 CAO Performance Review Committee	Mayor + 2							
2 Cultural Advisory Committee	1							
3 Finance Committee	7							
4 Heliport Monitoring Committee	1							
Internal committees required by legislation								
5 Assessment Review Board (ARB)	Up to 3 (certified)							
6 Canmore Planning Commission (CPC)	2							
7 Emergency Advisory Committee (incl. Regional Emergency Cttee)	Mayor + 2							
8 Enforcement Appeal Review Committee	2							
9 Subdivision & Development Appeal Board (SDAB)	1 + Alt						ALT	
10 Weed & Pest Control Appeal Panel	Mayor							
Town of Canmore governs or is a funding partner								
11 Bow Valley Regional Transit Services Commission	2							
12 Bow Valley Waste Management Commission	2 + Alt			ALT				
13 Community Grants Selection Committee	1							
14 Bow Valley Regional Housing (BVRH)	2							
15 Canmore Community Housing (CCH)	4							
16 Canmore Library Board	1							
17 Canmore Mountain Arts Foundation Board	1							
18 Canmore Museum Society	1							
19 Downtown Canmore Business Improvement Area (BIA)	1							
20 Tourism Canmore Kananaskis (TCK)	Mayor or Alt							
External intermunicipal/interagency groups								
21 Biosphere Institute of the Bow Valley	Mayor or Alt							
22 Bow Valley WildSmart	1							
23 Canmore/MD of Bighorn Intermunicipal Committee	Mayor + 1 + Alt							ALT
24 Rocky Mountain Heritage Foundation	Mayor							
25 Southern Alberta Municipal Waste Management Association (SAEWA)	1 + Alt		ALT					



**TOWN OF CANMORE
MINUTES**

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Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, October 24, 2023 at 1:00 p.m.

COUNCIL MEMBERS PRESENT

Sean Krausert	Mayor
Joanna McCallum	Deputy Mayor (departed at 1:04 p.m.)
Jeff Hilstad	Councillor (departed at 1:05 p.m.)
Wade Graham	Councillor
Tanya Foubert	Councillor
Jeff Mah	Councillor
Karen Marra	Councillor (departed at 1:04 p.m.)

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Whitney Smithers	General Manager of Municipal Infrastructure
Scott McKay	General Manager of Municipal Services
Cheryl Hyde	Manager, Municipal Clerk's Office (recorder)
Adam Driedzic	Town Solicitor
Caroline Hedin	Communications Advisor

Mayor Krausert called the October 24, 2023 special meeting to order at 1:00 p.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

1. Land Acknowledgement
2. Agenda for the October 24, 2023 Special Meeting of Council

256-2023

Moved by Mayor Krausert that Council approve the agenda for the October 24, 2023 special meeting as presented.

CARRIED UNANIMOUSLY

B. PUBLIC HEARINGS – none

C. DELEGATIONS – none

D. APPROVAL OF MINUTES – none

E. BUSINESS ARISING FROM THE MINUTES – none

F. UNFINISHED BUSINESS – none

G. BYLAW APPROVAL

Minutes approved by: _____

1. Three Sisters Mountain Village Properties Limited Litigation – Alberta Court of Appeal decision on appeal from the Land and Property Rights Tribunal regarding the Smith Creek and Three Sisters Village Area Structure Plans

Councillor McCallum stated the following before leaving the meeting at 1:04 p.m.:

- I previously declared a potential pecuniary interest under the Municipal Government Act in Council's discussion and decision on appealing the LPRT Decisions to the Court of Appeal due to being named in a legal action in the Court of King's Bench.
- Today's meeting is to implement the LPRT Decisions due to the Court of Appeal's decision.
- The legal action in the Court of King's Bench in which I am named remains open.
- I will be abstaining from any discussion of this matter and leaving the room until any discussion and voting are concluded.

Councillor Marra stated the following before leaving the meeting at 1:04 p.m.:

- I previously declared a potential pecuniary interest under the Municipal Government Act in Council's discussion and decision on appealing the LPRT Decisions to the Court of Appeal due to being named in a legal action in the Court of King's Bench.
- Today's meeting is to implement the LPRT Decisions due to the Court of Appeal's decision.
- The legal action in the Court of King's Bench in which I am named remains open.
- I will be abstaining from any discussion of this matter and leaving the room until any discussion and voting are concluded.

Councillor Hilstad stated the following before leaving the meeting at 1:05 p.m.:

- I previously declared a potential pecuniary interest under the Municipal Government Act in Council's discussion and decision on appealing the LPRT Decisions to the Court of Appeal due to being named in a legal action in the Court of King's Bench.
- Today's meeting is to implement the LPRT Decisions due to the Court of Appeal's decision.
- The legal action in the Court of King's Bench in which I am named remains open.
- I will be abstaining from any discussion of this matter and leaving the room until any discussion and voting are concluded.

The meeting proceed with four members of council in attendance.

257-2023

Moved by Mayor Krausert that Council give first reading to Three Sisters Village Area Structure Plan Bylaw 2021-05.

CARRIED UNANIMOUSLY

Minutes approved by: _____

- 258-2023 Moved by Mayor Krausert that Council give second reading to Three Sisters Village Area Structure Plan Bylaw 2021-05.
CARRIED UNANIMOUSLY
- 259-2023 Moved by Mayor Krausert that Council give leave to go to third reading of to Three Sisters Village Area Structure Plan Bylaw 2021-05.
CARRIED UNANIMOUSLY
- 260-2023 Moved by Mayor Krausert that Council give third reading to Three Sisters Village Area Structure Plan Bylaw 2021-05.
CARRIED UNANIMOUSLY
- 261-2023 Moved by Mayor Krausert that Council give first reading to Smith Creek Area Structure Plan Bylaw 2021-06.
CARRIED UNANIMOUSLY
- 262-2023 Moved by Mayor Krausert that Council give second reading to Smith Creek Area Structure Plan Bylaw 2021-06.
CARRIED UNANIMOUSLY
- 263-2023 Moved by Mayor Krausert that Council give leave to go to third reading of Smith Creek Area Structure Plan Bylaw 2021-06.
CARRIED UNANIMOUSLY
- 264-2023 Moved by Mayor Krausert that Council give third reading to Smith Creek Area Structure Plan Bylaw 2021-06.
CARRIED UNANIMOUSLY
- 265-2023 Moved by Mayor Krausert that Council give first reading to Municipal Development Plan Amendment 2023-34 Three Sisters Village and Smith Creek.
CARRIED UNANIMOUSLY
- 266-2023 Moved by Mayor Krausert that Council give second reading to Municipal Development Plan Amendment 2023-34 Three Sisters Village and Smith Creek.
CARRIED UNANIMOUSLY
- 267-2023 Moved by Mayor Krausert that Council give leave to go to third reading of Municipal Development Plan Amendment 2023-34 Three Sisters Village and Smith Creek.
CARRIED UNANIMOUSLY
- 268-2023 Moved by Mayor Krausert that Council give third reading to Municipal Development Plan Amendment 2023-34 Three Sisters Village and Smith Creek.
CARRIED UNANIMOUSLY

H. NEW BUSINESS – none

I. REPORTS FROM ADMINISTRATION – none

J. NOTICES OF MOTION – none

Minutes approved by: _____

K. IN CAMERA – none

L. ADJOURNMENT

269-2023

Moved by Mayor Krausert that Council adjourn the October 24, 2023 special meeting at 1:42 p.m.

CARRIED UNANIMOUSLY

Sean Krausert, Mayor

Cheryl Hyde,
Manager, Municipal Clerk's Office

Minutes approved by: _____



Request for Decision

DATE OF MEETING: November 7, 2023 **Agenda #:** F-1

TO: Council

SUBJECT: Palliser Trail Area Structure Plan Bylaw 2023-22

SUBMITTED BY: Joshua Cairns, Senior Policy Planner

RECOMMENDATION: That Council give second reading to Palliser Trail Area Structure Plan Bylaw 2023-22.

That Council give third reading to Palliser Trail Area Structure Plan Bylaw 2023-22.

EXECUTIVE SUMMARY

The Palliser Trail Area Structure Plan Bylaw 2023-22 received first reading on September 5, 2023 and was the subject of a public hearing on October 3, 2023. At the close of the public hearing, Council passed a motion to postpone second and third readings and requested administration provide information in response to some of the feedback received from stakeholders. This report summarizes administration's response.

Administration's analysis and recommendation on Palliser Trail Area Structure Plan Bylaw 2023-22 remains unchanged. Please see Attachment 1 for the Request for Decision presented at first reading.

DISCUSSION

Several stakeholders and members of the community spoke or submitted written comments at the public hearing for the Palliser Trail Area Structure Plan (ASP) on October 3, 2023. Council asked administration to provide further information in response to some of the feedback received, including feedback from Canmore Community Housing (CCH) and Bow Valley Builders and Developers Association (BOWDA).

Administration's response is provided below and organized according to general feedback themes.

Plan Preparation & Due Diligence

BOWDA submitted comments related to the preparation of the plan, including concerns about the plan's economic viability, consideration for the operation and maintenance costs of future development, and seeking confirmation that the ASP aligns with other statutory documents for consistency and clarity.

As summarized at first reading, the initial step in the preparation of the Palliser Trail ASP was an assessment of the original plan against current Town bylaws, plans, strategies, commitments, and Council priorities. This work identified inconsistencies that needed to be addressed and opportunities that could be realized as part of the updated Palliser Trail ASP.

Updated policies were subsequently drafted based on the findings of this assessment with their viability confirmed through further research and analysis. Studies were also initiated to understand potential consequences and carry out further due diligence (e.g., Transportation Impact Assessment, Utility and Water Servicing Reviews, etc.). The proposed ASP incorporates the results of these studies as necessary and offers improved consistency with other statutory documents.

Other considerations—such as operations and maintenance costs—were considered in the drafting of policy as appropriate (e.g., the requirement of buildings to achieve the near net zero standard). However, operation and maintenance costs of theoretical future development are not the subject of ASPs; rather, they are considerations for project proponents during land acquisition and development planning. Likewise, while the provision of infrastructure such as sidewalks and utilities are explored as part of the planning process, these items are properly managed through subsequent procedures including subdivision, development permits, capital planning, and off-site levies.

In accordance with standard practice, implementation of the plan may involve amendments to other bylaws or documents to ensure alignment (e.g., Municipal Development Plan, Land Use Bylaw). Similarly, Council may consider amendments to the Palliser Trail ASP in the future as new information, commitments, or standards emerge to ensure continued alignment and to implement evolving Council priorities. This process of implementation aligns with best practice and ensures long-term plans function as living documents with policy that remains current, relevant, and viable.

Language & Requirements

Some comments were made by presenters at the public hearing about the plan's imposition of requirements on the landowners and/or future development partners. It was suggested that the imposition of these requirements through commanding or directive language (e.g., “shall,” “will,” or “must”) provide a level of specificity not suitable for an ASP and that their use may deter future development partners or undermine the viability of the plan. An interest was expressed that this language be revised to more suggestive or aspirational terms (e.g., “should” or “encourage”).

In accordance with Section 633 of the Municipal Government Act, ASPs are statutory plans meant to provide a framework for subsequent subdivision and development of an area of land. In addition to certain items an ASP must address (e.g., proposed land uses), the ASP may also contain any matters as the Council considers necessary.

The Palliser Trail ASP is a unique statutory plan as it deals primarily with land the Town of Canmore directly owns or otherwise has a greater degree of authority over—either through Canmore Community Housing (CCH) or a land reservation agreement with the Province of Alberta. In preparing the Palliser Trail ASP, administration engaged landowners and Town staff, undertook research, and updated studies as necessary to determine appropriate policy for the area and confirm its viability. As a result, directive language (e.g., “shall”) was used in specific instances, such as:

- where the landowners are in support;
- the viability of a requirement is known;
- the requirement aligns with an existing plan, strategy, bylaw, or Council direction;
- the requirement aligns with standard practice (e.g., building siting for views or solar exposure); and/or

- where the Town would be unwilling to accept a less satisfactory alternative (e.g., providing a landscaped buffer to shield from the highway and improve the livability of the residential areas versus no landscaped buffer).

In other instances, considerable flexibility is provided by the plan, such as the projected number of units, the ability to target varying levels of the housing and income spectrum, and the consideration of other uses in residential areas, so long as the housing targets can still be met.

Please note that the presenters also suggested the Palliser Trail ASP should, conversely, provide an even greater level of detail and specificity, such as providing costing estimates for sidewalks and specifying the developers' share of such costs. However, as previously discussed, these items are dealt with through subsequent procedures that occur during plan implementation and more detailed phases of planning. This feedback does, however, demonstrate the challenge of preparing area plans and the need to strike a balance between direction and flexibility.

Given the unique context of the Palliser Trail ASP and the robust manner in which the plan was prepared, it is Administration's firm opinion that the plan strikes an appropriate balance of direction and flexibility, that requirements are reasonable and attainable, and that any changes to language would jeopardize the integrity of the plan over the build out of the Palliser Trail area.

Sustainability & Environment

In 2018, Council approved the Climate Action Plan which committed the Town to reducing community and corporate greenhouse gas emissions by 80% by 2050 in alignment with federal emission targets. As buildings are the largest contributor to local greenhouse gas emissions, the Climate Action Plan directed that all new Town facilities and buildings, including affordable housing, be built to near net zero and to consider regulating solar and electric vehicle (EV) readiness in all new construction. These requirements, necessary to achieve the 80% emission reduction target, are common in municipal climate action plans across the country. The commitments in the Climate Action Plan have been reaffirmed over time, both through the 2019 Council Declaration of a State of Climate Emergency, as well as Council's Strategic Plan.

In preparing the Palliser Trail ASP, a review was conducted that determined the suitability of incorporating the Climate Action Plan strategies into the Palliser Trail ASP's policies. Accordingly, Policy 4.3.1 of the plan requires all municipal and non-market affordable housing developments to achieve near net zero emissions (defined in the ASP as "Tier 4" of the National Energy Code for Buildings) or a similar green building standard and be constructed to be solar and EV ready. This policy item was the subject of public hearing feedback from BOWDA, who argued that sustainability or environmental goals should be encouraged or incentivized but not mandated by the Palliser Trail ASP. It was argued this change would help attract potential development partners and support economic viability of development projects.

Policy 4.3.1 offers several benefits that support Council’s Strategic Plan and community priorities, including:

- An emphasis on insulation and an improved building envelope, resulting in units that are more livable, quiet, and comfortable;
- Improved resiliency during extreme weather events, including temperature regulation and indoor air quality;
- Reduced ongoing costs due to lower energy requirements for heating and cooling, thereby supporting the overall affordability of residential units for the residents themselves;
- Greater equity, by providing higher-quality housing to low- and moderate-income households;
- Access to funding opportunities for sustainably built affordable housing via the Federation of Canadian Municipalities;
- Potential for future adaptation to “net zero” while providing flexibility in the interim, if implementing additional technologies for “net zero” are currently cost prohibitive; and,
- Allows the Town to exercise discretion and accept an alternative high green building standard that responds to the unique circumstances of each development.

A well-insulated, highly efficient building envelope is the foundation for a building constructed to Tier 4 of the National Energy Code for Buildings, which aims to reduce the ongoing energy demand by 60%, compared to a status quo building. This can only be effectively achieved at the time of construction. Trying to retrofit a building envelope after construction is costly, less effective, and disruptive. Commitment to near net zero/Tier 4 at the outset of a building project ensures that energy reduction is integral in the design process. This enables more cost efficiencies to be identified, compared to incorporating energy efficiency as an after thought or a ‘nice to have’ in the later stages of design. Near net zero buildings have been demonstrated to strike the balance of minimal added costs to construction while providing significant benefits as listed above. For this reason, municipalities and non-profit developers across North America have been successfully constructing near net zero buildings for some time. The Town of Banff, as a local comparison, requires all new Town buildings, including affordable housing, to either achieve full net zero performance or achieve net zero in the future with only minor upgrades (i.e., near net zero). A similar standard was applied to the design of Canmore’s new fire hall in the Palliser Trail area, which achieves zero carbon standards and is net zero energy ready.

Current estimates, based on both modelled costing and real-world examples, show that constructing a building to near net zero, relative to the current standard (Tier 1), can add only 2-5% to the cost of construction, while offering significant reductions in the ongoing operational costs of the building - resulting in a positive financial return once life cycle costs are considered. While private developers constructing and selling market condominiums may express concern about potential impacts such a requirement may have on profit margins and project viability, it is imperative that new non-market units are designed to maximize both immediate *and* long-term affordability while also ensuring the livability of these units - objectives that the near net zero requirement effectively addresses.

It should be noted that the federal government is planning for all new buildings to be built to Tier 4 of the new code by 2030. This presents Council with a narrow window of opportunity to demonstrate leadership and a commitment to its climate goals with Town- and CCH-owned land.

Density & Heights

BOWDA submitted comments questioning the need for specific height or density limits in the Palliser Trail ASP due to the current housing crisis. As the primary purpose of ASPs is to provide a framework for future subdivision and development, it is imperative that they provide clarity regarding future land uses, forms of development, and anticipated densities and/or units. Such clarity supports transparency with the community, the efficient provision of infrastructure, and ensures future development is consistent with other Town bylaws, documents, and priorities as previously noted.

The maximum heights proposed in the plan are deemed appropriate by administration considering the area's context, feedback from the community and stakeholders in preparing the plan, the state of the housing crisis, alignment with established housing targets, and urban design objectives to ensure the Palliser Trail area is livable, affordable, and sustainable.

Although maximum building heights are established in the Palliser Trail ASP for the reasons noted above, the plan does align with BOWDA's feedback by introducing lower and upper estimates for the number of units and labelling these estimates as projections rather than limits. It is possible that future development of a sub-area may vary from the listed unit projections despite aligning with the maximum building heights. This variance can be attributed to a number of variables that are more appropriately defined at time of land use designation, subdivision, or development permit, including: average unit sizes; the distribution of studio, one-, two-, and three-bedroom units; building massing and setbacks; the location and extent of Municipal Reserve; the location and scale of the transportation network; the provision of parking, amenities, and open space; and the siting and design of buildings. As such, while the unit projections are designed to be as accurate as reasonably possible for a long-range planning document such as an ASP, some level of flexibility is warranted in this matter and has been incorporated as appropriate.

In summary, administration appreciates both the written and verbal feedback received from stakeholders and the community at the public hearing. Feedback from a broad range of participants can help ensure the plan is more inclusive, equitable, beneficial, and attainable. The feedback received at the public hearing reflects common themes that are often heard through the preparation of plans that regulate development and has been fully considered by administration in a final review of the proposed Palliser Trail ASP. It is administration's opinion that no new information has been shared that materially affects or requires amendments to the plan. Accordingly, administration's recommendation remains that Council give second and third readings to the Palliser Trail Area Structure Plan Bylaw 2023-22.

ATTACHMENTS

- 1) RFD and attachments from September 5, 2023 council meeting.

AUTHORIZATION

Submitted by: Joshua Cairns
Senior Policy Planner Date: October 10, 2023

Approved by: Lauren Miller
Manager of Planning Date: October 13, 2023

Approved by: Whitney Smithers
General Manager of Municipal Infrastructure Date: October 19, 2023

Approved by: Sally Caudill
Chief Administrative Officer Date: October 30, 2023



Request for Decision

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

TO: Council

SUBJECT: Palliser Trail Area Structure Plan Bylaw 2023-22

SUBMITTED BY: Joshua Cairns, Senior Policy Planner

RECOMMENDATION: That Council give first reading to Palliser Trail Area Structure Plan Bylaw 2023-22 and schedule a public hearing for October 3, 2023.

EXECUTIVE SUMMARY

An expedited review of the Palliser Trail Area Structure Plan (ASP) was launched in late 2022 for the purpose of updating the plan to ensure it addresses current and emerging community needs. The expedited review resulted in an updated Palliser Trail ASP (Attachment 1), which includes a new land use concept, public realm and transportation network, and supporting policy relating to urban design, housing, green development, environment, ecology, open spaces, and recreation. The updated Palliser Trail ASP is in stronger alignment with the Town's various plans, strategies, Council Strategic Plan, and Municipal Development Plan (MDP). Administration is recommending that Council give first reading to Bylaw 2023-22 and set a public hearing date for October 3, 2023.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

In the year 2000, Council adopted the Palliser Trail ASP (Bylaw 34-99). The Palliser Trail ASP is the statutory plan that provides a high-level framework to guide growth and change in the Palliser Trail area.

The expedited review and update of the ASP was informed by Council-adopted strategies and bylaws, including the MDP, Integrated Transportation Plan (ITP), Integrated Parking Management Plan (IPMP), Climate Action Plan, Comprehensive Housing Action Plan, Open Space and Trails Plan, Recreation Master Plan, and Council Strategic Plan (2023-2026).

DISCUSSION

In the year 2000, Council adopted the Palliser Trail ASP (Bylaw 34-99) – a high-level framework to guide growth and change in the Palliser Trail area. The ASP covers an area situated between the Lower Silvertip Wildlife Corridor and the Trans-Canada Highway, consisting of a collection of parcels owned by the Province of Alberta, Canmore Community Housing (CCH), and the Town of Canmore (Figure 1). The ASP was prepared by Southwell Trapp & Associates on behalf of the Alberta Social Housing Corporation and envisioned a mix of highway-oriented tourism and commercial uses with consideration for other uses such as employee housing.

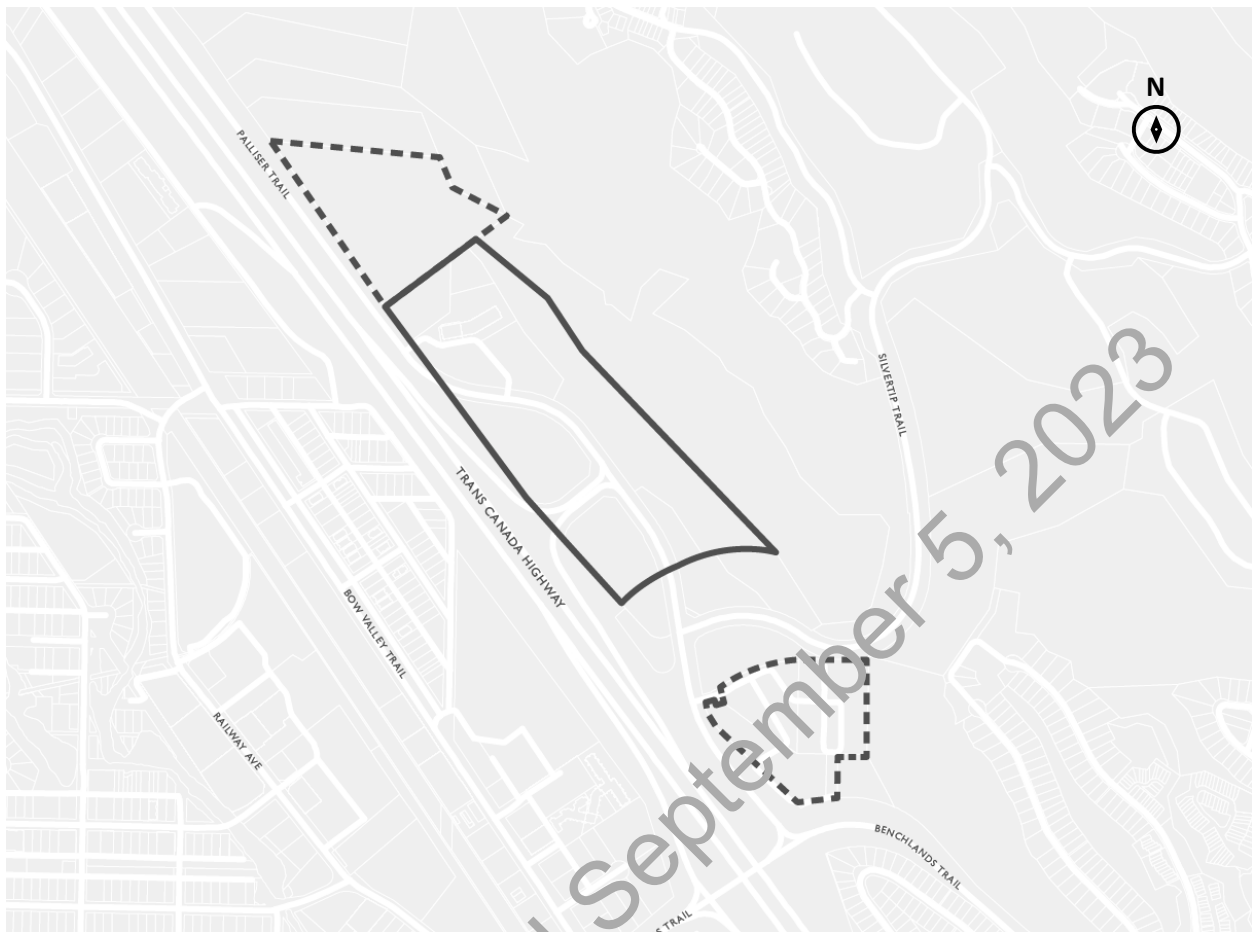


Figure 1: Map showing the original Palliser Trail ASP (2000) boundary (solid line) and the additions as part of the update (dashed line).

In late 2022 in response to the worsening housing crisis, administration began an expedited review of the Palliser Trail ASP to ensure the plan remains relevant in today's context and that future development on remaining undeveloped land will align with Council priorities and objectives. Stakeholder engagement, research, and analysis – including a review of the original ASP, the MDP, current Town strategies, and the Council Strategic Plan – identified four key goals that would inform potential updates to the plan:

1. Prioritizing diverse, affordable, and attainable housing;
2. Encouraging a complete, mixed-use, and walkable neighborhood;
3. Creating new opportunities on Town of Canmore and CCH lands; and
4. Aligning the plan with current community priorities.

Several key policy updates, including new concepts for land use, transportation, and the public realm, were prepared to address gaps in the original ASP and to align the plan with the four goals. In March 2023, administration undertook a three-week community engagement period to seek input and feedback on the key updates being considered. The feedback was analyzed and grouped into corresponding themes, which were used to inform the drafting of the updated plan. At the August 15, 2023 regular council meeting, administration provided a briefing on the draft plan including its alignment with the four key goals and a detailed summary of what we heard through engagement.

The updated Palliser Trail ASP (attachment 1, if approved) replaces the previous ASP adopted by Council in the year 2000 with a revised vision, objectives, and collection of policies that closely align with the Town's current goals and strategies and present an opportunity to meaningfully respond to the worsening housing crisis.

The key components of the updated plan are summarized below.

Land Use Concept

This plan introduces a land use concept that will support the creation of a compact and complete community, offering residents access to their daily needs within short walking distance. The character of the area will be defined by its variety of building types, housing options, land uses, and open spaces – each helping foster a diverse, inclusive, and more equitable community.

The proposed Mixed-Use Areas will serve as the heart of the neighbourhood, providing significant opportunity for local-serving commercial and job space in mixed-use buildings with affordable and attainable housing options located on the upper floors.

The adjacent Residential Areas will provide a mix of housing options, ranging from ground-oriented forms such as townhouses to low- and mid-rise apartment buildings. Building forms will be distributed throughout the plan's sub-areas to avoid the concentration of any single housing option and to provide visual intrigue and a sense of openness for visitors and residents. Building heights will peak at 6 storeys near the centre of the plan's area – ensuring more residents are able to walk to and easily access the shops and services of the Mixed-Use Areas. Away from the centre in the Residential Areas, building heights will be limited to 3 to 5 storeys with localized variations in support of urban design objectives, including sunlight exposure and the creation and preservation of views.

Housing

The MDP targets 20% of new housing to be “residential growth as non-market affordable housing” and encouraged in “a wide range of affordable housing types, tenures and densities” [and] “integrated and distributed throughout Canmore's neighbourhoods” (sections 5.1 and 5.2).

The updated Palliser Trail ASP will enable the creation of up to 1,300 units provided across the housing spectrum with an emphasis on affordable rental and affordable ownership opportunities in townhouse and low- and mid-rise building forms.

A new housing target will ensure at least 75% of all units will be affordable, non-market housing where purchase or rental prices are secured long-term at below-market values. This target reflects the most ambitious housing policy the Town has developed to date and significantly exceeds the MDP's target of 20%. Further, the 75% target reflects a minimum and may be exceeded. The affordable, non-market units will be distributed throughout the plan area and be designed to an architectural and material standard indistinguishable from market units in effort to support diversity, equity, and inclusion in this part of Canmore.

The significant additions the Palliser Trail ASP will make to Canmore's housing stock were informed by and align with the targets identified in the Bow Valley Region Housing Needs Assessment (2019).

Parks and Open Space

An important component of the updated plan is the addition of a public realm network that articulates a clear, coherent vision for a collection of parks and open spaces distributed throughout the Palliser Trail area. New opportunities for playgrounds, plazas, and the creation of a centrally located off-leash dog park have been identified and embedded in policy. These new open spaces will be connected and accessed through a network of trails, pathways, and roadways designed to reflect the unique character and sense of place that will come to define the area.

Further additions to the open space network will be made through Municipal Reserve dedicated at the time of subdivision. In addition to public spaces, the plan supports the provision of privately owned open spaces, acknowledging the important role that privately maintained spaces accessible to the public (e.g., plazas or pedestrian connections between new developments) can play in supporting a vibrant public realm.

The public realm network and supporting policies were prepared to align with the MDP and Open Space and Trails Plan. Implementation will be further informed by these strategies to ensure an effective contribution to the Town's goals for these types of spaces.

Transportation and Mobility

In alignment with the ITP, a multi-modal transportation and mobility network will provide linkages between future development areas and the rest of Canmore while providing more affordable options for residents to travel. New roadways will be provided with walking and cycling facilities (depending on the street classification), while pathways will offer desirable pedestrian routes that connect with the broader trail system. A new grade-separated crossing of the Trans-Canada Highway will provide residents with an efficient and safe way to access destinations west of Palliser Trail. These additions to the transportation and mobility network will be complemented by the expansion of transit service to the Palliser Trail area – providing an affordable option for travel within Canmore, while reducing congestion on roadways for those that need or choose to use a vehicle.

To help mitigate future challenges with congestion and vehicle use, a Transportation Impact Assessment and Parking Opportunities Assessment was completed to test the functionality of the improvements and ensure alignment with the intended modal split targets outlined within the ITP. These assessments validated the proposed network as well as the need for innovative parking policies to meet demand and Town objectives around affordability, livability, and climate action. As a result, the updated plan introduces a modernized approach to parking management that will require a district-scale approach to planning the supply of parking stalls, the sharing of stalls between multiple land uses or buildings, unbundling the purchase or rental of stalls from residential units, and the removal of mandated parking minimums. These parking policies align with the IPMP and will support the efficient supply and distribution of parking, as well as deeper levels of affordability for residents and additional open space for the public realm.

All improvements to the transportation and mobility network will be constructed to the standards outlined in the Engineering Design and Construction Guidelines (EDCG).

Environment, Ecology, and Green Development

The updated Palliser Trail ASP introduces new development policy to support environmentally sensitive development that reduces impacts on natural resources, minimizes ecological impacts, and supports the goals of the Environmental Sustainability Action Plan and Climate Action Plan.

New municipal and non-market affordable housing will be designed to achieve standards that significantly exceed those mandated by the Province, including a near net-zero emissions or similar standard incorporating combined heat and power or district energy systems, as well as solar- and EV-ready infrastructure – thereby implementing the recommendations of the Climate Action Plan.

Given the area's adjacency to the Lower Silvertip Wildlife Corridor, the updated plan incorporates new wildlife protections that implement the recommendations of the Bow Corridor Ecosystem Advisory Group and the draft Long-term Management Plan for the Lower Silvertip Wildlife Corridor. Notable changes from the original Palliser Trail ASP includes an increased building setback of 20 m to the wildlife corridor and an expansion of the area that is protected from future development (to be achieved through future subdivision).

Utilities & Servicing

All development will need to comply with such Town documents as the Land Use Bylaw (LUB), the EDCG, and any applicable provincial policy. New policies encourage best practices that exceed status quo, including the use of Low Impact Development strategies and the application of an Integrated Water Management Approach to site design. These strategies will support the sustainable management of water resources and seek to integrate green infrastructure in the public realm to manage stormwater runoff.

There are no concerns with the ability to achieve efficient delivery of water and utilities, or the ability to effectively move stormwater and wastewater to treatment systems for development in the plan area.

Implementation

The ASP introduces an implementation framework that includes the anticipated phasing of development. Full build out of the area is anticipated to occur within the next 10 to 20 years through phased development and the provision of infrastructure and services. All development will be required to comply with the provisions of other Town documents, including the LUB and EDCG. Risks associated with steep creeks and wildfires will be mitigated to a risk level that is acceptable for development and in accordance with Town policy and guidelines.

Amendments to bylaws, including the LUB, will be required to support future developments and will occur in a subsequent process following adoption of this ASP.

FINANCIAL IMPACTS

Although there are no immediate financial implications for the Town of Canmore to approve this ASP, implementation will include costs associated with infrastructure development, transportation improvements, public realm enhancements, and affordable housing initiatives. The incremental costs associated with these items will be recovered, in part, through off-site levies and sales. Additional funding opportunities, such as grants and contributions from senior levels of government, will be sought as necessary.

STAKEHOLDER ENGAGEMENT

Public engagement served as a critical input that helped shape the updated plan. Broad public engagement was conducted from March 13 - 31, 2023, with a mix of online and in-person opportunities to support accessibility and participation. The purpose of the engagement was to understand community perspectives on proposed key updates to the ASP so that the updated plan would better reflect community priorities and visions for the foreseeable future.

Online Component:

- 1,122 participants were “aware” (visited at least one page) of the project.
- 514 participants were “informed” (interacted with the project site).
- 199 submissions to the online survey were received.

In-person Opportunities:

- Two pop-up events and one open house were held, with approximately 90 people attending in total.

The public engagement period was in addition to engagement with key stakeholders that occurred throughout the planning process. Several collaborative meetings were held with CCH during the exploration, development, and refinement of policy to garner support and ensure the vision and directions of the ASP are aligned and achievable. Further engagement and communication will occur as appropriate during the implementation phase to ensure successful plan execution.

ATTACHMENTS

- 1) Palliser Trail Area Structure Plan Bylaw 2023-22

Authorization

Submitted by:	Joshua Cairns Senior Policy Planner	Date:	<u>August 1, 2023</u>
Approved by:	Lauren Miller Manager of Planning and Development	Date:	<u>August 15, 2023</u>
Approved by:	Whitney Smithers General Manager of Infrastructure	Date:	<u>August 18, 2023</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>August 28, 2023</u>



BYLAW 2023-22

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
ADOPT THE PALLISER TRAIL AREA STRUCTURE 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 Palliser Trail Area Structure Plan Bylaw.

PROVISIONS

- 2 The Palliser Trail Area Structure Plan as set out in Schedule A 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 Bylaw 34-99 is repealed.
- 6 This bylaw comes into force on the date it is passed.

FIRST READING:

PUBLIC HEARING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date

Bylaw approved by: _____



RFD Submitted September 5, 2023

PALLISER TRAIL

AREA STRUCTURE PLAN

September 2023

Publishing information

Title

Palliser Trail Area Structure Plan
Bylaw 2023-22

Author

Town of Canmore

Note

The original Palliser Trail Area Structure Plan was prepared by Southwell Trapp and Associates on behalf of the Alberta Social Housing Corporation and was adopted by Council in the year 2000. The Town of Canmore initiated a review and update of the plan in 2022. This document supersedes the original plan.

RFD Submitted September 5, 2023

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01

ADMINISTRATION

This section provides an overview of administrative components of the plan, including its purpose, authority, timeframe, interpretation, procedures for amendment, and public participation.

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1.1 Purpose

The purpose of the Palliser Trail Area Structure Plan (ASP) is to provide a framework to guide subdivision and development in the Palliser Trail area that results in a vibrant, complete neighbourhood with a mix of land uses, housing choices, and connected public spaces.

To accomplish this purpose, the plan establishes a future vision supported by an overall land use concept, policies, and implementation plan.

The Palliser Trail ASP was adopted by the Town of Canmore in the year 2000 and subsequently replaced in 2023 to provide an updated land use concept and policies that align with current community priorities.

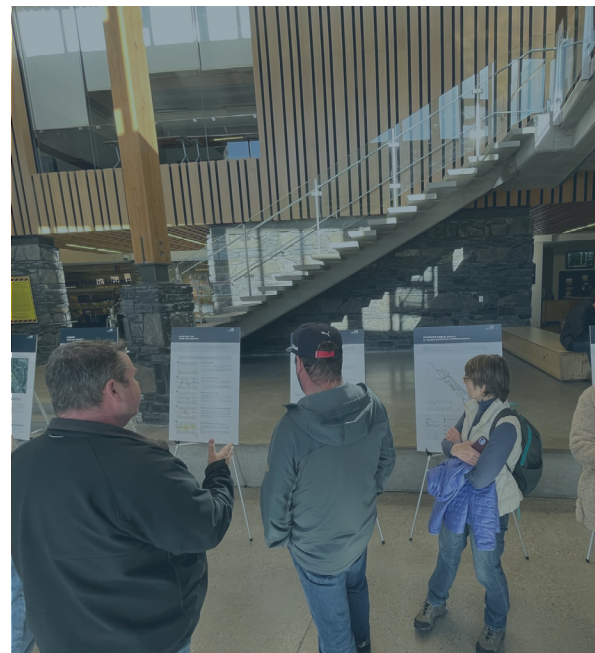
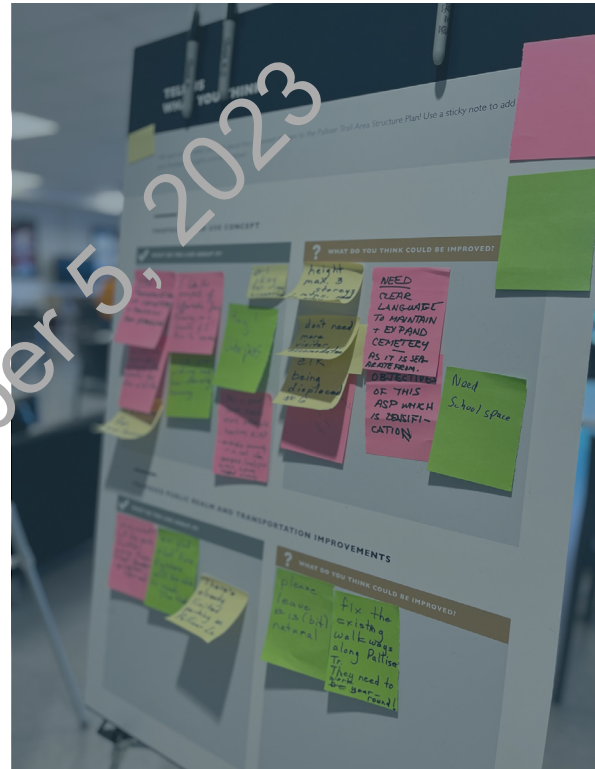
1.2 Authority

The plan is prepared in accordance with the provisions of the Municipal Government Act (MGA) and policy requirements established in the Town of Canmore's Municipal Development Plan (MDP) Bylaw 2016-03. The MDP indicates that prior to any land use redesignation an ASP shall be approved by Council.

1.3 Public Participation

The updated Palliser Trail ASP (2023) was prepared with input from Council, administration, stakeholders, and the community.

In March 2023, administration engaged the community through two pop-up engagement sessions, an open house event, an online survey, and an online interactive question tool. Nearly 300 members of the community participated in these engagement efforts and took the time to share their thoughts on the proposed updates that were being considered in the updated ASP. Feedback was reviewed in April 2023 and was used to inform the final drafting of the updated plan.



1.4 Timeframe

The developable parcels identified in this plan are anticipated to be constructed over the next 10 to 20 years. Anticipated phasing of development is provided in Section 6.2.

1.5 Limitations

ASPs are long-term plans that provide a high-level vision and supporting policies for a particular area. The policies within this plan should not be interpreted as an explicit approval for a use on a specific site. Detailed site conditions will be assessed on a case-by-case basis as part of subdivision, land use redesignation, or Development Permit.

1.6 Amendments

As full build out of the area is anticipated to take up to 20 years, it is acknowledged that amendments to the ASP may be required to respond to changing conditions, circumstances, and priorities.

Amendments that fundamentally alter the purpose and intent of the ASP must be approved by bylaw in accordance with the MGA.

Depending on the nature of the amendment, supporting information considered necessary by the Approving Authority to evaluate the amendment may be required.

1.7 Interpretation

All maps and graphics are for supplemental information. Locations of boundaries, symbols, or other identifying markers should be considered approximate unless explicitly stated otherwise.

Policy has been articulated to an extent deemed suitable for an ASP and in relation to the Palliser Trail area. Where necessary, a reasonable interpretation of policy should be made with consideration for the plan's vision, goals, policies, Town bylaws and strategies. For convenience, terms that are defined in the glossary

(Appendix A.1) are underlined the first time they appear on a page in body text.

Policy is considered mandatory. Where words such as "should", "may", or "encourage" are used, the policy must still be considered mandatory, except in circumstances where the Approving Authority deems such a requirement is unreasonable, irrelevant, or where alternatives may be deemed as satisfactory.

Requirements may be deferred to a future stage in the approvals process if deemed appropriate by the Approving Authority.

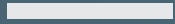
The Approving Authority shall have discretion over the application or interpretation of policy within this plan.

1.8 Supporting Documents

The updates to this plan were informed by the Town's MDP, policies, strategies, and bylaws in place at the time of drafting this document, as well as the following studies and reports:

- **Transportation Impact Assessment Update (2023)**
WSP Canada Inc.
- **Parking Assessment (2023)**
Victoria Transport Policy Institute
- **Stormwater Feasibility Review (2023)**
WSP Canada Inc.
- **Utility Assessment for Palliser Trail (2023)**
CIMA+
- **Canmore Retail Gap Analysis and Light Industrial & Commercial Land Review (2023)**
Deloitte LLP, Fowler Bauild & Mitchell Ltd.
- **Long-term Management Plan for the Lower Silvertip Wildlife Corridor (2023)**
Stormy Lake Consulting
- **Lower Silvertip Wildlife Corridor Study (2020)**
Management and Solutions in Environmental Science
- **Wildlife Corridor and Habitat Patch Guidelines (2012)**
Bow Corridor Ecosystem Advisory Group (BCEAG)

02



CONTEXT

This section provides relevant context and background information to create an improved understanding of the Palliser Trail area and the plan's vision for how it will evolve over time.

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2.1 Location

The Palliser Trail area is located in the northern portion of Canmore, bordered by Silvertip Resort and the Lower Silvertip Wildlife Corridor to the east and the Trans Canada Highway (Highway 1) to the west. It is uniquely situated on the doorstep to Banff National Park and the UNESCO Rocky Mountain World Heritage Site.

The overall ASP area is comprised of approximately 23 hectares (57 acres) of land owned by Canmore Community Housing, the Town of Canmore, and the Province of Alberta.

Map 1 provides an overview of the general Palliser Trail ASP area. Adjacent policy areas are provided in Map 2.

Maps on the following pages are for illustrative purposes only. Boundaries are approximate.





BOW VALLEY
PROV. Submitted September 5, 2023
PARK

UPPER SILVERTIP
WILDLIFE CORRIDOR



SILVERTIP
RESORT

LOWER SILVERTIP
WILDLIFE CORRIDOR

TRANS CANADA HIGHWAY

CALMOKE
GENERAL
HOSPITAL

DOWNTOWN

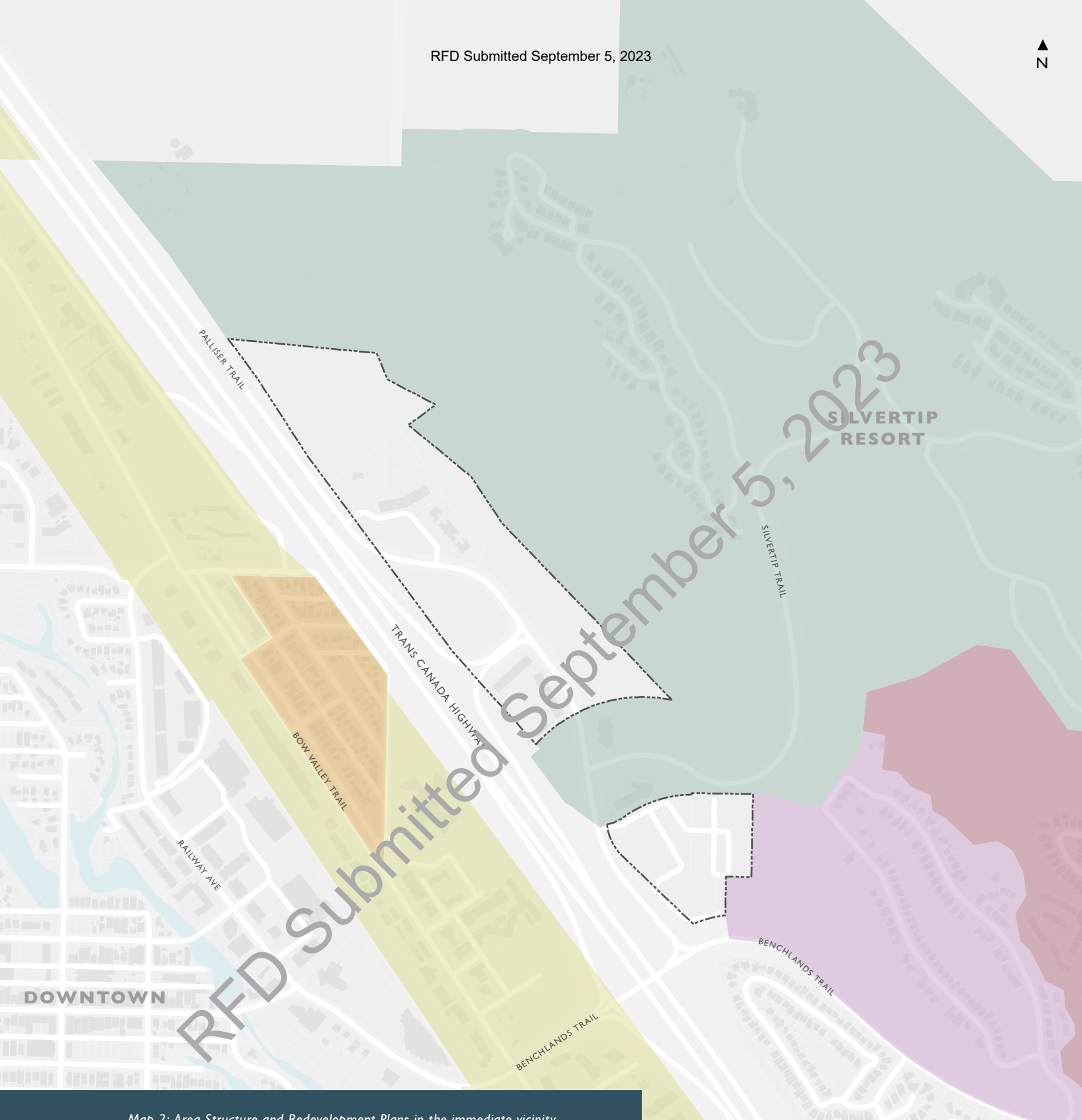
Map 1: Location of the Palliser Trail ASP area and notable features or destinations

LEGEND

- Wildlife Corridor¹
- Bow Valley Provincial Park boundary
- Palliser Trail ASP boundary

— Elevation contours (5 m)

¹ This plan defines the extent of the Lower Silvertip Wildlife Corridor in accordance with the boundaries approved in the Silvertip Area Structure Plan (2007).



Map 2: Area Structure and Redevelopment Plans in the immediate vicinity

LEGEND

- Silvertip ASP
- Eagle Terrace ASP
- Upper Benchlands ASP
- Teepee Town ARP
- Bow Valley Trail ARP
- Palliser Trail ASP

2.2 Background

In the year 2000, Council adopted an ASP for the Palliser Trail area that was prepared by Southwell Trapp & Associates on behalf of the Alberta Social Housing Corporation. The ASP provided a high-level vision for the area and envisioned a mix of highway-oriented commercial and tourism uses.

Over the following two decades, three parcels were developed with residential buildings and a new firehall was constructed in the area.

In 2022, the Town initiated a review of the ASP to ensure future development on remaining parcels would align with current community priorities. The

plan area was expanded to incorporate adjacent Town of Canmore and Canmore Community Housing parcels, and new policy direction was informed by four key goals (Figure 1). A summary of key policy changes is provided in Appendix A.I.

Figure 1: Four key goals that informed policy changes as part of the Palliser Trail ASP update



2.3 Vision

“*The Palliser Trail area will become a vibrant mixed-use neighbourhood with a diverse population, accessible housing opportunities, and spaces for local business. It will be defined by its network of attractive public spaces and will demonstrate a commitment to walkability, environmentally sensitive design, and fostering a sense of connection to the surrounding natural environment.*”

2.4 Goals

The primary goal of the Palliser Trail ASP is to create a complete, compact and sustainable neighbourhood that provides places for people to live across the housing spectrum.

Mixed-use areas will form the heart of the neighbourhood and provide opportunities for social interaction. Cafes, restaurants, markets, offices, and other commercial uses will provide residents with walking access to their daily needs and foster a sense of place.

Adjacent residential areas will be defined by their inclusivity and provide homes for residents at varying income levels, backgrounds, and needs. Non-market units will be indistinguishable from market units, and will be integrated throughout the Palliser Trail area—whether in townhouses, low-rise apartment buildings, or other building forms. These areas will be highly livable, utilizing various strategies to reduce the visual and noise impacts of the Trans-Canada Highway.

People will be able to move easily within the neighbourhood—whether along sanctioned trails, illuminated pathways, or complete streets—and enjoy a network of attractive open spaces that offer views of the mountains and the rest of Canmore.

2.5 Objectives

- 1 Create a framework for the orderly planning, subdivision, and development of the area.
- 2 Clearly identify developable and non-developable lands and minimize the environmental impact of any future development.
- 3 Create an attractive residential and commercial development area that implements the goals and objectives of the MDP and provides attainable homes for residents.
- 4 Provide clear policy direction while allowing flexibility for uses and forms of development that can respond to changing market conditions and community needs.
- 5 Ensure development and utility servicing is planned and constructed in a logical phased sequence.
- 6 Preserve the integrity of adjacent land uses and wildlife corridors.
- 7 Incorporate visual components—including views, architecture, and landscaping—into the overall planning and development of the area.

03

LAND USE CONCEPT

The land use concept provides the overall neighbourhood structure for future change in the area, identifying the desired mix of uses, maximum building heights, and supporting infrastructure and public realm improvements.

RFD Submitted September 5, 2023

Figure 2: Five guiding principles that, layered upon one another, informed the land use concept.

3.1 Overview

The land use concept supports the vision, goals, and objectives of the plan. It envisions a centrally located mixed-use area that will form the heart of the neighbourhood, complemented by residential areas that provide a range of housing options capable of supporting a diverse community.

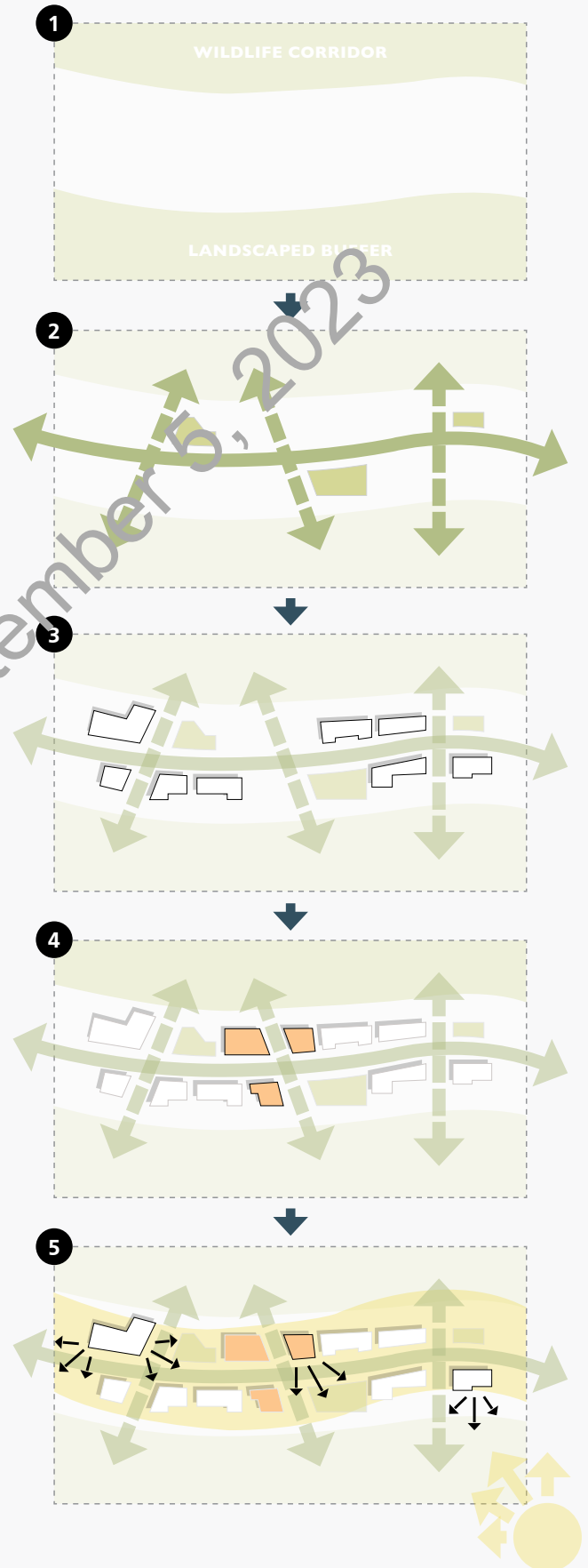
The distribution of land uses and density was informed by several guiding principles (illustrated in Figure 2) that seek to ensure that future development supports a healthy environment, the protection of wildlife, and the well-being of its residents:

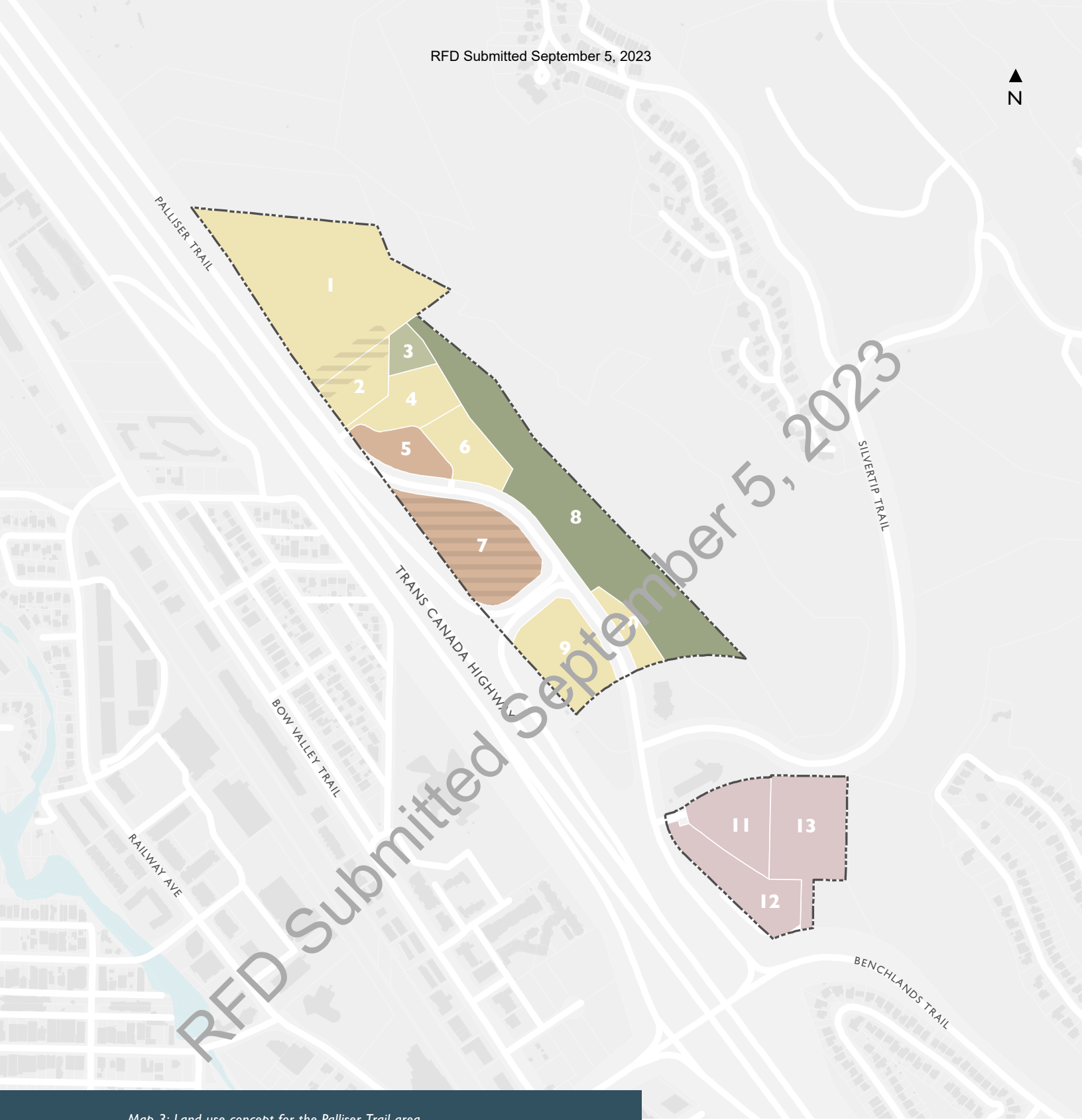
1. Work with and respect nature
2. Connect people and places
3. Provide homes for residents
4. Create a walkable, mixed-use neighbourhood
5. Maximize views and access to sunlight

The land use concept categorizes parcels into different land use areas (Map 3), supported by several key transportation and public realm improvements (Map 4). Descriptions of each area and relevant land use policy are provided in Sections 3.2 to 3.4. Additional development policy is in Chapter 4.

The land use concept was designed to provide clear direction regarding anticipated land uses and building heights while also allowing for flexibility to respond to changing market conditions, provide public benefits, and achieve an enhanced urban design and public realm.

Locations shown on the following maps are approximate and may be refined through further planning, design, and future development.





Map 3: Land use concept for the Palliser Trail area


Numbers identify sub-areas referenced in this plan.

LEGEND

 Residential (3 to 5 storeys)

 Residential (up to 6 storeys)

 Mixed-use (3 to 5 storeys)

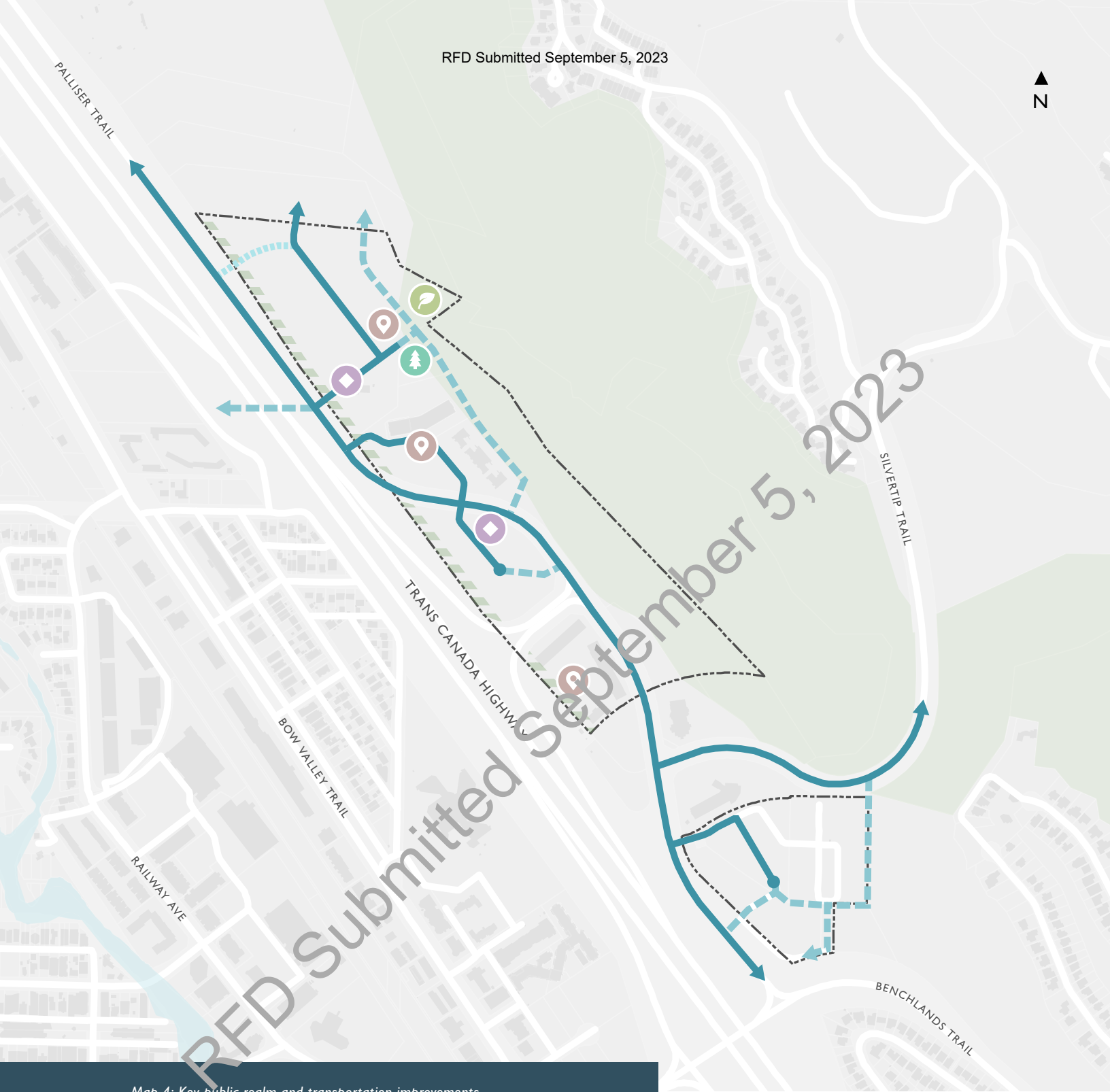
 Mixed use (up to 6 storeys)

 Civic uses (up to 6 storeys)

 Conservation of Wildlands (Wildlife Corridor)

 Park

 Palliser Trail ASP boundary



Map 4: Key public realm and transportation improvements

LEGEND

- Roadway with walking, cycling, and transit facilities (based on street classification)
- Pathway (walking and cycling connection)
- Secondary access for emergency/transit (pending timing of adjacent development)

- Plaza
- Open space opportunity
- Park space
- Expansion of protected wildlife corridor area
- Landscaped buffer

Lower Silvertip Wildlife Corridor

Palliser Trail ASP boundary

November 7, 2023 Regular Council Meeting 9 a.m.

3.2 Residential Areas

The residential areas will provide high-quality, safe, and accessible housing options that offer a variety of housing types, sizes, and tenures to meet the needs of individuals and families across a range of incomes. The goal is to create a diverse and inclusive neighbourhood that fosters a sense of community and promotes the health and well-being of its residents.

Applicable sub-areas:



Policy

1. Residential areas will generally be accommodated as shown on Map 3.
2. Maximum building heights will be within the height ranges specified on Map 3.
3. All developments should generally align with the projections described in Section 3.5.
4. Residential will be the predominant use throughout the residential areas.
5. Commercial uses will be supported throughout the residential areas to provide flexibility, respond to community needs, and changing market conditions.
6. Low-impact civic uses that will not negatively impact the public realm or wildlife corridor may be considered in sub-area 10.
7. Other uses may be considered by the Approving Authority in limited locations so long as:
 - a) the minimum projections for residential units specified in Section 3.5 can be achieved; and,
 - b) the proposed uses are compatible with residential development and would not significantly compromise the livability of residential units.
8. A range of dwelling types must be provided throughout the residential areas to provide a balance between lower and higher density forms, such as townhomes and apartments.
9. The placement of lower and higher density forms within each sub-area must be informed by topography, solar access, views, proximity to transit, potential adjacency impacts, and the policies in Section 4.1.
10. A Conceptual Scheme will be required for sub-area 1:
 - a) prior to land use designation or subdivision; and,
 - b) will be prepared in accordance with the MDP and will include anticipated building envelopes, building orientation, use of existing treed areas within proposed parcels, view potential of future developments, parking, and landscaping design.

3.3 Mixed-Use Areas

The mixed-use areas will become an important gathering point for local residents, supporting the creation of a complete neighbourhood that provides access to significant commercial space, a mix of market and non-market affordable housing, a vibrant public realm, and public amenities—all within short walking distance.

Applicable sub-areas:



Policy

1. Mixed-use areas will generally be accommodated as shown on Map 3.
2. Maximum building heights will be within the height ranges specified on Map 3.
3. All developments should generally align with the projections described in Section 3.5.
4. A mix of commercial uses must be provided on a majority of the lower levels of mixed-use buildings with residential or other compatible uses located above.
5. A variety of commercial uses are desired. This could include retail, grocery, food and beverage, personal service, arts and entertainment, office, not-for-profit space, and/or institutional uses.
6. Where appropriate, commercial uses are encouraged on the second floor to further activate the public realm and provide additional opportunities for patio space and outdoor seating.
7. The use of patios, outdoor seating areas, and plazas are encouraged and should be designed for year-round use.
8. Developments exposed to the Trans-Canada Highway shall implement measures to ensure the livability of residential units, including strategic unit orientation and the use of higher-rated STC windows and construction on exterior walls facing the highway.
9. Along the southwestern portion of sub-area 7 where the parcel fronts the Trans-Canada Highway:
 - a) a continuous streetwall design will be provided to screen public areas from the highway; and,
 - b) a maximum of 4-5 storeys should be provided to help maximize views and solar exposure for public spaces and residential units.
10. Live/work studios are encouraged within mixed-use buildings.
11. Further subdivision will be considered by the Approving Authority. However, further subdivision will require more detailed concept planning with particular attention to building envelopes, building orientation, use of existing treed areas within development parcels, view potential, parking, and landscape design.

3.4 Civic Areas

The civic areas will help support the Town's operations both within and beyond the Palliser Trail area. A range of uses will be supported to ensure there is adequate space and facilities to meet the evolving needs of the community over the long-term.

Applicable sub-areas:



Policy

1. Civic use areas will generally be accommodated in the locations shown on Map 3.
2. Building heights are generally anticipated to be within the height ranges specified on Map 3 but may vary to accommodate specific uses or facilities.
3. A broad range of public and community-oriented uses are supported. This includes recreation facilities, office space, policing or fire facilities, or other uses necessary to support the provision of public services.
4. Using a portion of the existing Municipal Reserve (MR) parcel to the east should be considered to facilitate future development of civic uses.
5. The co-location of multiple uses, facilities, and amenities is strongly encouraged, including the provision of commercial uses on lower levels to activate Benchlands Trail and/or Palliser Trail.
6. Future development shall provide pedestrian access from Benchlands Trail and/or Palliser Trail.
7. The cemetery use will be retained in sub-area 13 and its expansion may be accommodated in sub-area 11.

3.5 Projections by Sub-area

The following table provides an overview of the projected intensification of each sub-area as identified in the land use concept (Map 3) and with consideration for the policies provided in this plan.

Sub-area	Residential Units (minimum)	Residential Units (maximum)	Non-market Affordable Housing Units (minimum percent of residential units)	Other Uses ^c (minimum)	Other Uses ^c (maximum)
1	400	600	50%	250 sq. m	1,500 sq. m
2	50	150	100%	0 sq. m	500 sq. m
3 ^a	n/a	n/a	n/a	n/a	n/a
5	50	150	100%	n/a	n/a
7	250	350	100%	2,000 sq. m	4,000 sq. m
8 ^a	n/a	n/a	n/a	n/a	n/a
10	0	50	100%	0 sq. m	2,000 sq. m
11 ^a	n/a	n/a	n/a	n/a	n/a
12 ^a	n/a	n/a	n/a	n/a	n/a
13	0	0	n/a	5,000 sq. m	12,500 sq. m
Total	750	1,300	75%^d	7,250 sq. m	20,500 sq. m
Developed sub-areas^b					
4	97	97	0%	0 sq. m	0 sq. m
6	60	60	100%	0 sq. m	0 sq. m
9	148	148	27%	0 sq. m	0 sq. m
Total	305	305	32%	0 sq. m	0 sq. m

^a Site not identified for future development.

^b Sub-areas developed in accordance with the original Palliser Trail ASP (2000). Numbers reflect the constructed total and are included for reference.

^c Numbers in this column reflect gross floor area and are estimates only (informed by a Retail Gap Analysis, industry targets for supportable retail and office floor area per capita, and building massing explorations). Future development will be assessed for consistency with policies within the plan and may provide more or less floor area for other uses than the anticipated range.

^d Percent of residential units anticipated to be provided as non-market affordable housing. Percentage calculated assuming each sub-area provides median number of units between minimum and maximum values.

04

DEVELOPMENT POLICY

This section provides guiding policy in several topic areas to ensure future development supports the vision, goals, and objectives of the plan and aligns with the Town's strategies and bylaws.

RFD Submitted September 5, 2023

4.1 Urban Design

Intent

To promote the creation of a functional, attractive, and livable built environment that supports public life and complements the unique location and mountain setting of the Palliser Trail area. These policies are supplemental to Section 11: Community Architectural & Urban Design Standards of the Land Use Bylaw.

Policy

Public Realm

1. The identified public realm opportunities will be implemented as generally shown on Map 4.
2. The open space network will be expanded throughout the plan area consistent with the policies provided in Section 4.6.
3. A vibrant public realm will be created that reflects the unique character of each sub-area:
 - a) Mixed-use and civic areas will incorporate hardscaping, public art elements, plazas, and material choices that support higher levels of activity in the mixed-use areas.
 - b) Residential areas will emphasize softscaping elements, pathways, open spaces, and naturalized landscaping that foster a sense of respite and connection to nature.
4. Public spaces should incorporate weather protection elements and be designed to support year-round use.
5. Privately owned open spaces that allow for public use, such as plazas, expanded streetscapes, green spaces, and pedestrian connections will be supported.
6. Plazas should be at least 300 sq. m and designed with visual and physical openness and active edges (e.g., patios, retail entrances).
7. Furnishings, such as tables and seating, shall be provided at appropriate locations throughout the area.
8. Exterior lighting must be kept to a pedestrian scale, downward focused, and orientated away from the Lower Silvertip Wildlife Corridor.
9. Signage directly orientated to or legible from the Trans-Canada Highway will not be allowed.

Building Siting & Design

10. Building form and architectural detailing will reflect a mountain aesthetic that incorporates earthy tones, natural materials and textures, and sloping rooflines.
11. High-quality architectural design and materials must be used for all development in response to the area's prominent location and visibility from the Trans-Canada Highway.
12. Existing topography and natural features must inform site planning to support the creation of intriguing view corridors from public spaces.
13. Buildings on sloped sites shall use slope adaptive techniques to limit terrain modification, reduce visual impact, and create more effective access points.
14. A varied streetscape will be created and achieved through assorted building forms, heights, terracing, orientation, density, and architectural detailing (Figure 3).

15. Building siting, orientation, and design must:
 - a) optimize sunlight exposure and the creation of views from both the private and public realm;
 - b) reduce privacy impacts on existing buildings and maximize privacy for new units; and,
 - c) mitigate noise pollution from the Trans-Canada Highway through various strategies (e.g., additional sound proofing, strategic building orientation, or the use of single-loaded corridors).
16. Where new buildings are proposed adjacent to existing residential buildings at the time of ASP adoption, design measures must be used that reduce impacts on privacy, views, and solar exposure.
17. To ensure safety guidelines for development adjacent to the overhead power lines are met, no portion of a building will be permitted within 5.2 metres of the existing powerline right of way unless a reduced setback is deemed appropriate through consultation with AltaLink.
18. Buildings shall incorporate universal design principles to ensure they are accessible and inclusive for people of diverse abilities and needs.
19. At-grade residential units must create active edges with the street through the use of patios, windows, entrances, and landscaping.
20. Market and non-market housing must be indistinguishable and distributed in a manner that ensures equitable access to amenities, views, sunlight, quietness, and open spaces.
21. Commercial unit frontages should:
 - a) be human-scaled and not exceed 15 metres in width;
 - b) provide space for patios and outdoor merchandising;
 - c) wrap building frontages, on street corners; and,
 - d) provide continuous weather protection.
22. A mix of public benefits, including daycare facilities, will be provided throughout the plan area proportionate to the scale and impact of proposed development. Incentives or relaxations will be considered to facilitate the provision of public benefits.
23. A landscaped buffer must be provided within designated parcels as generally shown on Map 4 and must:
 - a) use native species suitable for year-round visual screening and noise buffering; and,
 - b) be a minimum of 12 metres in depth in residential areas and 8 metres in depth in mixed-use areas. The depth of the buffer may be reduced at the discretion of the Approving Authority if it unnecessarily constrains a development and when alternative screening measures are utilized.

Figure 3: Conceptual illustration showing a desired variation in building forms and heights, with interspersed open spaces that receive sunlight.



The following images demonstrate what the different land use areas could look like in the future and are for illustrative purposes only.

Residential Areas



Mixed-Use Areas



Civic Areas



4.2 Housing

Intent

To create a more diverse and equitable neighbourhood with a range of housing types, tenures, and forms dispersed throughout the plan area.

Policy

1. New residential development shall provide options across the housing spectrum that target a range of individuals and income levels. This includes a mix of rental and ownership housing, and a diverse selection of unit types and sizes.
2. Short-term rentals shall be prohibited throughout the plan area to ensure new housing units are created for residents.
3. At least 75% of all residential units within the Palliser Trail area will be secured as non-market affordable housing. Targets for each sub-area are provided in Section 3.5.
4. In accordance with the *Municipal Development Plan*, the purchase price or rental rates of non-market affordable housing units will be at below-market values and secured for the life of the building through a legal mechanism to the satisfaction of the Town.
5. Accessory Dwelling Units are encouraged within lower-density building forms, such as townhomes.
6. Live/work studios are encouraged throughout the plan area in support of the *Cultural Master Plan*.



4.3 Green Development

Intent

To promote environmentally sustainable design within the Palliser Trail area that reduces impacts on natural resources and creates a more resilient neighbourhood that supports the goals of the Climate Action Plan and MDP.

Policy

1. In alignment with the recommendations of the *Climate Action Plan*, municipal and non-market affordable housing buildings shall:
 - a) achieve near net zero emissions or a similar high green building standard, which should include combined heat and power or district energy systems;
 - b) be constructed to be solar ready with building and roof orientations suitable for rooftop and siding solar options; and,
 - c) provide the infrastructure necessary to support the transition to widespread electric vehicle adoption.
2. Incentives or relaxations for other forms of development will be considered to achieve the design standards specified in Policy 4.3.1.
3. Strategies should be used to manage water on-site where appropriate and when building and plumbing codes permit. This includes green roofs, purple pipe rainwater reuse systems, and Low Impact Development (LID) treatments.
4. New development shall incorporate design strategies that reduce energy consumption and support the affordability of residential units by reducing ongoing maintenance or operating costs. This should include strategic tree retention or landscaping, building or unit orientation, and seasonal solar exposure.

Additional policy is provided in Section 4.4 (Environment & Ecology).

4.4 Environment & Ecology

Intent

To support environmentally sensitive development within the plan area that minimizes ecological impact and supports the goals of the Environmental Sustainability Action Plan and the recommendations of the Long-term Management Plan for the Lower Silvertip Wildlife Corridor.

Policy

1. New development is prohibited within the boundaries of the Lower Silvertip Wildlife Corridor, as generally shown on Map I.
2. The Lower Silvertip Wildlife Corridor will be expanded and protected by requiring any portion of land that falls within its boundaries, as shown on Map I, to be dedicated as Conservation Reserve, Environmental Reserve, or protected through a Conservation Easement at time of subdivision.
3. Developments immediately adjacent to the Lower Silvertip Wildlife Corridor shall:
 - a) set back building envelopes a minimum of 20 metres from the boundary of the wildlife corridor, as shown on Map I;
 - b) leave the set back in a naturalized state as appropriate, with the exception of vegetation management as required to reduce fire risk;
 - c) use informal, naturalistic planting;
 - d) be designed to protect, wherever possible, existing vegetation along the wildlife corridor boundary; and,
 - e) demonstrate alignment with the recommendations of the *Long-term Management Plan for the Lower Silvertip Wildlife Corridor*.
4. The long-term use of existing trails through this area will be informed by the *Open Space and Trails Plan* and the *Long-term Management Plan for the Lower Silvertip Wildlife Corridor*.
5. Landowners will be required to provide wildlife fencing in a manner consistent with the recommendations of the *Long-term Management Plan for the Lower Silvertip Wildlife Corridor*.
6. Site planning shall incorporate the recommendations from BCEAG's Wildlife Corridor and Habitat Patch Guidelines for the Bow Valley and the *Long-term Management Plan for the Lower Silvertip Wildlife Corridor* that are applicable to development. In cases where the recommendations may conflict with policy within this plan, the policies of this plan apply.
7. Exact boundary locations for future Environmental Reserve or Conservation Reserve will be established at the time of subdivision and land use redesignation.
8. The environmental effects of development must be minimized and mitigation actions, such as controls for erosion and contaminated discharge, should be implemented to reduce impacts during construction.

-
9. All new planting must use native, non-fruit bearing plant species with low water use requirements. Monocultures will be avoided.
 10. As Douglas Fir are native to the Palliser Trail area and offer fire resistant characteristics, all developments shall:
 - a) preserve and incorporate existing mature Douglas Fir tree stands into site design; and,
 - b) use Douglas Fir as one of the tree species in new plantings.
 11. Landscape plans must incorporate FireSmart planting principles and utilize plant species recommended by WildSmart.
 12. Developments shall be required to adhere to the applicable policies provided in the MDP regarding wildfire risk.

RFD Submitted September 5, 2023



4.5 Open Spaces & Recreation

Intent

To expand and improve access to the open space network within the Palliser Trail area in alignment with the Open Spaces and Trails Plan, Recreation Master Plan, and MDP.

Policy

1. New open space areas will be created throughout the Palliser Trail area on private and public lands. These areas shall include, but are not limited to, the opportunities identified on Map 4.
2. The location, size, type, and configuration of open space areas will be informed by the *Open Spaces and Trails Plan* and the *Recreation Master Plan*.
3. Open space areas will be connected by pathways, trails, and roadways as appropriate. New pathways and trails should consider the conceptual alignments provided in the *Long-term Management Plan for the Lower Silvertip Wildlife Corridor*.
4. Playground facilities, designed in collaboration with the Town of Canmore, will be required in sub-areas 1, 5, and 9.
5. MR location and distribution will be established at time of Conceptual Scheme preparation in consultation with the Town of Canmore and considering, but not bound by, the public realm opportunities identified on Map 4.
6. Sub-area 1 shall provide a 10% allocation toward MR. Preferential locations may include adjacent to sub-area 3 to facilitate the co-location of a small neighbourhood park or recreation uses.
7. The Town will provide an off-leash dog park in the existing MR parcel as identified in sub-area 3 (Map 3), and will explore opportunities to integrate a neighbourhood park within this MR parcel or on lands dedicated from sub-areas 1 or 2.

05

TRANSPORTATION & SERVICING

This section provides policies to ensure the creation of a more equitable and resilient multi-modal community that prioritizes sustainable choices and the efficient provision of critical infrastructure.

RFD Submitted September 5, 2023

5.1 Transportation & Mobility

Intent

To provide for a safe, convenient, and sustainable transportation network that supports the goals and mode share targets of the Town's Integrated Transportation Plan (ITP), aligns with the results of the Transportation Impact Assessment, and contributes to the overall affordability of living in the Palliser Trail area.

Policy

1. An integrated, multi-modal transportation network will be provided as generally shown on Map 4.
2. The design and layout of roadways and pathways must be consistent with the *Engineering Design and Construction Guidelines (EDCG)* and ITP, and be a primary consideration in the design of future subdivisions.
3. Pedestrian connectivity will be improved throughout the neighbourhood with linkages to key destinations, open spaces, and authorized trails as identified in the *Long-term Management Plan for the Lower Silvertip Wildlife Corridor*.
4. Pedestrian, cycling, and transit facilities will be developed along Palliser Trail in accordance with the *EDCG*.
5. A connection for walking and cycling will be provided across the Trans-Canada Highway to improve safety, achieve mode-share targets, and support commercial development in the Palliser Trail area.
6. The transportation network will be designed to meet accessibility guidelines for all ages and abilities. For locations where this is not possible, alternative connections shall be provided.
7. Curvilinear streets and sidewalks should be used to minimize grades and improve walkability.
8. An Activity Street will be provided in sub-area 7 that supports walkability, safety, and the provision of significant public space.
9. Additions to the transportation network will be designed to efficiently integrate with the broader network outside the Palliser Trail ASP area.
10. Quality transit service will be provided at the outset of new development and in support of parking and transportation policy.
11. The Town will develop and implement effective transportation and parking strategies that align with the *Integrated Parking Management Plan*, the recommendations of the *Parking Opportunities Assessment* and *Transportation Impact Assessment*, and the Town's affordability and climate action goals, including the:
 - a) removal of minimum parking requirements to prevent the oversupply of parking;
 - b) regulation of on-street parking supply, including timing, usage, and pricing controls that reduce subsidies and optimize the supply of parking;
 - c) provision of user information tools that support the utilization of parking spaces; and,
 - d) improvement and expansion of active transportation infrastructure.
12. All new development shall prepare and implement an integrated parking management strategy that:
 - a) unbundles the supply and cost of parking from residential units;
 - b) provides shared parking facilities between uses (e.g., residential and commercial) or multiple buildings;
 - c) supports the provision of carshare services by dedicated parking spaces for this use;
 - d) addresses potential overflow or spillover parking problems, including demand during peak periods and enforcement of unauthorized parking on private property; and,

- e) utilizes other tools, as appropriate, to support affordability, climate action, and the goals of the *ITP* and *Integrated Parking Management Plan (IPMP)*.
13. A district-scale approach to parking management will inform the Conceptual Scheme or Subdivision phase of planning.
 14. Residential parking must be located underground or within building envelopes and accessed from the lane to support an enhanced public realm.
 15. Surface parking will be permitted for lower-density buildings, such as townhouses, where residential parking spaces can be accommodated within driveways or a limited number of surface parking stalls.
 16. Surface parking, or a combination of underground and surface parking, may be considered for higher-density development at the discretion of the Town if:
 - a) unforeseen circumstances or geophysical constraints necessitate surface parking; or,
 - b) the extent of land required for surface parking is deemed to be minimal and will not adversely impact the public realm.
 17. Where surface parking is provided, the parking area must:
 - a) be located at the rear or side of buildings and screened from the street or public spaces with landscaping; and,
 - b) incorporate LID treatments such as bioswales and permeable pavement to reduce peak flows and improve water quality.
 18. Traffic-calmed street designs will be implemented in a manner consistent with the *EDCG* to reduce traffic speeds and enhance pedestrian safety.
 19. The Town will request improvements to the Trans-Canada Highway that improve safety, livability, noise, and wildlife protection in the Palliser Trail area through measures such as reduced maximum speed limits, noise barriers, landscaping, or wildlife fencing.
 20. Transportation planning and design will be in a manner consistent with the *ITP*, *EDCG*, and *IPMP* unless otherwise approved or specified by the Town.



5.2 Servicing

Intent

To support an integrated water management approach for the Palliser Trail area and the efficient provision of water and sanitary services.

Policy

1. Subdivisions shall apply an integrated water management approach to overall site design that supports the sustainable management of water resources and the integration of green infrastructure in the public realm.
2. Stormwater runoff must be managed through infiltration. Each development parcel shall host facilities to fully manage runoff on-site up to the 1:100 year event.
3. Naturalized methods, such as natural wetlands and bioswales, should be used to mitigate effects of stormwater runoff and contribute to the overall design of the public realm.
4. Utility rights-of-way, easements and public utility lots should be provided to accommodate municipal utilities where appropriate.
5. All development within the Palliser Trail area will be serviced with municipal water and sanitary sewer.
6. The location, size and general standards of these services will be in conformity with the *EDCG* unless otherwise approved by the Engineering Department.
7. Stormwater management plans will be required for each parcel at the Development Permit stage, including geotechnical studies to assess infiltration capacity and groundwater levels.
8. Provision must be made through the Palliser Trail area for the extension of utility services to service areas to the west.
9. Shallow utilities will be accommodated in a municipal road right of way or within a shallow utility right of way on private property.

06

IMPLEMENTATION

The vision, goals, and objectives of the Palliser Trail Area Structure Plan will be implemented and realized over a period of 10 to 20 years.

This section provides information on the anticipated phasing of development and next steps for Town Administration.

RFD Submitted September 5, 2023

6.1 Plan Implementation

Intent

To provide a general framework for implementation of the plan.

Policy

1. Amendment(s) to the *Land Use Bylaw* and/or the *MDP* may be required to facilitate the forms of development identified in this plan.
2. Standard Town procedures for subdivision and permits in accordance with the *MGA* will apply.
3. Subject to the provisions of the *MGA*, all new developments may be required to:
 - (a) dedicate and construct new public rights-of-way, incorporating the appropriate treatments and design standard;
 - (b) reconstruct public rights-of-way adjacent to the development, incorporating appropriate treatments and design standard; and/or
 - (c) provide land for public open spaces in accordance with this plan and other Town plans and bylaws.
4. Portions of land are within the Stoneworks Creek Hazard Zone (Map 5). A planned mitigation project is intended to address moderate and localized high/extreme hazard zones within the developable lands to protect existing and accommodate future development. Future development will require consideration of residual hazards and risks, as outlined in the *Land Use Bylaw* and *EDCG*.

6.2 Development Phasing

Intent

To provide greater certainty regarding the anticipated phasing of development in the Palliser Trail area with respect to the efficient provision of municipal infrastructure, public services, and amenities.




Policy

1. The conceptual phasing plan for Palliser Trail is provided on Map 6.
2. Development in the Palliser Trail area should generally occur in a logical sequence that reflects the availability and extension of the required infrastructure.
3. The phasing of development may vary from the conceptual phasing plan so long as the proposed development is otherwise in alignment with policy.

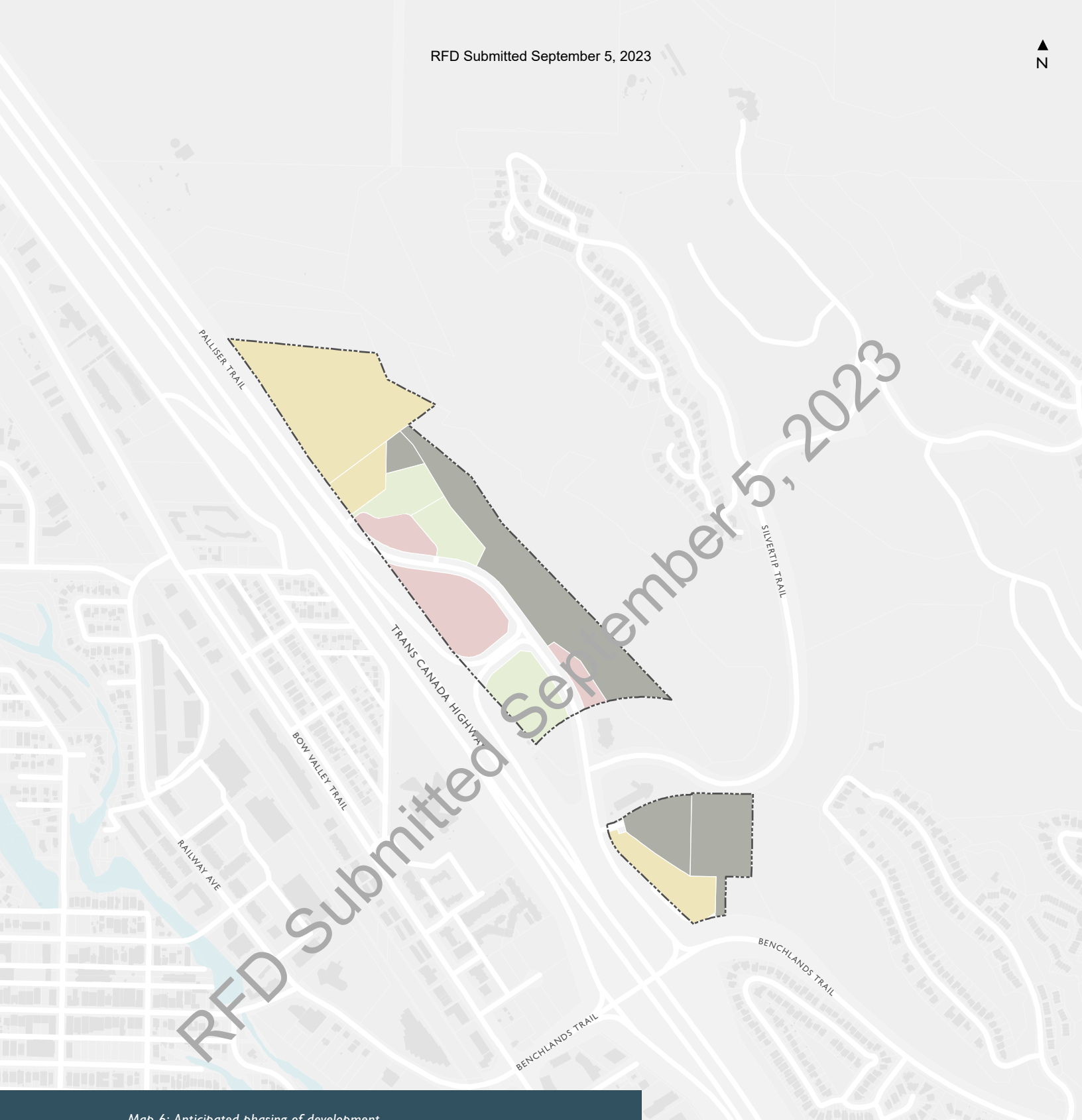


Map 5: Steep Creek Hazard Zones

LEGEND

-  Extreme/High
-  Medium
-  Low

 Palliser Trail ASP boundary

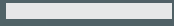


Map 6: Anticipated phasing of development

LEGEND

- Phase 1
- Phase 2
- Completed
- No Development Anticipated
- Palliser Trail ASP boundary

A



APPENDIX

This section provides supplementary materials relevant to the plan.

RFD Submitted September 5, 2023

A.1 Glossary of Terms

The definitions below are provided for terms referenced within this plan that may not be defined in the Municipal Development Plan, Land Use Bylaw, or other statutory document, or in cases where the interpretation of the term in this plan warrants further explanation. For convenience, terms defined in the glossary are underlined the first time they appear within body text on a page.

Approving Authority

The designated body or individual responsible for granting approvals, subdivisions, or permissions related to land use, development, or construction projects as the context implies.

Area Structure Plan (ASP)

A statutory, high-level land use plan as defined in the MGA that provides an area specific framework for future subdivision and development. It identifies a conceptual layout for general land uses, utility infrastructure, roads, public spaces and recreation.

Low Impact Development (LID) tools

A set of design and management practices that aim to minimize the environmental impact of land development and improve the overall sustainability of the built environment. LID tools are designed to mimic the natural hydrologic functions of the site and promote the use of green infrastructure to manage stormwater runoff.

Municipal Development Plan (MDP)

A comprehensive strategic document that outlines the long-term vision, goals, and policies for guiding the physical, social, and economic development of a municipality or local government jurisdiction. For the purposes of this plan, it refers to the Town of Canmore's Municipal Development Plan.

Municipal Government Act (MGA)

A legislative framework that governs the establishment, organization, powers, and duties of municipalities in the province, providing guidelines for local governance and decision-making.

Mixed-use

While the MDP provides a definition for mixed-use, for the purposes of this plan it refers to development where two or more uses are provided within the same building, where at least one of those uses is residential.

Near net zero

A building with low energy usage such that it approaches the annual energy consumption of Net Zero Energy buildings, and, with additional measures, could produce nearly as much renewable energy as it uses on an annual basis. A near net zero building should meet or exceed Tier 4 (60% reduction in energy consumption) of the National Energy Code of Canada for Buildings (2020) and be designed to be solar-ready.

Non-market affordable housing

As defined in the *Municipal Development Plan* and updated from time to time.

Open space

A publicly accessible area designed or preserved for recreational, environmental, or aesthetic purposes. These spaces can include parks, plazas, or other undeveloped or landscaped areas that contribute to the overall livability and quality of the urban environment and public realm.

Plaza

A pedestrian-oriented open space designed for public interaction, social gatherings, recreation, and community events, often featuring elements such as seating, landscaping, public art, and amenities to enhance the public realm and overall urban experience.

Privately owned open spaces

Land or areas, such as plazas and pedestrian connections, that are owned and maintained by individuals, organizations, or entities in a non-public capacity but are accessible to the public for recreational, aesthetic, or leisure purposes.

Public benefit

A facility, service, or feature that is provided and accessible to the general public, enhancing quality of life and contributing to the well-being of the community.

Public realm

The space around, between and within buildings that are publicly accessible, including streets, plazas, parks and open spaces.

Tenure

The legal or contractual rights and arrangements that determine the occupancy status of a building, such as ownership, co-operative, leasehold, or rental agreements.

RFD Submitted September 5, 2023



Planning & Development Department
902 7th Avenue, Canmore, AB



Request for Decision

DATE OF MEETING: November 7, 2023 **Agenda #:** G-1

TO: Council

SUBJECT: Property Tax Rate Bylaw Amendment 2023-30

SUBMITTED BY: Palki Biswas, Manager of Finance

RECOMMENDATION: That Council give first reading to Property Tax Rate Bylaw Amendment 2023-30.

That Council give second reading to Property Tax Rate Bylaw Amendment 2023-30.

That Council give leave to go to third reading to Property Tax Rate Bylaw Amendment 2023-30.

That Council give third reading to Property Tax Rate Bylaw Amendment 2023-30.

EXECUTIVE SUMMARY

The 2023 property tax rate bylaw approved by Council is being brought back for amendment to fix a minor number disposition.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Motion 84-2023, 85-2023, 86-2023 and 87-2023: Council gave three readings and approved the Property Tax Rate Bylaw 2023-13 at their regular business meeting on May 2, 2023.

DISCUSSION

The Property Tax Rate Bylaw approved in May, enabled the Town to levy property taxes to raise funds for operating the municipality in accordance with the annual approved budget and to meet provincial obligations to collect and remit education tax.

Recently it was noticed that one of the mill rates was transposed on the bylaw - Machinery and Equipment (incl. Electrical Generation) was shown as 6.27057 instead of 6.72057. Further investigation showed that the correct non-residential rate of 6.72057 was used in the financial system to calculate the taxes levied and collected.

ANALYSIS OF ALTERNATIVES

N/A.

FINANCIAL IMPACTS

There is no financial impact as this clerical error was only on the bylaw document.

STAKEHOLDER ENGAGEMENT

None.

ATTACHMENTS

- 1) Property Tax Rate Bylaw 2023-13 REDLINE
- 2) Property Tax Rate Bylaw Amendment 2023-30

AUTHORIZATION

Submitted by: Palki Biswas
Manager of Finance Date: October 18, 2023

Approved by: Therese Rogers
General Manager of Corporate Services Date: October 18, 2023

Approved by: Sally Caudill
Chief Administrative Officer Date: October 30, 2023

BYLAW 2023-13

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA,
TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE
PROPERTY WITHIN THE TOWN OF CANMORE FOR THE 2023 TAXATION YEAR**

WHEREAS the Town of Canmore has prepared the adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on **December 20, 2022**; and

WHEREAS the estimated municipal expenditures and transfers set out in the annual budget for the Town of Canmore for 2023 total **\$68,302,946**; and

WHEREAS the estimated municipal revenues and transfers from all sources other than property taxation is estimated at \$36,262,310 and the balance of \$32,040,636, which includes \$31,565,636 for General Municipal, \$450,000 for Vital Homes and \$25,000 for Supplementary Property Taxes is to be raised by general municipal taxation; and

WHEREAS the requisitions including adjustments for over/under levies are:

Alberta School Foundation Fund (ASFF)	\$24,020,107
Residential	18,789,731
Non-Residential	5,230,376
Christ the Redeemer Catholic School Division (CRCSD)	\$765,666
Residential	701,666
Non-Residential	64,000
Total School Requisitions	\$24,785,773
Senior Requisition (Bow Valley Regional Housing)	\$1,540,394
Designated Industrial Property Tax Requisition	\$4,192

WHEREAS the Council of the Town of Canmore is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and requisitions; and

WHEREAS the Council is authorized to classify assessed property, and to establish different rates of taxation in respect of each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

WHEREAS the assessed value of all property in the Town of Canmore as shown on the assessment roll is:

Residential	\$8,462,188,820
Tourist Home – Personal Use	70,915,000
Tourist Home	428,620,740
Vacant, Serviced	67,718,000
Non-Residential	1,595,420,930
Machinery and Equipment	411,370

Linear (not incl. Electrical Generation)	42,632,910
Electrical Generation	11,762,370
Total	\$10,679,670,140

NOW THEREFORE, under the authority of the Municipal Government Act, 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 2023 Property Tax Rate Bylaw.

AUTHORIZATION

2. Council is authorized to impose a tax in respect of the property in Canmore to raise revenue toward the payment of:
 - (a) the expenditures and transfers set out in the Town of Canmore budget, and
 - (b) the requisitions.
3. Council is hereby authorized and required to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll and supplementary assessment roll of the Town of Canmore:

	Tax Levy	Assessment	Tax Rate (in mills)
General Municipal	31,565,636	10,679,670,140	
Residential/Tourist Home – Personal Use	17,498,222	8,533,103,820	2.05063
Tourist Home	2,880,576	428,620,740	6.72057
Vacant, Serviced	138,864	67,718,000	2.05063
Non-Residential	11,008,659	1,638,053,840	6.72057
Machinery and Equipment (incl. Electrical Generation)	81,814	12,173,740	6.27057 6.72057
Alberta School Foundation Fund (ASFF)	24,020,107	10,310,565,040	
Residential	18,789,731	8,704,393,760	2.15865
Non-Residential	5,230,376	1,606,171,280	3.25642
Christ the Redeemer Catholic School Division (CRCSD)	765,666	344,702,400	
Residential	701,666	325,048,800	2.15865
Non-Residential	64,000	19,653,600	3.25642
Vital Homes	450,000	10,681,606,640	
Residential	166,628	8,600,821,820	0.01937
Tourist Home	58,372	428,620,740	0.13619
Non-Residential	225,000	1,652,164,080	0.13619
Bow Valley Regional Housing	1,540,394	10,667,441,180	0.14440
Designated Industrial Properties	4,192	56,188,970	0.07460

Bylaw approved by: _____

Page 2 of 3

ENACTMENT/TRANSITION

4. If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
5. Bylaw 2022-12 is repealed.
6. This bylaw comes into force on the date it is passed.

FIRST READING: May 2, 2023

SECOND READING: May 2, 2023

THIRD READING: May 2, 2023

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Allyssa Rygersberg
Deputy Municipal Clerk

Date

BYLAW 2023-30

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
AMEND PROPERTY TAX BYLAW 2023-13**

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 Property Tax Bylaw Amendment 2023-30

PROVISIONS

- 2 Bylaw 2023-30 is amended by this bylaw.
- 3 In section 3, the Tax Rate for Machinery and Equipment (incl. Electrical Generation) is amended by striking out “6.27057” and substituting “6.72057”.

ENACTMENT/TRANSITION

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

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date



Request for Decision

DATE OF MEETING: November 7, 2023 **Agenda #:** H-1

TO: Council

SUBJECT: 2024 Capital Project WWTP Odour Control Construction (#7370)
Scope Revised

SUBMITTED BY: Andreas Comeau, Manager of Public Works

RECOMMENDATION: That Council approve the revised scope for 2024 Capital Project WWTP Odour Control Construction (#7370).

EXECUTIVE SUMMARY

There has been a recent increase in odour issues and complaints related to the Town's Wastewater Treatment Plant (WWTP), prompting a need to complete an investigation into mitigation options. The consultant's final report is now complete. Recommendations in that report provide an opportunity to revise the scope of the 2024 Odour Control Construction (7370) project.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

In December 2022, Council approved the following projects: 2023 Odour Control Facilities Design (#7325) for \$200,000 and 2024 Odour Control Construction (#7370) for \$2,000,000.

DISCUSSION

An engineering consulting firm with extensive experience with WWTP odours was retained to conduct monitoring and develop recommendations. Odours and Hydrogen Sulphide (H₂S) were sampled during July 2023. It was determined the primary sources of odour were the dewatering building (end of the plant) and the Headworks Building (front of the plant). The primary source for H₂S was the Headworks Building and Influent Wet Well (front of the plant).

The consultant completed air dispersion modelling to predict the ground level offsite odour and H₂S concentrations to compare with odour limits. The model results determined the dewatering building accounted for 96% of the offsite odours during the monitoring period. The modelling also demonstrated that the H₂S levels exceeded the Alberta Ambient Air Quality Objectives (AAAQO) limits therefore it is imperative that these emission levels be mitigated.

Several odour treatment technologies were evaluated to address odours and H₂S emissions at the WWTP and the following are recommended:

Priority/ Phase	Recommendation	Budget	Details
1	Iron Salt Dosing – Headworks Building	\$810,000 to \$1,824,000	Iron salt dosing consists of the addition of Ferric Chloride to wastewater at the headworks to reduce H ₂ S. EPCOR is confirming that the existing preprocess dosing system is still operable, which will impact budget
2	Carbon Filter – Dewatering Building	\$1,586,000	Install a carbon filter system

Consistent with the above, the 2024 WWTP Odour Control Construction (7370) project is recommended to be amended to include the following scope detail: Implement an Iron Salt Dosing System within the Headworks of the WWTP and continue to monitor for H₂S and odours to ensure compliance with AAAQO concentration limits. The revised project sheet is included as Attachment 1.

ANALYSIS OF ALTERNATIVES

The Town could proceed with both the iron salt dosing system and carbon filter upgrade recommendations; however, it not recommended as the carbon filter upgrade may not be necessary and would exceed the current \$2.0 million approved budget. A final determination to proceed with the carbon filter upgrade will be made once the dosing system is operational along with further monitoring and feedback from the community.

FINANCIAL IMPACTS

No financial impacts related to the 2024 approved capital or operating budget. The \$2.0 million project budget is already approved and included in the Utility Rate Model. Only the addition of the Phase 1 iron salt dosing system scope details will be added to the 2024 Odour Control Construction project.

There will be an annual cost to operate and maintain the dosing system, estimated at \$250,000. The plan for 2024 will be to fund this expense from the 2024 Odour Control Construction project and increase the 2025 operating budget based on real use data. Next year will serve as a trial to determine the optimal dosing levels and energy requirements and will aid in finalizing the most appropriate operating cost to apply in 2025 and beyond.

STAKEHOLDER ENGAGEMENT

N/A

ATTACHMENTS

- 1) WWTP – Odour Control Construction (7370) Project Detail Sheet Revised

AUTHORIZATION

Submitted by: Andreas Comeau
Manager of Public Works Date: October 11, 2023

Approved by: Palki Biswas
Manager of Finance Date: October 18, 2023

Approved by: Whitney Smithers
General Manager of Municipal Infrastructure Date: October 19, 2023

Approved by: Sally Caudill
Chief Administrative Officer Date: October 30, 2023



WWTP - Odour Control - Construction

Project Summary

Project Number

7370

Budget Year:	2024
Department:	Utility - Waste Water
Questica Reference:	UTI-23-09

Budget:	\$2,000,000
Project Type:	New Equipment
Priority:	A

Project Description:

Project description is to implement an Iron Salt dosing system at the Headworks of the Wastewater Treatment Plant. There is a dosing system already in place (that became obsolete) requiring an investigative to determine if it is still operable. If not a new dosing system will need to be installed.

There were odours and H2S sampled during July 2023, and it was determined the primary odour source location was the dewatering building (end of the plant), and the Headworks Building (front of the plant). The primary source for H2S was the Headworks Building and Influent Wet Well (front of the plant).

The sampling/study also determined the H2S levels exceed the Alberta Ambient Air Quality Objectives so this project must go forward to ensure its compliant.

END

Budget Funding:

	2024	2025	2026	2027	2028	2029	Total
Debenture	\$1,600,000	0	0	0	0	0	\$1,600,000
Wastewater Utility Reserve	\$400,000	0	0	0	0	0	\$400,000
Total	\$2,000,000	0	0	0	0	0	\$2,000,000

Operating Budget Impact:

Operational impacts will be determined once system is estimated to be \$250K per year in power and chemicals.

END

Project Rationale:

Public Concerns:

Public complaints are growing and as weather patterns continue to change, we have been experiencing more hot weather and easterly winds moving odours into the Avens, South Canmore and Prospect area.

END

Options Considered:

Options considered include implementing Phase 2: Carbon Filter - Dewatering Building at the same time as Phase 1: Iron Salt Dosing. It was recommended to complete after the iron salt dosing system is in place to better determine if Phase 2 would be necessary, meaning Phase 1 may address the majority of the odours.

END



Request for Decision

DATE OF MEETING: November 7, 2023 **Agenda #:** H-2

To: Council

SUBJECT: 2023 Capital Budget Amendment – FireSmart (2023) Capital Project

SUBMITTED BY: Lance Bushie, Fire Chief

RECOMMENDATION: That Council approve a new 2023 capital project for vegetation management funded in full by the Forest Resource Improvement Association of Alberta (FRIAA) grant in the amount of \$200,000.

EXECUTIVE SUMMARY

Following Motion 111-23, administration applied for grant funds through the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program and was subsequently awarded \$200,000 to advance vegetation management in the community. Subject to Council approving a new capital project for 2023, the grant funds priorities set in the Town of Canmore FireSmart Vegetation Management Plan (2023).

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Council approved the submission of an expression of interest to apply for the 2023 FRIAA grant for \$200,000 on May 23, 2023 (Motion 111-2023).

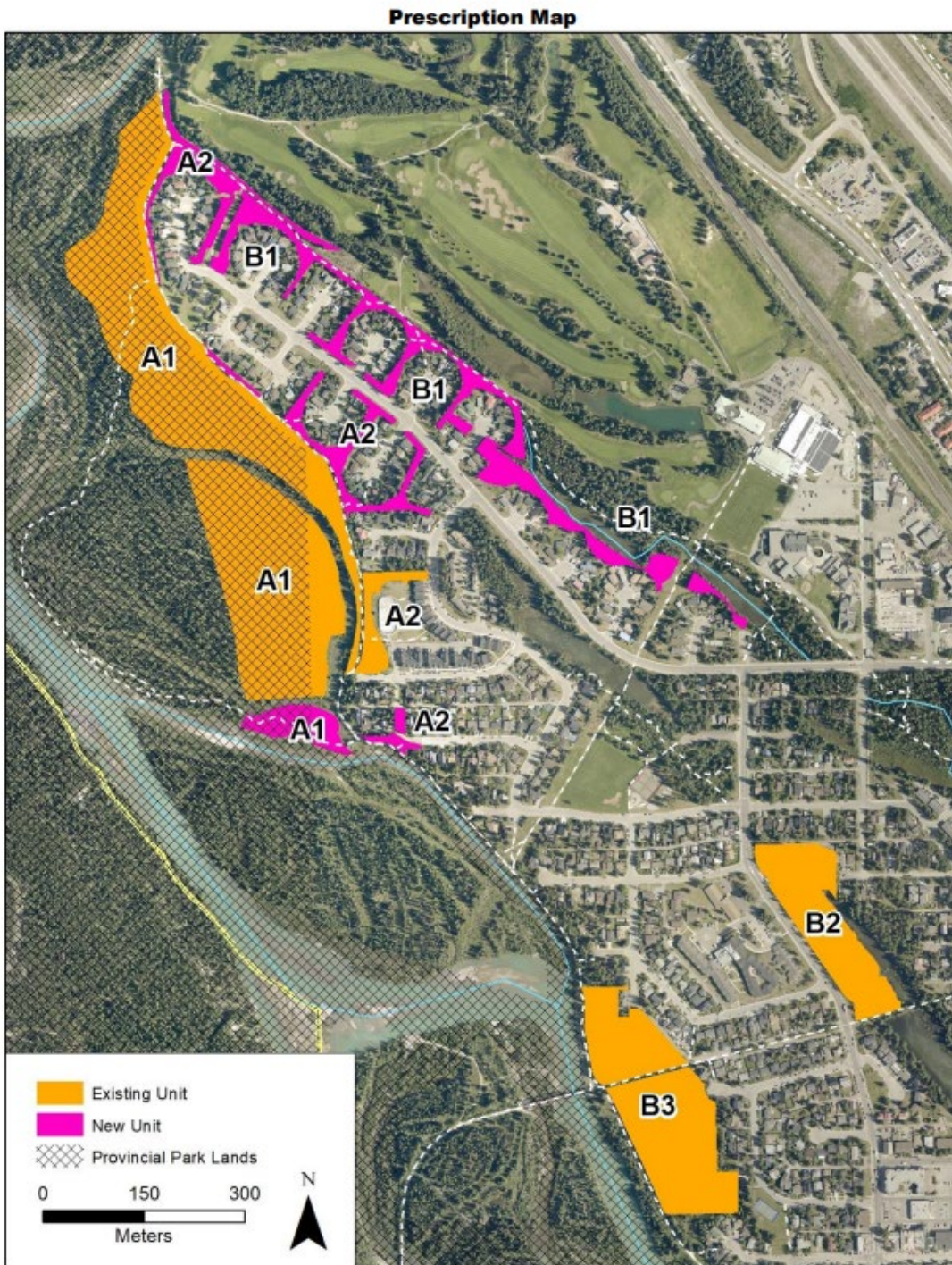
DISCUSSION

If Council approves the addition of the vegetation management project for 2023, the following actions will be taken:

1. Request for Proposals (RFP): An RFP will be published, with work tentatively scheduled to begin in December 2023 and completion expected by April 30, 2024. Active burning of vegetation piles should be finalized by March 30, 2024.
2. Contractor Work Scope: The scope of work for the selected contractor will include thinning, pruning, and cleaning in the areas marked as A1, A2, B1, B2, and B3 in the 2023 CFFMP. Here are details of these areas:
 - A1: Covers an area of 13.04 Hectares (Ha) and was last treated in 2014.
 - A2: Located on Town of Canmore land and involves 2.04 Ha.
 - B1: Includes Town lands between the Larch cul-de-sacs and encompasses 2.78 Ha.
 - B2: Runs along Fairholm Drive up to 15th Street, constituting a secondary priority and covering 2.22 Ha.

- B3: Extends along the Bow River from Riverview Place to 10th Ave, encompassing 4.04 Ha. B3 is considered a tertiary priority, and work here will depend on available funds following the treatment of primary and secondary areas.

Please refer to the figure below for a visual representation of the treatment areas.



This project aims to enhance fire safety and reduce the risk of wildfires by managing vegetation in the specified areas in accordance with the FireSmart program guidelines. Council's approval is sought for this project to proceed and utilize the allocated grant funds and complete work before the start of the 2024 fire season.

ANALYSIS OF ALTERNATIVES

N/A

FINANCIAL IMPACTS

The grant award is for \$200,000 and there will be no impact on the 2023 or 2024 operating or capital budgets.

STAKEHOLDER ENGAGEMENT

If approved, outreach to residents near treatment areas will occur before activities commence. Additional input will be sought from Town departments such as Parks and Environment and Sustainability during detailed planning stages.

ATTACHMENTS

The Town of Canmore FireSmart Vegetation Management Plan Update (March 2023) can be found [HERE](#) or by searching the document library on the Town of Canmore's website (www.canmore.ca).

AUTHORIZATION

Submitted by:	Lance Bushie Fire Chief	Date:	<u>October 13, 2023</u>
Approved by:	Palki Biswas Manager of Finance	Date:	<u>October 16, 2023</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date:	<u>October 19, 2023</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>October 30, 2023</u>