

**TOWN OF CANMORE**  
**AGENDA**  
Regular Meeting of Council  
Council Chamber at the Civic Centre, 902 – 7 Avenue  
**Tuesday, July 2, 2024 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 July 2, 2024 Regular Meeting of Council
- 9:05 – 9:30      **B. PUBLIC HEARINGS**
- 1. **Revised Land Use Bylaw Amendment 2024-05 – Political Campaign Signs**
    - (1) Call to order
    - (2) Administration Summary
    - (3) Public Verbal Submissions
    - (4) Public Written Submissions
    - (5) Closing Comments from Administration
    - (6) Council Questions of Administration
    - (7) Adjournment of the Public Hearing
- 9:30 – 10:00      **C. DELEGATIONS**
- 1. **Partners in Affordable Housing – Partnership Proposal**
- 10:00 – 10:30      2. **Canmore Eagles – Debt Relief**
- 10:30 – 10:45      **Meeting Break**
- 10:45              **D. APPROVAL OF MINUTES**
- 1. **Minutes of the June 4, 2024 Regular Meeting of Council**
- 10:45 – 10:50      **E. BUSINESS ARISING FROM THE MINUTES**
- 1. **Homelessness Society of the Bow Valley**
    - Delegation Request:
      - 1) That Council endorse access to Scout Hall for shelter operations between October 1st to May 1st of each year moving forward.
      - 2) That Council extend in-kind hourly rent support from 12 AM to 6 AM to 10 PM to 9 AM each night.
- F. UNFINISHED BUSINESS – none**

- 10:50 – 11:10
- G. BYLAW APPROVAL**
- 1. Revised Land Use Bylaw Amendment 2024-05 – Political Campaign Signs & Political Campaign Sign Bylaw 2024-06**
- Recommendation:
- 1) That Council give second reading to Revised Land Use Bylaw Amendment 2024-05 – Political Campaign Signs.
  - 2) That Council give third reading to Revised Land Use Bylaw Amendment 2024-05 – Political Campaign Signs.
  - 3) That Council give first reading to Political Campaign Sign Bylaw 2024-06.
  - 4) That Council give second reading to Political Campaign Sign Bylaw 2024-06.
  - 5) That Council give leave to go to third reading of Political Campaign Sign Bylaw 2024-06.
  - 6) That Council give third reading to Political Campaign Sign Bylaw 2024-06.
- 11:10 – 11:40
- 2. Discouraging the Provision of Housing in Industrial Districts**
- Recommendation:
- 1) That Council give first reading to Town of Canmore Municipal Development Plan Bylaw Amendment 2024-07 – Discouraging Employee Housing in Industrial Areas.
  - 2) That Council give first reading to Revised Land Use Bylaw Amendment 2024-08 – Removal of Employee Housing from Industrial Districts.
  - 3) That Council schedule a single Public Hearing for Bylaw 2024-07 and 2024-08 on September 3, 2024.
- 11:40 – 12:40 **Meeting Break**
- H. NEW BUSINESS**
- 12:40 – 12:55
- 1. Climate Emergency Action Plan**
- Recommendation:
- 1) That Council accept the Climate Emergency Action Plan for planning purposes.
  - 2) That Council rescind the 2010 Environmental Sustainability Action Plan, the 2016 Climate Change Adaptation Background Report and Resilience Plan, and the 2018 Climate Action Plan.
- 12:55 – 1:05
- 2. Electric Vehicle (EV) Charger Install Town Facilities – Cancel Project**
- Recommendation: That Council cancel the 2024 capital project EV Charger Install Town Facilities (CAP 7363) for \$40,000.
- 1:05 – 1:15
- 3. Alberta Forestry Mutual Aid Agreement**
- Recommendation: That Council authorize the Mutual Aid Fire Control Agreement with Alberta Forestry and Parks.

1:15 – 1:30

**4. CAP 7227 Civic Centre Cooling System Replacement Project Budget Increase and Close-out of CAP 7291 Elevation Place Cooling Enhancement Project**

Recommendation:

- 1) That Council increase the budget for the Civic Centre Cooling System Replacement (CAP 7227) to \$510,000 with the additional \$235,000, funded from the Asset Replacement/Rehabilitation Reserve.
- 2) That Council direct administration to close out Elevation Place Cooling Enhancement for Rooms 207, 208, and 214 (CAP 7291) and return the remaining funds to the General Municipal Capital Reserve.

1:30 – 1:45

**5. CPKC Rail Crossing Replacement at Railway Avenue North**

Recommendation: That Council approve a new 2024 capital project for the CPKC Rail Crossing Replacement at Railway Avenue North / 17<sup>th</sup> Street and at the 10<sup>th</sup> Street pedestrian rail crossing for \$520,000 to be funded from the Asset Replacement/Rehabilitation Reserve.

1:45 – 1:55

**6. Appointment of Clerk to the Subdivision and Development Appeal Board**

Recommendation: That Council appoint Ben Stiver as clerk to the Subdivision and Development Appeal Board for term to end upon expiry of training certification.

1:55 – 2:05

**7. Consistency Regarding Undermined Lands (verbal report)**

Recommendation:

- 1) That Council require as a condition for approval to develop any undermined lands in Canmore that the subject lands be included within the Canmore Undermining Review Regulation (Alberta Regulations 34/2020) as may be amended from time to time.
- 2) That Council direct Mayor Krausert to provide letter(s) or other direct communication to the appropriate provincial Minister(s) in support of any applications for any Canmore undermined land to be included within the Canmore Undermining Review Regulation (Alberta Regulations 34/2020) as may be amended from time to time.

**A. REPORTS FROM ADMINISTRATION – none**

**B. NOTICES OF MOTION – none**

**C. CLOSED SESSION – none**

2:05

**D. ADJOURNMENT**

# PARTNERS FOR AFFORDABLE HOUSING

**A pan-Canadian  
approach to accelerating  
philanthropic investment  
in community housing**

# ACCELERATING AFFORDABLE HOUSING SOLUTIONS <sup>C1</sup>

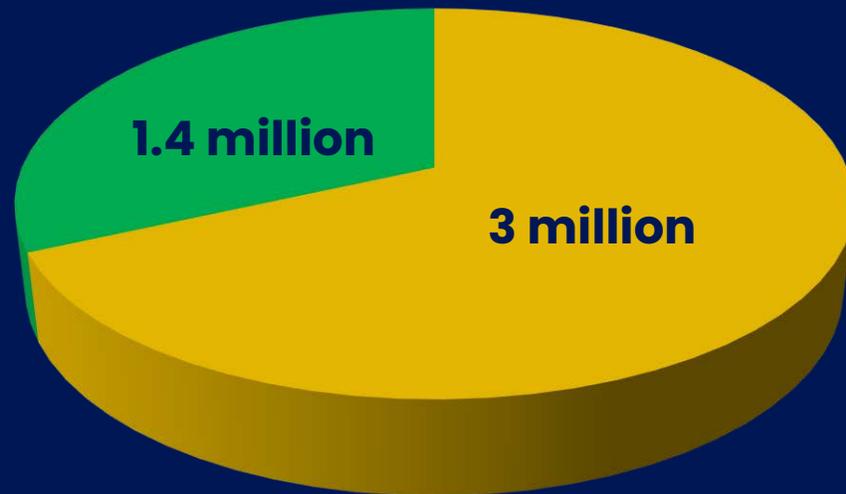
**We are seeking to establish unique partnerships and sponsorships with government, corporate and philanthropic communities to address the affordable housing crisis.**

Join us in the **Partners for Affordable Housing Foundation (Foundation)** where collaboration meets strategy, and business acumen intersects with social impact. Together, let's build a future where dignified housing is not just a goal but a reality. Invest in a cause that transforms communities and creates lasting, positive change.

# PARTNERS FOR AFFORDABLE HOUSING

# THE NEED IS GREAT— WE NEED TO ACT TOGETHER AND QUICKLY

## 4.4 million homes needed



- Low and very low income (afford < \$1,050/month)
- Moderate and median income

According to a recent report (Nov. 2023) from the Office of the Federal Housing Advocate, we need to create **4.4 million permanently affordable and accessible homes** to restore affordability to Canada's housing system.

# Many community housing providers lack money, capacity, and expertise.



Emergency Shelters

Transitional Housing

**Subsidized Housing**

**Affordable Rental Housing**

Attainable Home Ownership

Market Rental Housing

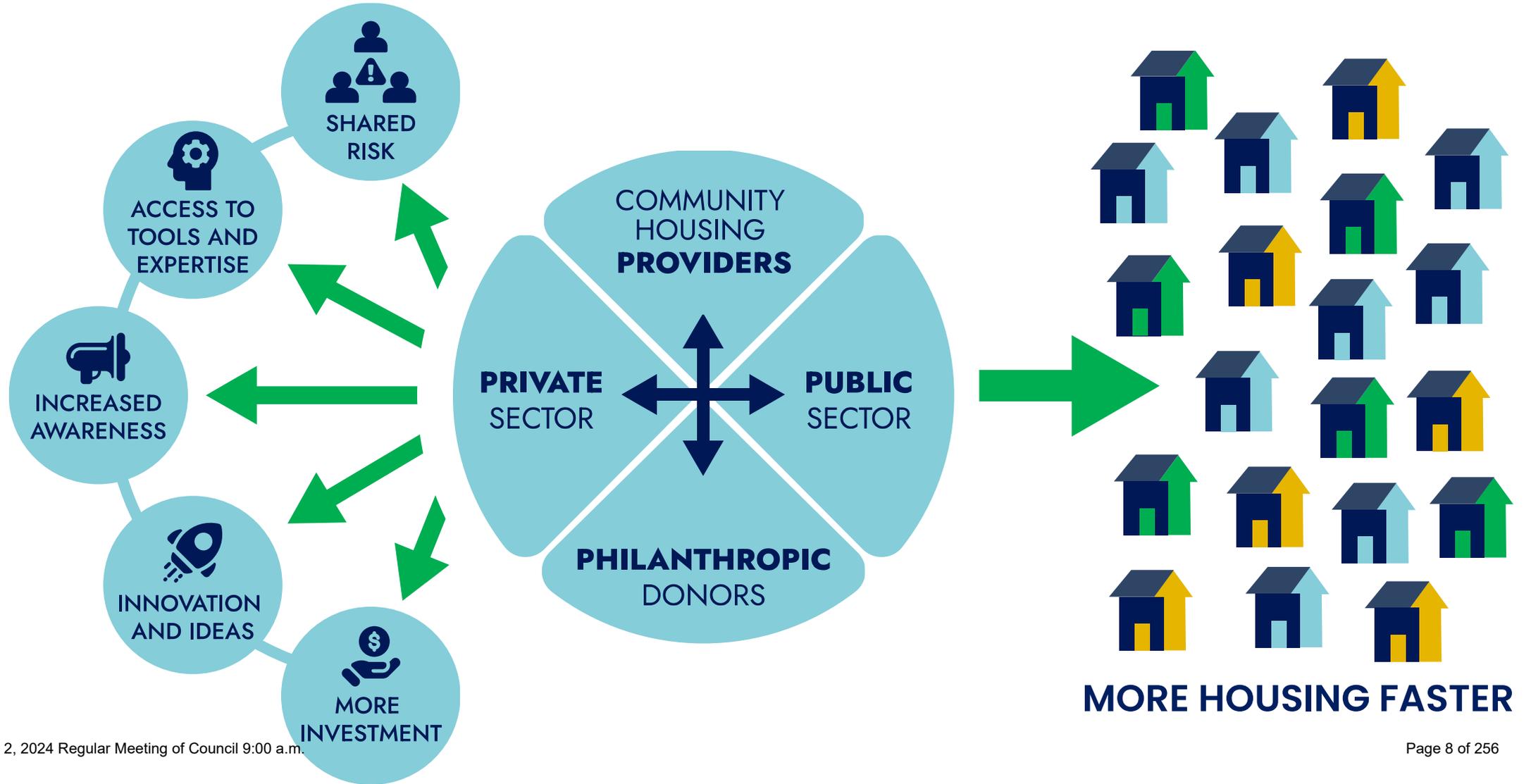
Market Home Ownership

Short-Term Non-Market Housing

Long-Term Non-Market Housing

Long-Term Market Housing

# The Solution: P4 Collaboration



# We will accelerate housing builds by creating a national hub for tools, ideas, and capital

We foster a **P4 approach**, working with community housing **providers, private, public** and **philanthropic** partners to accelerate the creation of dignified and affordable housing.

Our mandate is to:

- 1. Secure more funding:** Present compelling opportunities for private and philanthropic supporters to donate.
- 2. Innovate and ideate:** Serve as a national hub for collaboration so that diverse interest holders can leverage their collective resources.
- 3. Increase awareness:** Dispel myths, destigmatize the need. We garner support and understanding for this critical societal issue through targeted campaigns and strategic messaging.
- 4. Provide access to tools and expertise:** Connect partners to existing resources and knowledge from key players in the sector.
- 5. Share the risk with social purpose organizations:** Engage in dialogue and partnership solutions that mitigate and share risks across P4 partners.

# BUILDING ON THE SUCCESS OF CALGARY'S RESOLVE CAMPAIGN

## Highlights:

- Calgary campaign from 2012–2018
- Nine agencies
- P4 Collaboration
- \$75M philanthropy
- ~\$200M government
- ROI – 400%
- 21 new buildings
- 1,850 Calgarians housed

## Limitations:

- Expensive pay-to-play model
- Limited corporate audience—mostly builders
- Limited geographical reach
- Campaign temporary in nature
- Private capital
- Funding has since declined

**We'll build on RESOLVE's success by broadening geographical scope and reach, increasing philanthropic and corporate participation, and accelerating the development of housing for 5000+ families/year.**

July 2, 2024 Regular Meeting of Council 2006 a.m.



RESOLVE was a resounding case study of what's possible: ~\$300M, six years, 1,850 Calgarians housed.



# PARTNERS FOR AFFORDABLE HOUSING APPROACH<sup>C1</sup>

Accelerating housing development by connecting capital, capacity, and need



## Stacking & Scaling P4\* Investments

- Funding, land, and capital
- Top-up projects with grants to accelerate completion
- Incent equity funding/risk reduction for financing
- Capacity building for pre-planning

## Knowledge & Access

- A national repository of NPO projects and rental housing projects, both market and non-market
- Online access to projects, partners & tools
- Connecting capital, capacity and need

## Public Awareness

- Multi-media campaigns
- Influencers/crowd-funding
- Destigmatize the need, dispel the myths

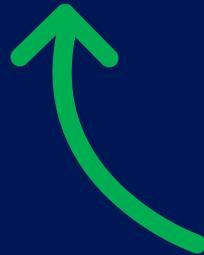


# THE UNITED APPROACH CANADA NEEDS



Housing providers **access** timely and predictable financing and resources to raise capital for, and awareness of, their projects.

Governments make their **limited funds go further** across competing priorities.



Private (corporate and individuals) invest in easy-to-navigate, **scalable solutions** that deliver **ROI** and **social outcomes**.



# BUILDING AND SCALING THE FOUNDATION

Our strategy is to build and scale at the same time. Over the next three years we will:



## SEED FUNDING & INTEREST HOLDER ENGAGEMENT

Raise start-up funds to accelerate operations and conduct interest holder engagement sessions across 20 communities in Canada.

## GOVERNANCE & ADVISORY

Establish our board of directors and advisors.

Passion-driven, competency-based, and diverse in experience, geography, skills, and influence.

## ONLINE REPOSITORY

Establish an online repository of projects—the supply that could come to market with the right investment. Hosting, populating and marketing a marketplace of projects and partners.

## LAUNCH & SCALE

Formally and publicly launch the Foundation in November 2024 on National Housing Day.

Followed up with a national multi-media campaign. (timing TBD)

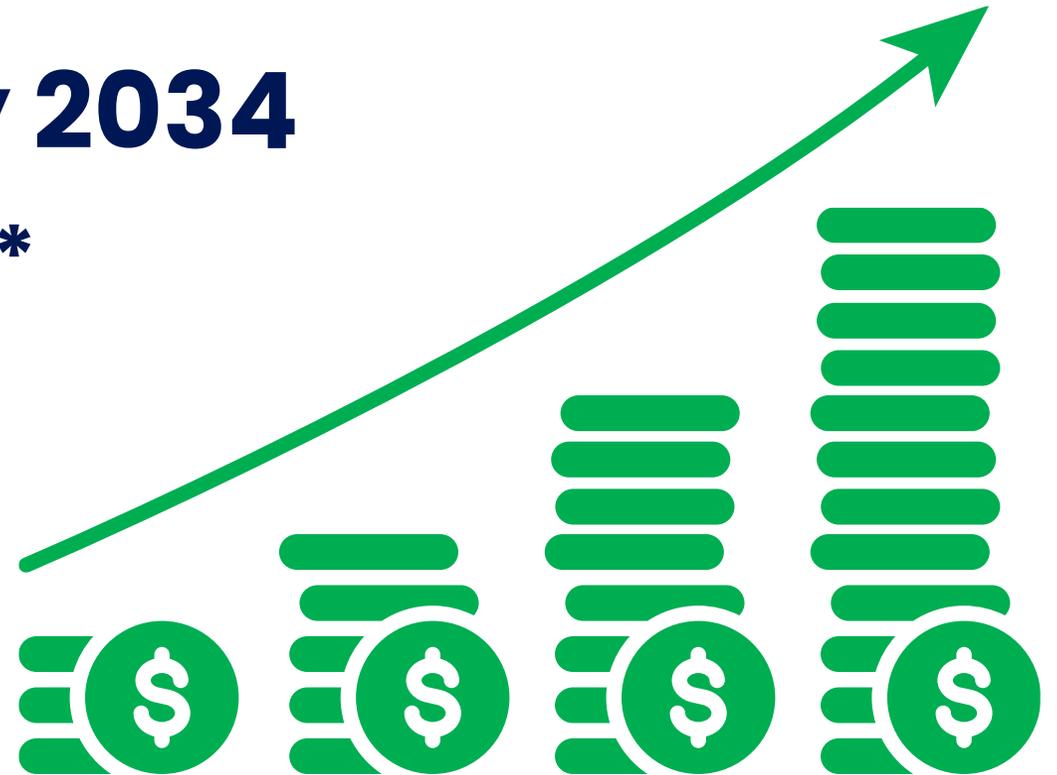
## \$ FOR CAPITAL

Triple the seed investment in three years and direct \$13M to advanced planning projects across Canada. (~333 units\* by year 3); scaled quickly in following years

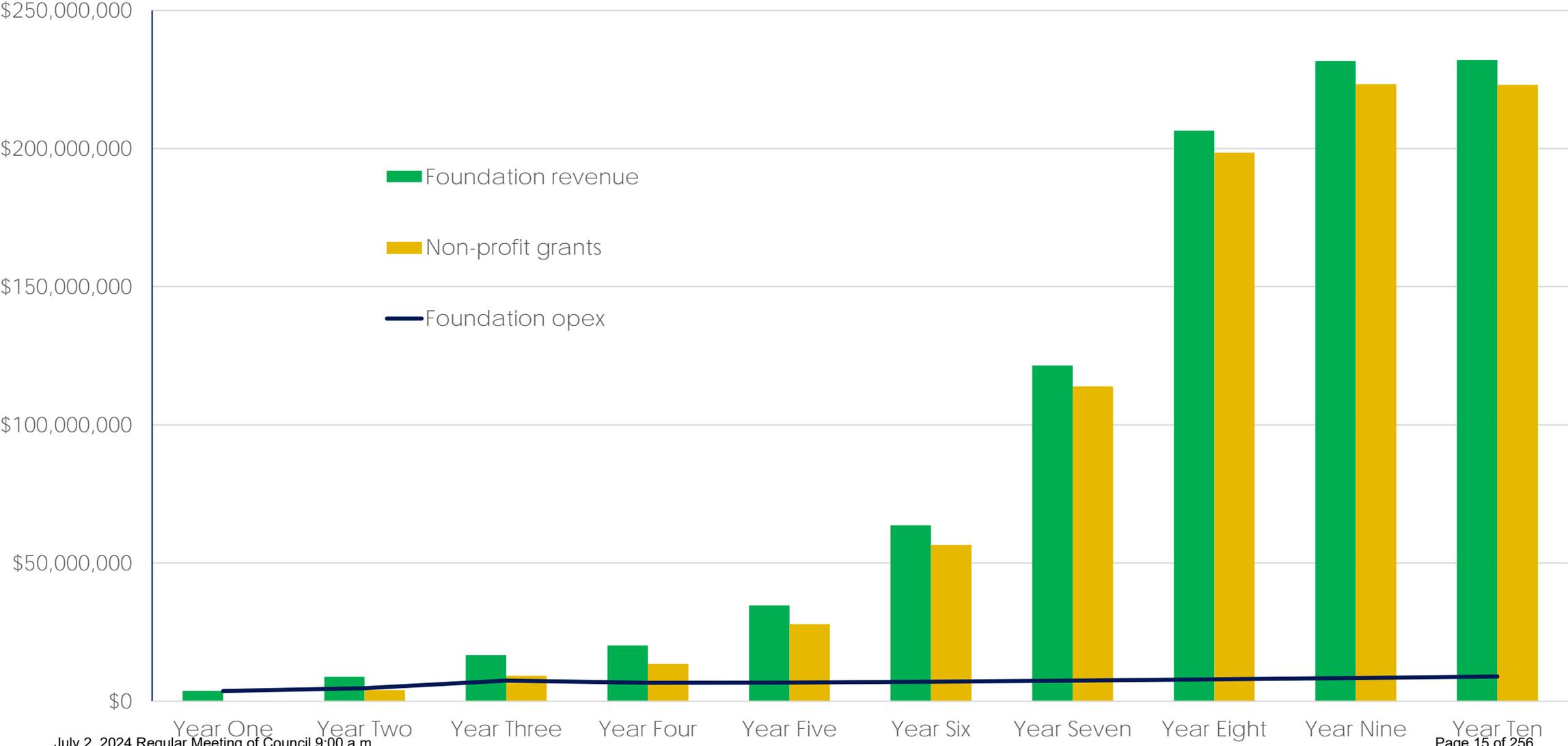
# Our Big Hairy Audacious Goal (BHAG)

**\$1.1 Billion+**  
**From new sources by 2034**  
**27,300+ non-market units\***

*\*Based on filling a \$40,000 funding gap/unit  
(i.e. 20% of an average \$200,000 unit)*



# FOUNDATION CASH FLOW PROJECTIONS (10-YEAR)<sup>C1</sup>



# PARTNERS FOR AFFORDABLE HOUSING IN ACTION

## ***Rocky View Foundation: Abrio Place, Airdrie, AB***

The Rocky View Foundation, which has existed since the 1960s, partnered the province, as well as other organizations to purchase and retrofit a former Hamptons Inn in Airdrie, Alberta. This innovative redevelopment created 93 units quickly and at a lower cost than an entirely new build. Rocky View Foundation is in the process of pursuing other projects based on this successful model.

Abrio Place offers independent living in a healthy and engaging environment where residents can live with dignity and feel a genuine sense of belonging. The design factored in accessibility, flexibility and digital technology to address the needs and wants of older adults to live safely and facilitate aging in place. The project has a mix of affordable and market rental units, with 73% designated as permanently affordable. [View project pro forma.](#)



**PARTNERS FOR  
AFFORDABLE  
HOUSING**

**Secured:**

- **\$661,775** in corporate and philanthropic donations
- **\$4,000,000** in public sector grants

July 2, 2024 Regular Meeting of Council 9:00 a.m.

## **Outcomes**



- **68 affordable units**
- **Expedient**
- **Replicable model**



# MANAGEMENT TEAM



**Jolene Livingston**  
Founder & CEO  
**Calgary**



**Steffan Jones**  
Chief Innovation &  
Partnerships Officer  
**Ottawa**



**Shelley Mayer**  
Chief Marketing Officer  
**Toronto**



**Jeni Piepgrass**  
Chief Development Officer  
**Calgary**



**Jessica Freeman**  
Director of Development  
**Calgary**

# OUR FOUNDER



## **Jolene Livingston** **Founder & Chief Executive Officer**

One of the best parts of Jolene’s day is having dinner at home with her husband and two sons and their dog, Luna. This simple pleasure grounds her and fuels her at the same time—and she is keenly aware that not everyone in Canada has the same opportunity to share a meal in a place they call home.

Jolene believes that the growing housing crisis in Canada needs significant action on a national scale now. She also believes in the power and potential of the social profit sector. In 2021, she, with support from the Bespoke and Ramp Communications teams, founded Partners for Affordable Housing with a seed investment from the Government of Alberta. The charity seeks to ensure affordable housing for everyone in Canada.

Partners for Affordable Housing is a social profit organization that will accelerate and amplify the Canadian housing sector’s actions through the availability of centralized, maximized resources, resulting in a massive positive impact on the affordable housing crisis.

Jolene is uniquely qualified to lead this ambitious effort, integrating her experiences as an entrepreneur, board member, corporate community partnership builder, and prolific fundraiser. Energetic and innovative, she coaches social profit organizations on engagement, strategy, revenue generation, governance and ambassadorship. She helps clients weave these essential qualities into the DNA of their organizations to ensure their long-term sustainability. She has led capital campaigns ranging from \$25 million to over \$1.4 billion. She is a team builder, an idea generator, a champion of women leaders, and a guest speaker on transformation in the social profit sector.





# WHO'S WITH US?

## OUR ADVISORY COUNCIL



**Michael Braithwaite**  
Blue Door  
**Greater Toronto**



**Charlene Butler**  
Independent Board  
Director  
**Canmore Alberta**



**Mitchell Cohen**  
The Daniels Corporation  
**Toronto**



**Tim Coldwell**  
Énska Advisors  
**Oakville**



**Nicolas de Salaberry**  
Independent Planning and  
Development Consultant  
**Toronto**



**Jim Dewald**  
University of Calgary  
**Calgary**



**Mark Guslits**  
Mark Guslits & Assoc. Inc.  
University of Toronto  
**Toronto**



**Marcia Nelson**  
PwC  
**Canmore**



**Jeremy Nixon**  
United Conservative  
Party  
**Calgary**



**Jordan Prentice**  
Kuponya Innovations  
**Waterloo**



**Erin Thomson-Leach**  
JFK Law  
**Victoria**



**Carolyn Whitzman**  
University of Ottawa  
HART project  
**Ottawa**

# JOIN US

## Become a Seed Investor

- We are seeking one-year commitment, seed investments to catalyze getting non-profit affordable housing projects to market faster

## Become a Champion and/or Advisor

- Provide industry and sector expertise, guidance and advice on an ad hoc basis
- Endorse Partners for Affordable Housing
- Help us build a truly national organization by sharing your local perspective and context
- Share our work with your contacts and networks

## Collaborate

- Lend your professional skills or services to Partners for Affordable Housing
- If you are working actively on an adjacent/related project in the affordable housing space
- If you are a non-profit housing provider
- If you are in the building or construction sector

Please contact us at [connect@pfah.ca](mailto:connect@pfah.ca) to learn more.

July 2, 2024 Regular Meeting of Council 9:00 a.m.



# ABOUT US

The **Partners for Affordable Housing Foundation** is a national registered non-profit organization (with charitable status in progress).

Our approach has been endorsed by the Canada Mortgage and Housing Corporation (CMHC), Government of Alberta (GOA), and other sector interest holders.

Partners for Affordable Housing was founded by Bespoke Social Profit Solutions with contributions from Ramp Communications and other partners.

# PARTNERS FOR AFFORDABLE HOUSING

[pfah.ca](http://pfah.ca)

# OUR PARTNERS



And others coming soon.

# OUR LEADERSHIP TEAM



## **Steffan Jones** **Chief Innovation & Partnership Officer**

Steffan (Steff) Jones is a retired CMHC Executive with over 25 years of experience in the housing field and a deep understanding of the factors contributing to Canada's severe housing affordability challenges.

During his tenure at CMHC, Steff worked in a diverse array of functional areas including CMHC's commercial mortgage insurance business (underwriting, claims and operational policy), housing programs, and human resources. In 2018, in his role as VP, Corporate Strategy, Steff was instrumental in helping CMHC set a new strategy and course for the future, anchored in a broad on-going transformation of CMHC. This work led to Steff standing up and being appointed as the VP of a new functional area at CMHC - Innovation and Partnerships - where he learned about and became passionate about the vast untapped potential and willingness to solve housing problems that lies in the private sector.

Steff is an action-oriented and empathetic leader, known for his willingness to experiment and his love of the messy art of transformation and change, knowing that in the end, solutions and outcomes must balance business, industry and community. This has allowed him to build a vast and tight knit network of colleagues, partners, and most importantly, friends over the course of his career.

Steff has a MA in Industrial/Organizational Psychology from Carleton University, a BSc. in Psychology from Trent University, and a certified in Prosci Change Management. He lives in Ottawa with his wife and two kids, where he makes fitness a way of life, is an avid golfer, and an amateur rock drummer.

# OUR LEADERSHIP TEAM



## **Shelley Mayer, CM** **Chief Marketing Officer**

Shelley Mayer, CM is a passionate and visionary leader, committed to the intersection of purpose and profit. Shelley believes that collaboration is at the heart of all success and is well known as an industry connector and matchmaker.

With deep business experience and extensive knowledge of the social impact space, Shelley has advised hundreds of organizations in their quest for transformational change. A trusted industry expert, coach, and advisor, Shelley has a reputation for challenging the status quo and creative problem solving.

Shelley holds a business degree from Wilfrid Laurier University, a Chartered Marketer designation with the Canadian Marketing Association, is a GRI Certified Sustainability Professional and a member of Social Value Canada.

With more than 20 years of combined client and agency experience, Shelley is a trusted strategic advisor to organizations committed to sustainability and leading social change. Since founding Ramp Communications in 2011, Shelley has partnered with 100+ social impact organizations and purpose-driven companies, helping them showcase their impacts across all 17 UN Sustainable Development Goals. Shelley's expertise includes branding, storytelling, impact reports, awareness campaigns and a range of other communication tools to help organizations engage with communities, share their great work, attract funders, and inspire change.



# OUR LEADERSHIP TEAM



## **Jeni Piepgrass** **Chief Development Officer**

Jeni Piepgrass gained nearly 20 years of experience in the social profit sector prior to her role as Chief Development Officer with Partners for Affordable Housing. Her mission is to drive success by helping clients achieve their visions for making the world a better, more vibrant and more supportive place. She is a passionate advocate for the social profit sector as a whole.

Jeni's career includes successful capital campaigns, project management and leveraging innovative social finance tools to deliver community impact. Based in Calgary, she led the Glenbow Reimagined Campaign, which has raised over \$173 million to date. She also headed the team that raised over \$135 million for the construction of Studio Bell, home of the National Music Centre.

Friends and colleagues appreciate Jeni's wide-ranging trivia knowledge almost as much as her baking skills. A voracious consumer of ideas, she loves perusing bookstores and listening to thought-provoking podcasts—her current favourites are Literature and History, Radiolab, and the Criterion Institute.

# OUR LEADERSHIP TEAM



## **Jessica Freeman** **Director of Development**

Jessica Freeman brings more than 14 years of fundraising and engagement experience in Canada, the U.S., China and Hong Kong to her role as Director of Development for Partners for Affordable Housing.

Jessica is inspired by her clients and the positive changes they are making in the world. With a deep belief in their causes, she seeks to help them understand and maximize their social impact. She is equally passionate about shifting the narrative surrounding the social profit sector—a \$192-billion industry in Canada—away from a focus on overhead costs and toward a focus on community impact.

Born and raised in Calgary, Jessica earned an Arts degree at the University of Calgary. Her career has included the development and implementation of multi-million campaigns as well as donor engagement and stewardship for the United Way of Calgary and Area, the University of Calgary, and the University of Toronto.

She shares her life with her two children and husband, who inspire her every day to do the right thing.

# PROJECT COLLABORATORS



## **Melissa McGuire** **Principal & Founder, Cathexis**

Melissa McGuire is a skilled Credentialed Evaluator (recognized by the Canadian Evaluation Society) with over 15 years of evaluation experience. She has carried out over 100 evaluation projects in various program areas, including health, education and social justice.

She has contributed extensively to the evaluation field, regularly presenting new and innovative evaluation approaches and mentoring emerging evaluators.

Melissa is known and respected for her collaborative client-focused approach, ensuring that all evaluations are designed to meet client needs and produce information that supports evidence-based decision-making, positive change and improvement.



# PROJECT COLLABORATORS



## **Lisa Covens** **Senior Vice President, Leger**

With over 20 years of marketing research experience, Lisa started at Leger in 2003 and is a highly respected professional. As a Senior Vice President at Leger, Lisa manages the Communications and Public Affairs practice and is a senior member of the Toronto office. Her clients include the government, most of the top PR agencies in Canada, and communications practitioners at several corporations, food associations and pharmaceutical companies.

Lisa focuses her practice on public affairs and research for media attention across numerous industries. She also conducts research with associations, not-for-profits, government and financial institutions. She is well-versed in both quantitative and qualitative research methods. With nearly 300 studies completed yearly, Lisa's team regularly assesses advertisements, public opinion, attitudes, behaviour, and key satisfaction metrics across various industries.

Lisa is an active member of the CPRS as a national board director and member of the executive. Lisa is also a spokesperson for Leger and is happy to speak on various topics.

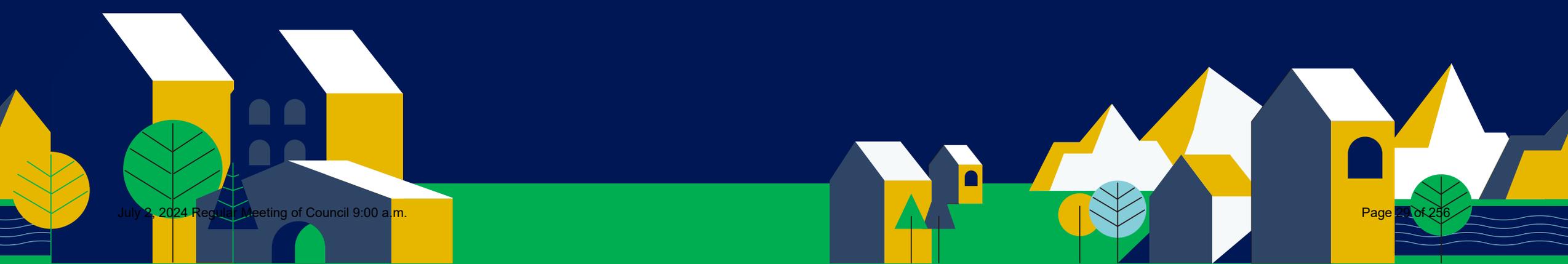


# PARTNERS FOR AFFORDABLE HOUSING

## Thank you

Contact us:

[connect@pfah.ca](mailto:connect@pfah.ca)



# PARTNERS FOR AFFORDABLE HOUSING

Date: June 5, 2024

Municipality: Canmore

## Partnership Proposal

### Purpose

- To share the purpose and vision of Partners for Affordable Housing Foundation (the “Foundation”)
- To understand the intersection of interests and opportunities between the Foundation and the Town of Canmore
- To propose a unique partnership opportunity between the Town of Canmore, the Government of Alberta, and the Foundation to apply for the Canada Mortgage and Housing Corporation’s (CMHC) Demonstration opportunity (\$250K grant) and facilitate the completion of a small portfolio of community housing developments in Canmore.

### Background

According to a [recent report \(Nov. 2023\) from the Office of the Federal Housing Advocate](#), we need to create **4.4 million permanently affordable and accessible homes** to restore affordability to Canada’s housing system.

Canada’s affordable housing challenges are complex, and currently the public sector and non-profit community housing providers (the “Providers”) are primarily responsible for delivering solutions. Specifically, Providers hold a disproportionate responsibility for managing, sustaining, and growing the programming and capital resources for deeply affordable housing, while there is growing pressure for the public sector to increasingly become responsible to finance this work.

**The approach is neither sustainable nor scalable.**

At the Partners for Affordable Housing Foundation, we believe that a transformative solution lies in a concerted and organized effort through **P4 collaborations (Public + Private/Corporations + Philanthropic + Providers)**, specifically adding corporate community investment and philanthropic funding as active and consistent partners in addressing the crisis. Experience has demonstrated that the philanthropic community, when presented with a credible and well-articulated concept, is less encumbered (faster to fund, little or no red tape, no shareholders or

voter concerns) and allows for more enterprising and entrepreneurial approaches than P3 partners can realize on their own.

Our model was developed based on the **RESOLVE Campaign** which ran successfully in Calgary over six years (2012-2018), raising close to \$300M for affordable housing—approximately 30% of which came from private/philanthropic sources. We believe this case study is an excellent demonstration of how P4 collaborations can radically accelerate investment and construction in affordable housing while creating a united voice in the community on the need for, and impact of, suitable housing for all.

## The Challenge

The challenge of providing for, and attracting investment in, truly affordable housing for our communities largely lies with community housing providers. Through our team’s decades of experience working with the charitable sector, the CMHC, as well as more recently through consultation with hundreds of interest holders, including more than 50 community housing providers, we’ve identified the following barriers preventing community housing providers from delivering affordable housing:

1. Lack of **access to capital** to maintain existing stock and/or add new units.
2. Lack of **capacity** to undertake large capital projects. Providers are faced with balancing social service program delivery and maintaining existing properties, while trying to address long wait lists for services and/or housing. Very few Providers have the construction project management history and experience needed to effectively oversee and manage new capital projects.
3. Lack of effective and experienced **governance** to successfully guide large capital projects, raise funds, mitigate risks, and identify new opportunities.
4. A narrow focus on seeking **limited funding pools** from various levels of government.
5. Fierce **competition** for the limited funds available from traditional funders (government, CMHC, community foundations, etc.) for capital and operations.
6. **Difficulty stacking and scaling** the funding they can secure to effectively manage costs and timelines for projects.
7. Lack of resources and expertise required to effectively raise capital outside of traditional funding sources (e.g., governments, community foundations). Most community housing providers have little, if any, **experience in fundraising**.

**Simply put, there’s a gap in the affordable housing ecosystem to generating meaningful conversations with a broader funder ecosystem—the Private and Philanthropic communities—about how they can efficiently make investments that align with their missions and scale the impact of their community support.**

## Solution: Introducing Partners for Affordable Housing

The Partners for Affordable Housing Foundation was incorporated as a non-profit foundation (soon-to-be charity) in 2023. Our goal is to facilitate nationwide collaboration and coordination among non-profit community housing **providers** and **public, private, and philanthropic** supporters (**P4 partners**) to attract investment in and funding for the acceleration of more dignified affordable housing. We connect P4 partners to existing resources and knowledge from key players in the sector and raise awareness for this important cause among the public. A study by Nanos Research, commissioned by CMHC in late 2023, validated the potential value of the model we propose.

Our approach is three-fold:

### 1. Collective investment

When P4 partners come together, investments go further. The Foundation facilitates the stacking of investments combining non-profit affordable housing project opportunities with public, private (corporate) and philanthropic investments across Canada to get projects to market faster. Community housing providers can access “top-up” grant funding to complete funded projects or equity investment to bolster government, public or private financing eligibility.

### 2. Collective voice

The Foundation provides a national and unified voice for individuals, destigmatizing the need for affordable housing, dispelling myths often associated with those most impacted and raising awareness of the front-line organizations developing solutions. We promote the need for greater investment and help Canadians understand the important role they can play.

### 3. Collective knowledge

Within the sector, there is a wealth of resources, tools, and knowledge. The Foundation provides a valuable directory for P4 partners and intends to capitalize on tools like [CMHC's Capital Connect](#) (an online project repository) to bring together social purpose investors/funders and donors with non-profit providers and developers looking to secure project capital.

Our three-year business plan and proforma predict that for every 20 cents invested in the Foundation, we will raise one dollar for affordable housing projects. In other words, **for every million dollars invested, we will generate \$5M of additional investment** to be directed to community housing providers' projects.

As an example of what the Foundation can do, here is a link to the simplified pro-forma for a mixed-use, affordable housing project developed by the Rocky View Foundation in Airdrie, Alberta: [Project Illustration](#). The Partners for Affordable Housing team supported this project by raising \$661,775 in corporate and philanthropic donations and \$4M in public sector grants, and

negotiating nearly \$1M in annual government subsidies. This funding was instrumental in financing operating costs and debt service, achieved within just over a year of our engagement with Rocky View.

## Capital Connect

Capital Connect is a digital marketplace, a platform intended to provide a solution to the current fragmentation of the housing market by centralizing community/affordable housing projects and impact-oriented investors in one space. The initial hypothesis behind the Capital Connect concept theorized that investors want to invest in affordable housing projects and there are projects in need of funding and investments, but they aren't always able to find each other. Through initial testing and piloting, that thesis has proven true.

The initial Capital Connect proof of concept brings together two of the four "Ps" in the Partners for Affordable Housing P4 model (Providers and Private capital). With time, the platform was also intended to connect with housing programs offered by CMHC (the third P – Public contributions) to facilitate the stacking of investments.

The platform has been under development at CMHC for several years and started under the leadership of Steffan Jones when he led the Innovation Team at CMHC. Steffan is now with the Partners for Affordable Housing as Chief Innovation and Partnerships Officer and is in conversation with CMHC to either partner on continuing the Capital Connect journey, or preferably, have the Partners for Affordable Housing become the system's new caretakers.

In either case, the Partners for Affordable Housing would now like to accelerate the scaling of the Capital Connect platform to include all community housing projects across Canada that are in development, and most importantly, add the fourth P to the mix – Philanthropic contributions. This is one of the key missing ingredients in many community housing developments that could unlock the delivery of new affordable housing and truly affordable rent levels. Select municipal and provincial partners, such as the Town of Canmore and the Government of Alberta, could be key advocates in helping to continue to scale Capital Connect's capabilities, as well as deliver practical results for community housing providers.

## Partnership Opportunity with the Town of Canmore and the Government of Alberta

We have received initial seed funding from the Government of Alberta of \$250K to begin demonstrating our solution in the province. We are now seeking to explore a partnership with the Town of Canmore in collaboration with the Government of Alberta, to expedite your affordable housing action plans.

We aim to leverage the Government of Canada's Demonstration Initiative Program, administered via CMHC, as additional support. We have other grant applications in various stages of assessment and continue to seek additional support from corporate and individual

philanthropists. While this partnership is not contingent on the CMHC grant, receiving it would amplify funding support, garner federal attention and national recognition. The proposed partnership would be as follows:

- The Town of Canmore, Government of Alberta, and the Foundation to partner to submit a joint Demonstration Initiative proposal to CMHC during the next application window. Funding of \$250K will be requested.

The partnership could be comprised of the following:

- The Town of Canmore would:
  - Match the \$250K investment made by the Government of Alberta.
  - Identify and share with the Foundation the project specifics (or refer the Foundation to community housing providers) for up to 5 community housing developments in Canmore that are due to be completed in the next 12 to 18 months that may be experiencing some budget shortfalls to get to completion/or that require a cash injection to lower rents even further below market. Projects can be specific to any vulnerable population, including housing for refugees and asylum claimants, women/female-led households, Indigenous peoples, youth, seniors etc.
  - Lend support to the Foundation's case to CMHC to become the private market partner/caretaker of Capital Connect.
- The Government of Alberta would:
  - Lend support to Foundation's case to CMHC to become the private market partner/caretaker of Capital Connect.
  - Provide a key provincial contact to liaise with the Foundation on an ongoing basis in support of the province's initial investment to support research and evaluation of the Foundation's model in Alberta.
- The Partners for Affordable Housing Foundation would:
  - Assign one of our highly skilled fundraisers with support from our larger team of strategy, fundraising, marketing, housing professionals, to be dedicated to Canmore's community housing portfolio to multiply the Town's investment in the Foundation by generating philanthropic donations and community investments that can be used to accelerate the completion of the Canmore community housing portfolio (the 3 to 5 developments identified).
  - Distribute digital storytelling campaigns throughout Canmore and the province to advocate for and attract funding that is specific to Canmore's community housing portfolio.
  - Conduct focus groups with community housing providers, as well as broader research activities, to understand the full needs of providers, identify other value-add

Foundation services and support and build credibility in what the Foundation can do for community housing providers (i.e. prove the Foundation's model).

## Projected Effort and Resource Allocation for the Town of Canmore

As part of this partnership between the Foundation and Town of Canmore, below is a brief overview of the anticipated workload and expectations for the Town:

1. Initial Phase:
  - One-time kick-off meeting and information sharing.
2. Ongoing Involvement/Communication:
  - Monthly update meetings
  - Occasional requests for specific input.
  - The Foundation will handle the majority of project management and fundraising tasks.
  - We request your team's assistance in reviewing and distributing key communications to ensure participation in interest holder sessions and research activities.
3. Resource Support:
  - Form a project team which includes the key interest holders from the Town of Canmore, CEOs from the selected community housing projects and builders.
  - Form an advisory council with local citizens to support fundraising this would include prospect identification and when, appropriate, introductions.
  - We request involvement from the project team and advisory council to inform and provide insights into the development of a case for support. This comprehensive document will outline why the community, donors, and organizations should support affordable housing initiatives in Canmore.

We welcome the opportunity to explore this partnership in greater detail. The objective of the proposal would be to be able to actively market and fundraise for the aforementioned portfolio of community housing projects by the fall of 2024, with an opportunity to promote and celebrate the Foundation and this partnership on National Housing Day in November.

## For More Information

Please visit our website: [pfah.ca](http://pfah.ca)

Please **watch** or **listen** to the On the Way Home podcast recording to meet two of the Foundation's founders, Jolene Livingston and Steffan Jones.

### Contact:

Jolene Livingston, [jolene@pfah.ca](mailto:jolene@pfah.ca), (403) 703-2631

Steffan Jones, [steffan@pfah.ca](mailto:steffan@pfah.ca), (613) 290-1811



# CANMORE EAGLES

C2  
**SOAR  
WITH US**

403-678-7856  
info@canmoreeagles.com  
P.O. BOX 8737  
CANMORE AB  
T1W 2T9

June 10, 2024

**Town of Canmore**  
902 – 7 Ave.  
Canmore, Alberta  
T1W 3K1

Attn. **Administration and Council; Town of Canmore**

Re. **Canmore Eagles Junior A Hockey Club  
Accounts Payable Repayment Agreement - September 2014**

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We thank you for honouring our request to review with you the arrangement of settling past debts to the Town of Canmore.

As you already know, we are a thirty-year strong, community-owned, not for profit organization, with a mission to inspire young hockey players to achieve their highest possible level in the game of hockey. This in turn inspires the Bow Valley's minor hockey players to play at the Junior A level and beyond. We have developed a fantastic relationship with Canmore Minor Hockey over the past thirteen years of hard work and commitment to each other.

In September 2014, we signed an agreement to pay down a balance owed to the Town of Canmore representing ice rental costs accrued over several prior hockey seasons. The period in which our payments fell into arrears represents a different era in the lifespan of this organization. At that time, our club was in dire straits. We were struggling to survive. The Town was gracious enough to assist us in our recovery and we are very appreciative. A portion of our recent success can be attributed to the Town's assistance, and you have our thanks and gratitude. Also, very instrumental is our current management, staff, and volunteers. Our continued diligence has led to much success on the ice as well as now showing a more financially stable balance sheet. Our management, staff and volunteers are the lifeblood of this club and integral parts of the community.

We should elaborate on the success of our club in the past few years and the community and economic benefits that Junior A Hockey and the AJHL have bestowed upon us.

- We provide approximately 40 nights per year of very affordable entertainment where families, young and old, can gather and cheer on their team.
- We provide training, coaching, and mentoring to youth hockey through a very close relationship with Canmore Minor Hockey.
- We promote and provide volunteerism amongst our players, billet families and staff throughout Canmore and the Bow Valley.
- We promote local businesses in the entertainment and tourism industries among others.

- We develop young adults to be responsible and active members of the communities that they choose to call home in their future endeavors. They are ambassadors of our community and examples of the highest ideals of the sport we love.

Notwithstanding the above, you are aware of the agreement being finalized for hosting Sportsnet's Hockey Day in Canada in January 2025. It is not overly boastful to state that, because of our past relationship with Sportsnet, Scotiabank and individuals such as Ron McLean, our organization has been very influential in bringing it to fruition. The economic benefits are immense. Victoria, BC held the 2024 version of the event, and it was revealed that the event:

*"...netted an economic impact of \$3,985,375, supported 2,399 jobs, and generated \$627,025 in taxes, according to a Destination International Economic Impact Report from the Greater Victoria Sport Tourism Commission."*

Our request to Council is that the Town of Canmore forgive the balance of the debt of the Canmore Eagles Junior A Hockey Club, due on September 15, 2024, for \$67,450.08 plus accrued interest at 0.5% above the prime rate, with the reasoning as follows:

Success in junior hockey in our market has not come easy. It takes a certain resilience, reflective of the fortitude required to play our sport, to have survived recent challenges not of our making. The extensive three-year arena renovation caused us approximately \$30,000 per year in lost revenues while we continuously paid full ice use bills without discount and made all payments towards our debt and while keeping our total indebtedness on our balance sheet below the threshold stated in our contract. This was difficult to do and depleted our coffers considerably. Were it not for the financial assistance of a member or two, we would not exist today. In addition, during that time our organization built a bar in the Recreation Centre facility, which cost us approximately \$20,000 and remains a part of the facility. In support of the construction of the bar, the Town of Canmore did waive \$10,000 worth of deferred fees applied as a credit to Invoice #7501 on September 15, 2022.

Upcoming costs that are making our financial situation more difficult are as follows:

- \$10,000 owing to Canmore Minor Hockey for installation of the seats in the renovated Recreation Centre.
- \$5,000 for cameras to be placed above the ice along with \$3,000 per year for the required subscription to run them. The Canmore Eagles are required by the AJHL to have these cameras for video review of on-ice calls, i.e. did the puck cross the line? These cameras will also be beneficial to minor hockey as a coaching aid.
- A potential \$20,000 upgrade to the arena's sound system to enhance the fan experience. This would also be supported by Canmore Minor Hockey and would benefit other ice users such as figure skating.
- We would like to look at a larger information screen within the arena like a mini jumbo-tron, but wall-mounted, estimated at \$20,000 plus.

All these items will be attached to the Recreation Centre and will be available for all users.

Over the past couple of years, we have seen our away game travel costs go up approximately 40%, and we are anticipating another 10% to 15% for the coming year with these costs alone reaching almost \$200,000. This will put another financial squeeze on our organization.

We are nearing a watershed moment in our organization. The future will require a transition from the current individuals involved to a new, younger group who meet our requirements for continued success. We suggest that the untethering of our past financial transgression is the best way to foster and continue the viability of this organization. We also feel we have earned your consideration for same.

In closing, I would very much appreciate having the opportunity to explain our request further on behalf of the Eagles organization.

Thank you for your consideration,

Darryl Lockwood, President  
Canmore Eagles Junior A Hockey Club

**TOWN OF CANMORE  
MINUTES**

Regular Meeting of Council  
Council Chamber at the Civic Centre, 902 – 7 Avenue  
**Tuesday, June 4, 2024 at 9:00 a.m.**

**COUNCIL MEMBERS PRESENT**

Sean Krausert	Mayor
Jeff Mah	Deputy Mayor
Tanya Foubert	Councillor
Wade Graham	Councillor
Jeff Hilstad	Councillor (joined by Zoom)
Joanna McCallum	Councillor

**COUNCIL MEMBERS ABSENT**

Karen Marra	Councillor
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**ADMINISTRATION PRESENT**

Sally Caudill	Chief Administrative Officer
Cheryl Hyde	Manager, Municipal Clerk's Office (recorder)
Caitlin Miller	Manager of Protective Services
Anika Drost	Development Planner
Jeanie Macpherson	Supervisor of Arts and Culture
Eleanor Miclette	Manager of Economic Development
Greg Burt	Supervisor of Municipal Enforcement
Chelsey Gibbons	Manager of Finance
Rob Shears	Supervisor of Canmore Recreation Centre Operations
Adam Driedzic	Town Solicitor

Mayor Krausert called the June 4, 2024 regular meeting to order at 9:00 a.m.

**A. CALL TO ORDER AND APPROVAL OF AGENDA**

- 1. Land Acknowledgement**
- 2. Agenda for the Tuesday, June 4, 2024 Regular Meeting of Council**

105-2024

Moved by Mayor Krausert that Council approve the agenda for the June 4, 2024 regular meeting as presented.

**CARRIED UNANIMOUSLY**

**B. PUBLIC HEARINGS – none**

Minutes approved by: \_\_\_\_\_

**C. DELEGATIONS**

**1. Homelessness Society of the Bow Valley**

Jessica Klaric, Executive Director for the Homelessness Society of the Bow Valley, spoke to a written report and submitted the following two requests to Council:

- (1) That Council endorse access to the Scout Hall for shelter operations between October 1 to May 1 of each year.
- (2) That Council extend in-kind hour rent support from 12 a.m. – 6 a.m. to 10 p.m. – 9 a.m. each night.

Council will consider the request at the July 2 2024 regular meeting.

**D. APPROVAL OF MINUTES**

**1. Minutes of the April 23, 2024 Special Meeting of Council**

106-2024 Moved by Mayor Krausert that Council approve the minutes of the April 23, 2024 special meeting as presented.

**CARRIED UNANIMOUSLY**

**2. Minutes of the May 7, 2024 Regular Meeting of Council**

107-2024 Moved by Mayor Krausert that Council approve the minutes of the May 7, 2024 regular meeting as presented.

**CARRIED UNANIMOUSLY**

**E. BUSINESS ARISING FROM THE MINUTES – none**

**F. UNFINISHED BUSINESS - none**

**G. BYLAW APPROVAL**

**1. Land Use Bylaw Amendment 2024-05 Political Campaign Signs**

108-2024 Moved by Mayor Krausert that Council give first reading to Land Use Bylaw Amendment 2024-05 Political Campaign Signs.

**CARRIED UNANIMOUSLY**

109-2024 Moved by Mayor Krausert that Council schedule a Public Hearing for Land Use Bylaw Amendment 2024-05 Political Campaign Signs on July 2, 2024.

**CARRIED UNANIMOUSLY**

**2. Fireworks Ban and Fire Bylaw Amendment 2024-11 – Community Safety**

110-2024 Moved by Mayor Krausert that Council give first reading to Fireworks Ban and Fire Bylaw Amendment 2024-11 – Community Safety.

110A-2024 Moved by Mayor Krausert that Council amend motion 110-2024 by adding: add the following as section 8 to Bylaw 2024-11 and renumber the subsequent sections as required:

8. Schedule A section 6.3 Fail to comply with a Fire Ban is amended by striking out the minimum penalty of \$2,000 and substituting \$5,000.

**CARRIED UNANIMOUSLY**

**Meeting break 10:38 – 10:55 a.m.**

Minutes approved by: \_\_\_\_\_

- 110B-2024 Moved by Councillor Foubert that Council amend motion 110-2024 by adding: strike out section 4 of Bylaw 2024-11 and substitute the following:  
Section 3 is amended by inserting “2024 and” after “December 31”, inserting “2025” after January 1, striking out the comma after “December 31”, and striking out “or July 1 each year”.
- CARRIED**  
**In favour: Foubert, Hilstad, Krausert, McCallum**  
**Opposed: Graham, Mah**
- 110-2024 The vote followed on motion 110-24 that Council give first reading to Fireworks Ban and Fire Bylaw Amendment 2024-11 – Community Safety amended as follows:
- add the following as section 8 to Bylaw 2024-11 and renumber the subsequent sections as required:
    8. Schedule A section 6.3 Fail to comply with a Fire Ban is amended by striking out the minimum penalty of \$2,000 and substituting \$5,000.
  - strike out section 4 of Bylaw 2024-11 and substitute the following:  
Section 3 is amended by inserting “2024 and” after “December 31”, inserting “2025” after January 1, and striking out the comma after “December 31”, and striking out “or July 1 each year”.
- CARRIED**  
**In favour: Foubert, Hilstad, Krausert, Mah, McCallum**  
**Opposed: Graham**
- 111-2024 Moved by Mayor Krausert that Council give second reading to Fireworks Ban and Fire Bylaw Amendment 2024-11 – Community Safety.
- CARRIED**  
**In favour: Foubert, Hilstad, Krausert, Mah, McCallum**  
**Opposed: Graham**
- 112-2024 Moved by Mayor Krausert that Council give leave for third reading to Fireworks Ban and Fire Bylaw Amendment 2024-11 – Community Safety.
- CARRIED UNANIMOUSLY**
- 113-2024 Moved by Mayor Krausert that Council give third reading to Fireworks Ban and Fire Bylaw Amendment 2024-11 – Community Safety.
- CARRIED**  
**In favour: Foubert, Hilstad, Krausert, Mah, McCallum**  
**Opposed: Graham**
- 114-2024 Moved by Councillor Foubert that Council direct administration to include increased cultural programming for Canada Day and New Year's Eve celebrations as an option for finance committee during the 2025-26 budget process.
- CARRIED UNANIMOUSLY**
- 3. Community Standards Bylaw Amendment 2024-15 – Human Wildlife Co-Existence Recommendations**
- 115-2024 Moved by Mayor Krausert that Council give first reading to Community Standards Bylaw Amendment 2024-15 Human Wildlife Co-Existence.
- CARRIED UNANIMOUSLY**

Minutes approved by: \_\_\_\_\_

116-2024 Moved by Mayor Krausert that Council give second reading to Community Standards Bylaw Amendment 2024-15 Human Wildlife Co-Existence.  
**CARRIED UNANIMOUSLY**

117-2024 Moved by Mayor Krausert that Council give leave for third reading to Community Standards Bylaw Amendment 2024-15 Human Wildlife Co-Existence.  
**CARRIED UNANIMOUSLY**

118-2024 Moved by Mayor Krausert that Council give third reading to Community Standards Bylaw Amendment 2024-15 Human Wildlife Co-Existence.  
**CARRIED UNANIMOUSLY**

**4. Traffic and Road Use Bylaw Amendment 2024-16 – Quarry Lake Early Parking Fine and Camping in Vehicle**

119-2024 Moved by Mayor Krausert that Council give first reading to Traffic and Road Use Bylaw Amendment 2024-16 – Quarry Lake Early Parking Fine and Camping in Vehicle.  
**CARRIED UNANIMOUSLY**

120-2024 Moved by Mayor Krausert that Council give second reading to Traffic and Road Use Bylaw Amendment 2024-16 – Quarry Lake Early Parking Fine and Camping in Vehicle.  
**CARRIED UNANIMOUSLY**

121-2024 Moved by Mayor Krausert that Council give leave for third reading to Traffic and Road Use Bylaw Amendment 2024-16 – Quarry Lake Early Parking Fine and Camping in Vehicle.  
**CARRIED UNANIMOUSLY**

122-2024 Moved by Mayor Krausert that Council give third reading to Traffic and Road Use Bylaw Amendment 2024-16 – Quarry Lake Early Parking Fine and Camping in Vehicle.  
**CARRIED UNANIMOUSLY**

**5. Canmore Community Housing Stewart Creek Rise Construction Loan Guarantee Bylaw 2024-12.**

123-2024 Moved by Mayor Krausert that Council give second reading to Canmore Community Housing Stewart Creek Rise Construction Loan Guarantee Bylaw 2024-12.  
**CARRIED UNANIMOUSLY**

124-2024 Moved by Mayor Krausert that Council give third reading to Canmore Community Housing Stewart Creek Rise Construction Loan Guarantee Bylaw 2024-12.  
**CARRIED UNANIMOUSLY**

Minutes approved by: \_\_\_\_\_

**H. NEW BUSINESS**

**1. Scope Change for the Canmore Recreation Centre (CRC) Life Cycle Maintenance (LCM) Project (CAP 7009)**

125-2024 Moved by Mayor Krausert that Council direct administration to amend the scope of the CRC Life Cycle Maintenance (LCM) project (CAP 7009) as presented.

**CARRIED UNANIMOUSLY**

**2. 2024 New Capital Project – Off-Site Levy Bylaw Litigation**

126-2024 Moved by Mayor Krausert that Council approve a new 2024 capital project for Off-Site Levy Bylaw litigation for \$500,000, to be funded from the General Capital Reserve.

**CARRIED UNANIMOUSLY**

**I. REPORTS FROM ADMINISTRATION – none**

**J. NOTICES OF MOTION – none**

**K. CLOSED SESSION – none**

**L. ADJOURNMENT**

127-2024 Moved by Mayor Krausert that Council adjourn the June 4, 2024 regular meeting at 12:07 p.m.

**CARRIED UNANIMOUSLY**

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Sean Krausert  
Mayor

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Cheryl Hyde  
Manager, Municipal Clerk's Office

Minutes approved by: \_\_\_\_\_




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## *2024- Homelessness Society of the Bow Valley Delegation Report to Council*

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### **Background**

The Homelessness Society of the Bow Valley (HSBV) is a community-based organization with a mission to provide local, community-based, wrap-around support to individuals who are unhoused and housing insecure within the Bow Valley. As of March 2024, HSBV has been an official, non-profit organization for two years. Over the past two years, HSBV has continued to focus on program development and community engagement - serving as a critical and reliable resource that provides winter emergency shelter to those who are unhoused and housing insecure within the Bow Valley.

The 2023/2024 winter marked the fourth consecutive year of operating our local, low-barrier Emergency Winter Shelter program. Thanks to the generous support of HSBV donors and funders, this year was HSBV's longest operating period to date; the shelter opened on December 11, 2023 and closed the morning of April 1, 2024. To accommodate a growing number of guests looking to access the Emergency Winter Shelter, HSBV increased our nightly capacity to 8. For the first time ever, HSBV received funding from the Government of Alberta's Ministry of Seniors, Community and Social Services (SCSS) to support 2023/2024 Emergency Winter Shelter operations. Gratefully, the same funding agreement will be implemented by SCSS to support the 2024/2025 shelter operating season.

In addition to the Emergency Winter Shelter program, HSBV continued to operate a community Outreach Program. The 2023 year marked the first year of daily Outreach Programming. The Outreach Program continues to operate daily throughout the 2024 year, where individuals in need of support can connect with our team via phone, email or social media up until 7 PM. All inquiries are addressed within 24 hours of initial contact. Through the Outreach Program, unhoused and housing insecure individuals can seek support with basic system navigation, program referrals, and, on a case-by-case basis, emergency support services (contingent on budget and availability).

### **Need for the Program**

During the 112 nights the Emergency Winter Shelter was open (December 11, 2023 to April 1, 2024), 40 unique individuals accessed the shelter space. On average, the shelter supported 5.9 guests per night, totalling 640 warm bed nights. Across the operating period, 19 out of 112 nights reached or exceeded our nightly capacity. Importantly, the Emergency Winter Shelter operated for 5 nights with extreme cold weather as alerted by Environment Canada, with temperatures at or below -40 Celsius, and 11 nights with temperatures at or below -20 Celsius.

Within the 2023/2024 operating season, the Outreach Program provided 199 instances of support, made dozens of referrals to local resources and supports, connected individuals in need with 7 emergency taxi rides, and 46 nights of emergency commercial accommodation.

*A sincere note of gratitude to the Town of Canmore for the continued support and collaborations.*



### **Future Focus**

HSBV continues to grow to meet community needs and fill the role of emergency, low-barrier shelter within our local Bow Valley system of care. There are five key areas that HSBV will be continuing to focus on:

- 1) Establishing and/or securing a long-term permanent shelter solution, where HSBV can increase operational hours and provide a broader range of services, such as: laundry, showers, storage, day-time support, and enhanced accessibility.
- 2) Continued annual outreach to ensure that there is support available when there are individuals who are in need.
- 3) Continued Emergency Winter Shelter operations with a plan based on current 2024/2025 funding and contingent on space availability, to operate from November 1st, 2024 to April 1st, 2025 in the next winter season.
- 4) Long-term sustainable funding to shift from programming based on funding availability to longer-term program development based on need.
- 5) Transitioning toward charitable designation (contingent on CRA review of charity status application)

### **Request to the Town of Canmore Council**

HSBV was grateful for the opportunity to rent Scout Hall for the operations of the 2023/2024 winter emergency shelter. We deeply appreciate the in-kind donation between the hours of 12 AM to 6 AM. We continue to explore a number of space options, but to date have nothing confirmed.

HSBV would like to put forward two requests to council for consideration:

1. HSBV is requesting that council consider endorsement of access to Scout Hall for shelter operations between October 1st to May 1st of each year, moving forward. Contingent and dependent on yearly funding and capacity (which can be variable) HSBV will continue to operate the Emergency Winter Shelter within the timeframe of October 1st to May 1st of each year. This request will provide HSBV with the security and certainty of interim access to space for continued operations. HSBV remains committed to exploring other space alternatives and longer-term shelter solutions.
2. HSBV is requesting that council consider extending in-kind hourly rent support from 12 AM to 6 AM to 10 PM to 9 AM each night (HSBV traditionally accesses the space between 9 PM to 10 AM daily). Based on the 2023/2024 operating season, rental fees to operate the Emergency Winter Shelter totalled \$16,517 with a nightly fee of \$140 (a \$20 hourly non-profit rate applied between 9 PM to 12 AM and 6 AM to 10 AM). In extending the in-kind rent for the 2024/2025 operating season, HSBV will save \$100 per night for a total of \$15,100 (based on 151 nights of operation). HSBV intends to allocate savings to support future program development.

*A sincere note of gratitude to the Town of Canmore for the continued support and collaborations.*



# Request for Decision

**DATE OF MEETING:** July 2, 2024 **Agenda #: G 1**

**TO:** Council

**SUBJECT:** Revised Land Use Bylaw Amendment 2024-05 – Political Campaign Signs & Political Campaign Sign Bylaw 2024-06

**SUBMITTED BY:** Caitlin Miller, Manager of Protective Services  
Anika Drost, Senior Development Planner

**RECOMMENDATION:** That Council give second reading to Revised Land Use Bylaw Amendment 2024-05 – Political Campaign Signs.

That Council give third reading to Revised Land Use Bylaw Amendment 2024-05 – Political Campaign Signs.

That Council give first reading to Political Campaign Sign Bylaw 2024-06.

That Council give second reading to Political Campaign Sign Bylaw 2024-06.

That Council give leave to go to third reading of Political Campaign Sign Bylaw 2024-06.

That Council give third reading to Political Campaign Sign Bylaw 2024-06.

## EXECUTIVE SUMMARY

Revised Land Use Bylaw Amendment 2024-05 – Political Campaign Signs received first reading on June 4, 2024 and is the subject of a public hearing on July 2, 2024.

Please refer to Attachment 1 for administration’s analysis on this matter which was presented during the first reading of this bylaw.

If Council decides to approve Revised Land Use Bylaw Amendment 2024-05 – Political Campaign Signs (Attachment 2), then administration will present and recommend that Council give three readings to the Political Campaign Sign Bylaw 2024-06 (Attachment 3).

**ATTACHMENTS**

- 1) RFD from the June 4, 2024 Regular Meeting of Council
- 2) Revised Land Use Bylaw Amendment 2024-05 – Political Campaign Signs
- 3) Political Campaign Sign Bylaw 2024-06

**AUTHORIZATION**

Approved by:	Caitlin Miller Manager of Protective Services	Date	<u>June 13, 2024</u>
Approved by:	Harry Shnider, RPP, MCIP Manager of Planning and Development	Date	<u>June 14, 2024</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date	<u>June 14, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date	<u>June 24, 2024</u>



# Request for Decision

**DATE OF MEETING:** June 4, 2024 **Agenda #:** G 1

**TO:** Council

**SUBJECT:** Land Use Bylaw Amendment 2024-05 Political Campaign Signs

**SUBMITTED BY:** Caitlin Miller, Manager of Protective Services  
Anika Drost, Senior Development Planner

**RECOMMENDATION:** That Council give first reading to Land Use Bylaw Amendment 2024-05 Political Campaign Signs.

That Council schedule a Public Hearing for Land Use Bylaw Amendment 2024-05 Political Campaign Signs on July 2, 2024.

## EXECUTIVE SUMMARY

Council has directed Administration to create a bylaw that bans political election signs on public property. To advance this work, a Land Use Bylaw amendment and a public hearing are required.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Motion 44-2024 – Council directed administration to prepare:

- 1) a bylaw that restricts political campaign signs to private property, and
- 2) an amendment to the Town's Land Use Bylaw to remove the political campaign signs section.

## DISCUSSION

In 2022, Council directed administration to return to Council with options for regulating or managing election signs by December 2023. In December 2023, Council directed administration to return with a municipal election sign bylaw that restricted election signs on public property to four locations. Administration returned to Council in March 2024 for clarity on Council's direction and Council then directed administration to return to Council with a bylaw that bans political election signs on public property. This requires amending the Land Use Bylaw which results in the need for a public hearing. Attached to this report is both the Land Use Bylaw Amending Bylaw 2024-05 to remove political campaign signs and the proposed Political Campaign Sign Bylaw 2024-06. Should Council move to give first reading to Land Use Bylaw 2024-05 and schedule a public hearing, administration will bring forward a recommendation at the July 2, 2024 meeting for Council to give three readings to the Political Campaign Sign Bylaw 2024-06.

The Political Campaign Sign Bylaw will provide greater clarity to candidates running in any election that signs are only to be placed on private property. This bylaw will also create greater clarity when it comes to the enforcement of the bylaw. Collaboration with the Municipal Clerk's Office and the Returning Officer to ensure future candidates are aware of the bylaw and fines associated with contravening the bylaw would occur prior to the next election.

**ANALYSIS OF ALTERNATIVES**

None.

**FINANCIAL IMPACTS**

None.

**STAKEHOLDER ENGAGEMENT**

A Public Hearing will be scheduled for the Land Use Bylaw amendment.

In municipal elections, candidates will receive information packages that inform them of the Political Campaign Sign Bylaw.

**ATTACHMENTS**

- 1) Political Campaign Sign Bylaw 2024-06
- 2) Land Use Bylaw Amending Bylaw 2024-05
- 3) Land Use Bylaw 2018-22 REDLINE Excerpts

**AUTHORIZATION**

Submitted by:	Caitlin Miller Manager of Protective Services	Date:	<u>May 14, 2024</u>
Approved by:	Harry Shnider, RPP, MCIP Manager of Planning and Development	Date	<u>May 13, 2024</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date:	<u>May 14, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>May 28, 2024</u>



## BYLAW 2024-05

### A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO AMEND REVISED LAND USE BYLAW 2018-22

---

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

#### TITLE

- 1 This bylaw shall be known as “Revised Land Use Bylaw Amendment 2024-05 – Political Campaign Signs.”

#### INTERPRETATION

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

#### PROVISIONS

- 3 Revised Land Use Bylaw 2018-22 is amended by this bylaw.
- 4 The following sections are repealed:
  - a) section 9.12.6, and
  - b) section 9.14.0.1(e)
- 5 Section 13.2 is amended by striking the definition for “political campaign sign”.

#### ENACTMENT/TRANSITION

- 6 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.
- 7 This bylaw comes into force on the date it is passed.

FIRST READING: June 4, 2024

PUBLIC HEARING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

\_\_\_\_\_  
Sean Krausert  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cheryl Hyde  
Manager, Municipal Clerk's Office

\_\_\_\_\_  
Date



## BYLAW 2024-06

### A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PLACEMENT AND LOCATION OF POLITICAL CAMPAIGN SIGNS

---

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 “Political Campaign Sign Bylaw.”

#### INTERPRETATION

- 2 In this bylaw:

- a) “Political Campaign Sign” means temporary sign used for municipal, school board, regional health authority, provincial, or federal political elections;
- b) “Highway” has the same meaning as set out in *Traffic Safety Act RSA 2000 Chapter T-6*.
- c) “Peace Officer” means:
  - i) a person appointed as a bylaw enforcement officer pursuant to the Municipal Government Act, as amended;
  - ii) a person appointed as a Peace Officer pursuant to the Peace Officer Act, as amended; or
  - iii) a police officer.
- d) “Private Property” means land owned in fee simple, held under a lease, sub-lease or license of occupation and is controlled by an individual or business.
- e) “Public Place” means any land owned or leased by the municipality, other than a Highway, that the public is ordinarily entitled or permitted to use and includes:
  - i) Parks, as defined in the Parks Bylaw, as amended,
  - ii) Parking lots, and
  - iii) Land developed, used or managed by the Town for public utilities;
- f) “Violation Tag” means a municipal tag or similar document issued by a Peace Officer in relations to an offence under this bylaw;
- g) “Violation Ticket” means a ticket issued pursuant to the Provincial Offences Procedures Act, as amended, and the regulations thereunder;

Bylaw approved by: \_\_\_\_\_

Page 1 of 3

## PROVISIONS

- 3 A person may place a Political Campaign Sign on Private Property with the permission of the property owner.
- 4 A person must not place Political Campaign Sign at a Public Place or Highway.
- 5 Notwithstanding s. 9.13.0.6 of the Land Use Bylaw, as amended, a Political Campaign Sign may be constructed from plastic panel foam or fiberglass.
- 6 A Political Campaign Sign is exempt from requirements for Certificates of Signage Conformance and Development Permits as set out in the Land Use Bylaw as amended.
- 7 A person must not place a Political Campaign Sign on Private Property in a manner that interferes with the safety and convenience of pedestrians, cyclists, or motorists.
- 8 Political campaign signs must be removed from Private Property within 48 hours of the closing of the polls following the election.

## ENFORCEMENT AND PENALTIES

- 9 Any person who contravenes any provision of this bylaw is liable to a minimum penalty of \$250.
- 10 Any person who contravenes any provision of this bylaw is guilty of an offence and upon conviction shall be liable for a minimum penalty in accordance with section 10 of this bylaw, and not exceeding \$10,000.
- 11 A Peace Officer is hereby authorized to seize, remove, and impound any Political Campaign Sign found in contravention of any provision of this bylaw.
- 12 The owner of the Political Campaign Sign is liable for a fee of \$50 per day for the impounding and storage of the sign.
- 13 The Town may destroy any Political Campaign Sign impounded by a Peace Officer and not claimed by the owner within 14 days without compensation to the owner.
- 14 A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person, who a Peace Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.
- 15 A Violation Tag may be issued to such person:
  - a) either personally; or
  - b) by mailing a copy to such person at their last known address.

- 16 The person to whom a Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified on the Violation Tag.
- 17 If the penalty specified on a Violation Tag has not been paid within the prescribed time, then a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*, as amended.
- 18 Notwithstanding section 14 of this bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*, as amended, to any person who a Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.
- 19 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offence is liable to a fine in an amount not less than that established by this bylaw.

**ENACTMENT/TRANSITION**

- 20 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.
- 21 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  
Manager, Municipal Clerk's Office

\_\_\_\_\_  
Date

Bylaw approved by: \_\_\_\_\_



# Request for Decision

**DATE OF MEETING:** July 2, 2024 **Agenda #: G 2**

**TO:** Council

**SUBJECT:** Discouraging the Provision of Housing in Industrial Districts

**SUBMITTED BY:** Harry Shnider, Manager, Planning and Development  
Nathan Grivell, Senior Development Planner

**RECOMMENDATION:** That Council give first reading to Town of Canmore Municipal Development Plan Bylaw Amendment 2024-07 – Discouraging Employee Housing in Industrial Areas.

That Council give first reading to Revised Land Use Bylaw Amendment 2024-08 – Removal of Employee Housing from Industrial Districts.

That Council schedule a single Public Hearing for Bylaw 2024-07 and Bylaw 2024-08 on September 3, 2024.

## EXECUTIVE SUMMARY

In accordance with Council Motion 200-2023, Administration has prepared amendments to the Town's Municipal Development Plan (MDP) and Land Use Bylaw (LUB) that will discourage Employee Housing in industrial districts. The land use is proposed to be removed from Section 5.2 – Light Industrial District (IND1) and Section 5.3 – General Industrial District (IND2). Further restrictions on Employee Housing are proposed for Section 5.4 – Southern Business District (SB). Employee Housing is proposed to be replaced with the use of Dwelling Unit in Section 5.1 – Transition Industrial District (IID) to better account for the recommendations listed within the Wellhead Protection Update for Water Supply Wells PW1A and PW2. Restrictions on Dwelling Units have also been added to the Transition Industrial District.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

At the Regular Council Meeting held on September 5, 2023, as a follow-up to accepting the Retail Gap Analysis and Light Industrial & Retail Study, Council passed Motion 200-2023, directing Administration to return with recommended amendments to the LUB and MDP to discourage the provision of employee housing in industrial districts.

The Municipal Development Plan (Bylaw 2016-03) sets the Town's overall policy direction for community land use decisions, and all planning documents such as area structure plans and the land use bylaw are aligned with it.

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

Council approved CAP 7258, Wellhead Protection Study, in the 2022 capital budget. This report, which is currently scheduled to come to the September Committee of the Whole, does not require Council approval but will be brought for information. This study refines the location of the aquifer that the Town's drinking water supply wells draw from and identifies areas of concern based upon permitted and discretionary uses within certain Land Use Districts that have potential to impact the aquifer.

## **DISCUSSION**

In accordance with Council's motion from September 5, 2023, Administration has prepared amendments to the Town's Municipal Development Plan (MDP) and Land Use Bylaw (LUB) that discourage employee housing in industrial districts. The proposed amendments are as follows:

### Municipal Development Plan

The bylaw to amend the MDP is provided as Attachment 1. Amendments are proposed to three sections of the MDP:

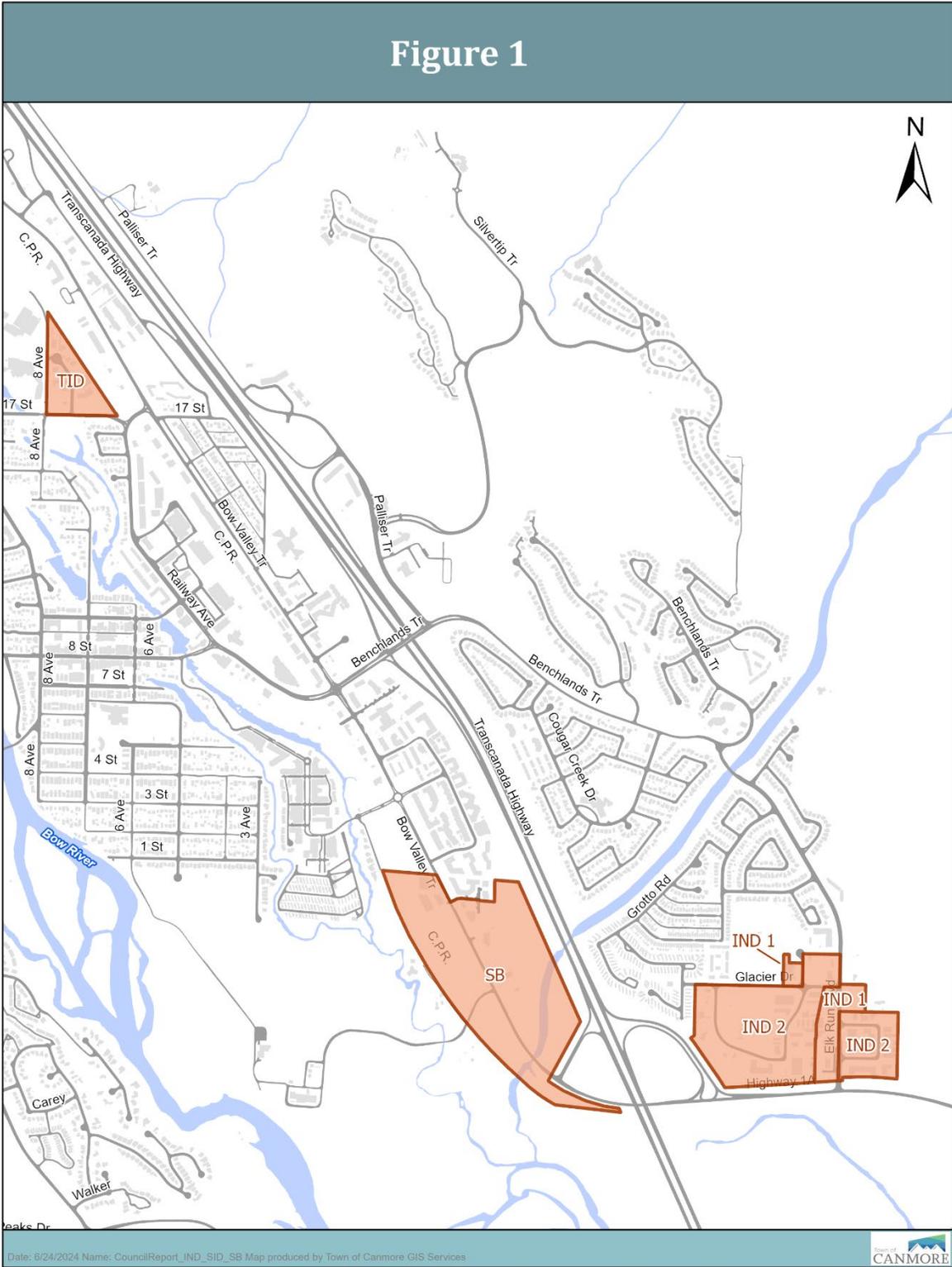
- Section 2.2, which currently outlines the pattern of growth for the community, including industrial growth,
- Section 5.3, which currently outlines strategies to increase the provision of employee housing community-wide, including where appropriate, in the industrial areas, and
- Section 12.1, which currently outlines industrial policies, including when housing is appropriate within industrial areas.

The proposed amendments change the language in the MDP from support if certain criteria can be met, to non-support for new development proposals in industrial areas to the north of the Trans Canada Highway, and more specific criteria for industrial areas to the south.

The proposed changes are shown in redline in Attachment 3.

### Land Use Bylaw

Amendments are proposed to the four industrial districts in the LUB, specifically to the IND 1 Light Industrial District, the IND 2 General Industrial District, the TID Transition Industrial District, and the SB Southern Business District. The location of each land use district is shown on Figure 1 on the following page.



Employee Housing is proposed to be removed as a listed use, along with any use-related regulations, for the IND1 and IND2 Districts. By removing the use from the district, any approved employee housing units would be considered legal non-conforming uses and may continue to exist provided they remain as approved. There will not be an opportunity to apply for additional employee housing units on the same property, however.

Rather than removing Employee Housing as a use from the TID and SB Districts outright, Administration recommends pursuing alternate methods to continue to allow some form of accommodation within these districts.

Within the TID District, Administration recommends replacing Employee Housing with Dwelling Units (above the ground floor). The Wellhead Protection Update for Water Supply Wells PW1A and PW2 recommends the removal of potential industrial uses that could impair the aquifer that provides the Town's potable water supply from the TID District. This will shift the purpose of the district to more mixed commercial/industrial development that is better suited to support some residential use. However, to help preserve non-residential uses, a requirement has been added that limits the number of Dwelling Units in a building to no more than 30% of its gross floor area. Size limits are also proposed to support units being workforce oriented. Administration believes these changes achieve an acceptable balance between housing and light industrial uses while conforming with the recommendations of the Wellhead Protection Update for Water Supply Wells PW1A and PW2.

Administration also recommends replacing Employee Housing with Dwelling Units (above the ground floor) in the SB District. The recommended amendment proposes to keep the existing regulations currently regulating Employee Housing, with the use changed to 'Dwelling Units'. Similar to the Transitional Industrial District, the Southern Business District is a district with a mix of commercial and light industrial uses that could support limited residential use.

The bylaw required to implement these changes is provided as Attachment 2. The proposed changes are shown in redline in Attachment 4.

#### **ANALYSIS OF ALTERNATIVES**

Council could decide to remove Employee Housing as a use from the TID and SB Districts. This is not recommended given the impacts of the Wellhead Protection Update for Water Supply Wells PW1A and PW2 on the TID District, and the business park nature of the SB District.

#### **FINANCIAL IMPACTS**

N/A

#### **INTEREST HOLDER ENGAGEMENT**

Internal departments including Economic Development, Engineering, and Public Works provided input on the content of the report.

**ATTACHMENTS**

- 1) Town of Canmore Municipal Development Plan Bylaw Amendment 2024-07 – Discouraging Employee Housing in Industrial Areas.
- 2) Revised Land Use Bylaw Amendment 2024-08 – Removal of Employee Housing from Industrial Districts
- 3) Town of Canmore Municipal Development Plan 2016-03 – Redline Excerpt
- 4) Revised Land Use Bylaw 2018-22 – Redline Excerpt

**AUTHORIZATION**

Submitted by:	Nathan Grivell Senior Development Planner	Date: <u>May 28, 2024</u>
Approved by:	Harry Shnider Manager of Planning and Development	Date: <u>June 11, 2024</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>June 13, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>June 24, 2024</u>



## BYLAW 2024-07

### A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO AMEND TOWN OF CANMORE MUNICIPAL DEVELOPMENT PLAN BYLAW 2016-03

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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 “Town of Canmore Municipal Development Plan Amendment 2024-07 – Discouraging Employee Housing in Industrial Areas.”

#### INTERPRETATION

- 2 Words defined in Bylaw 2016-03 shall have the same meaning when used in this bylaw.

#### AMENDS BYLAW 2016-03

- 3 Town of Canmore Municipal Development Plan Bylaw 2016-03 is amended by this bylaw.
- 4 Section 2.2 is amended by striking out “Any residential or commercial uses are ancillary to the primary industrial function of these areas.”
- 5 Section 5.3.1 is repealed and the following is substituted:
 

5.3.1 “Housing for employees within industrial areas north of the Trans-Canada Highway shall not be supported by the Town. Housing for employees within industrial areas south of the Trans-Canada Highway may be considered by the Town when it does not compromise the primary industrial use of the area and meets the requirements of Section 12.1.8.”
- 6 Section 5.3.4 is amended by inserting “Excluding industrial areas north of the Trans-Canada Highway,” before “Private initiatives to create additional seasonal and permanent employee housing opportunities should be supported by the Town.”
- 7 Section 12.1.8 is amended by striking out “Where residential development is proposed in industrial areas, the Town should consider the following issues:” and inserting “Housing within industrial areas may be considered by the Town but only within industrial areas south of the Trans-Canada Highway, and, only when the following requirements are met:”

#### ENACTMENT/TRANSITION

- 8 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.
- 9 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  
Manager, Municipal Clerk's Office

\_\_\_\_\_  
Date

Bylaw approved by: \_\_\_\_\_



## BYLAW 2024-08

### A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO AMEND REVISED LAND USE BYLAW 2018-22

---

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

#### TITLE

- 1 This bylaw shall be known as “Revised Land Use Bylaw Amendment 2024-08 – Removal of Employee Housing from Industrial Districts.”

#### INTERPRETATION

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

#### AMENDS BYLAW 2018-22

- 3 Revised Land Use Bylaw 2018-22 is amended by this bylaw.
- 4 Section 5.1 Purpose is amended by adding “Residential uses may be allowed in accordance with the list of “discretionary uses” when such uses are compatible with the light industrial purpose of the District.”
- 5 Section 5.1.2 is amended by striking out “Employee Housing (above the ground floor) and inserting “Dwelling Unit (above the ground floor)”.
- 6 Section 5.1.5 is amended by striking out “Employee Housing” and substituting “Dwelling Unit”.
- 7 Section 5.1.5.1 is repealed and the following is substituted:

5.1.5.1 Dwelling Units shall meet the following maximum unit size criteria:

- a. Bachelor - 37.0 m<sup>2</sup>
- b. One bedroom - 51.0 m<sup>2</sup>
- c. Two bedroom - 65.0 m<sup>2</sup>
- d. Three bedroom - 84.0 m<sup>2</sup>

5.1.5.2 Dwelling Units shall be located above the ground floor.

5.1.5.3 Dwelling Units shall be integrated into the development.

5.1.5.4 A maximum of 30% of the total GFA of the building(s) on site may be used for Dwelling Unit purposes.

5.1.5.5 Dwelling Units shall be designed to reduce exterior noise and vibration from adjacent uses. All Dwelling Units shall be designed so that noise levels from adjacent uses do not exceed 35dBA (Leq) in bedrooms and 40dBA (Leq) in all other living spaces. Development Permit

applications shall include a professionally prepared acoustical report to confirm compliance with this requirement.

- 8 Section 5.2.2 is amended by striking out “Employee Housing (above the ground floor)”.
- 9 Section 5.2.4.1 be amended by striking out “Employee Housing units and”.
- 10 Section 5.2.5 and section 5.2.5.1 are repealed.
- 11 Section 5.3.2 is amended by striking out “Employee Housing”.
- 12 Section 5.3.6 and section 5.3.6.1 are repealed.
- 13 Section 5.4 Purpose is amended by striking out “To be a gateway to the community and provide for a range of Light Manufacturing and other light industrial uses.” and substituting ““To be a gateway to the community and provide for a range of commercial and light industrial uses. Residential uses may be allowed in accordance with the list of discretionary uses, when such uses are compatible with the purpose of the District.”
- 14 Section 5.4.2 is amended by striking out “Employee Housing and by inserting “Dwelling Unit (above the ground floor)”.
- 15 Section 5.4.6 is amended by striking out “Employee Housing” and substituting “Dwelling Unit”.
- 16 Section 5.4.6.1 is repealed and the following is substituted:
  - 5.4.6.1 Dwelling Units shall meet the following maximum unit size criteria:
    - a. Bachelor - 37.0 m2
    - b. One bedroom - 51.0 m2
    - c. Two bedroom - 65.0 m2
    - d. Three bedroom - 84.0 m2”
- 17 Section 5.4.6.2 is repealed and the following is substituted:
  - 5.4.6.2 Dwelling Units shall be located above the ground floor.
- 18 5.4.6.3 bis repealed and the following is substituted:
  - 5.4.6.3 Dwelling Units shall be integrated into the development.
- 19 Section 5.4.6.4 is repealed and the following is substituted:
  - 5.4.6.4 A maximum of 30% of the total GFA of the building(s) on site may be used for Dwelling Unit purposes.

20 Section 5.4.6.5 is repealed and the following is substituted:

5.4.6.5 Dwelling Units shall be designed to reduce exterior noise and vibration from adjacent uses. All Dwelling Units shall be designed so that noise levels from adjacent uses do not exceed 35dBA (Leq) in bedrooms and 40dBA (Leq) in all other living spaces. Development Permit applications shall include a professionally prepared acoustical report to confirm compliance with this requirement.”

**ENACTMENT/TRANSITION**

21 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.

22 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  
Manager, Municipal Clerk’s Office

\_\_\_\_\_  
Date

## 2.2 PATTERN OF GROWTH

The Conceptual Land Use map (Map 2) identifies the general long term pattern of land use within Canmore. The map shows the general intent for future development, recognizing that more detailed boundaries and land uses will be determined or specified through area structure or redevelopment plans and the *Land Use Bylaw*. The general land use categories include:

**Future Planning** – The areas shown as Future Planning identify lands for future development where an area structure plan is required to be prepared and approved to determine the development potential of the land. (Section 2.4)

**Conservation** – the areas shown as Conservation areas identify lands that are not designated for urban development and may contain Environmentally Sensitive Areas such as wildlife corridors and habitat patches and waterbodies. (Section 4.1)

**Neighbourhood Residential** - The areas shown as Neighbourhood Residential identify the lands for current and future neighbourhood development of which the primary use is residential. These areas may also contain neighbourhood supporting developments such as local commercial, parks, utilities, and institutional uses. (Section 6)

**Community Open Space and Recreation** – The areas shown as Open Spaces identify lands that function as large areas for public outdoor recreation, public spaces, trails and key meeting places for the community. The primary focus of open spaces is for human use. (Section 7)

**Private Recreation** – The areas shown as Private Recreation identify large areas of privately owned lands intended for commercial recreational and open space uses such as golf courses and ranches. (Section 8)

**Commercial and Mixed Use** – The areas shown as Commercial and Mixed use identify the lands for current commercial and mixed use development and future opportunities. This development is intended to foster the local economy and add to the quality of life for residents by providing neighbourhood level commercial services. Any residential uses are ancillary to the primary commercial functions of these areas. (Section 10)

**Resort Centre** – The areas shown as Resort Centre identify lands for proposed major resort areas within Silvertip and Three Sisters Mountain Village. These lands accommodate large scale commercial developments to provide commercial services as well as short-term stays for visitors and resort accommodation. Non-accommodation commercial uses in Resort Centres diversify the local economic base and support increased occupancy within the Resort Centre area. (Section 11)

**Industrial** – The areas shown as Industrial identify the lands for current and future industrial development. Industrial development is important to the local economy and the limited industrial land base is protected from inappropriate commercial or residential development. ~~Any residential or commercial uses are ancillary to the primary industrial function of these areas.~~ (Section 12)

## 5.3 MARKET AFFORDABLE HOUSING

### Housing for Employees

- 5.3.1 ~~Conversion of spaces in the upper floors of existing buildings in industrial areas which are marginally useful for industrial purposes into housing for employees and live-work spaces may be allowed. The residential conversion should not compromise the primary industrial use of the area.~~ Housing for employees within industrial areas north of the Trans-Canada Highway shall not be supported by the Town. Housing for employees within industrial areas south of the Trans-Canada Highway may be considered by the Town when it does not compromise the primary industrial use of the area and meets the requirements of Section 12.1.8.
- 5.3.2 Development or conversion of upper floors of mixed-use or commercial buildings or main floor spaces that do not function well for commercial frontage into housing for employees and live-work spaces may be allowed. Variances to land use bylaw regulations, such as parking, may be approved to facilitate such development.
- 5.3.3 A strategy for housing employees should be implemented by the Town in partnership with an affordable housing agent, developers, business owners and economic development partners.
- 5.3.4 ~~Excluding industrial areas north of the Trans-Canada Highway,~~ Private initiatives to create additional seasonal and permanent employee housing opportunities should be supported by the Town.
- 5.3.5 The management and administration of housing for employees shall be the responsibility of the businesses or commercial accommodation developers that are required to build and maintain the housing. Such housing will be required to be operated in such a manner that the Town can monitor and verify that any employee housing obligations are being satisfied.

## 12.1 GENERAL INDUSTRIAL POLICIES

### Industrial Areas

- 12.1.1 Industrial uses are generally accommodated in the Industrial areas identified on Map 2 - Conceptual Land Use.
- 12.1.2 Through land use districting, the Town will accommodate and regulate a variety of light industrial and business industrial areas as shown on Map 5 - Commercial and Industrial Land Use.
- 12.1.3 Industrial lands shall be protected from adjacent uses that could impact the continued operation of industrial uses. This may include strategies such as buffering with open spaces or a gradual transition from industrial to commercial to residential uses.

### Efficient Use of Land

- 12.1.4 Intensification and effective use of industrial lands will be encouraged.

### Impact Mitigation

- 12.1.5 Visual screening, including fencing and landscaping, of industrial developments may be required in high visibility locations or adjacent to other non-industrial uses.
- 12.1.6 A development proposal may be required to demonstrate that impacts such as noise, dust, vibration and visual clutter are contained within the boundary of the site.
- 12.1.7 Industrial developments should utilize best environmental and health and safety practices in managing solid and liquid waste storage, handling and disposal.

### Housing for Employees and PAH

- 12.1.8 ~~Where residential development is proposed in industrial areas, the Town should consider the following issues:~~ Housing within industrial areas may be considered by the Town but only within industrial areas south of the Trans-Canada Highway, and, only when the following requirements are met:
  - a. Residential uses are limited to housing for employees,
  - b. Impacts from industrial uses are sufficiently small to make residential uses appropriate,
  - c. Residential uses will not displace or inhibit the operation of existing or future industrial uses, and
  - d. Residential units are subordinate to the industrial uses.

## 5.1 TID TRANSITION INDUSTRIAL DISTRICT

### Purpose

To provide for a range of Light Manufacturing and other light industrial uses. Residential uses may be allowed in accordance with the list of “discretionary uses” when such uses are compatible with the light industrial purpose of the District.

#### 5.1.1 Permitted Uses

- Accessory Building
- Automotive Sales and Rentals
- Contractor Service and Repair
- Printing Establishment
- Public Building
- Public Utility
- Veterinary Clinic

#### 5.1.2 Discretionary Uses

- Administrative/Sales Office
- Arts and Craft Studio [2020-16]
- Athletic and Recreational Facility, Indoor
- Athletic and Recreational Facility, Outdoor
- Brewery/Distillery
- Dwelling Unit (above the ground floor)
- Eating and Drinking Establishment
- Educational Institution
- Employee Housing (above the ground floor)
- Light Manufacturing
- Logging Operation
- Lumber Yard
- Office (above the ground floor)
- Recycling Depot
- Retail Sales
- Wholesale Sales

#### 5.1.3 Regulations

- 5.1.3.1 The minimum site area shall be 550.0 m<sup>2</sup>.
- 5.1.3.2 The minimum site width shall be 15.0 m.
- 5.1.3.3 The maximum FAR shall be 1.0.
- 5.1.3.4 The maximum building height shall be 11.0 m with a maximum eaveline height of 7.0 m.
- 5.1.3.5 The minimum front yard setback shall be 6.0 m.
- 5.1.3.6 The minimum side yard setback shall be zero except where a side yard abuts a residential district or a public roadway, in which case, the minimum side yard setback shall be 3.0 m.
- 5.1.3.7 The minimum rear yard setback shall be zero except where a rear yard abuts a residential district or a public roadway, in which case the minimum rear yard setback shall be 3.0 m.

## Excerpt from Revised Land Use Bylaw 2018-22

**5.1.4 Additional Requirements**

- 5.1.4.1 Development within this District shall comply with Section 11: Community Architectural and Urban Design Standards.
- 5.1.4.2 Where contemplated, Office developments shall be located above the ground floor of buildings.
- 5.1.4.3 Sidewalk and landscaping shall be incorporated into front yards.
- 5.1.4.4 Electrical and mechanical equipment located on rooftops shall be enclosed and screened so as not to be visible from public sidewalks and residential areas.
- 5.1.4.5 Buildings shall have a roof pitch with a minimum of 6:12 slope, or other roof treatment acceptable to the Development Authority. Dormers or other similar features that break up the roofline shall be provided.
- 5.1.4.6 Metal clad or sided buildings shall utilize non-reflective materials and colors, to the satisfaction of the Development Authority.
- 5.1.4.7 The front façade shall include natural finishing materials such as timber, river rock, rundle stone, or brick, to the satisfaction of the Development Authority.
- 5.1.4.8 Finishing colors for buildings shall include natural and earth tones with complementary trim colors.
- 5.1.4.9 A minimum of 10% of a site shall be landscaped, predominantly in the front yard.
- 5.1.4.10 Outdoor Storage, including the storage of trucks and trailers, may be allowed to the side or rear of buildings provided that:
  - a. Such storage areas do not encroach into any required minimum yards;
  - b. The storage is visually screened from public thoroughfares; and
  - c. All storage is related to the business or industry on the site.
- 5.1.4.11 Garbage and waste material shall be stored in weatherproof and animal-proof containers and shall be visually screened from all adjacent sites and public thoroughfares.

**5.1.5 ~~Employee Housing Dwelling Unit Provisions~~**

- 5.1.5.1 ~~Employee Housing may be considered and approved in this District, only when located above the ground floor of a building and when the following issues can be addressed to the satisfaction of the Development Authority:~~
  - a. ~~———— Adequate long term and legally binding provisions are in place to ensure the Dwelling Units remain as bona fide Employee Housing and are demonstrably subordinate in terms of area and intensity to other uses in the building;~~
  - b. ~~———— The space proposed for Employee Housing units would not be reasonably used for commercial or industrial purposes;~~
  - c. ~~———— The Employee Housing units are appropriate in design for Employee Housing, particularly with respect to the unit size;~~
  - d. ~~———— Employee Housing units would not constrain any future permitted or discretionary, commercial or industrial uses from developing on the site or on surrounding areas;~~
  - e. ~~———— Impacts of existing industrial development in the area, including the adjacent CP Rail line, would not unduly interfere with Employee Housing units; and~~

## Excerpt from Revised Land Use Bylaw 2018-22

- f. ~~Outdoor Amenity Space such as balconies can be provided as part of the Employee Housing while meeting all of the above-described requirements in regard to impacts to or from adjacent industrial uses.~~
- 5.1.5.1 Dwelling Units shall meet the following maximum unit size criteria:
- a. Bachelor - 37.0 m<sup>2</sup>
  - b. One bedroom - 51.0 m<sup>2</sup>
  - c. Two bedroom - 65.0 m<sup>2</sup>
  - d. Three bedroom - 84.0 m<sup>2</sup>
- 5.1.5.2 Dwelling Units shall be located above the ground floor.
- 5.1.5.3 Dwelling Units shall be integrated into the development.
- 5.1.5.4 A maximum of 30% of the total GFA of the building(s) on site may be used for Dwelling Unit purposes.
- 5.1.5.5 Dwelling Units shall be designed to reduce exterior noise and vibration from adjacent uses. All Dwelling Units shall be designed so that noise levels from adjacent uses do not exceed 35dBA (Leq) in bedrooms and 40dBA (Leq) in all other living spaces. Development Permit applications shall include a professionally prepared acoustical report to confirm compliance with this requirement.

## 5.2 IND 1 LIGHT INDUSTRIAL DISTRICT

### Purpose

The purpose of this district is to provide for a limited range of industrial uses which are located adjacent to arterial roads or residential areas and which have a high standard of architectural appearance. Non-industrial uses are appropriate only in the limited circumstances and locations where such uses do not displace industrial uses or utilize land or buildings with potential for light industrial development.

### 5.2.1 Permitted Uses

- Accessory Building
- Arts and Craft Studio [2020-16]
- Brewery/Distillery
- Contractor Service and Repair
- Industrial Operation
- Laboratory
- Laundry Facility, Industrial
- Light Manufacturing
- Open Space
- Public Building

### 5.2.2 Discretionary Uses

- Administrative/Sales Office
- Agriculture, Intensive
- Athletic and Recreation Facility, Indoor
- Automotive and Equipment Repair
- Automotive Sales and Rentals
- Car Wash
- Eating and Drinking Establishment
- Educational Institution
- ~~Employee Housing (above the ground floor)~~
- Industrial Sale and Rental
- Kennel
- Logging Operation
- Lumber Yard
- Office (above the ground floor with a GFA up to 250m<sup>2</sup>)
- Outdoor Storage
- Pet Care Facility
- Printing Establishment
- Recycling Depot
- Retail Sales
- Storage Facility
- Transportation Terminal
- Trucking Establishment
- Warehouse
- Wholesale Sales

## Excerpt from Revised Land Use Bylaw 2018-22

**5.2.3 Regulations**

- 5.2.3.1 The minimum lot area shall be 557 m<sup>2</sup>.
- 5.2.3.2 The minimum lot width shall be 15.0 m.
- 5.2.3.3 The minimum front yard setback shall be 15.0 m adjacent to Bow Valley Trail and 7.5 m on all other sites.
- 5.2.3.4 The minimum side yard setback shall be 3.0 m abutting any residential district; 3.0 m on the street side of a corner site; and zero at other locations.
- 5.2.3.5 The minimum rear yard setback shall be zero except where the site abuts a residential district, where the minimum rear yard setback shall be 6.0 m.
- 5.2.3.6 The maximum building height shall be 11.0 m.

**5.2.4 Additional Regulations**

- 5.2.4.1 Where provided, ~~Employee Housing units and~~ Office uses shall be located above the ground floor of buildings.
- 5.2.4.2 An Eating and Drinking Establishment may be considered and approved in this District where the proposed location is not generally suitable for industrial uses.
- 5.2.4.3 The maximum GFA of an Eating and Drinking Establishment shall be 93 m<sup>2</sup>.
- 5.2.4.4 In order to ensure that this District meets its purpose as a light industrial area, non-industrial uses will only be approved where such uses do not displace current industrial uses nor utilize land or buildings with potential light industrial development.
- 5.2.4.5 Environmental Issues
  - a. The applicant shall supply to the Development Officer, at the time of application for a Development Permit, relevant information describing any noxious, dangerous, or offensive feature of the proposed development in relation to airborne pollutants or odors, and release of any toxic, radioactive or environmentally hazardous materials
  - b. A storage vessel with a volume exceeding 7,570 litres and which contains liquefied petroleum products shall:
    - i. meet all applicable Federal or Provincial safety standards;
    - ii. be set back at least 15.0 m from all property lines; and
    - iii. be at least 121 m from any place used or which may be used for public assembly and residential areas.
- 5.2.4.6 Landscaping and Screening
  - a. Outdoor Storage shall be screened and fenced to the satisfaction of the Development Authority.
  - b. A Kennel or Pet Care Facility shall be designed, constructed and operated in a manner to prevent a nuisance to any residential area in regard to such factors as noise, odours and waste.
  - c. All outdoor areas for the purpose of conducting Industrial Operations, storage areas, and waste handling areas shall be screened from roadways and park areas to the satisfaction of the Development Authority.
  - d. Development on all sites adjacent to a residential district shall be screened from the view of the residential district, to the satisfaction of the Development Authority.

## Excerpt from Revised Land Use Bylaw 2018-22

- e. All apparatus on the roof shall be screened to the satisfaction of the Development Authority.

**5.2.5 Employee Housing Provisions**

- ~~5.2.5.1—Employee Housing may be considered and approved in this District only when located above the ground floor of a building and when the following issues can be addressed to the satisfaction of the Development Authority:~~
  - ~~a. — Adequate long-term and legally-binding provisions are in place to ensure the units remain as bona fide Employee Housing and are demonstrably subordinate in terms of area and intensity to other uses in the building.~~
  - ~~b. — The space proposed for Employee Housing would not be reasonably used for commercial or industrial purposes.~~
  - ~~c. — The Employee Housing units are appropriate in design for Employee Housing, particularly with respect to the unit size.~~
  - ~~d. — Employee Housing units would not constrain any future permitted or discretionary, commercial or industrial uses from developing on the site or on surrounding areas.~~
  - ~~e. — Employee Housing would not unduly interfere with existing and any potential industrial development in the area.~~
  - ~~f. — Outdoor Amenity Space such as balconies may be provided as part of the Employee Housing while meeting all of the above-described requirements in regard to impacts to or from adjacent industrial uses.~~

## 5.3 IND 2 GENERAL INDUSTRIAL DISTRICT

### Purpose

The purpose of this District is to provide for a range of industrial uses which allow for intensive and efficient use of Canmore's industrial land base in accordance with policies in the Municipal Development Plan. Non-industrial uses are appropriate only in the limited circumstances and locations where such uses do not displace current industrial uses or utilize land or buildings with potential for general industrial development.

### 5.3.1 Permitted Uses

- Accessory Building
- Arts and Craft Studio [2020-16]
- Brewery/Distillery
- Contractor Service and Repair
- Laboratory
- Laundry Facility, Industrial
- Light Manufacturing
- Lumber Yard
- Public Building
- Warehouse

### 5.3.2 Discretionary Uses

- Administrative/Sales Office
- Agriculture, Intensive
- Athletic and Recreational Facility, Indoor
- Automotive and Equipment Repair
- Automotive Sales and Rentals
- Bulk Fuel Station
- Car Wash
- Crematorium
- Eating and Drinking Establishment
- Educational Institution
- ~~Employee Housing~~
- Industrial Sales and Rentals
- Kennel
- Logging Operation
- Office (above the ground floor) [2022-24]
- Open Space
- Outdoor Storage
- Pet Care Facility
- Printing Establishment
- Recycling Depot
- Retail Sales
- Storage Facility
- Transportation Terminal
- Trucking Establishment

## Excerpt from Revised Land Use Bylaw 2018-22

**5.3.3 Regulations**

- 5.3.3.1 The minimum lot area shall be 557 m<sup>2</sup>.
- 5.3.3.2 The minimum lot width shall be 15.0 m.
- 5.3.3.3 The minimum front yard setback shall be 15.0 m adjacent to Bow Valley Trail and 7.5 m on all other sites.
- 5.3.3.4 The minimum side yard setback shall be 3.0 m abutting any residential district; 3.0 m on the street side of a corner site; and zero at other locations,
- 5.3.3.5 The minimum rear yard setback shall be zero except where the site abuts a residential district, in which the minimum rear yard setback shall be 6.0 m.
- 5.3.3.6 The maximum building height shall be 11.0 m.

**5.3.4 Restrictions on Non-Industrial Uses and Developments**

- 5.3.4.1 In order to ensure that this District meets its purpose as a general industrial area, non-industrial uses will only be approved where such uses do not displace current industrial uses nor utilize land or buildings with potential development for general industrial purposes.

**5.3.5 Additional Regulations**

- 5.3.5.1 The maximum GFA of an Automotive Sales and Rentals development shall be 4,000 m<sup>2</sup>.
- 5.3.5.2 An Eating and Drinking Establishment may be considered and approved in this District only where the proposed location is not generally suitable for industrial uses.
- 5.3.5.3 The maximum GFA of an Eating and Drinking Establishment shall be 93.0 m<sup>2</sup>.
- 5.3.5.4 An Office development shall only be located above the ground floor of a building. [2022-24]
- 5.3.5.5 Environmental Issues
  - a. At the discretion of the Development Authority, uses which involve the storage of hazardous materials may be considered where the Authority is satisfied contaminants can be safely contained on site.
  - b. Industrial uses which emit airborne pollutants or noxious odours or which have unacceptable fire or explosive risks shall not be allowed within this District.
  - c. An application for approval of a use employing flammable chemical materials must be accompanied by the plan approved by the Provincial Fire Marshall.
  - d. A storage vessel with a volume exceeding 7,570 litres and which contains liquefied petroleum products shall:
    - i. Meet all applicable Federal or Provincial safety standards;
    - ii. Be set back at least 15.0 m from all property lines; and
    - iii. Be at least 121 m from any place used or which may be used for public assembly such as schools, Hospitals, theatres, and residential areas.
- 5.3.5.6 Landscaping and Screening
  - a. Outdoor Storage shall be screened and fenced to the satisfaction of the Development Authority.
  - b. A Kennel or Pet Care Facility shall have adequate separation from residential areas and must be designed, constructed and operated in a manner to prevent a nuisance to any residential area in regard to such factors as noise, odours and waste.

## Excerpt from Revised Land Use Bylaw 2018-22

- c. The front yard setbacks shall not apply to freestanding or projecting Signs.
- d. All outdoor areas for the purpose of conducting Industrial Operations, storage areas, and waste handling areas shall be screened from view from roadways and park reserves, to the satisfaction of the Development Authority.
- e. Development on all sites adjacent to a residential district shall be screened from the view of the residential district, to the satisfaction of the Development Authority.
- f. All apparatus on the roof shall be screened to the satisfaction of the Development Authority.

**~~5.3.6 Employee Housing Provisions~~**

~~5.3.6.1 Employee Housing may be considered and approved in this District, only when located above the ground floor of a building and when the following issues can be addressed to the satisfaction of the Development Authority:~~

- ~~a. Adequate long-term and legally binding provisions are in place to ensure the units remain as bona fide Employee Housing and are demonstrably subordinate in terms of area and intensity to other uses in the building.~~
- ~~b. The space proposed for Employee Housing would not be reasonably used for commercial or industrial purposes.~~
- ~~c. The Employee Housing units are appropriate in design for Employee Housing, particularly with respect to the unit size.~~
- ~~d. Employee Housing units would not constrain any future permitted or discretionary, commercial or industrial uses from developing on the site or on surrounding areas.~~
- ~~e. Employee Housing would not unduly interfere with existing and any potential industrial development in the area.~~
- ~~f. Outdoor Amenity Space such as balconies may be provided as part of the Employee Housing while meeting all of the above-described requirements in regard to impacts to or from adjacent industrial uses.~~

## Excerpt from Revised Land Use Bylaw 2018-22

**5.4 SB SOUTHERN BUSINESS DISTRICT****Purpose**

To be a gateway to the community and provide for a range of Light Manufacturing and other light industrial uses. ~~To be a gateway to the community and provide for a range of Light Manufacturing and other light industrial uses.~~ To be a gateway to the community and provide for a range of commercial and light industrial uses. Residential uses may be allowed in accordance with the list of discretionary uses, when such uses are compatible with the purpose of the District.

**5.4.1 Permitted Uses**

- Accessory Building
- Arts and Craft Studio [2020-16]
- Brewery/Distillery
- Contractor Service and Repair
- Essential Public Service
- Laboratory
- Laundry Facility, Industrial
- Light Manufacturing
- Open Space
- Transportation Terminal
- Veterinary Clinic

**5.4.2 Discretionary Uses**

- Administrative/Sales Office
- Airport [2020-16]
- Athletic and Recreation Facility, Indoor
- Automotive and Equipment Repair
- Automotive Sales and Rentals
- Car Wash
- ~~Dwelling Unit (above the ground floor)~~
- Eating and Drinking Establishment
- Educational Institution
- ~~Employee Housing~~
- Funeral Home
- Gas Bar and Service Station
- Industrial Operation
- Kennel
- Logging Operation
- Office
- Outdoor Storage
- Pet Care Facility
- Retail Sales

**5.4.3 Regulations**

- 5.4.3.1 The minimum lot area shall be 1,000.0 m<sup>2</sup>.
- 5.4.3.2 The front yard setback shall be 4.5 m.
- 5.4.3.3 Development shall be setback from the Trans Canada highway by a minimum of 15.0 m.

## Excerpt from Revised Land Use Bylaw 2018-22

5.4.3.4 Development shall be setback from a roadway by a minimum of 3.0 m.

5.4.3.5 The maximum building height shall be 11.0 m with a maximum eave line height of 8.0 m.

### 5.4.4 Use-Specific Regulations

5.4.4.1 Outdoor Storage shall only be approved where, in the opinion of the Development Authority, the storage area would not be visible from the Bow Valley Trail or the Trans-Canada Highway.

5.4.4.2 A use accessory to any permitted or discretionary use may be approved so long as it does not exceed a maximum GFA of 200 m<sup>2</sup>.

5.4.4.3 Notwithstanding 5.4.5.4, where a development is approved for Automotive Sales and Rentals, display of vehicles in the front yard may be permitted. In these instances the majority of vehicles should be in the rear or side yard.

5.4.4.4 The maximum GFA of a Retail Sales development shall be 150 m<sup>2</sup>. Where an application is made for Retail Sales and its primary purpose is to provide a service to visitors, a total GFA may be permitted up to a maximum of 300 m<sup>2</sup>. [2021-24]

### 5.4.5 Special Regulations

5.4.5.1 The minimum first floor ceiling height shall be  $\geq 5.0$  m. [2021-24]

5.4.5.2 Areas approved for Outdoor Storage must be paved and include adequate drainage facilities to the satisfaction of the Development Authority.

5.4.5.3 All developments adjacent to the Trans-Canada Highway must be visually screened with landscaping.

5.4.5.4 For developments fronting on Bow Valley Trail, parking spaces are not permitted between the building(s) and Bow Valley Trail.

5.4.5.5 Design of site and buildings shall conform to the Landscaping (Subsection 11.4.3) and Materials and Colours (Subsection 11.5.7) sections of Section 11: Community Architectural and Urban Design Standards.

### 5.4.6 ~~Employee Housing Dwelling Unit Provisions~~

~~5.4.6.1 Employee Housing may be considered and approved in this District, only when located above the ground floor of a building and when the following issues can be addressed to the satisfaction of the Development Authority:~~

- ~~a. Adequate long term and legally binding provisions are in place to ensure the Dwelling Units remain as bona fide Employee Housing and are demonstrably subordinate in terms of area and intensity to other uses in the building;~~
- ~~b. The space proposed for Employee Housing units would not be reasonably used for commercial or industrial purposes;~~
- ~~c. The Employee Housing units are appropriate in design for Employee Housing, particularly with respect to the unit size;~~
- ~~d. Employee Housing units would not constrain any future permitted or discretionary, commercial or industrial uses from developing on the site or on surrounding areas;~~
- ~~e. Impacts of existing industrial development in the area, including the adjacent CP Rail line, would not unduly interfere with Employee Housing units; and~~

## Excerpt from Revised Land Use Bylaw 2018-22

- ~~f. Outdoor Amenity Space such as balconies can be provided as part of the Employee Housing while meeting all of the above-described requirements in regard to impacts to or from adjacent industrial uses.~~
- ~~5.4.6.2 Employee Housing shall be restricted for the exclusive use of employees as defined in Section 13: Definitions, to the satisfaction of the Development Authority.~~
- ~~5.4.6.3 Employee Housing shall meet the following maximum unit size criteria:~~
- ~~a. Bachelor - 37.0 m<sup>2</sup>~~
  - ~~b. One bedroom - 51.0 m<sup>2</sup>~~
  - ~~c. Two bedroom - 65.0 m<sup>2</sup>~~
  - ~~d. Three bedroom - 84.0 m<sup>2</sup>~~
  - ~~e. The total unit size for Employee Housing in Common Amenity Housing style development is 35 m<sup>2</sup>/bedroom. [2020-16]~~
- ~~5.4.6.4 Employee Housing shall be located above the ground floor.~~
- ~~5.4.6.5 Employee Housing shall be integrated into the development.~~
- ~~5.4.6.6 A maximum of 30% of the total GFA of the building(s) on site may be used for Employee Housing purposes.~~
- ~~5.4.6.7 Employee Housing units shall be designed to reduce exterior noise and vibration from adjacent uses. All Employee Housing units shall be designed so that noise levels from adjacent uses do not exceed 35dBA (Leq) in bedrooms and 40dBA (Leq) in all other living spaces. Development Permit applications shall include a professionally prepared acoustical report to confirm compliance with this requirement.~~
- 5.4.6.1 Dwelling Units shall meet the following maximum unit size criteria:
- a. Bachelor - 37.0 m<sup>2</sup>
  - b. One bedroom - 51.0 m<sup>2</sup>
  - c. Two bedroom - 65.0 m<sup>2</sup>
  - d. Three bedroom - 84.0 m<sup>2</sup>
- 5.4.6.2 Dwelling Units shall be located above the ground floor.
- 5.4.6.3 Dwelling Units shall be integrated into the development.
- 5.4.6.4 A maximum of 30% of the total GFA of the building(s) on site may be used for Dwelling Unit purposes.
- 5.4.6.5 Dwelling Units shall be designed to reduce exterior noise and vibration from adjacent uses. All Dwelling Units shall be designed so that noise levels from adjacent uses do not exceed 35dBA (Leq) in bedrooms and 40dBA (Leq) in all other living spaces. Development Permit applications shall include a professionally prepared acoustical report to confirm compliance with this requirement.



# Request for Decision

**DATE OF MEETING:** July 2, 2024 **Agenda #: H 1**

**TO:** Council

**SUBJECT:** Climate Emergency Action Plan

**SUBMITTED BY:** Caitlin Van Gaal, Supervisor of Environment and Sustainability

**RECOMMENDATION:** That Council accept the Climate Emergency Action Plan for planning purposes.

That Council rescind the 2010 Environmental Sustainability Action Plan, 2016 Climate Change Adaptation Background Report and Resilience Plan, and 2018 Climate Action Plan.

## EXECUTIVE SUMMARY

In 2022, as part of the 2023 Capital Budget, Council approved the development of the Climate Emergency Action Plan (CAP 7308) (CEAP). The CEAP was designed to guide the Town of Canmore (Town) on its environment and climate related actions, building off the previous environmental guiding documents, Council's Strategic Plan, and Council's declaration of a climate emergency. The CEAP combines climate change mitigation (greenhouse gas reduction) and climate change adaptation (preparing for a changing climate) into one strategy. It puts forward a series of recommendations and implementation actions that are based on scientific consensus, climate modelling, municipal best practices, and public engagement. The recommended actions not only guide climate change mitigation and preparedness, but they also support community well-being, social equity, and a healthy, resilient, and inclusive community.

On June 18, 2024, Administration and the Sustainable Solutions Group (SSG) presented the CEAP to the Committee of the Whole (COW), providing the opportunity to ask questions of the consultant and gain further clarification on the contents. If accepted for planning purposes, the CEAP will replace the current environmental guiding documents – the 2010 Environmental Sustainability Action Plan, 2016 Climate Change Adaptation Background Report and Resilience Plan, and 2018 Climate Action Plan.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Previous Council approvals and decisions:

- 2010: Environmental Sustainability Action Plan (ESAP) (309-10)
- 2016: Climate Change Adaptation Background Report and Resilience Plan (282-2016)
- 2018: Climate Action Plan (269-2018) and greenhouse gas (GHG) reduction targets
- 2019: Declaration of a State of Climate Emergency (207-2019)
- 2022: Climate Emergency Action Plan – Development (CAP 7308)
- 2023: Additional \$80,000 in grant funding from the Municipal Climate Change Action Centre added to CAP 7308 (166-2023)
- 2024: Committee of the Whole presentation of the Climate Emergency Action Plan

## DISCUSSION

As discussed in the June 18, 2024 COW briefing and meeting, throughout 2023 and early 2024 Administration worked with SSG to develop and complete the CEAP. The CEAP brings together both climate change mitigation (greenhouse gas emission reduction) and climate change adaptation (preparing for a changing climate) into one document that examines the co-benefits and synergies between the two and their recommended actions. The CEAP also has a strong focus on equity, ensuring that the recommended actions do not adversely impact the more vulnerable sectors and people of the community. The CEAP is a more robust and detailed strategy than the previous guiding documents and is the Town's next progression and advancement in its efforts to address climate change.

In the CEAP development, SSG utilized both quantitative and qualitative data gathered through scientific modelling, assessments of best practices, stakeholder interviews and public engagement to form recommendations and implementation actions. The recommendations in the CEAP are designed to safeguard the well-being of both residents and visitors, while creating a sustainable, economically thriving, resilient and low- carbon community.

The CEAP includes recommendations under seven key themes:

1. **“Municipal Leadership”** sets the tone, highlighting the critical role of the Town in guiding, exemplifying, and facilitating climate action. It underscores the necessity for developing a municipal carbon budget, retrofitting municipal buildings and infrastructure, and electrifying the Town fleet.
2. **“Resilient, Efficient Buildings”** targets the reduction of emissions from Canmore's building stock. It advocates for energy-efficient new construction and retrofits of existing buildings and ensuring that buildings are also resilient to climate impacts.
3. **“Clean Resilient Energy”** focuses on the shift to renewable energy sources, crucial for reducing the reliance on fossil fuels. This includes promoting solar installation and exploring community-level renewable energy projects.
4. **“Safe and Protected Natural Spaces”** focuses on preserving Canmore's unique natural environment. This involves managing forests and water bodies to mitigate risks like wildfires and floods while enhancing their role in carbon sequestration and ecosystem health.
5. **“Emergency Preparedness for All”** recognizes the importance of preparing the community for climate-induced emergencies. It involves creating robust response plans, ensuring efficient evacuation routes, and educating the community on emergency preparedness.
6. Transportation, a significant emission source, is addressed in **“Rethinking Transportation and Mobility”**. It envisions a shift to electric vehicles, enhanced public transit, and improved infrastructure for walking and biking.
7. **“Efficient Waste, Water, and Wastewater Management”** emphasizes safeguarding essential services against climate impacts and managing resources efficiently. This includes implementing strategies for water conservation and waste reduction and ensuring the resilience of wastewater management systems.

The detailed breakdown of each recommended action under these seven key themes can be found in Attachment 2 – Annex 1 Implementation Table.

The final document package for this project consists of the main CEAP document, which is designed to be a standalone summary; and ten supporting documents referred to as Annexes. All the background information

and modeling that went into the development of the main CEAP document can be found in these Annexes (Annex 1 – 10). Given the size of the annexes, it is not possible to provide all of them on the Town website. With the exception of Annex 1 (which will be posted online with the CEAP), they will be available to the public upon request. The briefing note that was presented to COW on June 18<sup>th</sup> details the type of information that can be found within each Annex and can be referred to for more detail. The Annexes are:

- Annex 1 – Implementation Table
- Annex 2 – Data, Methods, and Assumptions Manual - Mitigation
- Annex 3 – Data, Methods, and Assumptions Manual - Adaptation
- Annex 4 – Engagement Summary
- Annex 5 – Climate Risk and Vulnerability Assessment
- Annex 6 – Adaptation Opportunities Assessment Summary
- Annex 7 – Carbon Budget
- Annex 8 – Equity Analysis
- Annex 9 – Financial Analysis
- Annex 10 – Implementation Risk Analysis

Please note that Annexes 2 – 10 are not printed within the Council agenda package due to their size. They are publicly available upon request to [sustainability@canmore.ca](mailto:sustainability@canmore.ca) and have been provided to Council separately.

#### Moving to Implementation:

While the CEAP provides high level estimates of the anticipated outcomes, costs, savings, and resource requirements, it is not intended to be prescriptive. It will inform budget and work plan decisions going forward and provides a thorough understanding of what is required to adequately address climate change. The actions in the CEAP are ambitious and serve as a goalpost to work toward over the next 25 years.

In addition to accepting the CEAP for planning purposes, Council is being asked to rescind the previous environmental guiding documents, which will leave the Town with one strategic document to guide climate and environment related work. Items within the previous guiding documents related to Human Wildlife Coexistence have been brought forward in the Human Wildlife Coexistence Implementation and Action Plan that was accepted for planning purposes on March 5, 2024.

Administration has also begun to meet with internal subject matter experts, managers, and the Corporate Strategic Team to go over the recommended actions in detail, identifying which to incorporate in the priority-based business planning process for consideration in the budget for 2025-26.

#### **ANALYSIS OF ALTERNATIVES**

Council can choose to not accept the CEAP for planning purposes and to continue to operate under the previous environmental guiding documents. This is not recommended as those documents are outdated, expired, or no longer align with the federal and international targets of net zero by 2050.

#### **FINANCIAL IMPACTS**

The development of the CEAP cost \$211,000, with \$80,000 from grant funding and the rest from the Sustainability Reserve. The CEAP is a long-term strategy that takes a multi-solving approach; addressing climate change, community wellbeing, affordability, and equity, and identifies actions extending out over the next 25 years. Recommended actions will be considered and prioritized with all other key strategic priorities

and integrated into other projects/programs or brought forward for Council consideration during the appropriate budgeting process and timeline.

**INTEREST HOLDER ENGAGEMENT**

During the development of the CEAP, Administration, with the support of SSG, conducted diverse engagement activities with an emphasis on equity, inclusivity, transparency, and openness to feedback.

The engagement included:

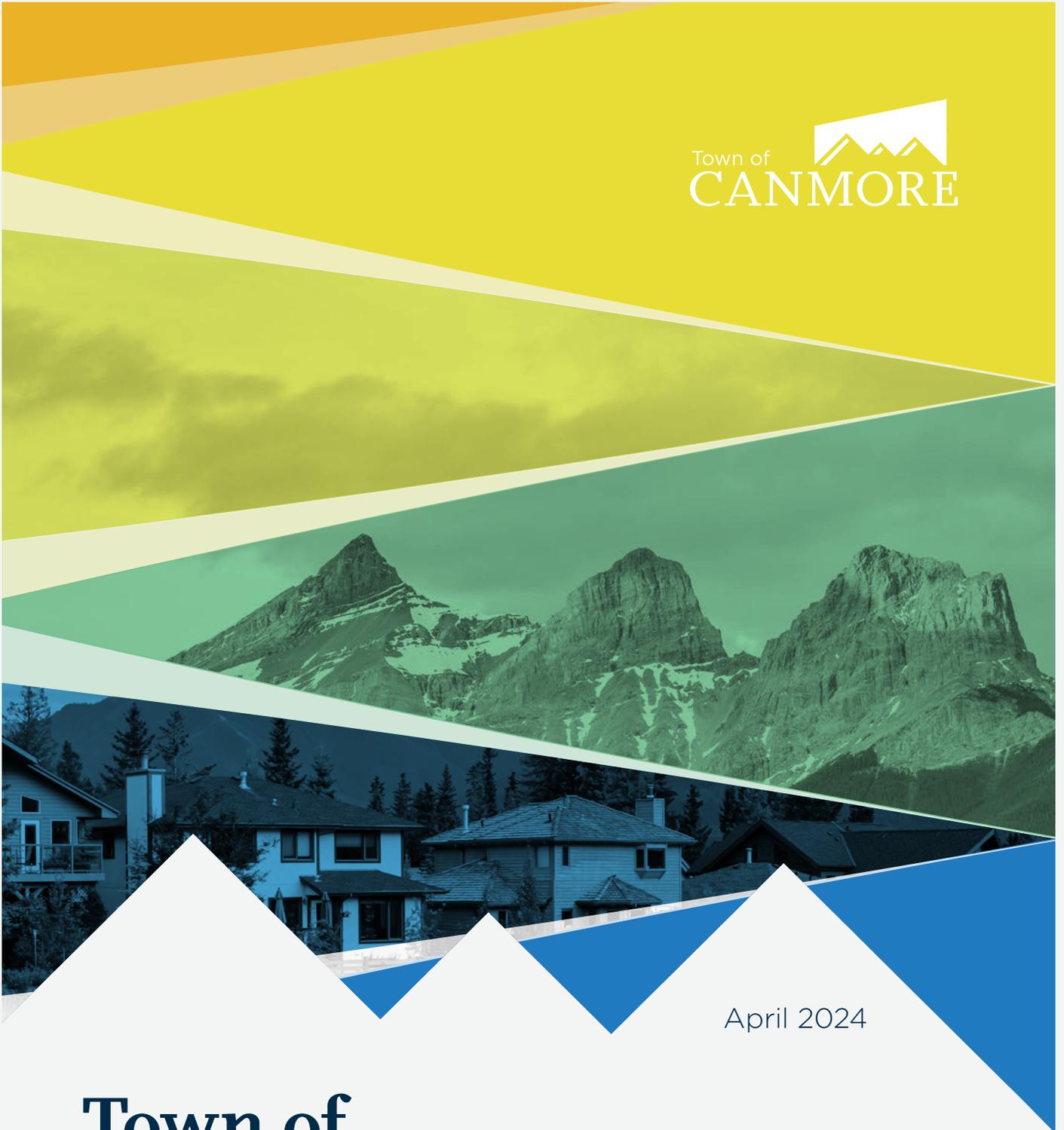
- A pre-engagement process to inform the different engagement approaches
- Two online town halls
- Two equity-focused workshops
- Two community focus group sessions
- Dedicated sessions with community organizations: BOWDA, Businesses and Tourism, Environmental Groups
- A public survey – open for one month
- Eight in person “pop up” sessions in the community, supported by the Biosphere Institute of the Bow Valley
- Individual staff interviews and two larger staff group sessions
- Interviews with subject matter experts in the community
- Draft action review by community organizations
- Staff interviews on the finalized draft actions
- Question and answer session with the Town’s Corporate Strategic Team
- Workshop with the Senior Leadership Team

**ATTACHMENTS**

- 1) Climate Emergency Action Plan
- 2) Annex 1 – Implementation Table

**AUTHORIZATION**

Submitted by:	Caitlin Van Gaal Supervisor of Environment and Sustainability	Date: <u>June 6, 2024</u>
Approved by:	Andreas Comeau Manager of Public Works	Date: <u>June 6, 2024</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>June 10, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>June 19, 2024</u>



April 2024

# Town of **CANMORE**

## Climate Emergency Action Plan

**Prepared for:**

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Town of Canmore

**Prepared by:**

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Sustainability Solutions Group

**Designed by SSG**

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April 2024

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# Acknowledgments

## Land Acknowledgement

The Town of Canmore is located within the Treaty 7 region of Southern Alberta. In the spirit of respect, reciprocity and truth, we honour and acknowledge the Canmore area, known as “Chuwapchipchiyan Kudi Bi” (translated in Stoney Nakoda as “shooting at the willows”) and the traditional Treaty 7 territory and oral practices of the Îyârhe Nakoda (Stoney Nakoda)—comprised of the Bearspaw First Nation, Chiniki First Nation, and Goodstoney First Nation—as well as the Tsuut’ina First Nation and the Blackfoot Confederacy comprised of the Siksika, Piikani, and Kainai. We acknowledge that this land is also home to the Rocky View Métis District 4 within the Battle River Territory. We acknowledge all Nations who live, work, and play and help us steward this land and honour and celebrate this territory. We commit to working to live in right relations and to advance Truth and Reconciliation.

## Project Team Acknowledgement

### Consultant Team - SSG

Naomi Devine, Project Lead  
 Camilla Melrose, Lead Analyst  
 Amber Nicol, Lead Modeller  
 Chris Strashok, Senior Modeller  
 Erica Brook, Engagement Lead  
 Alia Dharssi, Engagement Analyst  
 Yuill Herbert, Project Advisor

### Town of Canmore Project Team

Caitlin Van Gaal, Supervisor of Environment and Sustainability  
 Amy Fournier, Energy and Climate Action Coordinator

# Disclaimer

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# How to Read this Climate Emergency Action Plan

This Climate Emergency Action Plan (CEAP) for the Town of Canmore is a strategic guide for proactively addressing the multifaceted impacts of climate change. The guide includes both mitigation and adaptation strategies.

## Essential Components of the CEAP

Essential components of the CEAP include the following:

- **Introduction and Context:** An overview of current corporate and community emissions. This section also recounts the Town's achievements in taking climate action and stories from the community that underscore the urgency and impact of these initiatives.
- **Progress and Targets:** Highlights of the Town's strides in mitigating and adapting to climate change, with a focus on identifying greenhouse gas (GHG) reduction targets and protecting the community against climate hazards.
- **Climate Change Impacts:** An overview of how climate change is affecting the Town, and how this is expected to change in the future.
- **GHG Reduction Actions:** Specific, measurable actions designed to achieve the Town's GHG reduction targets (climate change mitigation).
- **Climate Change Impact Scenario and Actions:** Modelled scenarios for climate resilience and specific actions to adapt to current and future climate impacts (climate change adaptation).
- **Pathway Analysis:** An analysis of the financial, economic, and other implications, including co-benefits, of the strategies and actions outlined for climate change mitigation and adaptation.
- **Carbon Accounting Framework:** A summary of the Town's Carbon Budget and accounting framework as a tool to effectively manage the annual carbon emission cap for the Town.
- **Community Engagement:** The process of community engagement, its outcomes, and how it has shaped the CEAP.
- **Implementation Plan:** The strategy for ongoing monitoring and evaluation of the plan's effectiveness and adaptability.

The CEAP aims to be a coherent, compelling, and accessible document, effectively guiding the Town's efforts in both reducing GHGs and adapting to climate change. It is structured to provide clarity and ease of understanding, ensuring the plan is not only a strategic-level document but also a practical guide for future action.

## Strategic-Level Plan vs. Feasibility Plan

A strategic-level plan is a high-level document that outlines an organization's overall goals and objectives, and the strategies and actions that will be taken to achieve them. It typically covers a longer time horizon than a feasibility plan, and provides a broad overview of the organization's direction and plans.

A feasibility study, on the other hand, is a detailed analysis of a specific project or proposed course of action to determine if it is viable and likely to be successful. It typically includes a thorough examination of the technical, economic, and operational aspects of the project, as well as an assessment of any risks or challenges that may need to be addressed.

**The bottom line:** This document is a strategic-level plan. It outlines what is necessary to achieve a low-carbon, climate resilient future for Canmore. It will guide the implementation of actions and provide direction for future feasibility studies related to actions where viability needs to be determined for implementation to be successful.

# A New Story for Canmore

In the heart of the Rockies, Canmore is writing a new story. This story is not about climate change in the traditional sense; rather, it is about transformation and foresight, led by the Town's Climate Emergency Action Plan (CEAP). This tale weaves together economic resilience and community harmony, painting a picture of a future where every action and decision shapes a better tomorrow.

The economic chapter of this story highlights Canmore as a hub of innovation and growth. It envisions a town where the streets buzz with the energy of new enterprises grounded in sustainability—from bustling startups in renewable energy to booming businesses in eco-tourism. These aren't just ventures aiming to protect the environment; they represent a new economic frontier. In this tale, Canmore is a beacon of progress, attracting entrepreneurs and investors who are drawn by the town's vision of marrying economic prosperity with environmental stewardship. It's a testament to the Town's ability to adapt, innovate, and lead in an ever-changing local and global landscape.

Parallel to this economic transformation is a focus on the community's well-being. It's a story where improved air quality, more efficient and resilient buildings, and expanded green spaces aren't just checkboxes for environmental compliance but are vital chapters in enhancing residents' quality of life. Interwoven into this narrative is the thoughtful safeguarding of residents' homes against climate challenges like flooding, wildfire, and smoke. This approach reflects a deeper commitment, where climate goals are aligned with ensuring a secure, joyful community, illustrating that the essence of Canmore lies in both its vibrant economy and the safe havens of its homes. This Canmore is a place where health and happiness are as much a priority as economic indicators.

This is also about creating spaces where communities thrive, where every park and street corner becomes a haven for social interaction, relaxation, and connection with nature. It's a narrative that places people at the centre—where every decision made today is with an eye toward securing a livable, prosperous future for all residents.

This narrative of Canmore's future, guided by the CEAP, isn't just a tale of optimism and ambition; it's a story about undertaking what is both challenging and necessary. It acknowledges that the path ahead is not one of ease, but of complexity and diligence.

Achieving a harmonious balance between economic growth and environmental stewardship, between community well-being and sustainable development, requires a level of dedication and innovation that goes beyond the ordinary. This chapter of Canmore's journey is marked by tough decisions, bold moves, and a willingness to venture into uncharted territories. It's about

making choices today that will shape a more resilient and prosperous town for the future, recognizing that the greatest achievements often stem from embracing and overcoming challenges. The CEAP isn't just a plan; it's a commitment to a vision that requires courage, foresight, and collective effort to turn it into reality.

As this story unfolds toward 2050, the CEAP becomes Canmore's north star, ensuring that with each step taken, the town moves closer to a vision of sustainability, economic vitality, and community well-being. It's a sophisticated blueprint, embracing change, seizing opportunity, and forging a legacy that will be told for generations to come.

# The Climate Action Imperative

Canmore is a growing community, with the population expected to grow from 16,100 permanent residents in 2021 to 27,000 people by 2050—a growth of 63%.<sup>1</sup> This growth comes with the need to house, employ, transport, and support the additional population, with added pressures to developable land within the town boundary.

Canmore currently sees between 3–5 million visitors annually, and 26% of total dwellings are second homes (about 4,000 semi-permanent residents). The importance of tourism in Canmore's economy highlights the need to consider those who do not live permanently in the town in climate action planning.

The Town of Canmore has a history of leadership on environmental issues starting all the way back in 1999, when the Town joined the Federation of Canadian Municipalities (FCM) Partners in Climate Protection (PCP) Program. Since then, the Town has adopted the Energy Management Action Plan in 2005, the Environmental Sustainability Action Plan (ESAP) in 2010 (updated in 2013), and the Climate Action Plan in 2018.

Each mitigation plan is supported by an updated greenhouse gas (GHG) inventory and each successive iteration has included newer, more aggressive GHG reduction goals. Currently, Canmore's emissions reduction targets are to reduce corporate and community emissions by 30% by 2030, and 80% below 2015 levels by 2050. An update to the climate plan will propose a new target of net-zero emissions by 2050. Canmore is a signatory to both the PCP Program and the international Global Covenant of Mayors, which requires periodic GHG emissions reporting.

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<sup>1</sup> Population from Statistics Canada (15,990 people in 2021) adjusted for the census undercount in the CIS model.

## Introduction

With a progressive Council and supportive, engaged residents, Canmore has put in place a number of emissions reductions programs and initiatives including:

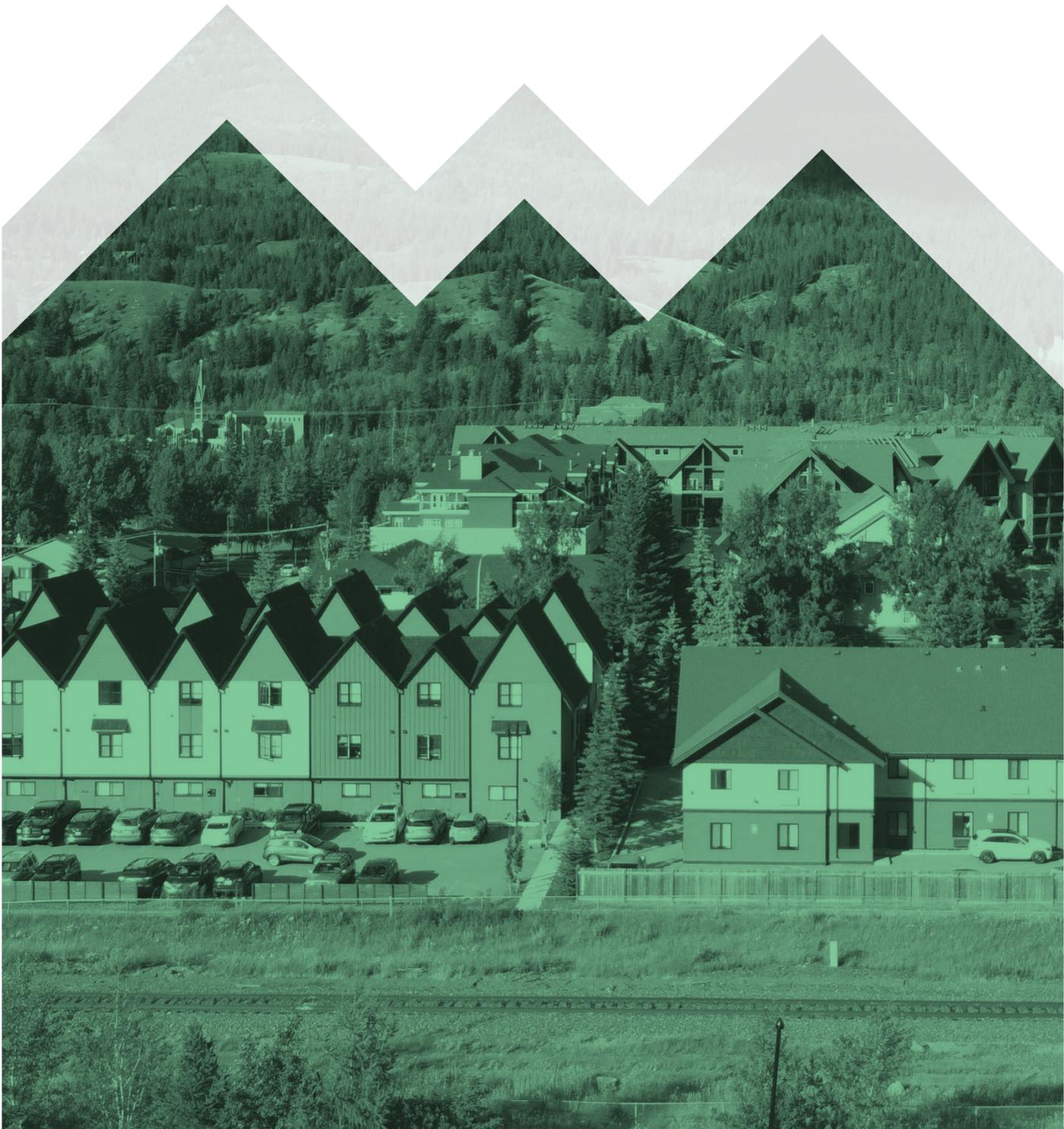
- The incentive-based Green Building Regulation (GBR);
- A limit on house sizes to 325 square metres;
- The Clean Energy Improvement Program (CEIP) for energy upgrades financing;
- The Home Upgrade Program for low-income households;
- The residential and commercial Solar Incentive Programs;
- Local and regional transit via the ROAM program;
- Fare-free local transit;
- Composting programs; and
- Cycling and subsidized e-bike programs.

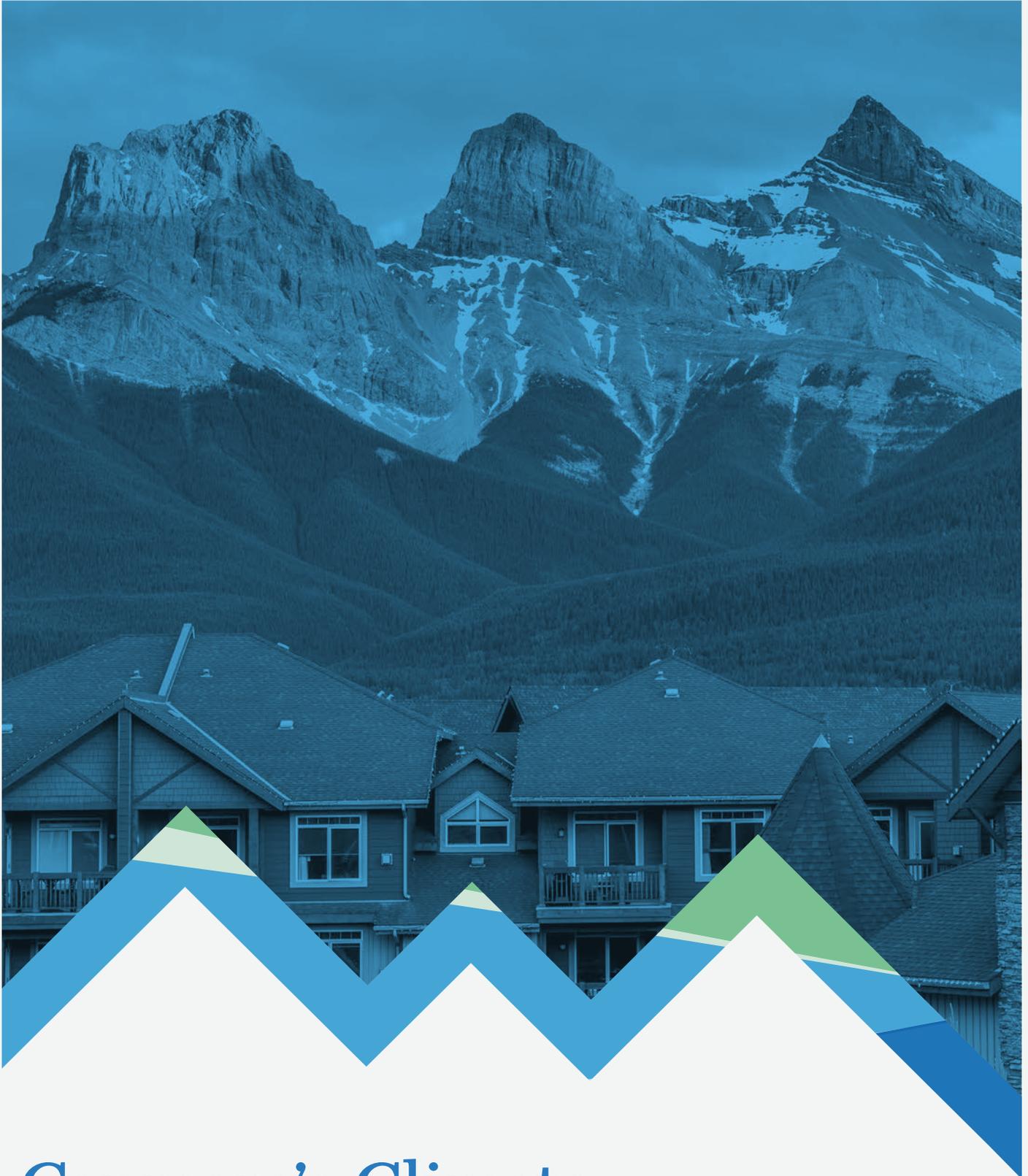
Each solution is designed to address Canmore's unique, local context. For instance, the ROAM program meets visitors' needs to travel between Canmore and Banff, while the composting programs take into account wildlife encounters in the area.

In 2013, Canmore experienced a catastrophic flooding when the seven mountain creeks surrounding the town overflowed due to torrential rain and rapid snow melt, causing extensive damages. This event prompted the Town to begin to consider climate impacts in its planning, in order to strengthen its adaptation strategies and capabilities. The Town's Climate Change Adaptation Background Report and Resilience Plan, published in September 2016, identified priority climate risks facing Canmore over the next several decades: forest fires, Bow River flooding, creek flooding, localized flooding due to an overwhelmed stormwater system, extreme winds, heavy snowfall events, and freeze-thaw cycles. The plan also outlined three opportunities for action planning that Canmore could take: an increase in summer season recreational opportunities, an extended construction season, and an increase in winter tourism competitive advantage.

Wildfires and extreme heat are increasing concerns, and in April 2023, the Town released its report *Adapting to the Risks of Extreme Heat and Wildfire Smoke in Canmore*. This report reviews the risks to the community from extreme heat and wildfire smoke, as well as guidance on developing emergency response plans for heat and smoke, and recommendations to ensure long-term preparedness.

In October 2019, the Town officially declared **a state of climate emergency**, the second municipality in Alberta to do so after Edmonton. The declaration reaffirms Canmore's commitment to reduce its carbon footprint and waste generation.





# Canmore's Climate Emergency Action Plan

## How the CEAP Was Developed

Canmore's CEAP was developed using a systematic approach that integrates technical modelling with a comprehensive engagement process, as illustrated in Figure 1. The interaction between these two processes ensures the plan is achievable and evidence-based while being rooted in the local context and responsive to community concerns.

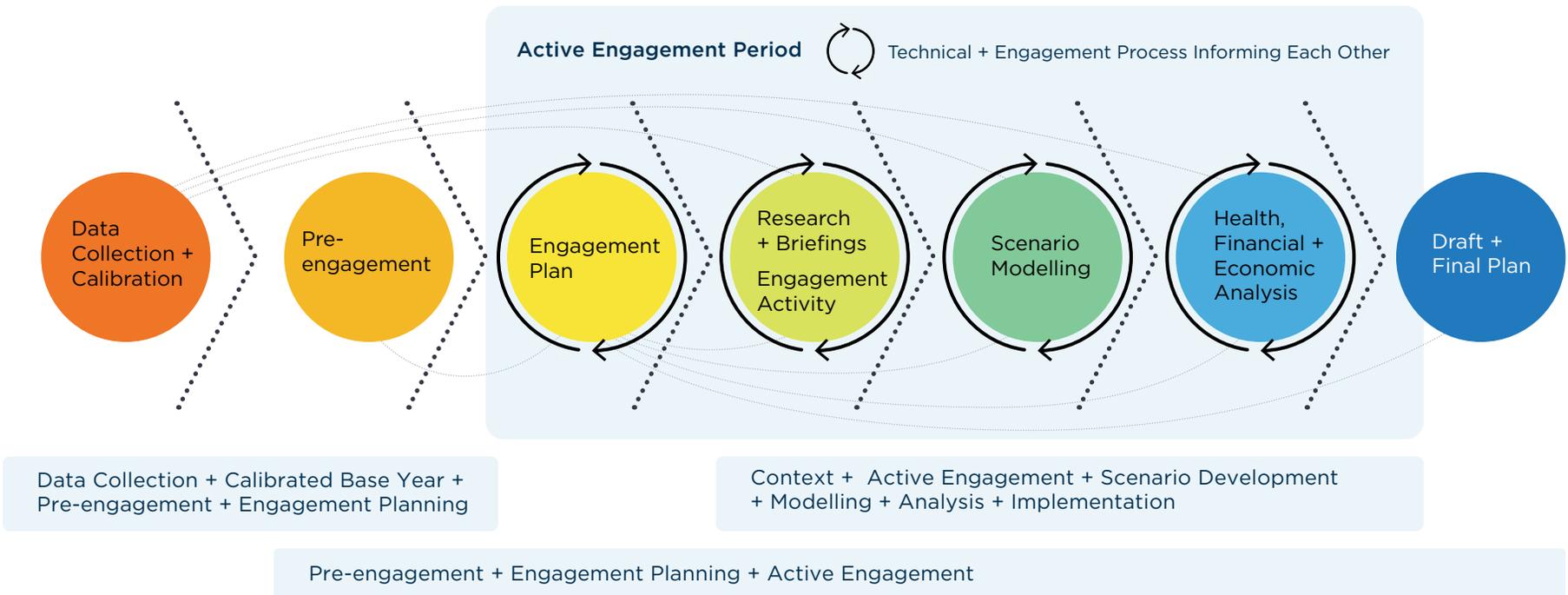


Figure 1. The process for developing the Town of Canmore's CEAP.

## Energy and Emissions Modelling

“Reduce, Switch, Produce, and Offset, and Sequester” is a simple mantra to follow in energy and emissions planning (Figure 2, next page). This framework is adapted from similar approaches, such as Reduce-Reuse-Recycle (from the waste sector) and Avoid-Shift-Improve (from the transportation sector), and provides guidance on an overall approach to community energy and emissions planning.

To start, prioritizing reductions in energy consumption will reduce required investments in renewable energy and result in energy cost savings. Maximizing energy consumption reductions and energy efficiency opportunities lowers total energy costs and per-unit energy costs by reducing the overall build-out of the electricity system, which is logistically complex and capital-intensive.

The second and third steps are to switch to locally produced renewable electricity, which will maximize local economic benefits and the resilience of the electricity system. The final step is to offset and sequester any remaining emissions to reach net zero.

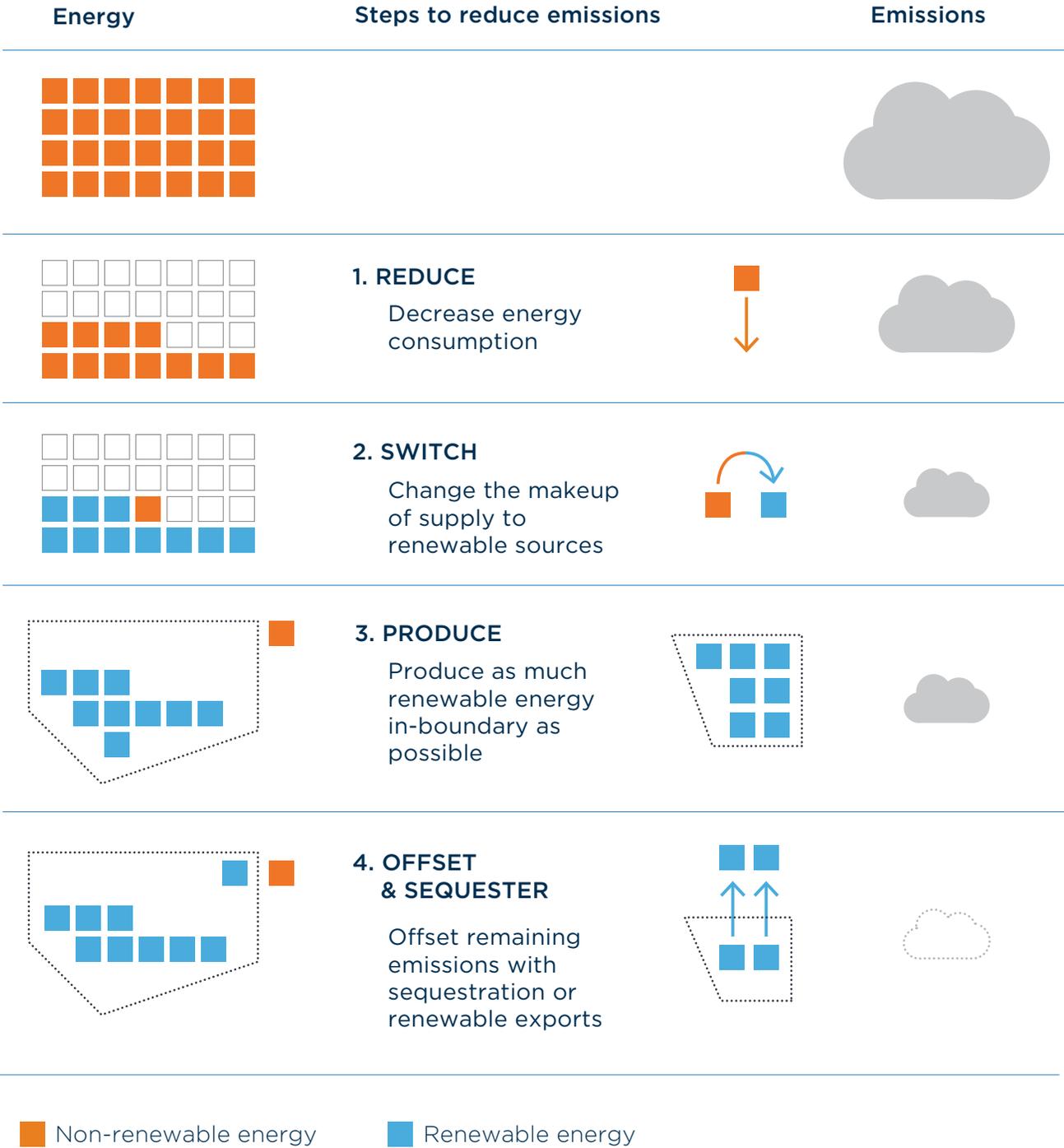


Figure 2. A systematic approach to reducing GHG emissions.

## Climate Adaptation Modelling

Understanding how to adapt to climate change requires assessing how climate change is expected to affect environmental hazards over time, what the potential impacts of those changes are, and how prepared a community is to handle and recover from emergencies.

Climate parameters like overall trends in temperature and precipitation, and changes to the number of very hot and very cold days, can be linked with climate hazards like flooding, wildfires, and heatwaves. Translating those hazards into risk requires an assessment of the threat likelihood, the vulnerability of a community to the hazard, and the potential consequences of that hazard.



Figure 3. Conceptual formula of risk.

Once the priority climate hazards are identified, an assessment of data availability and the geographic and temporal variability of the hazard is used to develop a modelling methodology. The same spatial and temporal model used in the energy and emissions tracking is then applied to assess the impacts of climate hazards on people, places, and spaces in Canmore both in the present day and in 2070.

Identifying sources of damages, injury, illness, death, and other vulnerabilities leads to the development of a suite of adaptation actions that work together to protect Canmore and the community from climate change, and ensure that everyone is prepared for emergency events and the changing environment.

## Engagement Activities

The engagement approach for this plan has been a comprehensive and inclusive process, crucial for developing effective and supported actions. This approach has involved multiple interested parties (e.g., stakeholders), ensuring diverse perspectives, particularly focussing on an equity perspective. Engagement sessions were not only designed for the broader community but also tailored to cater to the unique needs and insights of businesses and the tourism sector.

The drafting of the plan's actions was informed by detailed modelling and incorporates best practices from North American municipalities, contributions from non-governmental organizations (NGOs), and the latest scientific data. The plan also builds upon the Town's previous climate plans and experiences in implementation, harnessing lessons learned from past initiatives.

The engagement process over the past year was extensive and multi-faceted, shaping the direction and details of the plan. This process included:

- Two online town halls, providing a platform for widespread community involvement and feedback;
- Equity-focused workshops and community focus group sessions, ensuring diverse perspectives and addressing equity issues in climate action;
- Sessions specifically dedicated to the Bow Valley Builders and Developers Association (BOWDA) members, the business sector, and the tourism sector, recognizing the crucial role of these stakeholders;
- A public survey that was open for an entire month, allowing ample time for a broad section of the community to contribute their views;
- Eight in-person "pop-up" engagement sessions led by the Biosphere, facilitating direct interaction and feedback from community members;
- Interviews and engagement sessions with town staff, alongside discussions with subject matter experts, ensuring the plan is grounded in both local knowledge and expert insights; and
- Community partner and staff engagement in drafting the action items, further enriching the plan with varied perspectives.

The overall approach to engagement was comprehensive emphasizing pre-engagement (i.e., engaging on how to design the engagement for this plan), robust scientific grounding, and a commitment to learning from successful models. The plan aimed to build on past successes while being open to new ideas and strategies. Priority was placed on ensuring equity, inclusivity, and accessibility in all engagement activities, with transparency and community building as central themes. This approach welcomed feedback and was adaptable, ensuring the plan remained dynamic and responsive to community needs.

It is important to note that as the CEAP progresses into the implementation phase, extending to 2050, ongoing and substantive engagement will remain a critical component. The implementation phase will continue to involve all interested and engaged parties, maintaining the emphasis on inclusive participation. This phase will offer additional opportunities for sectors like businesses, alongside other community groups, to actively contribute and collaborate in the action plan's execution. The plan's long-term success depends on this continued engagement, ensuring the actions and strategies evolve to meet emerging challenges and opportunities in the journey toward a sustainable, resilient future for Canmore.

## Mitigation and Adaptation Working Together

Mitigating and adapting to climate change are two interconnected approaches that are crucial for addressing the challenges posed by a changing climate. While they have distinct goals and strategies, their combined efforts are needed to ensure the long-term sustainability of ecosystems, economies, and societies.

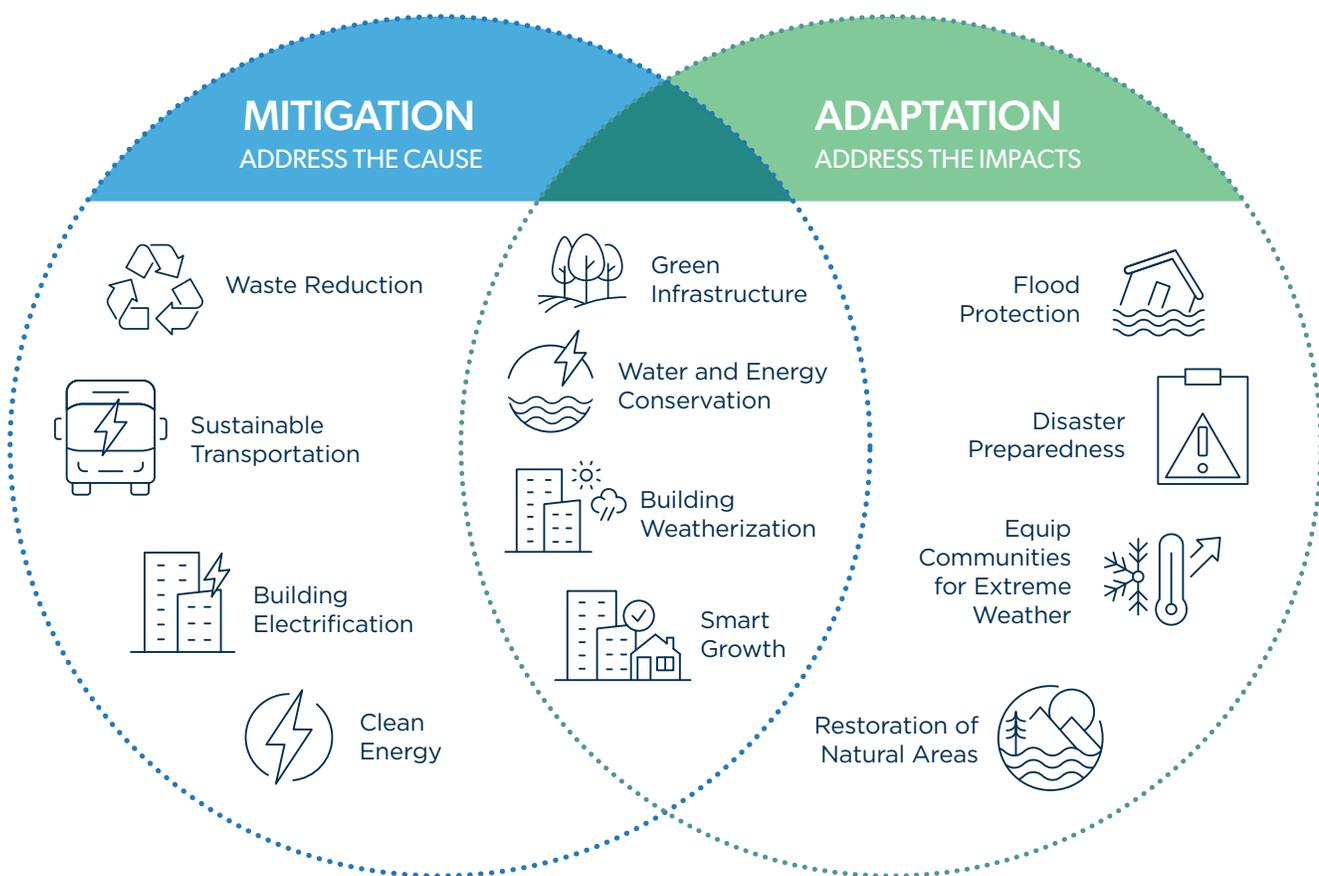


Figure 4. Climate change adaptation and mitigation.

Addressing climate adaptation and mitigation simultaneously allows for efficiencies and co-benefits to be maximized, and prevents us from taking adaptive or mitigation actions that result in a co-harm to the other. These benefits include:

1. Identifying actions where adaptation and mitigation can work together to enhance the benefits, resulting in comprehensive benefits to the community.
2. Identifying and avoiding potential co-harms. For example, adaptation planning might identify the need for supplemental electricity generation, but mitigation planning shows that back-up diesel generators work against overall climate action.
3. Avoiding being locked in to detrimental long-term choices, by implementing adaptation measures to protect and secure current infrastructure, while simultaneously working to reduce the global impacts of climate change. This reduces the need for the most expensive upgrades and adaptation measures. For example, without consideration of future flow rates and volumes, culverts due for replacement might not be correctly sized to accommodate climate change, increasing the likelihood of localized flooding.
4. Maximizing the economic benefits through job creation, efficient planning, and enhanced energy security.
5. Aligning policies and political energy, and avoiding duplication of efforts, as much as possible. Climate plans, funding programs, and implementation strategies for both mitigation and adaptation can be developed together, maximizing efficiency and allowing the town to shift more quickly to implementing climate plans.

## What Is Climate Change Mitigation Versus Climate Change Adaptation?

Mitigation focuses on taking action to reduce human-caused GHG emissions to limit changes in the climate.

Adaptation focuses on adjusting infrastructure and practices to decrease risk and build resilience to expected changes in the climate.

Addressing both mitigation and adaptation recognizes that emissions need to be reduced to avoid the most catastrophic impacts of climate change, but also that some changes are already underway and will be unavoidable, so we must prepare and adapt to minimize the impact of those changes.

## Scopes of Emissions

Scopes of emissions typically refers to the different categories or levels of emissions associated with various activities or processes, especially in the context of environmental impact assessment, carbon footprint analysis, or sustainability reporting. These scopes help us understand and categorize emissions for better management and mitigation strategies. The most commonly referred to scopes of emissions are defined by the Greenhouse Gas Protocol, which is widely used for assessing GHG emissions (Figure 5).<sup>2</sup>

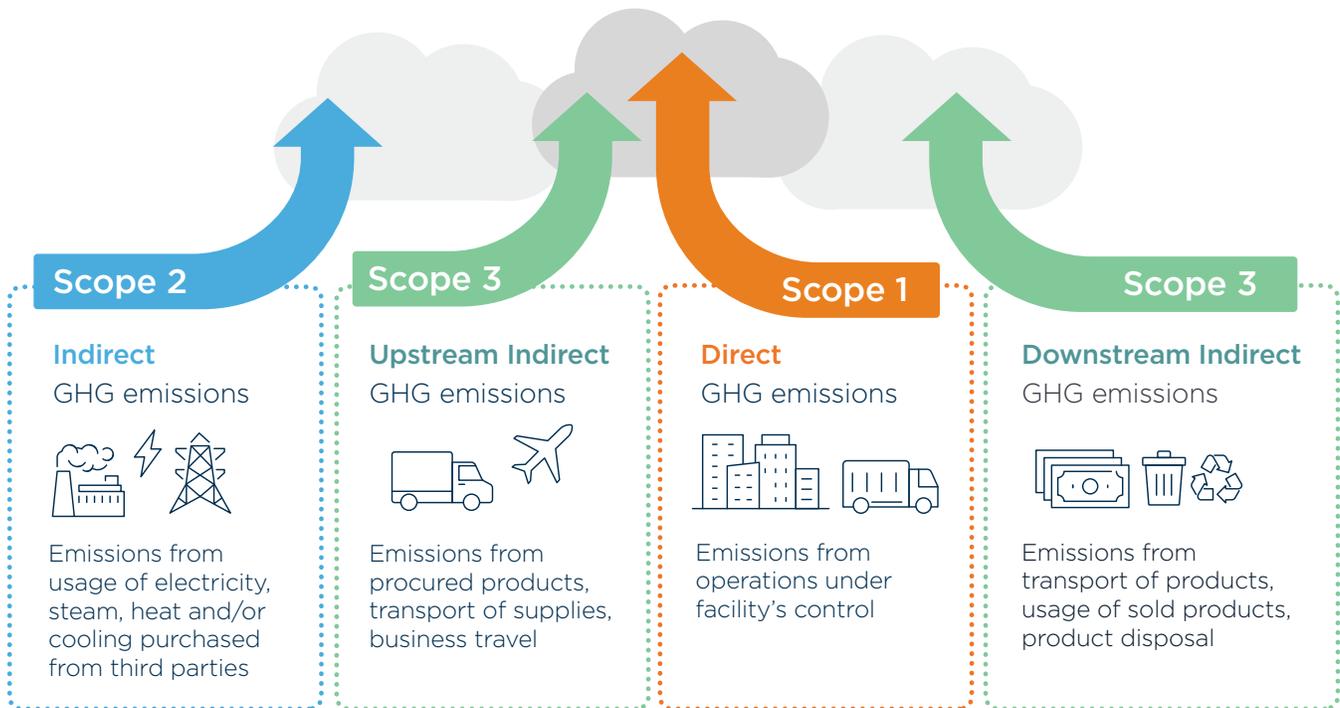


Figure 5. Emission scopes as defined by the Greenhouse Gas Protocol.

**Scope 1 Emissions:** These are the GHGs that come directly from sources we own or control (e.g., exhaust from our cars, heating in our buildings).

**Scope 2 Emissions:** These emissions come from the energy we use (e.g., electricity). Even though we don't produce this energy ourselves, we're responsible for the emissions because we use the energy.

**Scope 3 Emissions:** This category includes all other emissions that are a result of our activities, but come from sources we don't own or control directly (e.g., emissions from making a product that we buy).

<sup>2</sup> Fong, W. et al., 2019. Global protocol for community-scale greenhouse gas emission inventories: An Accounting and Reporting Standard for Cities Version 1.1. Greenhouse Gas Protocol.





# Understanding the Challenge

# Mitigating the Source: Town of Canmore Community Emissions

## Inventory

To provide guidance on what actions and what scale of action would be needed to reach net-zero emissions in Canmore, an understanding of the local context was developed. This context includes current energy use and emissions, and plausible projections for energy use and emissions based on current practices, policies, and demographic projections.

Canmore consumed 6,343 megajoules (MJs) of energy in 2022 to fuel vehicles; heat space and water; operate appliances, equipment, and machinery inside all types of buildings; and provide municipal services like water and waste management (Figures 6 and 7, next page). These processes, combined with landfill emissions, generated 461 ktCO<sub>2</sub>e of GHG emissions. Two-thirds of these GHG emissions was from the transportation sector, where gasoline and diesel are used to power vehicles that move people and goods. Fugitive emissions are emissions associated with leaks in natural gas pipes, storage tanks, and appliances.

Understanding the Challenge

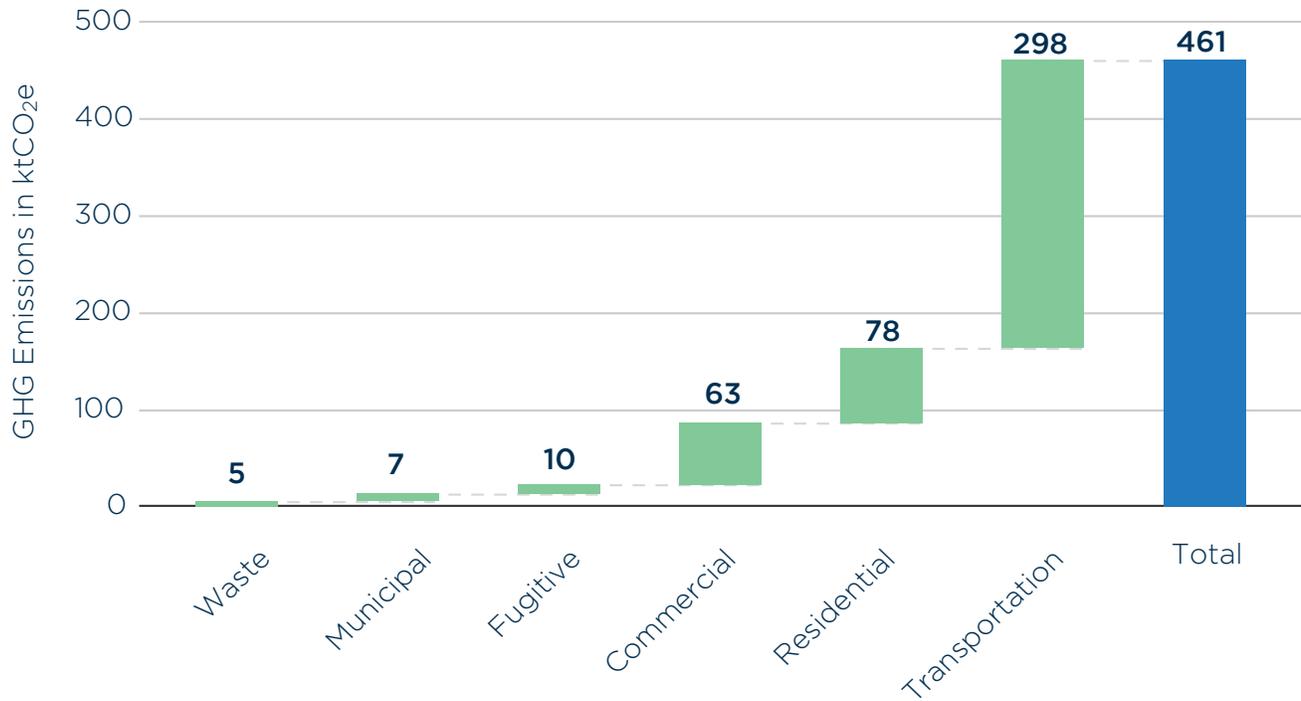


Figure 6. GHG emissions by sector in baseline year 2022.

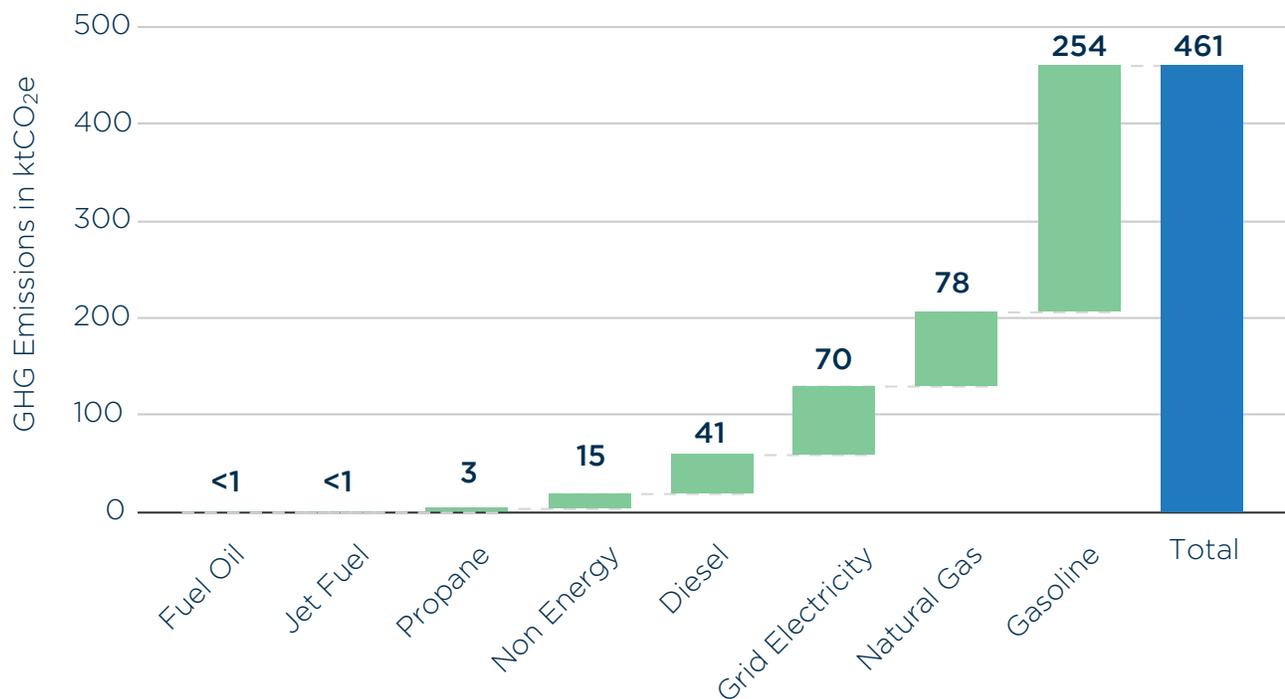


Figure 7. GHG emissions by fuel type in baseline year 2022.<sup>3</sup>

<sup>3</sup> Non-energy emissions refer to GHG emissions released from landfills, wastewater treatment, or other non-energy sources.

Based on Canmore's 2022 permanent population, this translates to 27.8 tCO<sub>2</sub>e generated per person, which is higher than the latest reported national GHG emissions per capita—17.5 tCO<sub>2</sub>e generated per person in 2021.<sup>4</sup>

## A Future Town of Canmore Without Further Climate Action

Two potential scenarios show the emissions pathway for Canmore where no future climate action is implemented (Figure 8, next page). The first scenario, the business-as-usual (BAU) scenario, extrapolates current demographic patterns into the future if no additional plans, policies, programs, and projects are implemented. In this case, energy sources and consumption trends, transportation modes and patterns, and land-use plans are held constant.

The second scenario is the business-as-planned (BAP) scenario, which explores a pathway with the same demographic and economic trends, but also accounts for current plans, policies, legislation, and regulations at the municipal, provincial, and federal levels. This scenario excludes pledges, promises, or ideas that have not yet been endorsed, passed through legislation, or budgeted for with committed capital and/or operational funding.

Figure 8 shows a wedge diagram that compares the BAU and BAP scenario results for Canmore. The top line represents the BAU scenario pathway. Each coloured wedge or section represents the emissions reduction resulting from each BAP action. Collectively, these measures enable the BAP scenario pathway. The grey area represents the residual GHG emissions.

Following the growth of a coloured wedge from left to right shows that initially, each measure eliminates only a small amount of emissions. However, the measures build on each other, and their impacts increase over time. Each measure is more impactful 15 years into implementing the CEAP than it was at the beginning. This shows how important it is for Canmore to begin these actions as soon as possible and to avoid delays throughout the CEAP.

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<sup>4</sup> Government of Canada (2023). Greenhouse gas sources and sinks in Canada: executive summary 2023. Retrieved from <https://www.canada.ca/en/environment-climate-change/services/climate-change/greenhouse-gas-emissions/sources-sinks-executive-summary-2023.html>

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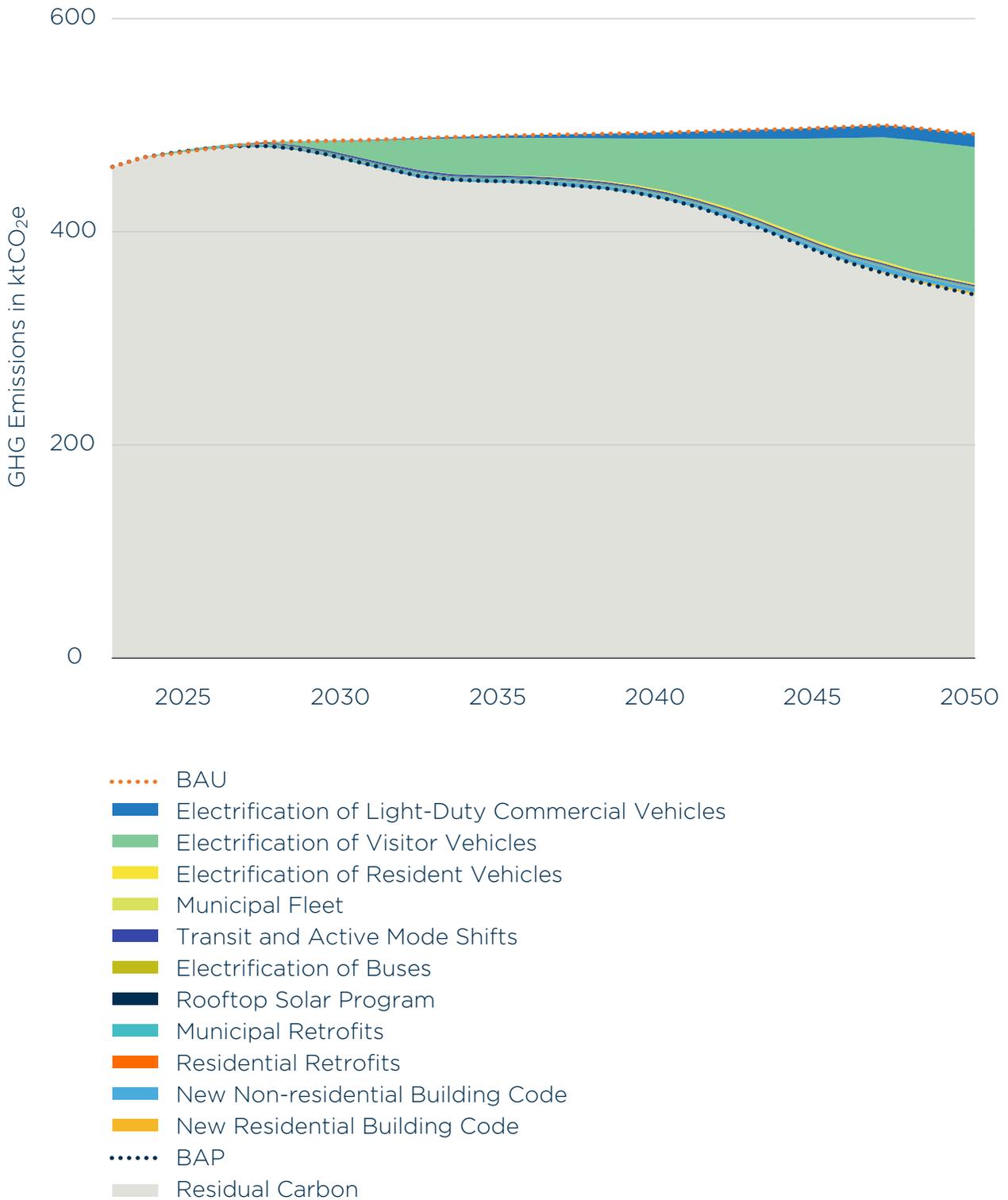


Figure 8. Emissions reduction impact of each action in the BAU and BAP scenarios, 2022-2050.

The BAU and BAP modelling assumptions are described in Table 1.

Table 1. BAU and BAP Modelling Assumptions.

Strategy	BAU Scenario	BAP Scenario	Impact
Higher-performance new buildings	No change in building performance	<ul style="list-style-type: none"> <li>New residential and non-residential buildings are constructed to Tier 1 of the 2020 National Building and Energy Codes</li> </ul>	Avoided/reduced energy use
Retrofit existing buildings	No retrofits take place	<ul style="list-style-type: none"> <li>Municipal buildings are retrofitted to become 50% more efficient by 2030</li> <li>20 homes are retrofitted by 2026 under CEIP and low-income programs</li> </ul>	Avoided/reduced energy use
Rooftop solar	12.8 MW rooftop solar installed by 2030	<ul style="list-style-type: none"> <li>13.6 MW rooftop solar power installed by 2030 with additional Town of Canmore incentive program</li> </ul>	Fuel switching
Vehicle electrification	No change in vehicle fuel use	<ul style="list-style-type: none"> <li>1 electric bus by 2024</li> <li>All new light-duty vehicles are electric by 2035 under federal mandate</li> </ul>	Fuel switching
Mode shift to transit and active transportation	No change in transportation mode share	<ul style="list-style-type: none"> <li>Transit and active transportation networks are expanded based on Canmore's Integrated Transportation Plan, resulting in higher shares of people walking, biking, and riding the bus</li> </ul>	Avoided energy use

## A Business-As-Usual (BAU) Scenario Explained

A business-as-usual (BAU) scenario for carbon emissions reductions reflects a continuation of current consumption and supply trends for Canmore with no policy interventions and minimal technological progress. This scenario is mostly hypothetical and serves as a comparison for the effectiveness of the BAP scenario.

## A Business-As-Planned (BAP) Scenario Explained

A business-as-planned (BAP) scenario for carbon emissions reductions projects Canmore's expected emissions levels if the Town continues with current policies and practices, with no additional policy or climate action intervention. This scenario serves as a benchmark, or starting point, against which Canmore can measure the effectiveness of its emissions reduction efforts. It includes projections for energy consumption, emissions from transportation, emissions from industrial processes, and other sources of carbon emissions.

The projections are based on locally available data including utility use records, transportation data, demographic data, and forecasts for population and employment changes. Policy implications at the local, provincial, and federal level are also considered.

This scenario essentially describes the size of the emissions reduction challenge the town faces and can be used to set emissions reduction targets and track progress toward achieving them. It can also be used as a way to communicate the town's reduction strategy to interested and affected parties (stakeholders) and the general public.

In the BAU scenario, GHG emissions grow by 8% from 2022 to 2047, with a slight downward trend in the last three years. This projection reflects the interplay between several factors: the growing population trends and warming climate trends combined with improved equipment and vehicle efficiencies.

What the business-as-planned (BAP) scenario showed is that GHG emissions were likely to decrease by 26% (Figure 9, next page) by 2050, with current policy that does not include a climate emergency action plan. This means without an ambitious climate action plan, emissions are not reduced to a low-carbon state. To eliminate as many GHG emissions as possible by 2050, comprehensive changes across all sectors are needed. The challenge is daunting but not impossible.

## Emissions Targets

Setting emissions reductions targets allows the Town and the community to identify a clear goal and track progress toward achieving it. To align with the Government of Canada's Canadian Net-Zero Emissions Accountability Act, the Town has set a target of net-zero GHG emissions by 2050.

Canada has an interim target of reducing emissions by 40%–45% below 2005 levels by 2030. This target aligns with Canada's Paris Agreement commitments. As Canmore does not have a comparable emissions inventory for 2005, establishing a firm target to align with federal commitments is challenging. Canmore has grown between 2005 and 2022, our modelling base year, but emissions from grid electricity, gas-powered vehicles, and other sources have reduced through updates to fuel sources and emissions regulations. The modelled target for 2030 in this study is 350 ktCO<sub>2</sub>e. This represents a 25% decrease in emissions from 2022, and is likely close to a 40%–45% decrease from 2005 emissions, based on those changes.

Figure 9 shows the BAU and BAP scenarios, as well as the 2030 and 2050 GHG targets for Canmore. Included in this graph is the Low Carbon Scenario, which is a pathway for Canmore to achieve its GHG targets. This scenario is explored in more detail further in this document.

Understanding the Challenge

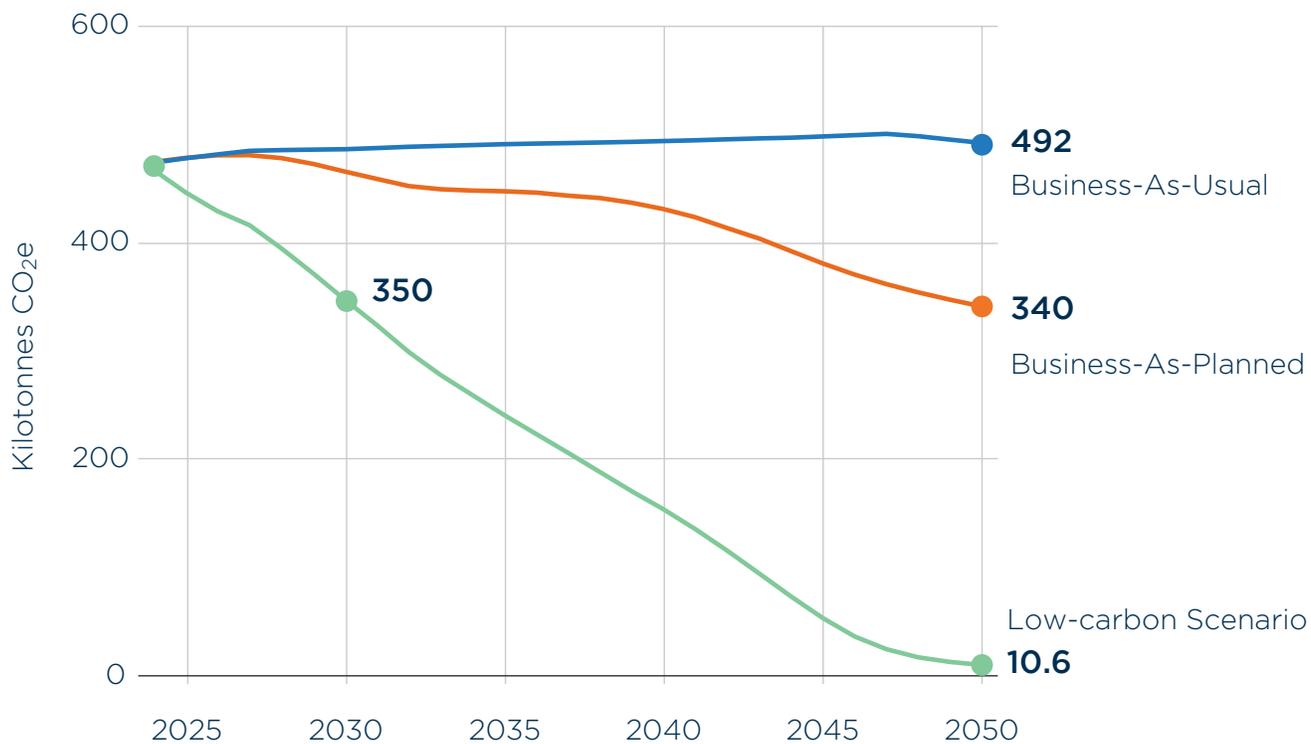


Figure 9. GHG emissions projections for BAU, BAP, and low-carbon scenarios.

# Adapting to Climate Change: Climate Hazards and Projections

## Climate Hazards

Canmore will be getting **warmer** and **wetter**, with **wilder** weather. Both the mean and maximum annual temperatures are increasing. Minimum temperatures will increase throughout the century, and Canmore can expect to see multiple days above 30°C annually.

The total annual precipitation will also increase, but with less precipitation in the form of snow, and more in the form of rain, especially in the spring and fall. The number of frost-free days will increase dramatically. The combination of warmer weather and less predictable precipitation will have impacts on the snowpack and glaciers in the mountains around Canmore, with effects on flooding, ecosystem health, and freshwater supply.



Figure 10. Climate impacts in Canmore.

Linking climate change with changes in hazards requires a multi-faceted analysis of the links between climate indicators and the physical assets of Canmore, including both the built environment and the natural environment. Figure 11 (next page) shows the interrelated nature of these relationships, linking climate indicators to hazards.

Translating climate change trends to hazards allows for a deeper understanding of how the warmer and wetter weather will shape the seasons, ecosystems, and risks to people, places, and spaces in Canmore.

Understanding the Challenge

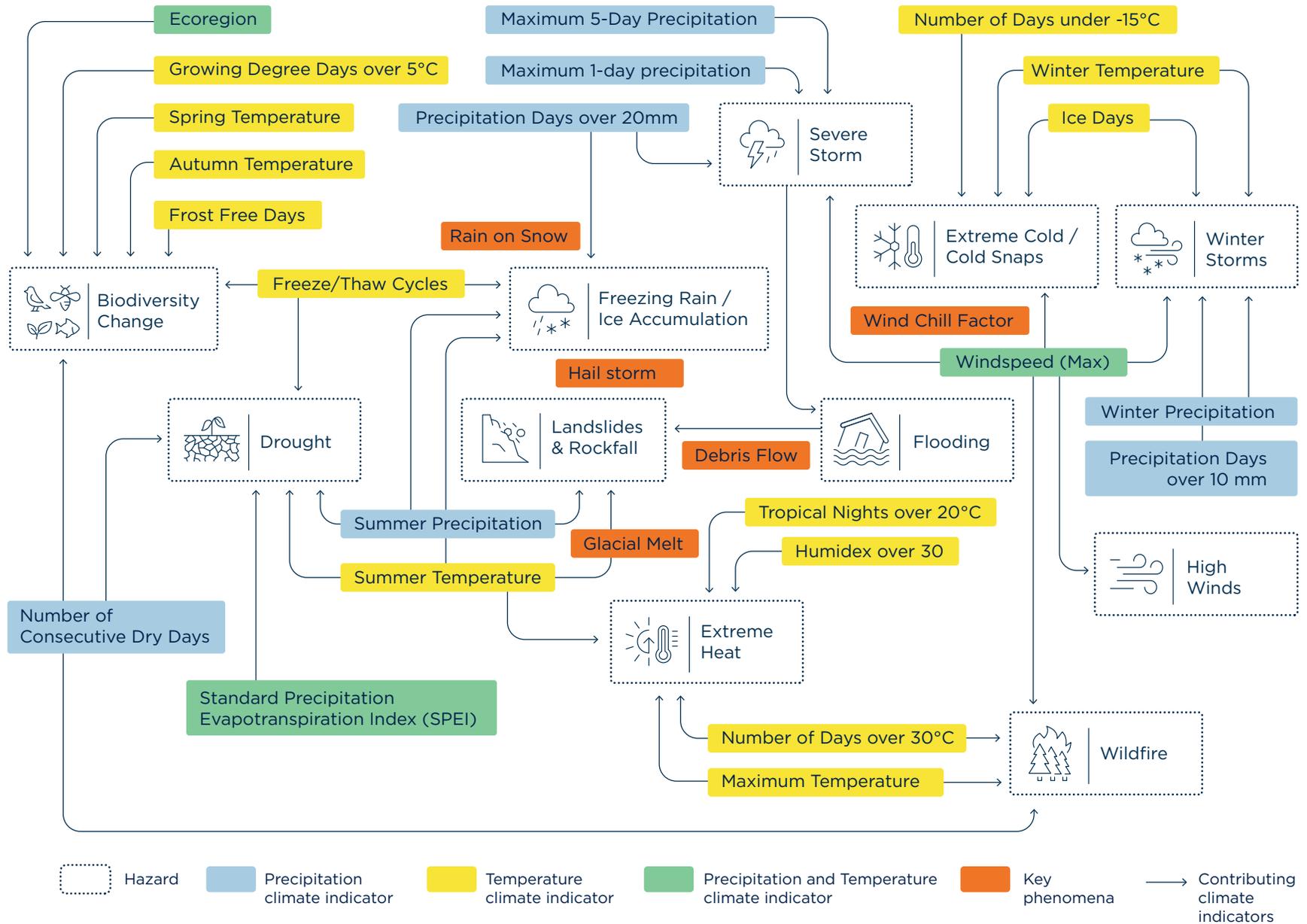


Figure 11. Relationships between climate indicators and hazards affecting Canmore.

## Climate Risk and Vulnerability Assessment

Assessing the vulnerability and consequences of climate hazards, as well as the threat each hazard poses, allows us to develop a risk score for each hazard. These risk scores range from 0 to 5, where 0 is no risk, and 5 is a very high risk. These risk scores consider how well Canmore can adapt to a hazard, the spatial impact of the hazard, how quickly the community can recover, long-term impacts, and direct and indirect damages to buildings, infrastructure, and other assets.

To understand the risk from climate hazards, three components are assessed:

- **The hazard threat:** What is the extent of the threat, how frequently does it occur, and how will it change over time?
- **The vulnerability:** What is the adaptive capacity of the system, and what is the sensitivity and susceptibility of the system to the hazard?
- **The consequence:** What are the direct and indirect consequences of the hazard to the system?

The risk score is the result of all three components combined. Table 2 (next page) shows the score for each of these components, and Annex 5 provides more details.

Understanding the Challenge

Table 2. Risk assessment scores for climate hazards in Canmore.

Rank	Hazard	Hazard Threat	Vulnerability	Consequence	Risk
1	Ecoregion Changes	2.2	0.7	2.5	1.67
2	Wildfire	2.1	0.9	4.5	3.90
3	Steep Creeks	1.5	0.7	4.0	2.93
4	Extreme Heat	1.3	0.4	2.0	0.80
5	Riverine Flooding	1.1	0.7	4.0	2.67
6	High Winds	1.0	0.3	1.5	0.50
7	Freezing Rain/ Ice Accumulation	0.9	0.2	1.5	0.30
8	Dry Weather Conditions/ Drought	0.8	0.4	1.5	0.60
9	Extreme Cold / Cold Snaps	0.8	0.3	1.0	0.27
10	Snow Accumulation	0.8	0.2	1.0	0.20

<b>Risk</b>	Insignificant 0.20 - 0.59	Minor 0.60 - 0.99	Moderate 1.00 - 1.99	High 2.00 - 3.99	Very High 4.00 - 5.00
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## Summary of Climate Impacts

The following sections describe the impacts of the highest risk climate hazards in Canmore.



### Ecoregion Changes

Ecoregion changes are shifts in the composition of species, or type of ecosystem or ecoregion, found in the area. The focus of this hazard is on invasive species and diseases, as well as stresses to the forest ecosystem. Canmore is located in a beautiful and diverse natural environment, and impacts to the ecosystems will affect the whole community. These impacts include:

- Increased stresses to forests, which can lead to an increased risk of fires, floods, and landslides;
- Loss of urban forest cover, and changes in the health of other ecosystems including lakes and streams;
- Increased presence of invasive species, including vectors of disease such as ticks and mosquitos;
- Spread of species like the mountain pine beetle; and
- Disruptions to tourism due to fires, reduced forest health, and increased vector-borne diseases.



### Wildfire and Smoke

Wildfire is the unplanned spread of fire caused by natural events or human activity. Smoke from wildfires can affect locations far away from the actual fire. All of Canmore is at an elevated risk from wildfire (Figure 12, next page). Because the town is a valley, smoke can become trapped in the area, resulting in health problems and negative impacts to recreation and tourism. Wildfire and smoke impacts include:

- Damage to or destruction of homes, businesses, and other assets;
- Disruptions to transportation networks and the electricity grid;
- Stresses and injury to people from fire and smoke;
- Increased strain on emergency services;
- Unhealthy outdoor conditions; and
- Impacts on tourism from fire or smoke.

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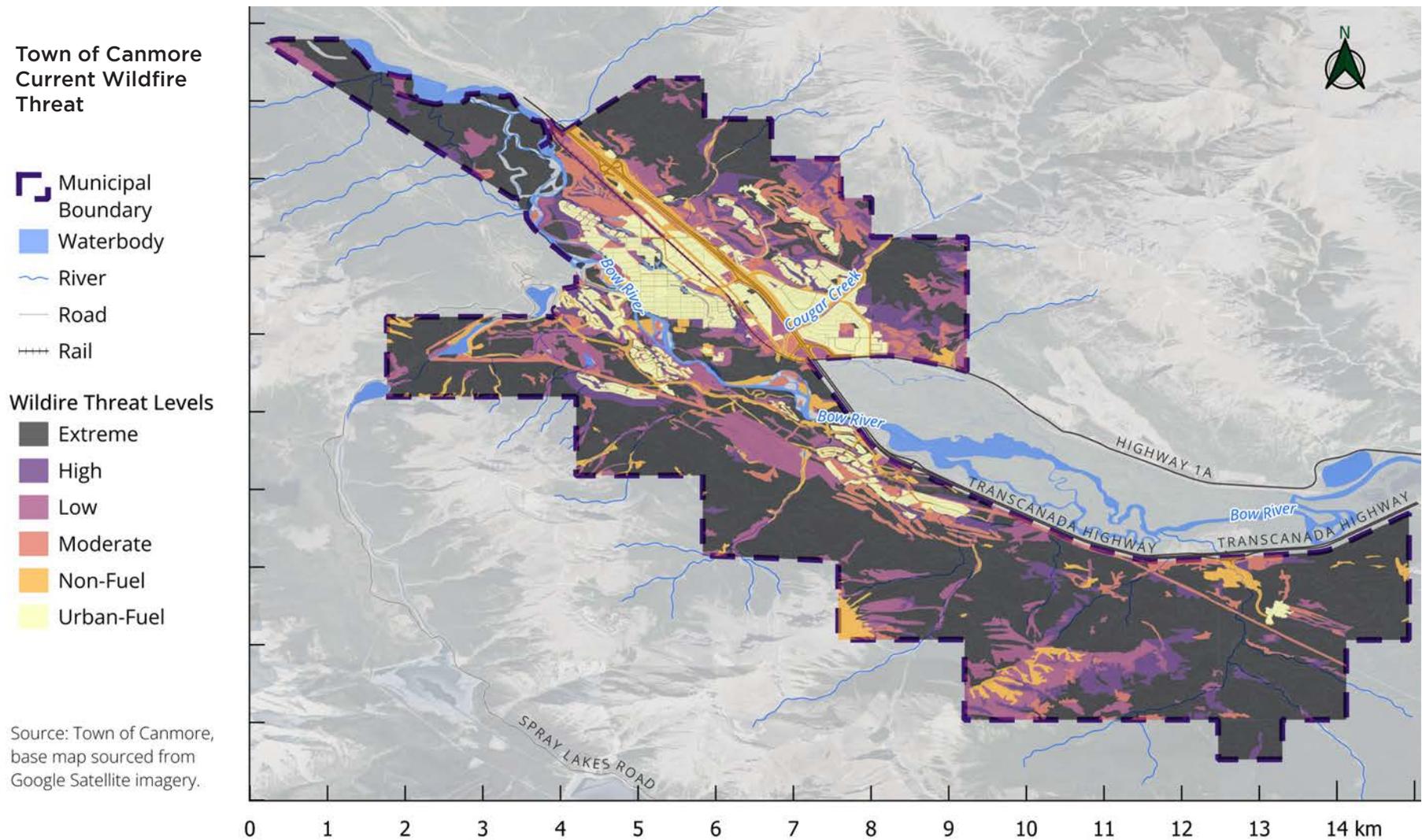


Figure 12. Wildfire threat levels for the present day for Canmore.<sup>5</sup>

<sup>5</sup> Modified from: Walkinshaw, Stew, 2020. Wildfire Risk Assessment. Three Sisters Mountain Village. Montane Forest Management Ltd.



### Steep Creek Flooding

Landslides and debris flows, also known as steep creek flooding, occur when large precipitation events in mountainous areas cause flooding and debris flows. These floods can be unpredictable and dangerous. In the past, they have caused extensive damage downstream, and continue to pose a significant risk to areas of Canmore within the flow paths of these creeks (Figure 13, next page). These impacts include:

- Damage to homes, businesses, and other infrastructure;
- Potential injury or death;
- Disruptions and evacuations from emergency events;
- Increased sedimentation in downstream water bodies; and
- Expensive and complicated clean-up and repairs.

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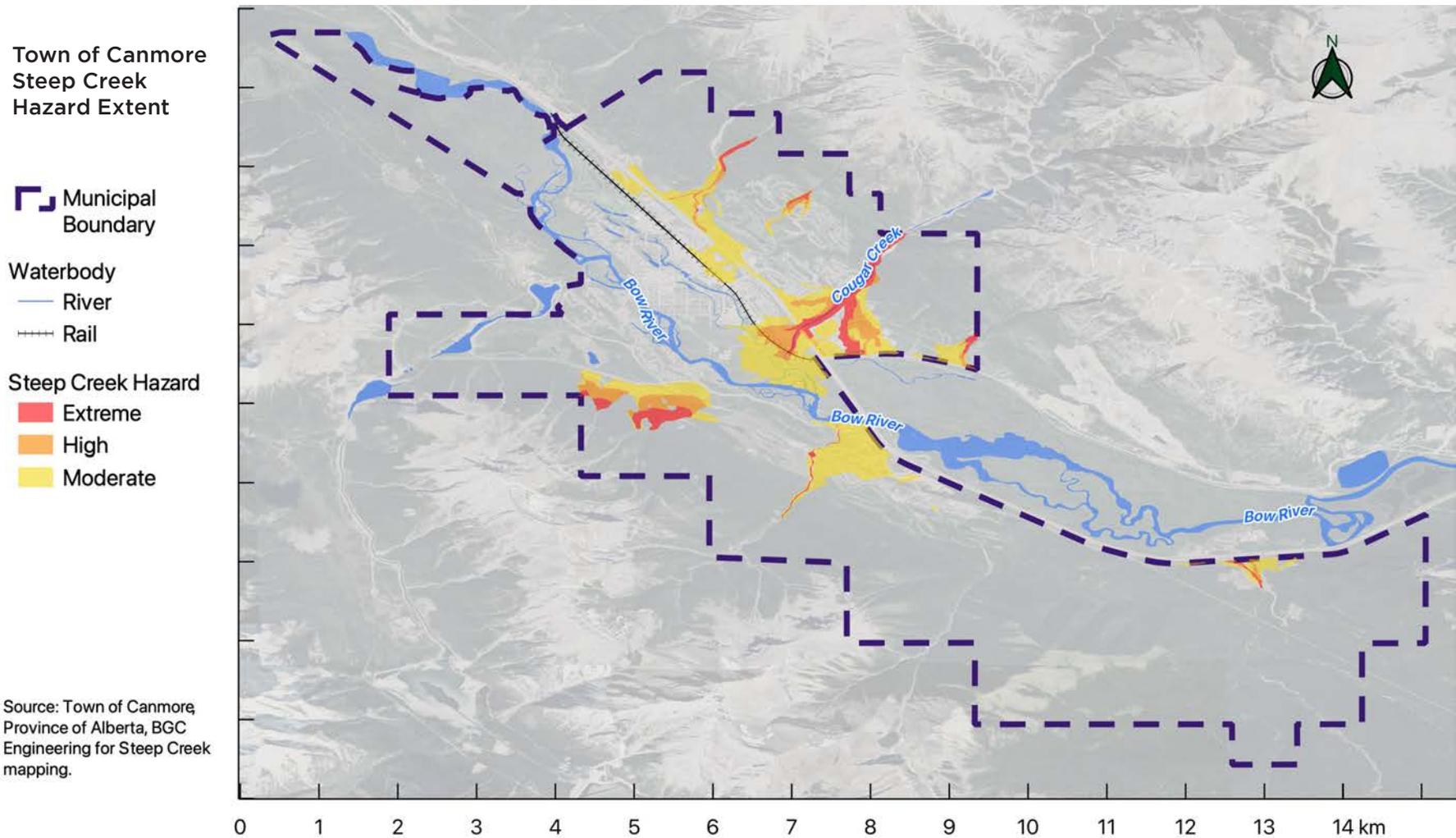


Figure 13. Extent of Steep Creek Hazard zones for the creeks included in the risk assessments completed between 2015 and 2018 by BGC Engineering, Ltd. Hazard level increases from yellow to red in severity, based on the steep creek risk assessment analysis.



### Extreme Heat

Extreme heat is a period of high heat, specifically daily high temperatures above 30°C, and nighttime low temperatures above 14°C. For the purposes of this analysis, we looked specifically at the effect of such conditions as they relate to heat stress and the effect of periods of high heat on Canmore's residents.

Canmore is protected from the temperature extremes seen in other parts of the country, but it will still experience elevated temperatures relative to historic conditions. The nighttime temperatures of a 1-in-10 year heat event are shown in Figure 14 for the present day, and Figure 15 for 2070 (next pages). The increase in temperature across all of Canmore is evident and can cause the following impacts:

- Increased risk of heat-related illnesses and diseases;
- Increased need for space cooling/air conditioning;
- Increased energy demand for space cooling;
- Heat stress of vegetation and changes in ecosystems as the climate warms;
- Changes in water quality;
- Increased demands on health services, with stresses on health care workers and emergency services; and
- Increased need for cooling centres and other municipal supports.

Understanding the Challenge

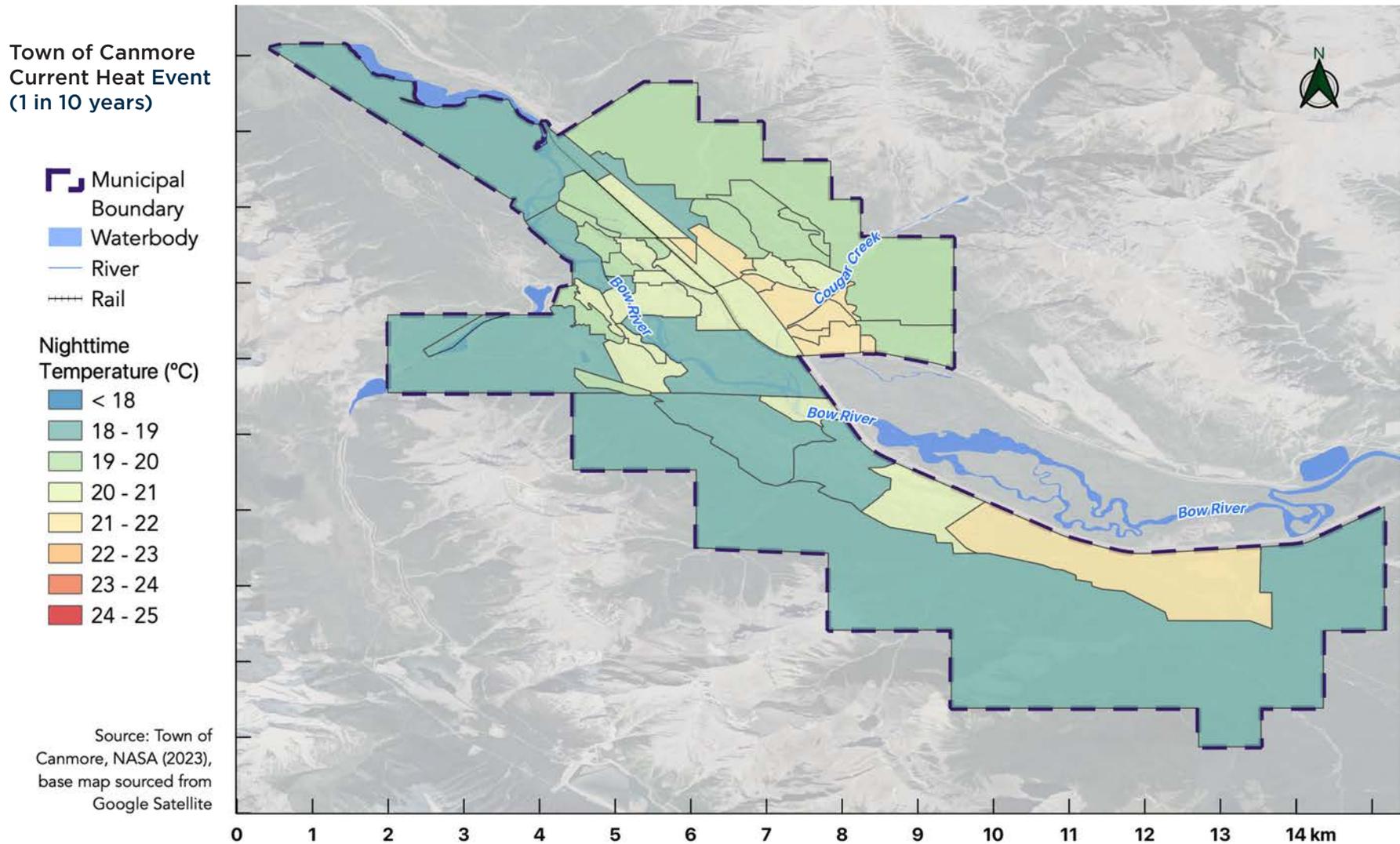


Figure 14. Estimated minimum nighttime temperatures across Canmore during a 10-year heat event in the present day.<sup>6</sup>

<sup>6</sup> A 10-year heat event has a 1 in 10 chance of happening in any given year.

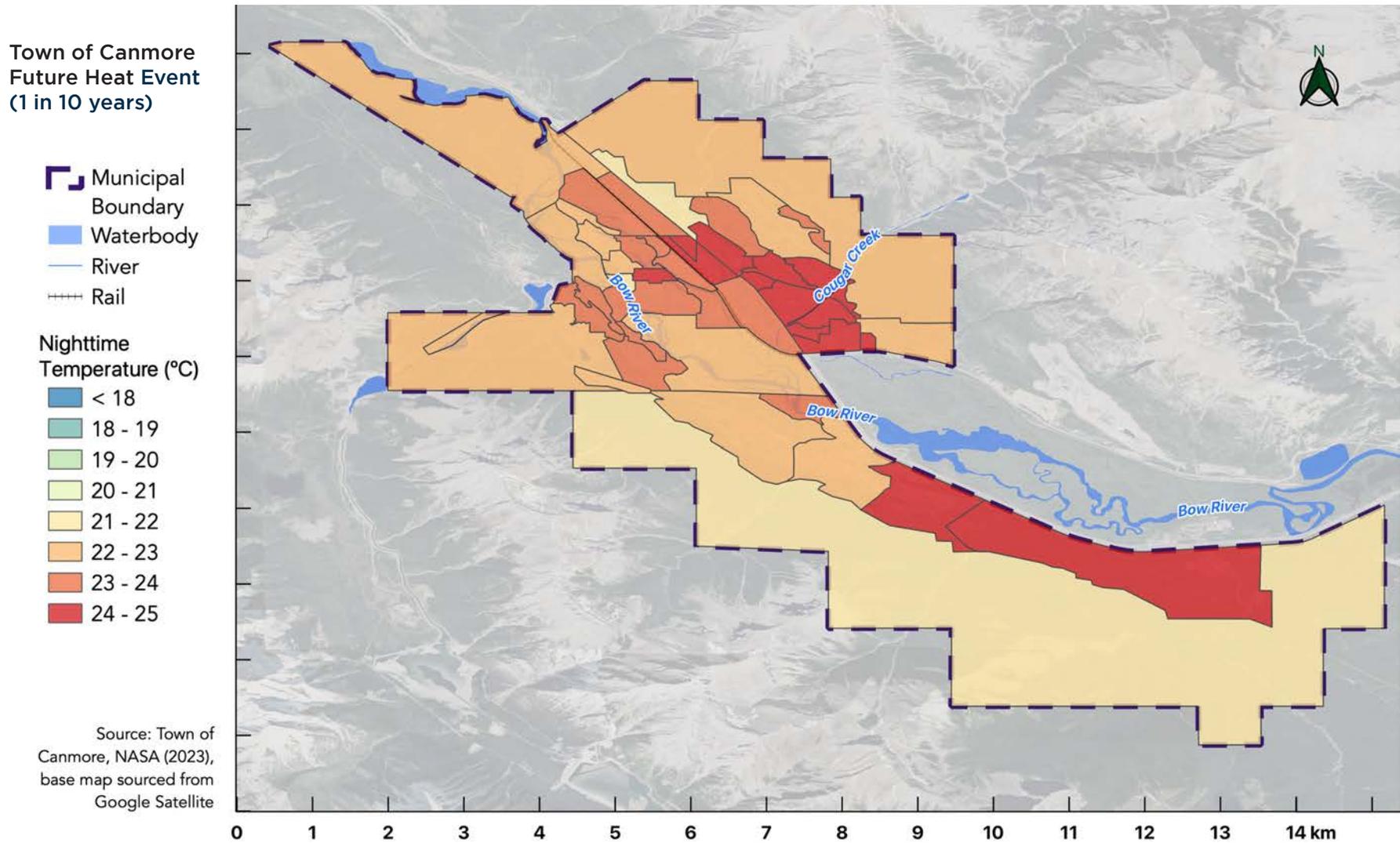


Figure 15. Estimated minimum nighttime temperatures across Canmore during a 10-year heat event in 2070, with the combined impacts of climate change and development.

## Understanding the Challenge

**Riverine Flooding**

Riverine flooding occurs when rivers or creeks overflow due to excessive rainfall over an extended period. The increase in total precipitation in the future, as well as the increase in volume of precipitation over short periods of time, increases the potential for riverine flooding into the future. Flooding occurs along the Bow River, affecting the central portions of Canmore. Figure 16 (next page) shows the potential annual damages to structures, contents, and disruptions from flooding both today and in 2070 for four flood return periods. Impacts can include:

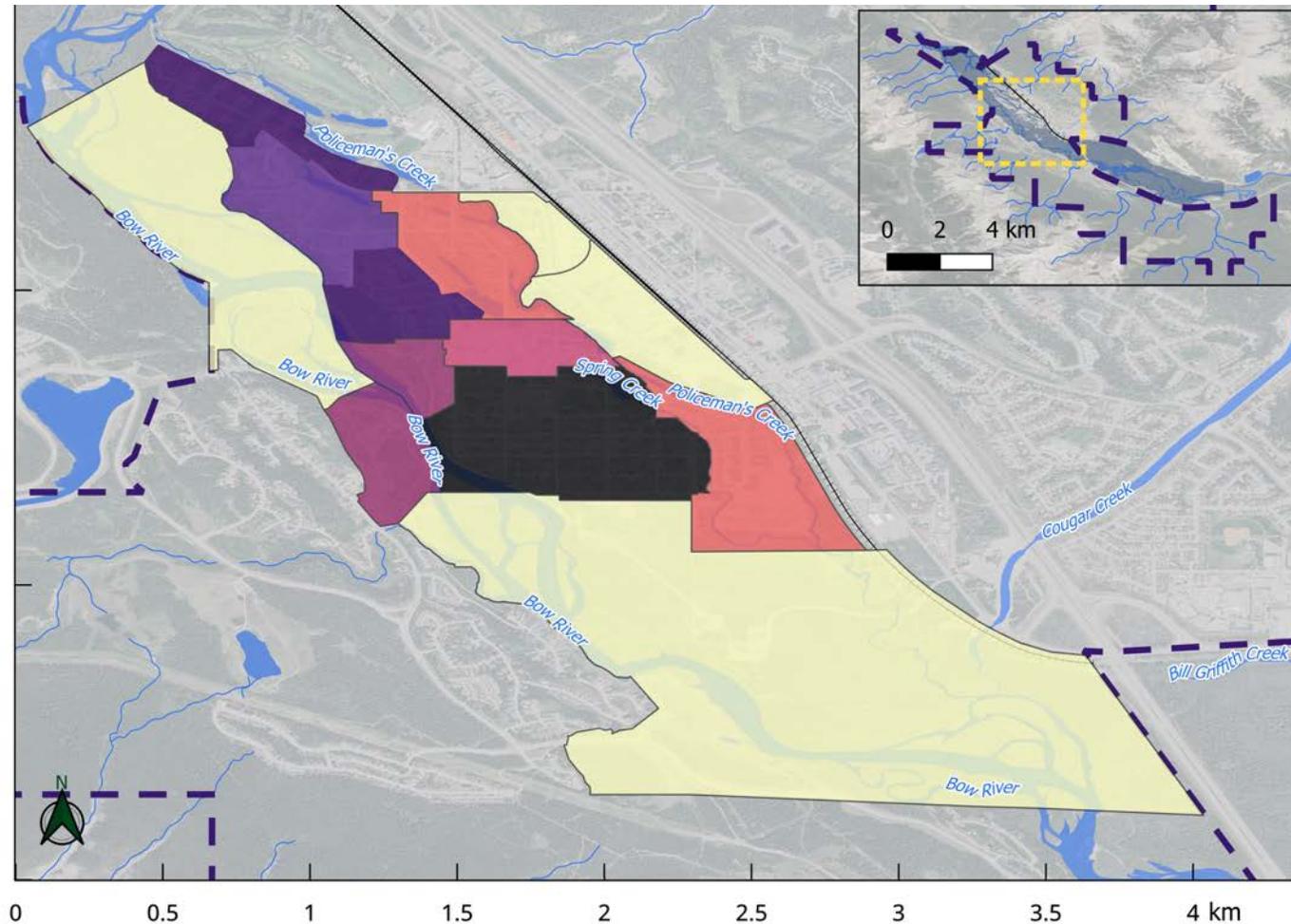
- Damage to homes and businesses within the floodplain;
- Potential for flooding of the Wastewater Treatment Plant, which could disrupt essential services to Canmore and contaminate downstream areas;
- Disruptions from evacuations and repairs from flood damage; and
- Increased need for emergency services during flood events.

**Town of Canmore  
Current Risk  
Very Rare Flood**

-  Municipal Boundary
-  Waterbody
-  River
-  Rail
-  Very Rare Flood Extent (350 year)

**Total Damages (\$)**

-  0
-  < 2M
-  2M - 4M
-  4M - 6M
-  6M - 8M
-  8M - 10M
-  10M - 12M
-  12M - 14M
-  14M - 16M
-  16M - 18M
-  > 18M



Source: Town of Canmore, extents from Government of Alberta Flood Mapping GIS Dataset, from Environmental Knowledge and Prediction Branch, Environment and Protected Areas. Base map sourced from Google Satellite imagery.

Disclaimer: Flood events are described by the “return interval”, the probability of a flood event of a particular threshold to occur. Flood frequencies are grouped by the likelihood of an event to occur during a lifetime (average lifespan of 85 years). A “nuisance flood” describes flood events that occur many times in a lifetime. “Frequent flood” events occur several times a lifetime. “Rare flood” events may occur once or twice a lifetime. “Very rare flood” events may occur in a lifetime.

Figure 16. Flood damages from a Very Rare (200-year+) flood in the present day

## Understanding the Challenge



### Dry Weather Conditions/Drought

Extended warm periods can lead to droughts. Stresses to surface and subterranean water supplies threaten potable water availability. Increasing temperatures, as well as less predictable precipitation, pose a threat to water security for Canmore. Fresh water is supplied by upstream snow melt, glacial runoff, and precipitation. Changes in any of these elements affects both the quality and the quantity of water available for municipal use, and in natural systems. These impacts can include:

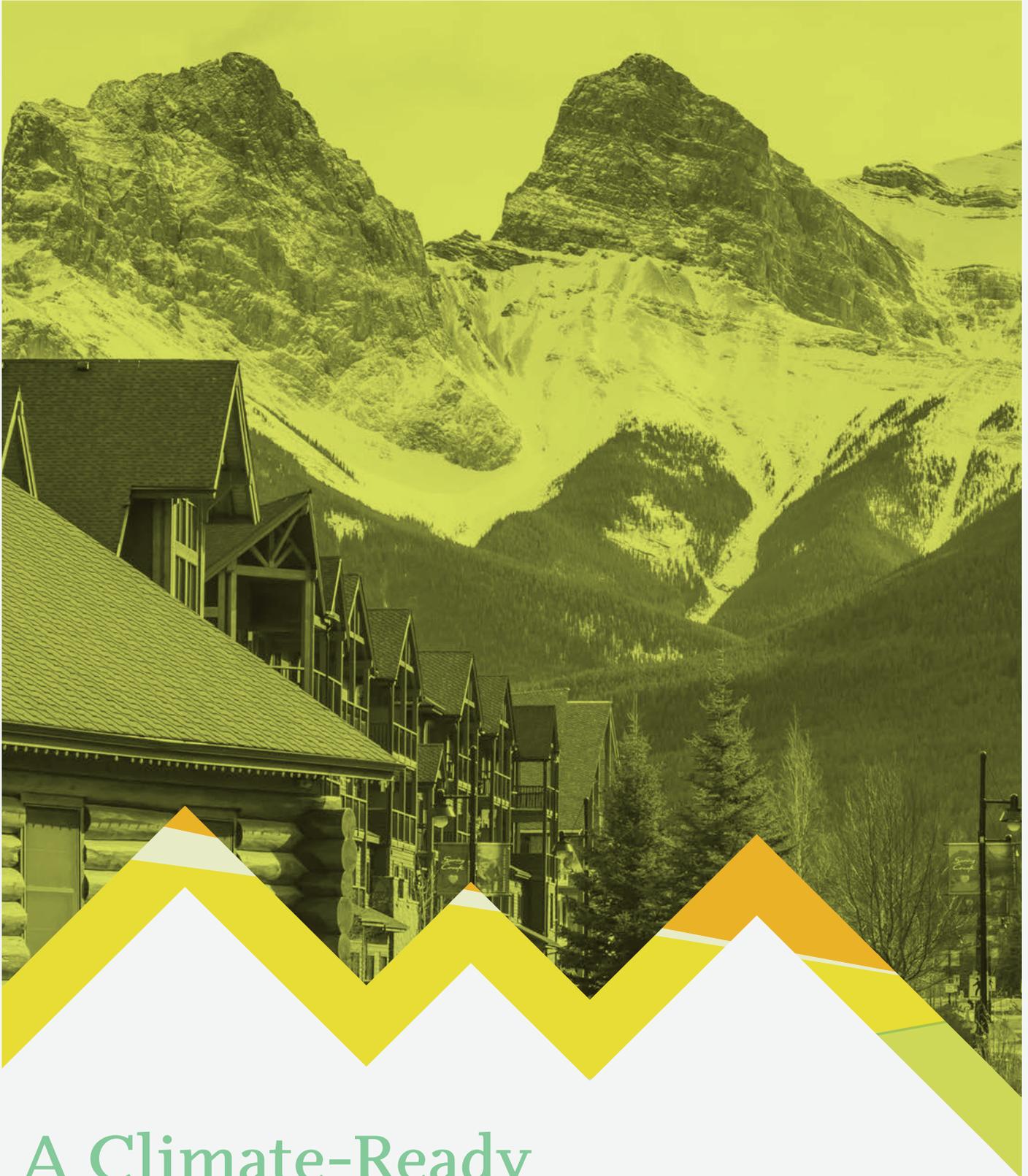
- Changes in water supply and storage;
- Changes in water temperature or condition can require changes to water treatment processes;
- Drinking water supply can be affected, with a higher probability for disruption to residential water supply and enforcement of water restrictions during dry periods; and
- Changes in water supply could result in water use restrictions in Canmore to mitigate drought conditions in downstream communities.



### Other Hazards

High winds, freezing rain and ice accumulation, extreme cold, and snow accumulation were not assessed as the increased risk associated with these hazards is insignificant, especially as the climate warms. These are hazards for which Canmore is prepared, and have historically been addressed, so do not require additional consideration beyond the current levels.





# A Climate-Ready Future for Canmore

## The Pathway to a Net-Zero Town of Canmore

Carbon neutrality is achieved when decarbonization of the economy reduces carbon emissions to as close to zero as possible. Decarbonization occurs through energy-use avoidance, energy efficiency, and the replacement of fossil fuels with renewable energy technologies and energy systems. Any remaining human-driven emissions are balanced out by an equivalent amount of carbon being removed from the atmosphere. Carbon removal or sequestration can be achieved by restoring or enhancing natural lands and soils, or through direct air capture and storage technology.

Deep reductions in GHG emissions are required to meet Canmore's 2030 and 2050 emissions targets. A set of low-carbon actions were identified for Canmore based on established best practices and existing, readily available technologies. These actions were refined to fit the specific context of Canmore through an extensive community engagement process, ensuring their suitability and effectiveness for addressing local needs and challenges.

Many actions exhibit synergistic effects, amplifying one another's efficacy. These actions can be grouped into four 'Big Moves' that together will limit the amount of energy Canmore needs and enable it to meet energy demand with clean energy. The following section lists key modelled and non-modelled actions for each Big Move; Annex 2 includes a full list of modelled actions.

## The Big Moves



### Resilient Efficient Buildings

To reduce building sector emissions, Canmore's CEAP calls for increasing energy efficiency in buildings and the electrification of equipment.

#### Key actions:

- Improve the efficiency of new buildings so they require less total energy.
- Improve the efficiency of existing buildings through deep energy retrofits.
- Convert space heating and cooling, as well as water heating systems, to low-carbon systems, preferentially heat pumps.
- Convert any other systems that use fossil fuels, including natural gas stoves or dryers, to electric systems.
- Ensure equity is centred in programming and supports developed to encourage these actions.



### Clean, Resilient Energy

Switching from fossil fuels to renewable energy is key to decarbonization.

#### Key actions:

- Identify and remove existing regulatory and other barriers to renewable energy.
- Expand rooftop solar on buildings in Canmore.
- Add solar canopies on municipal parking lots around the community
- Purchase renewable electricity for all municipal operations.
- Explore large-scale renewable energy generation both within and outside the town.

## Community Solar Garden

A community solar garden is a subscription program where community members can invest in solar energy without having to install their own solar panels. For example, Boulder, Colorado, has offered solar garden programs dedicated to income-qualified participants since 2021.

## Rethinking Transportation and Mobility



Transportation is the largest emitting sector in Canmore. As a visitor town in the world-renowned Banff National Park region, Canmore sees a lot of visitor traffic, all of which is fueled by high-carbon fuels like gasoline, diesel, and aviation fuel. Addressing transportation sector emissions will require avoiding or shifting as many vehicle trips as possible and decarbonizing vehicles through electrification.

### Key actions:

- Expand and electrify transit options within Canmore and to nearby destinations.
- Expand the network of charging stations to support electrification of personal vehicles.
- Increase walking and biking for short trips, including expanding the town's active transportation network and protected bike lanes.
- Fund an expanded and longer-term electric bike incentive program.
- Encourage car sharing programs.
- Establish car-free zones within the community.

## Efficient Waste, Water, and Wastewater Management



Limiting waste emissions requires residents and businesses in Canmore to reduce their waste generation and divert as much waste as possible from the landfill. Similar tactics are applicable to the water and wastewater sector.

### Key actions:

- Develop and implement a system-wide leak detection system for the municipal water supply system to identify and reduce leaks.
- Develop and implement an underground utility life-cycle upgrades program to reduce water loss, inflow, and infiltration.
- Include rainwater harvesting and greywater recycling systems in new buildings.
- Ensure all properties install smart water monitoring systems.
- Reduce total waste generation, and improve organic waste diversion for all sectors.
- Divert most food waste to composting systems.
- Develop and implement a water conservation strategy, focusing on large users.
- Convert to an anaerobic digestion system for wastewater treatment, with methane capture.
- Shift waste disposal to a landfill with methane capture and utilization.

## Low-Carbon Scenario

If the CEAP is fully implemented, GHG emissions in Canmore are projected to follow the trajectory depicted in Figure 17 (next pages). The low-carbon scenario results in a 97% reduction in total GHG emissions by 2050 from the 2022 baseline. Canmore can monitor new and emerging technologies and continue to identify and engage opportunities to address the remaining 'carbon gap' of 11 ktCO<sub>2</sub>e in 2050.

Annex 9 outlines the estimated financial costs and benefits of each action in the low-carbon scenario and the scenario as a whole.

### A Low-Carbon Scenario (LCS) Explained

A low-carbon scenario (LCS) is a projected future situation in which the amount of carbon emissions is significantly reduced to mitigate the effects of climate change. This can be achieved through a combination of measures such as increasing the use of clean energy sources, improving energy efficiency, and reducing overall consumption of fossil fuels.

LCSs can be modelled using computer simulations that take into account different economic, technological, and policy factors to project how emissions will change over time under different assumptions. The assumptions used in Canmore's CEAP were reviewed by Town staff. They are used to evaluate the effectiveness of different policy options for reducing emissions and to inform decisions about how to achieve a low-carbon future.

LCSs are used in the context of energy and power systems, transportation and mobility, buildings and urban systems, industry and manufacturing, and land use.

A Climate-Ready Future for Canmore

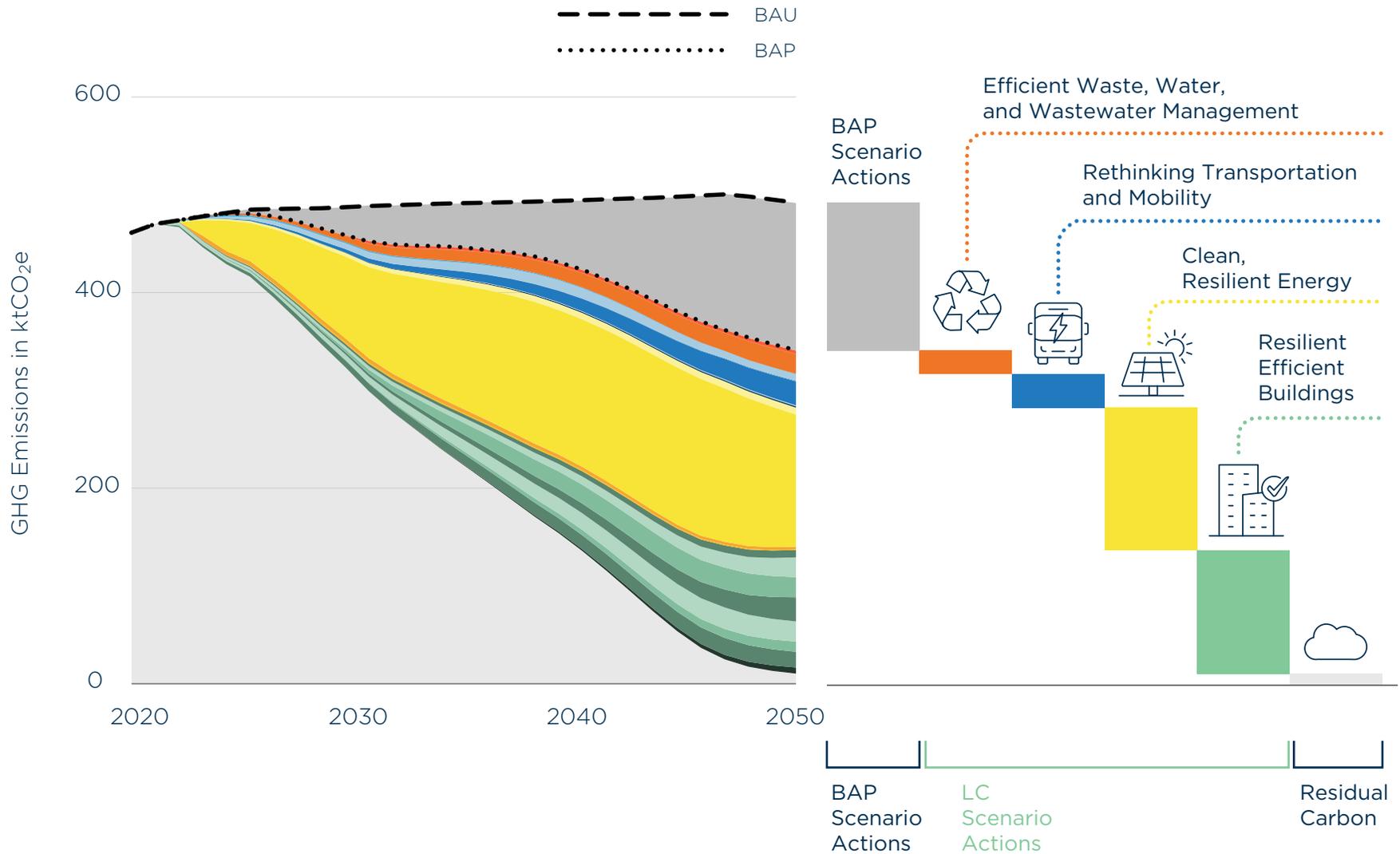


Figure 17.1. The emissions reduction impact of each Big Move in the Low Carbon pathway, 2022-2050.

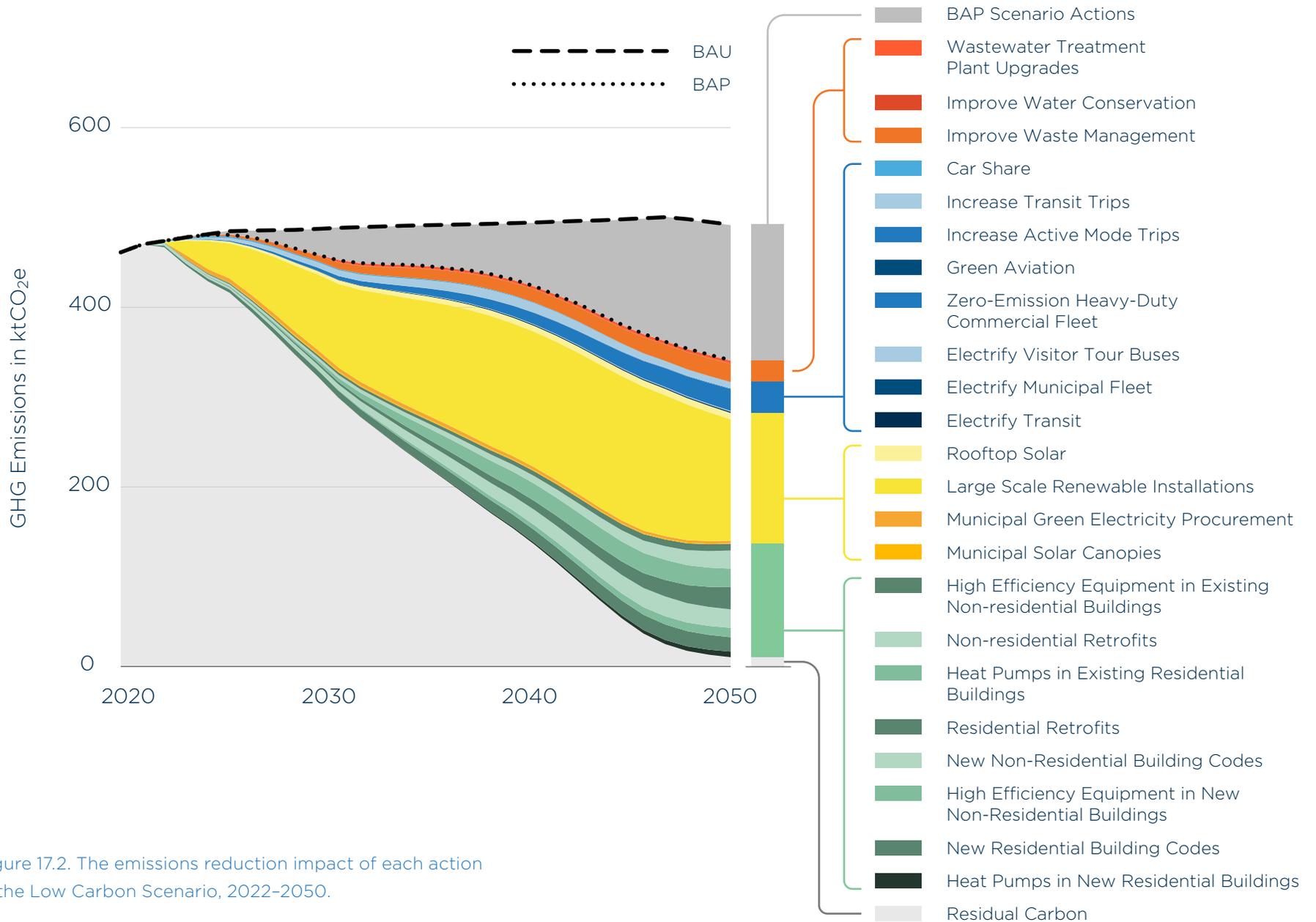


Figure 17.2. The emissions reduction impact of each action in the Low Carbon Scenario, 2022-2050.

## The Economic Opportunities of an Energy Transition

Historically, there has been a discourse at the political level that climate action costs money and requires sacrifices. However, an economic analysis of the costs and benefits of implementing the low-carbon scenario in the community of Canmore finds the opposite. There are compelling economic reasons to implement a net-zero pathway as quickly as possible, with no financial downsides.

### Investments and Savings

Implementing the CEAP and transitioning to a low-carbon economy will require investments that are spread out across residents, businesses, institutions, the Town of Canmore, and other levels of government between now and 2050. Conversely, the actions will generate returns beginning immediately after implementation and provide an ongoing economic opportunity for the community.

The financial impacts outlined in this CEAP identify the projected investments and returns associated with low-carbon measures that are above and beyond those assumed in the reference BAP scenario. For example, the incremental capital investment is the difference between a net-zero home and a conventional home, or an electric vehicle and a gasoline vehicle. These incremental costs are partially or completely offset by incremental savings; to continue the example, an electric vehicle costs less to operate than a gasoline vehicle.

The financial analysis is developed at the low-carbon pathway level, meaning it represents total costs across the community and does not allocate costs or savings specifically to the municipality or other sectors or investors. Costs to the municipality are dependent on the degree to which the municipal government chooses to invest in certain actions and incentivize other sectors. To implement the CEAP, it will be critical to investigate all financial tools available to the municipal government and other community stakeholders—including individuals, businesses, and other levels of government—as capital costs and upfront investments are considered a primary barrier to climate action.

**Investments are likely less than 3% of Canmore’s annual GDP**

Implementing Canmore’s CEAP requires a community-wide investment totalling \$843 million from 2024 and 2050, averaging \$32 million annually. To put this into perspective, the CEAP investments represent 2.54% of Canmore’s annual gross domestic product (GDP) of \$1.26 billion per year.<sup>7</sup> These investments generate returns from avoided costs for energy, operations and maintenance, and carbon price (Figure 18). These benefits accrue to the community as a whole, including households, businesses, and the Town itself.

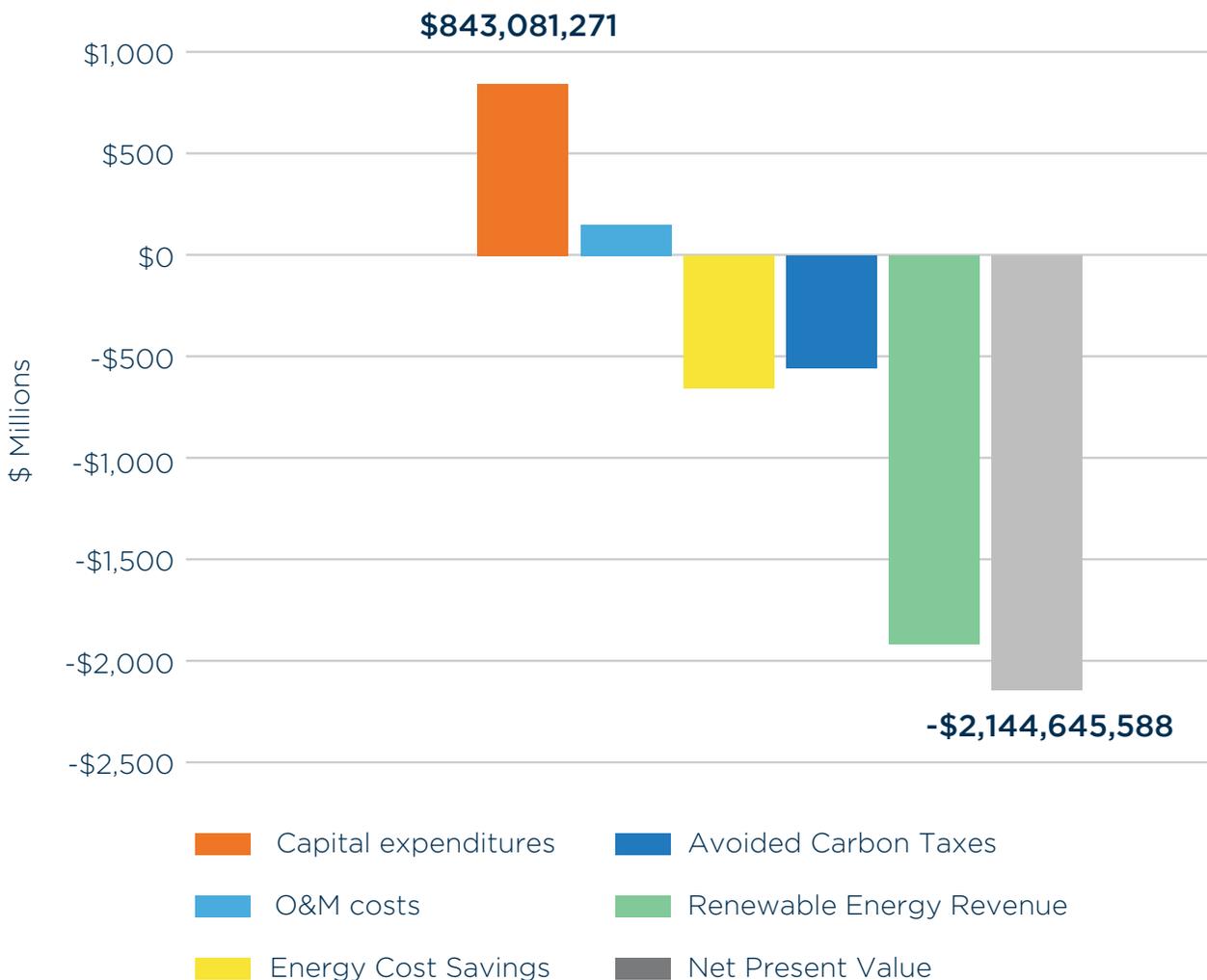


Figure 18. Present value of investments and returns, discounted at 3% (costs are positive and revenue and savings are negative), 2024–2050.

<sup>7</sup> Calculated based on provincial average productivity of labour.

**Investments are front loaded**

Figure 19 illustrates the level of investments that would be required by residents, businesses, and government to decarbonize Canmore. Similar to other low-carbon transitions, costs are higher in the earlier years as the infrastructure and systems needed to achieve GHG emissions reductions must be put in place rapidly. However, financing most of these investments can be amortized to spread out the cost over time. By the year 2028, savings outweigh the costs.

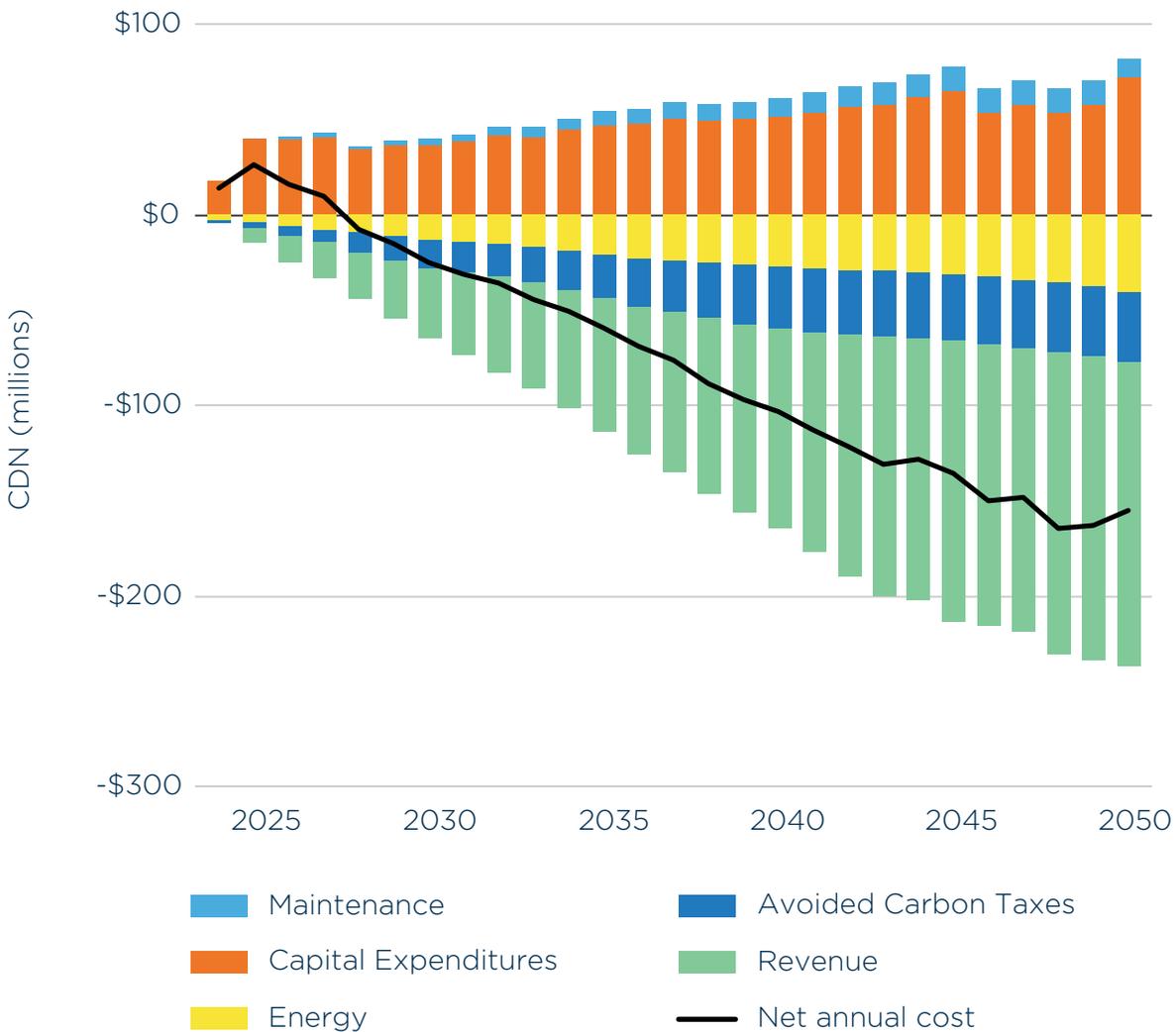


Figure 19. Year-on-year investments and returns, undiscounted, 2024-2050.

Most of the capital investments are for residential and commercial building retrofits and renewable energy installation. Retrofits and renewables provide long-term energy savings, with some additional revenue for renewable energy production, but entail high upfront costs. The incremental investment in transportation is negligible because the costs of light-duty electric vehicles are projected to reach parity with gas- and diesel-powered vehicles as early as 2026.<sup>8</sup> The reduced operational costs and avoided carbon tax represent a major opportunity for cost savings going forward.

### *Linking investments to actions*

The marginal abatement cost (MAC) is the incremental cost of preventing one tonne of GHG emissions. The lower the cost, the more affordable the action; in some cases, the action can be profitable. The abatement cost is calculated by summing the net present value of capital costs and operating costs over the lifetime of the investments divided by the tonnes of GHGs reduced.

By indicating individual costs for actions, MACs can imply that the actions are a menu from which individual actions can be selected. In fact, many of the actions are dependent on each other. For example, energy costs increase without retrofits. To be successful, the CEAP must be implemented in full. Additionally, in order to achieve Canmore's emissions reduction targets, all the actions need to be undertaken as soon as possible.

Figure 20 (next page) summarizes the MACs for modelled actions for Canmore. The actions with negative abatement costs generate financial returns over their lifetimes. A positive abatement cost signifies a net cost over the span of the project. This comparison provides one way to view the costs and benefits of implementing emissions-reducing actions, but should not be the only metric used to evaluate an action.

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<sup>8</sup> Slowik, Peter et.al. (2022). Assessment of light-duty vehicle costs and consumer benefits in the United States in the 2022-2035 time frame. The International Council on Clean Transportation. White Paper. October 18, 2022. Retrieved from <https://theicct.org/publication/ev-cost-benefits-2035-oct22/>

A Climate-Ready Future for Canmore

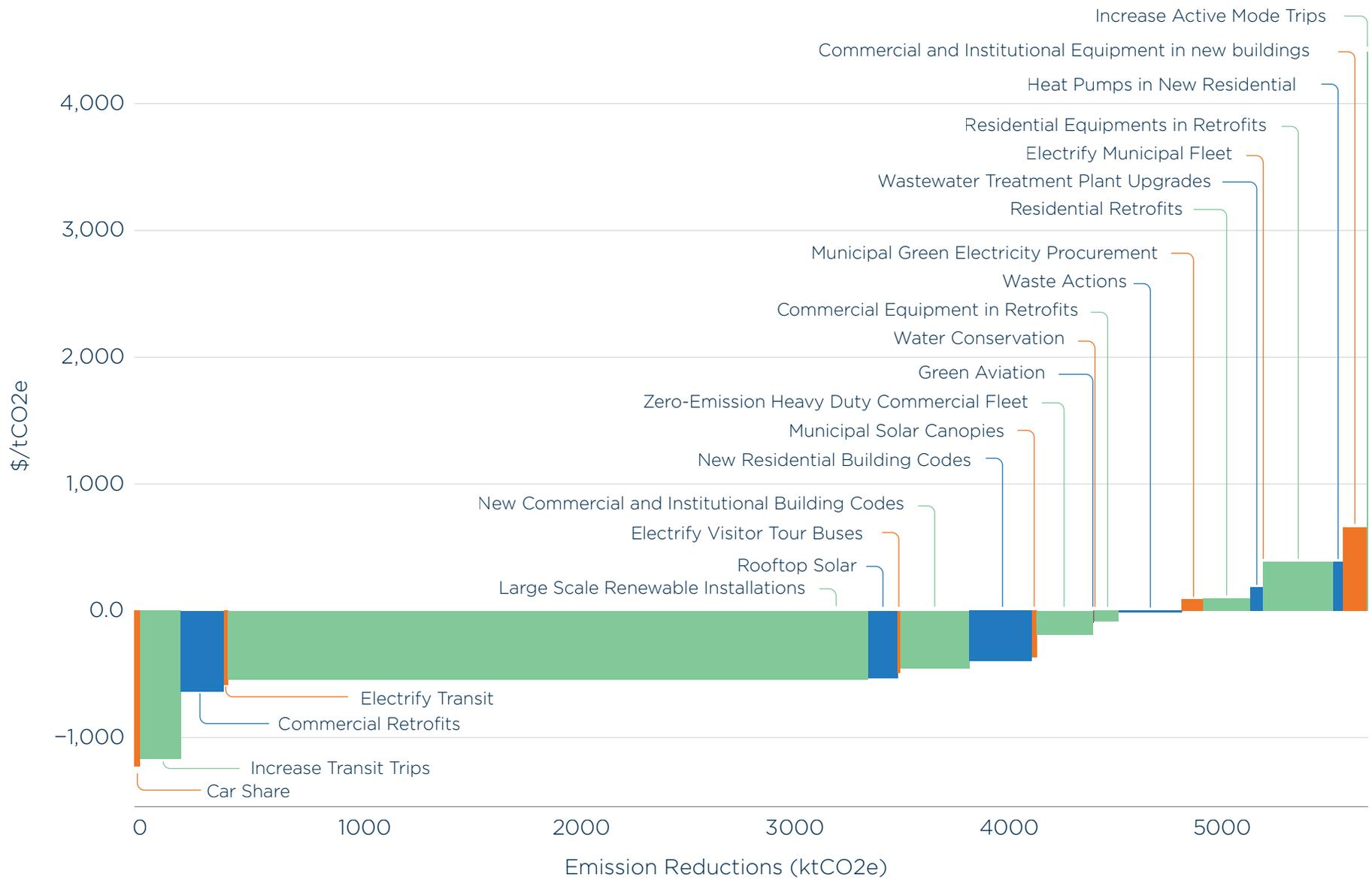


Figure 20. Marginal abatement costs for low-carbon scenario.

### *Investments generate new jobs*

Transitioning to a zero-carbon economy is expected to have four types of impacts on the job market:

- Additional jobs will be created in emerging sectors;
- Some employment will be shifted (e.g., from the fossil fuels industry to clean technology);
- Certain jobs will be reduced or eliminated (e.g., mechanics for gasoline or diesel cars); and
- Many existing jobs will be transformed or redefined.

For Canmore, implementing the CEAP is expected to add 5,900 person-years of employment between 2024 and 2050.

### *Investments reduces household energy costs*

Household energy expenditures—on natural gas, electricity, gasoline, and diesel—are projected to decline by 15% in the BAP scenario, from \$4,000 in 2023 to \$3,400 by 2050. In the BAP scenario, these savings mainly result from reduced vehicle fuel expenditures due to vehicle electrification following federal targets, increased substitution of traditional heating equipment with more efficient heat pumps, and decreased heating requirements as the climate becomes milder due to climate change.

In the low-carbon scenario, household energy expenditures fall by 36% to \$2,600 by 2050. Depending on the business, policy, and financing strategies used in implementing the actions, these savings will be partly offset by the incremental capital expenditures required. Investments in building energy retrofits, faster vehicle electrification, increased transit and active trips, high-performance buildings, and renewable energy generation all contribute to significantly reducing average household energy expenditures.

### *Leave no one behind*

An analysis of climate action and climate action plans indicates that investments which reduce GHG emissions will result in the following:

- Net savings for households, municipalities, and businesses;
- Reduced exposure to fluctuations in energy commodity prices;
- Reduced exposure to carbon pricing;
- Support for economic development; and
- New jobs.

These impacts have financial benefits for all actors in the community, but these benefits may be disproportionate. Special considerations must be made to ensure equity-denied members of the population are not left behind or adversely impacted by climate action. As Canmore works to integrate equity considerations across the community, consideration of the unique characteristics and needs of different neighbourhoods will shape how the CEAP is implemented. Below is a summary of the policy recommendations, supported by pertinent data from the equity analysis, to address the challenges identified and foster an inclusive approach to climate action.

## 1. Actions for homeowners in established neighbourhoods

- Implement subsidies for retrofitting energy efficiency in homes, particularly targeting homeowner households with mortgages or neighbourhoods with higher rates of energy poverty. Identify areas with lower income and higher energy burden to act as early adopters for these programs and subsidies.
- Develop policies that encourage energy efficiency and resilience retrofits for second-home owners to reduce overall energy demand. Publish energy rankings of homes used as vacation rentals to encourage retrofits.
- Support the development and implementation of community-based sustainability projects and green initiatives.

## 2. Actions for renters

- Increase support for rental housing retrofits, particularly in locations with higher rates of energy poverty.
- Develop affordable housing solutions and enhance energy efficiency in apartment dwellings.
- Ensure rental properties have EV charging facilities and renewable electricity generation included in retrofit programs.

## 3. Actions for developing neighbourhoods

- Develop actions to encourage efficient and resilient new housing development, with a focus on removing fossil fuels for heating and cooling and reducing energy consumption in new homes.
- Encourage adopting renewable energy in new constructions.
- Support the development and implementation of community-based sustainability projects and green initiatives.
- Look for opportunities to encourage dense, walkable development in these neighbourhoods.

## 4. Actions for community connectivity

- Expand transit service and frequency to allow both established and developing neighbourhoods to rely less on personal vehicles for travel within Canmore, as well as to neighbouring communities.
- Expand active transportation infrastructure to encourage walking, biking, and wheeling, when possible.
- Focus on neighbourhoods with a lower median income, higher rates of energy poverty, and more renters for initial deployment.

## The Pathway to Resilience

Canmore can become more resilient to the changing climate through taking actions that reduce the vulnerability and consequences of climate hazards, and that increase the town's preparedness and adaptive capacity.

These actions include changes to how and where buildings and other infrastructure are built, and improvements to existing homes and businesses. They include monitoring and managing natural spaces for pests and invasive species, and for ecosystem health, particularly in vulnerable or high-risk locations. They also include preparing for emergency events—including heat waves, floods, and wildfires—to ensure the community, the Town, and emergency services are coordinated on emergency preparedness, responses, and recovery. To explore the impact these actions can have on the community, three scenarios were modelled:

1. The present day, where current, population levels, land use and climate risks were modelled;
2. The 2070 BAP scenario, where the expected growth and development of Canmore by 2070 was modelled, and combined with the expected climate conditions of 2070; and
3. The 2070 Adapted Scenario (AS), where actions to reduce the risk from climate change were modelled with the 2070 climate conditions.

The following sections outline specific modelled and non-modelled actions Canmore can take to address climate hazards.



## Ecoregion Changes

### Key actions:

- Establish forest monitoring and management programs to track pests and invasive species.
- Update the Urban Forest Management Plan to include climate considerations and pest management.
- FireSmart buildings and vegetation to reduce fire risk.
- Educate the community on how to identify vectors and protect themselves from disease.
- Encourage citizen science programming to monitor ecosystem health and the spread of invasive species.
- Work with the tourism industry to share educational materials on the identification of disease vectors, and how to protect visitors and workers from disease.



## Wildfire and Smoke

### Key actions:

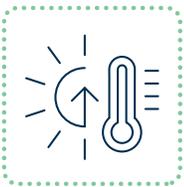
- Integrate FireSmarting into new building planning, including using fire-resistant building materials.
- Work with the community to implement FireSmarting on existing buildings, and include monitoring for continued compliance over time.
- Deploy the Smoke Emergency Response Plan.
- Continue fuel management in high-risk forested areas, partnering with other jurisdictions to align activities and maximize effectiveness.
- Develop and update community-wide evacuation route planning, particularly for neighbourhoods with limited road access.
- Update the Municipal Emergency Management Plan to include visitors and the tourism sector.



## Steep Creek Flooding

### Key actions:

- Continue to fund and implement steep creek debris flow mitigation measures, and continue to monitor slopes for additional threats to downstream areas.
- Work with Engineering, Public Works and Protective Services to prioritize movement of essential services during an emergency.
- Work with Protective Services, Communications, and Engineering to prepare and coordinate emergency response plans and education for vulnerable locations.
- Adhere to building codes to keep development out of high-risk areas.
- Continue to identify and maintain locations within the community to serve as short-term shelters for evacuees during emergency events.



## Extreme Heat

### Key actions:

- Deploy the Extreme Heat Emergency Response Plan.
- Retrofit homes and other buildings for energy efficiency and add space cooling with efficient heat pumps.
- Incentivize the development of efficient new buildings, and include space cooling using electric heat pumps.
- Add cooling centres to high-risk areas.
- Develop a heat stress policy for all outdoor workers.
- Plant heat-resistant and climate-proofed tree species, and install shade structures in public spaces.



## Riverine Flooding

### Key actions:

- Increase the flood protection infrastructure for the wastewater treatment plant.
- Protect existing buildings in the Bow River floodplain with dry flood-proofing measures.
- Continuously review community-wide evacuation plans and routes, with a focus on neighbourhoods with vulnerable populations and challenging access to designated emergency routes.
- Increase the Flood Construction Level for new buildings within the floodplain.
- Include future flooding conditions in planning and development decisions.
- Develop emergency plans for rapid deployment during floods to protect buildings and infrastructure, and coordinate evacuations.
- Identify emergency shelters for use during flood evacuations.

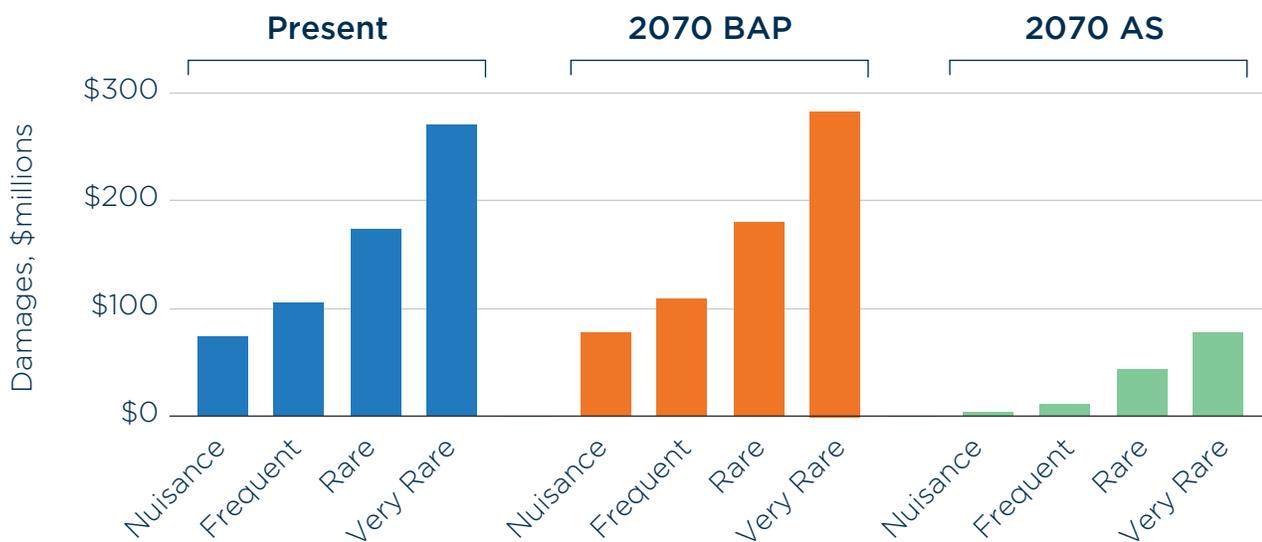


Figure 21. Total annual damages from flooding by return period for present day (\$ millions), 2070 BAP and 2070 Adapted Scenario (AS) summed across the entirety of Canmore.



## Water Security

### Key actions:

- Increase flood protection measures for the wastewater treatment plant.
- Develop a leak detection system for the municipal water supply.
- Develop a drought contingency plan that identifies when water use restrictions should be considered.
- Develop a bylaw to restrict activities in sensitive drinking water source areas.
- Encourage water conservation by the public, visitors, and businesses.
- Protect water quality by restricting the use of pesticides, particularly in places with vulnerable groundwater.



# Co-benefits

## Co-benefits in Canmore

Actions which reduce GHG emissions can also advance objectives for improved health, equity, prosperity, and climate adaptation. In many cases, these actions correspond or directly overlap with actions that create vibrant cities and towns, improve public health outcomes, reduce municipal and state operating and capital costs, and support innovation—these are no-regret policies. These corollary benefits, or co-benefits, are positive actions that occur beyond the primary objective of a measure or a policy. The opposite, a co-harm, is an unintended negative consequence that results from an action or policy.

One distinction, made by the Organization for Economic Co-operation and Development (OECD), is that co-benefits are effects that are valued in the mitigation (emissions reduction) costs of a policy or action, whereas ancillary or additional benefits are effects that are incidental and are not accounted for in that analysis.<sup>9</sup> In this plan, co-benefits are assumed to be any potential or anticipated benefits of the action in addition to its impact on GHG emissions.

Not all co-benefits nor co-harms are equal. One set of criteria by which to consider the co-benefits of actions to reduce GHG emissions follows:<sup>10</sup>

- **Synergies:** Many low-carbon actions have multiple socio-economic benefits including transit improvements, energy efficiency, and compact urban design.
- **Urgency:** Some actions are associated with a higher degree of urgency in order to avoid loss of inertia on action already taken, lock-in effects,<sup>11</sup> irreversible outcomes, or deferred costs that become even more elevated as a result of deferment. Some low-carbon actions require time to be effective, which makes immediate implementation all the more important.
- **Costs:** The cost of early action is generally lower than the cost of later action, in particular because delayed action involves ongoing investments in infrastructure, activities, and utilities that have higher emissions than low-carbon solutions. Examples include renewable energy infrastructure, transit, and energy efficiency.

<sup>9</sup> IPCC. (2014). Annex II: Glossary [Agard, J., E.L.F. Schipper, J. Birkmann, M. Campos, C. Dubeux, Y. Nojiri, L. Olsson, B. Osman-Elasha, M. Pelling, M.J. Prather, M.G. Rivera-Ferre, O.C. Ruppel, A. Sallenger, K.R. Smith, A.L. St. Clair, K.J. Mach, M.D. Mastrandrea, and T.E. Bilir (eds.)]. In: Climate Change 2014: Impacts, Adaptation, and Vulnerability. Part B: Regional Aspects. Contribution of Working Group II to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change [Barros, V.R., C.B. Field, D.J. Dokken, M.D. Mastrandrea, K.J. Mach, T.E. Bilir, M. Chatterjee, K.L. Ebi, Y.O. Estrada, R.C. Genova, B. Girma, E.S. Kissel, A.N. Levy, S. MacCracken, P.R. Mastrandrea, and L.L. White (eds.)]. Cambridge University Press, Cambridge, United Kingdom and New York, NY, USA, pp. 1757-1776. p. 1762.

<sup>10</sup> Adapted from (Fay et al., 2015).

<sup>11</sup> The lock-in effect refers to the implementation of a strategy or action that improves the performance of an object or activity in the short term but is prohibitive to future change. The lock-in effect can refer to building upgrades or land use, for instance. As an example, where quick building retrofits are undertaken, no additional improvements in the equipment installed can be expected over the course of its lifetime without considerable additional expense. In this way, lower levels of energy reductions can be locked in for a long period.

- **Longevity:** Related to urgency, the longevity of investment decisions locks society into their effects for decades,<sup>12</sup> if not centuries.
- **Distribution effects:** Low-carbon actions have different impacts on different subsets of the population, including income levels, generations (including future generations), race, and ethnicities.

Assessing the co-benefits and co-harms of climate action allows us to identify secondary benefits to the community and reduce the occurrence of co-harms. The following is a high-level review of the co-benefits that Canmore would experience by implementing the CEAP, including reduced reliance on fossil fuels, expanded active transportation and transit options, and building improvements for energy efficiency. Co-harms were considered in the development of proposed actions, and avoided where possible.

## Air Quality and Health Benefits

The implementation of this plan is set to yield significant co-benefits in terms of improved air quality and consequent health benefits for Canmore's community. As we progress toward a lower emission future, primarily through reducing reliance on fossil fuels and increasing green spaces, we can anticipate a notable improvement in air quality.

New Air Quality Guidelines by the World Health Organization<sup>13</sup> demonstrates the substantial health risks associated with air pollution, even at lower concentrations than previously understood. By reducing key air pollutants, which include some that contribute to climate change, these guidelines aim to save millions of lives affected by conditions such as respiratory infections, asthma, heart disease, stroke, and diabetes. The guidelines emphasize that adhering to improved air quality standards could prevent millions of premature deaths annually, making it a global health priority on par with risks like unhealthy diets and tobacco smoking.

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<sup>12</sup> For example, when a new building is constructed, if it does not have low-carbon design built in from the beginning, this infrastructure decision comes with a multi-decade set of consequences (as most buildings are built to last 50+ years).

<sup>13</sup> New WHO Global Air Quality Guidelines aim to save millions of lives from air pollution. 22 September 2021. Retrieved from:  
<https://www.who.int/news/item/22-09-2021-new-who-global-air-quality-guidelines-aim-to-save-millions-of-lives-from-air-pollution>

Decreased emissions from vehicles and industries mean fewer pollutants like nitrogen oxides and particulate matter, which are directly linked to respiratory and cardiovascular diseases. Enhanced green spaces contribute to this improvement by acting as natural air filters, absorbing pollutants and providing cleaner air. Health benefits include a decrease in pollution-related illnesses, potentially leading to reduced healthcare costs and an increase in overall community well-being. Reduced air pollution also correlates with better cognitive functioning and mental health, further elevating the quality of life for Canmore's residents.

## Active Transportation and Health Benefits

Active transportation, encompassing walking, cycling, and the use of other non-motorized forms of transport, is a key element of the CEAP. Encouraging active transportation not only reduces GHG emissions but also significantly enhances public health.

The co-benefits include increased physical activity leading to lower rates of obesity, heart disease, and type 2 diabetes. Regular physical activity through walking and cycling also contributes to improved mental health, potentially reducing symptoms of depression and anxiety. Moreover, active transportation supports community engagement and connectivity, fostering a sense of belonging and well-being. To maximize these benefits, our plan includes accelerating the extended development of safe, accessible, and extensive networks of bike lanes and pedestrian paths, making active transportation a viable and attractive option for all ages and abilities in Canmore.

## Safe Healthy Buildings Benefits

Focusing on safe and healthy buildings in the CEAP leads to several co-benefits, central to both climate resilience and public health. The plan's emphasis on energy-efficient, well-insulated, and well-ventilated buildings ensures a healthier indoor environment, reducing the risks of respiratory problems, allergens, and mould growth. These improvements are particularly beneficial for vulnerable populations such as children, the elderly, and those with pre-existing health conditions.

Energy-efficient buildings also contribute to economic benefits by lowering energy costs, thus reducing the financial burden on households. Moreover, the use of sustainable, non-toxic building materials reduces exposure to harmful chemicals, contributing to overall better indoor air quality. Safe, resilient buildings also mean enhanced protection against climate-induced hazards, such as extreme temperatures and air quality issues, further safeguarding the health and well-being of Canmore's residents.



# Equity

Equity emerges as a pivotal factor in the implementation of Canmore's Climate Emergency Action Plan, bridging climate action and social justice. Pursuing a low-carbon future, while beneficial, does not inherently guarantee equity. A conscious effort must be made to ensure fairness across various demographic groups and scenarios, addressing issues like intergenerational equity, income inequality, housing affordability, and global equity. Intergenerational equity is particularly significant, as younger and future generations inherit the consequences and responsibilities of climate actions taken today. Canmore's commitment to immediate emissions reductions can significantly lessen this burden.

Income inequality is a critical aspect of this equity conversation. The transition to a low-carbon economy often poses a greater financial challenge to those with lower incomes. For example, the upfront costs of energy-efficient upgrades can be prohibitive for low-income families, potentially leading to higher long-term costs and a widening of the equity gap. This scenario underscores the necessity for targeted support systems, such as instant rebates or time-of-purchase financial aids, which can be more inclusive and effective than post-purchase rebates. Furthermore, it is crucial to provide equitable access to transit and active transportation options. These services not only facilitate mobility but also enhance access to essential services and employment opportunities, particularly for those without personal vehicles.

Equity also extends beyond local and national borders. The adverse impacts of climate change disproportionately affect poorer nations, despite their relatively minor contributions to global emissions. This global inequality demands a more rapid and substantial response from wealthier nations, not only as a matter of fairness but also to mitigate the risks of climate-induced instability and conflict.

In summary, the implementation of Canmore's Climate Emergency Action Plan offers an opportunity to embody equitable practices that address both local and global disparities, ensuring that the pathway to sustainability is inclusive and just for all.

This section of the plan discusses intergenerational equity, income inequality, and global equity. Annex 8: Canmore's Climate Equity Analysis outlines the full equity analysis, including a look at energy poverty and transit access across the town's neighbourhoods (these factors are included in the Implementation Plan found in Annex 1).

Equity

## Intergenerational Equity

As the impacts of climate change increase in frequency, duration, and severity, younger generations and generations yet to be born are and will be increasingly affected by the responsibility and impacts of reducing emissions contributed to systems created by older and past generations. Addressing emissions in the short-term decreases that burden.

## Income Inequality

We often hear that it is “expensive to be poor” and that is true in the low-carbon transition unless an effort is made to decrease the financial burden for low-income individuals and families. For example, if a person cannot afford energy efficiency upgrades in their home due to the upfront cost, it could mean an increase in their ongoing costs or missing out on utilities savings that others in higher income brackets can take advantage of.

In addition, most utility fees are determined based on the fixed cost of operating and usage fees. This means that if a greater number of higher-income earning homes are using less energy, the fixed costs could increase per unit of energy used, disproportionately impacting lower-income households by costing them more money per unit of energy used. However, if individuals and families living on a low income are supported to make their homes and vehicles more efficient, they could see utility savings. The Town and other levels of government must play a role in ensuring that such supports are accessible for low-income earners. For example, providing instant rebates and other time-of-purchase financial supports may be more realistic than post-purchase rebates.

Access to transit and active transportation can also increase equity. For individuals who do not own a vehicle, especially for those that cannot own a vehicle due to cost, access to transit and active transportation increases the ability to get to services, appointments, activities, and employment. This is only possible if robust transit and active transportation networks are extended to areas within the community where lower-income earners reside, and are connected to areas with employment opportunities and services.

Individuals living on low and fixed incomes are also more susceptible to climate risks than wealthier individuals due to a lack of resources to prepare for climate-related events, limited access to transportation to flee during climate-related events, lack of money for alternative accommodations and to repair or restore their dwellings after an event, lack of space cooling during heat-related events, lack of access to affordable healthcare, and higher rates of comorbidities.<sup>14</sup>

<sup>14</sup> Comorbidities refer to the presence of multiple chronic conditions in a single individual. These conditions can be related or unrelated, and they can have a significant impact on a person's overall health and well-being. Examples of comorbidities include diabetes and heart disease, or depression and anxiety.

## Global Equity

Globally, climate change is currently having a disproportionate impact on poorer nations who experience more climate-related events and higher mortality rates as a result. Climate-related events, such as extreme weather events and rising sea levels, can happen more frequently and with greater severity in poorer nations due to a combination of factors. These nations often lack the resources and infrastructure to prepare for and recover from severe weather events and other climate-related impacts. They also tend to be located in areas that are particularly vulnerable to the impacts of climate change, such as coastal regions or areas prone to drought. Additionally, poorer nations are less likely to have the economic means to adapt to the changing climate, making them more susceptible to the negative effects of climate change.

Many of the countries impacted by climate change have also had a lesser impact on the increased use of fossil fuels that has led to the current climate crisis. Led by C40,<sup>15</sup> many communities have set GHG reduction targets that acknowledge that those in wealthier countries must act more rapidly to reduce emissions than communities struggling with widespread poverty. While action by wealthier countries is imperative from an equity standpoint, global climate mitigation can also help reduce the risk of climate-driven instabilities, refugee crises, conflicts, and threats to international security.

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<sup>15</sup> C40 is a network of mayors of nearly 100 world-leading cities collaborating to deliver the urgent action that is currently needed to confront the climate crisis. Learn more here: <https://www.c40.org>



# Implementation

Implementing the Climate Emergency Action Plan (CEAP) for the Town of Canmore is an intricate process that involves comprehensive strategies and actions organized across various themes. These themes synergistically contribute to Canmore achieving a sustainable, resilient, and low-carbon community.

Our first theme, “Municipal Leadership,” sets the tone, highlighting the critical role of the Town in guiding, exemplifying, and facilitating climate action. It underscores the necessity for developing a municipal carbon budget, retrofitting public buildings, and electrifying the Town fleet.

The second theme, “Resilient, Efficient Buildings,” targets the reduction of emissions from Canmore’s building stock. It advocates for energy-efficient retrofitting of existing buildings and adopting stringent standards for new constructions, ensuring they are not only energy-efficient but also resilient to climate impacts.

Theme three, “Clean Resilient Energy,” focuses on the shift to renewable energy sources, crucial for reducing the town’s reliance on fossil fuels. This includes promoting solar installations and exploring community-level renewable energy projects.

Theme four, “Safe and Protected Natural Spaces,” focuses on preserving Canmore’s unique natural environment. This involves managing forests and water bodies to mitigate risks like wildfires and floods while enhancing their role in carbon sequestration and ecosystem health.

The fifth theme, “Emergency Preparedness for All,” recognizes the importance of preparing the community for climate-induced emergencies. It involves creating robust response plans, ensuring efficient evacuation routes, and educating the community on emergency preparedness.

Transportation, a significant emission source, is addressed in “Rethinking Transportation and Mobility,” the sixth theme. It envisions a shift to electric vehicles, enhanced public transit, and improved infrastructure for active transportation like walking and biking.

The seventh and final theme, “Efficient Waste, Water, and Wastewater Management,” emphasizes safeguarding essential services against climate impacts and managing resources efficiently. This includes implementing strategies for water conservation and waste reduction, and ensuring the resilience of wastewater management systems.

Collectively, these themes form a cohesive strategy to transform Canmore into a model of sustainable development and climate resilience. Each theme, while distinct, is interdependent and requires an integrated approach to implementation, ensuring that every action contributes toward the overarching goal of a sustainable, resilient Canmore.

## Implementation

Presented here are the key high-level strategies and actions for the CEAP's implementation. The full implementation plan, including all actions, with additional technical details, timelines, and risk analysis can be found in a separate document, Annex 1: Implementation Plan.

It should be noted that the Town cannot implement all of the necessary actions on its own. It requires policies, programs, and funding from the federal and provincial governments. For this reason, a number of the actions are to advocate to the Province or Federal Government for aspects that are out of the Town's sphere of control. There are also actions that require collaboration and partnership with organizations.

## Theme 1: Municipal Leadership

Decisions made by the Town of Canmore shape all of the community, now and into the future. By establishing itself as a leader in climate action, the Town can demonstrate to the community and the world what is possible when climate action is the north star guiding all decisions, plans, and actions. While the Town itself does not have direct jurisdiction over every element of energy use, GHG emissions production, or climate adaptation, it can serve as a hub of learning and sharing, and a catalyst for change.

**GHG impacts:** Most of these actions are enabling actions, supporting the decarbonization of municipal buildings and the fleet, which will reduce GHG emissions by 124 KtCO<sub>2</sub>e from 2022 to 2050.

**Adaptation impacts:** The Town acts as a convenor, communicator, and coordinator for emergency response, risk management, and asset management. Centralizing climate change in Town planning and decision-making will reduce risk across all hazards.

### Strategy: Internal Leadership

- Ensure that climate change remains a strategic priority for Canmore.
- Adopt an annual carbon budget, and tools and resources to integrate a climate lens into municipal planning and decision-making.
- Expand staffing and resources for implementing the CEAP.
- Ensure staff have the capacity and knowledge to implement the CEAP, and conduct training sessions and workshops on advanced climate change concepts.

## What Is a Carbon Budget?

A carbon budget, or a climate budget, is a governance system that offers a way for municipalities to turn climate commitments into funded and measurable actions across the municipal government. It embeds climate targets, measures, and considerations into decision-making as part of a municipality's ordinary budgeting process.<sup>17</sup>

The climate budget framework brings urgency to municipal carbon management by converting long-term targets into annual emissions limits or carbon budgets. All project proposals are quantified through a climate lens, the sum of which could then be evaluated against the carbon budget.

This framework would provide the Town of Canmore with a powerful tool for prioritizing projects and mainstreaming climate action to encompass the entire organization.

## Strategy: Community Involvement

- Work with community groups to create an online platform for residents to monitor local projects, track progress toward community GHG reduction targets and adaptation actions, follow municipal initiatives, and stay updated on climate action efforts.
- Work with community groups to lead and educate on community-based broader environment and sustainability programming such as waste reduction, cycling promotion, water conservation, and air quality.

## Theme 2: Resilient, Efficient Buildings

The buildings sector is an ideal place for implementing the paradigm of reducing energy demand, switching energy sources, and then producing energy locally to meet that need. Retrofitting existing buildings and upgrading building codes for new construction can dramatically reduce the total energy need and introduce opportunities to increase the resilience of buildings to climate hazards. This is then paired with decarbonization of the energy used for space heating and cooling, water heating, cooking, and other activities. Finally, renewable energy can be used to fuel these actions to reduce emissions as much as possible.

<sup>17</sup> C40. Climate Budget. [https://www.c40knowledgehub.org/s/topic/0TO1Q000000x2DNWAY/climate-budgeting?language=en\\_US](https://www.c40knowledgehub.org/s/topic/0TO1Q000000x2DNWAY/climate-budgeting?language=en_US)

## Implementation

**GHG impacts:** Actions to improve the efficiency of buildings, and decarbonize their energy can reduce 1,640 KtCO<sub>2</sub>e from 2022 to 2050.

**Adaptation impacts:** Protecting new and existing buildings from riverine flooding can reduce flooding damages by millions of dollars. Ensuring that buildings are energy efficient and have space cooling allows people to remain safe and comfortable during heat events. FireSmarting significantly reduces the risk of damage from wildfire, protecting people and their properties year-round.

### Strategy: Municipal Climate Leadership

- Retrofit municipal buildings to reduce energy demand, aiming for net-zero buildings.
- Expand the use of renewable energy on municipal buildings and infrastructure.
- Dedicate staff to identify ways to reduce energy consumption, waste generation, and water consumption in municipal facilities.
- Use municipal retrofits and projects to act as demonstration projects to share learnings and successes with the community.

### Strategy: Efficient and Resilient New Buildings

- Advocate for the Province to accelerate the adoption of high-efficiency building codes.
- Incentivize developers and builders to build net-zero buildings that are equipped with high-performance air filters to reduce wildfire smoke and other indoor pollutants.
- Consider additional measures to restrict development in the future-climate Bow River floodplains.
- Advocate for the adoption of net-zero-ready building codes.
- Promote the use of sustainable building materials.
- Explore mechanisms to develop life-cycle assessments for new buildings to reduce overall environmental impacts.
- Require new developments to include considerations to maximize solar electricity potential.

### Strategy: Efficient and Resilient Residential Retrofits

- Advocate to the provincial and federal governments for supports for home retrofits to improve the efficiency of existing buildings.
- Develop mechanisms to transition away from natural gas and fossil fuels in buildings.

- Support the conversion to electric heat pumps for space heating and cooling, and water heating.
- Extend and expand the current four-year pilot of the residential Clean Energy Improvement Program (CEIP) and/or develop additional measures for financing and incentives for building energy retrofits.
- Expand or develop a longer term program for low-income households to receive free energy audits and subsequent energy efficiency upgrades, aimed at reducing energy poverty.

### Strategy: Efficient and Resilient Commercial and Institutional Retrofits

- Develop a CEIP for the commercial sector.
- Offer educational sessions to builders on net-zero design principles and funding opportunities.

## Theme 3: Clean Resilient Energy

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Expanding opportunities to access renewable energy in Canmore is essential for meeting the Town's GHG emissions targets. Fossil fuels like natural gas, gasoline, and diesel emit GHGs as they are used; the provincial electricity grid similarly uses fossil fuels to generate electricity. Renewable electricity, paired with energy efficiency, are the core of Canmore's low-carbon future.

**GHG impacts:** Decarbonizing energy in Canmore can reduce GHG emissions by 3,140 KtCO<sub>2e</sub> from 2022 to 2050.

**Adaptation impacts:** Access to efficient, reliable back-up energy is critical for emergency management. Replacing back-up generators and fuel sources with batteries reduces emissions associated with back-up fuels, and can allow more homes to access back-up electricity during outages or emergencies.

### Strategy: Renewable, Reliable Electricity

- Expand and accelerate current incentives and other programs to encourage and incentivize renewable and low-carbon energy systems (e.g., solar rooftop installations, parking lot solar canopies, ground and air source heat pumps) for all new and existing residential, commercial, and institutional buildings.
- Expand community programs that allow residents and businesses to subscribe to solar and other renewable energy at a reduced cost without requiring installation on their property.
- Set a goal for local solar energy to account for at least 20% of the community's electricity mix for buildings by 2030.

## Strategy: Emergency Energy Management

Advocate for investment into Alberta's electricity grid to prepare for increasing extreme weather events, such as isolating and managing outages more effectively via 'smart grid' systems.

Advocate for a voluntary energy demand response program where residents and businesses can opt in to reduce energy usage during peak times in exchange for reduced utility rates or other incentives.

## Strategy: Reducing Energy Poverty

Advocate for an energy bill assistance program that provides sliding scale payments so that no household spends more than a certain percentage of their income on energy.

Start community-based energy literacy programs to educate residents about energy-saving techniques and available support.

Develop a network of energy advisors within the community that can provide personalized support to households struggling with energy bills.

Integrate energy poverty mitigation into existing social services, ensuring that support for energy is part of holistic assistance programs.

## Theme 4: Safe and Protected Natural Spaces

Healthy and intact natural systems are essential for maintaining the health of waterways, moderating temperature, managing extreme storms, and preserving air quality. Protecting Canmore's forests, streams, and wetlands helps preserve the natural beauty and character of the town while also reducing risks from hazards like wildfire, steep creek flooding, and riverine flooding.

**GHG impacts:** Natural spaces sequester carbon as they grow and develop, so maintaining the health of these ecosystems ensures that carbon sequestration can continue, and that carbon is not released into the atmosphere.

**Adaptation impacts:** Protecting forests from invasive species, pests, and other hazards helps reduce the risk of wildfire and stabilize slopes. Ensuring that waterways and surrounding areas are healthy can reduce the severity of flooding, as vegetation can slow and reduce overland flooding.

## Strategy: Protected Forests and Urban Trees

- Update Land Use Bylaw landscaping requirements and Engineering Design and Construction Guidelines to ensure that reducing wildfire risk and providing shade are priorities in landscape planning and design.

- Update the Urban Forest Management Plan into a broader Natural Asset Strategy and urban tree canopy assessment that reflects climate considerations and integrated hazard management. Include set percentages for canopy targets, and develop a reserve fund for tree plantings in capital projects.
- Ensure that trees are planned and budgeted for as part of transportation capital projects, with a focus on providing shade along active transportation routes.

### Strategy: Protected Freshwater

- Update the Bow River Flood Response Plan to include water quality and environmental impacts due to a potential uncontrolled release of contamination resulting from flood damage to the wastewater treatment plant.
- Establish guidelines and regulations for the use of pesticides, particularly in areas where groundwater is vulnerable.
- Develop and implement a salt management plan to reduce the amount of salt needed, and where it is used.

## Theme 5: Emergency Preparedness for All

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Emergency preparedness is essential for protecting the community before, during, and after a climate emergency. Well-structured emergency plans equip individuals, families, and communities with the knowledge and tools to respond swiftly and efficiently, minimizing the impact of disasters. A coordinated response to reducing risks and vulnerability before an event can help reduce damages, limit the need for evacuations, and improve recovery times. Planning for and practicing emergency responses ensures that all of Canmore knows they are safe and prepared for all that climate change will bring.

**GHG impacts:** These actions have minimal impacts on total GHG emissions reductions.

**Adaptation impacts:** These actions can reduce risk of damage, injuries, or even death. They can protect homes and businesses, and can reduce recovery times after an emergency event.

### Strategy: Wildfire Management

- Review and update the Canmore Wildfire Mitigation Strategy to include climate change projections, and update the Municipal Emergency Management Plan accordingly.

## Implementation

- Develop a regional wildfire management working group to coordinate FireSmarting, grants, and other fire management priorities and activities across the region.
- Integrate and find efficiencies with the mountain pine beetle monitoring and control program with FireSmart tree removal program, and ensure long-term funding for pine beetle management is included in budgeting.
- Complete regular testing of the wildfire incident preparedness plan.
- Develop programs and incentives for property owners to implement Fire Smarting, including potentially offering a Town service to collect material from households. Regularly monitor for continued compliance.
- During extreme heat events and/or poor air quality due to wildfire smoke, ensure the community is aware of designated cooling centres and/or clean air shelters.
- Review and update FireSmart guidelines for new developments in the Land Use Bylaw and explore options for more stringent requirements for both building hardening and landscaping. Advocate to the Province to ensure that the building code is aligned to FireSmart goals.

### Strategy: Flooding and Steep Creek Hazard Management

- Continue to fund and implement steep creek debris flow and flood mitigation measures. Ensure that watershed-level hazard and risk assessments are continually updated to align with advances in flood mitigation measures and climate change science and modelling.
- Update restrictions for development in steep creek flood zones to align with ongoing updates to debris flow/flood projections.
- Equip all pump stations and lift stations with back-up power plans and supply to ensure reliable access to water and sanitary services during extreme weather events. This includes access to water for fire suppression in the event of a wildfire.
- Increase flood protection infrastructure for the wastewater treatment plant.
- Complete regular testing of the Steep Creek Emergency Response Plan and Evacuation Plan.

### Strategy: Water Security

- Develop a comprehensive drought contingency plan that includes thresholds for triggering water restrictions and emergency water supply measures, as well as a supporting communications plan. Ensure an equity lens is applied to limit potential negative impacts of water restrictions to vulnerable populations and food security.

- Implement key recommendations from the Wellhead Protection Study to reduce potential impacts to drinking water sourced from groundwater.
- Develop an emergency response plan for the potential of wastewater treatment, drinking water treatment, and/or pumping operations being limited or ceased as a result of a flood or wildfire events. Ensure that hazard mitigation strategies are integrated into plans for life cycle replacements and updates to facilities.
- Develop a source water protection plan to holistically evaluate the risks to Canmore's drinking water sources (e.g., wildfire, flooding, impacts from different land use impacts, recreation) and to prioritize mitigations, which may include a Source Water Protection Bylaw.
- Establish a working group to coordinate approaches on water supply management across the region, integrating local expertise.

### Strategy: Community and Visitor Safety

- Advocate to the Province to develop an regional working group to monitor the spread of invasive species that could have impacts on ecosystems, infrastructure, and human health.
- Continuously review community-wide evacuation plans and routes, with a focus on neighbourhoods with vulnerable populations and challenging access to designated emergency routes. Support these plans with regular communication, including translation into multiple languages.
- Update the Municipal Emergency Management Plan to more specifically address the potential impacts of climate-related emergencies on visitors and the tourism sector. Continue to collaborate with Tourism Canmore Kananaskis and other representatives from the tourism sector on emergency and overall preparedness.
- Ensure that access to energy supply is integrated into emergency response plans, including the ability to communicate with residents and visitors during an emergency if the power is out.
- Work with Town Communications and Tourism Industry Leaders to develop multilingual communications about climate hazards and emergencies
- Identify and maintain locations within the community to serve as short-term shelters and reception centres during and after events such as floods, steep creek debris flows or floods, or wildfires. Ensure these facilities have access to back-up power supply, and that the community is aware of these options for local shelter during emergencies.

## Theme 6: Rethinking Transportation and Mobility

Decarbonizing vehicles is only the first step in a climate-ready transportation system for Canmore. Improving access to transit, and ensuring that active transportation options are accessible to all, reduces the need for private vehicles. Changing how people travel to Canmore, and move about the community, will transform the town into a connected, accessible community.

**GHG impacts:** The conversion to electric vehicles (EVs) for daily use reduces GHG emissions by 1,520 KtCO<sub>2</sub>e by 2050. Converting heavy-duty vehicles to low-carbon fuels, and increasing transit and active transportation, result in a further reduction of 520 KtCO<sub>2</sub>e by 2050.

**Adaptation impacts:** Reducing the number of internal combustion vehicles on the road improves air quality, and reduces heat generation, particularly in more densely developed neighbourhoods.

### Strategy: Electric Vehicles for All

- Require all new residential and commercial developments to be EV ready.
- Continue to install and enable public EV charging stations.
- Develop a long-term fleet strategy for the Town, including bikes and e-bikes, right-sizing vehicles, and transitioning to electric or low-carbon vehicles as they become available.
- Develop an EV charger installation incentive program for existing multi-family and commercial buildings, ensuring that both residents and visitors have access to charging.
- Establish an EV car sharing program to reduce the need for personal vehicle ownership, reduce parking demand in higher density neighbourhoods, and support mode shift goals by providing access to shared vehicles for trips that can't be served by transit, walking, or cycling.
- Support the tourism industry in their efforts to reduce transportation emissions.

### Strategy: Active Mobility Across Canmore

- Prioritize the build-out of Canmore's network of safe, accessible, and equitable walking and cycling infrastructure to ensure that every residential area has access to safe and connected mobility paths leading to major destinations like downtown, schools, and shopping.

- Fund an expanded and longer-term electric bike incentive program, and investigate adding non-electric bikes and other mobility aid options.
- Establish pedestrian and cycling zones in high-traffic areas of Canmore, particularly in the downtown core. Complement this with the development of intercept parking.
- Ensure that new and infill development is designed to reduce the need for personal vehicles.

### Strategy: Low-Carbon Transit

- Integrate an equity lens in transit planning and ensure that residents who don't own personal vehicles can travel to critical facilities such as the hospital, grocery stores, and pharmacies.
- Continue to expand ROAM service to high-traffic visitor destinations, as well as stops at critical facilities.
- Continue to coordinate with ROAM to transition to electric buses, and install necessary charging infrastructure throughout the town.

## Theme 7: Efficient Waste, Water, and Wastewater Management

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Protecting essential infrastructure and the services delivered through this infrastructure—including wastewater management and the supply, treatment, and delivery of fresh water—ensures that Canmore remains a healthy and thriving community in all conditions. Loss of these services could require long-term evacuations of the town, so protecting these services is essential. Protecting freshwater sources for Canmore, and for downstream communities ensures everyone has access to safe and reliable drinking water. Reducing the volume of waste produced by the community, as well as the emissions from that waste, helps reduce total community emissions, and these actions keep climate change work front-of-mind for all of the community.

**GHG impacts:** Rethinking waste production and management, and capturing and using renewable natural gas at the wastewater treatment plant, reduces GHG emissions by 360 KtCO<sub>2</sub>e by 2050.

**Adaptation impacts:** Protecting the wastewater treatment plant, and other water and wastewater infrastructure, from flooding and other climate hazards is critical for ensuring the community is protected, and essential services continue in Canmore in all climate emergencies.

## Strategy: Water Conservation and Management

- Reduce water loss, inflow, and infiltration through a formalized and funded system-wide municipal water leak detection program (including closed-circuit TV), continual maintenance, and the Utility Lifecycle Upgrade program.
- Develop an integrated stormwater master plan, which incorporates low-impact development approaches, updated stormwater design criteria, and climate considerations, and explore the option of implementing a stormwater utility rate.
- Develop and implement a water conservation strategy that identifies and targets the sectors with the highest water consumption.
- Install smart water metering systems for all properties to monitor water usage in real-time and identify leaks quickly.

## Strategy: Waste Reduction

- Develop and implement a zero waste strategy, with a focus on circular economy. Include actions to both incentivize and require waste diversion, focusing on food waste and other organic material.
- Increase enforcement of the existing commercial food waste diversion bylaw, ensuring that all food-service businesses are actively diverting their food waste.
- Develop a regional construction, renovation and demolition waste strategy that incorporates circular economy principles. The strategy should establish requirements and incentives to maximize the re-use, recycling, and reduction of waste while creating jobs and local economic development opportunities.
- Dispose of municipal solid waste in a landfill with methane gas capture.





# A New Chapter in Canmore's Climate Story

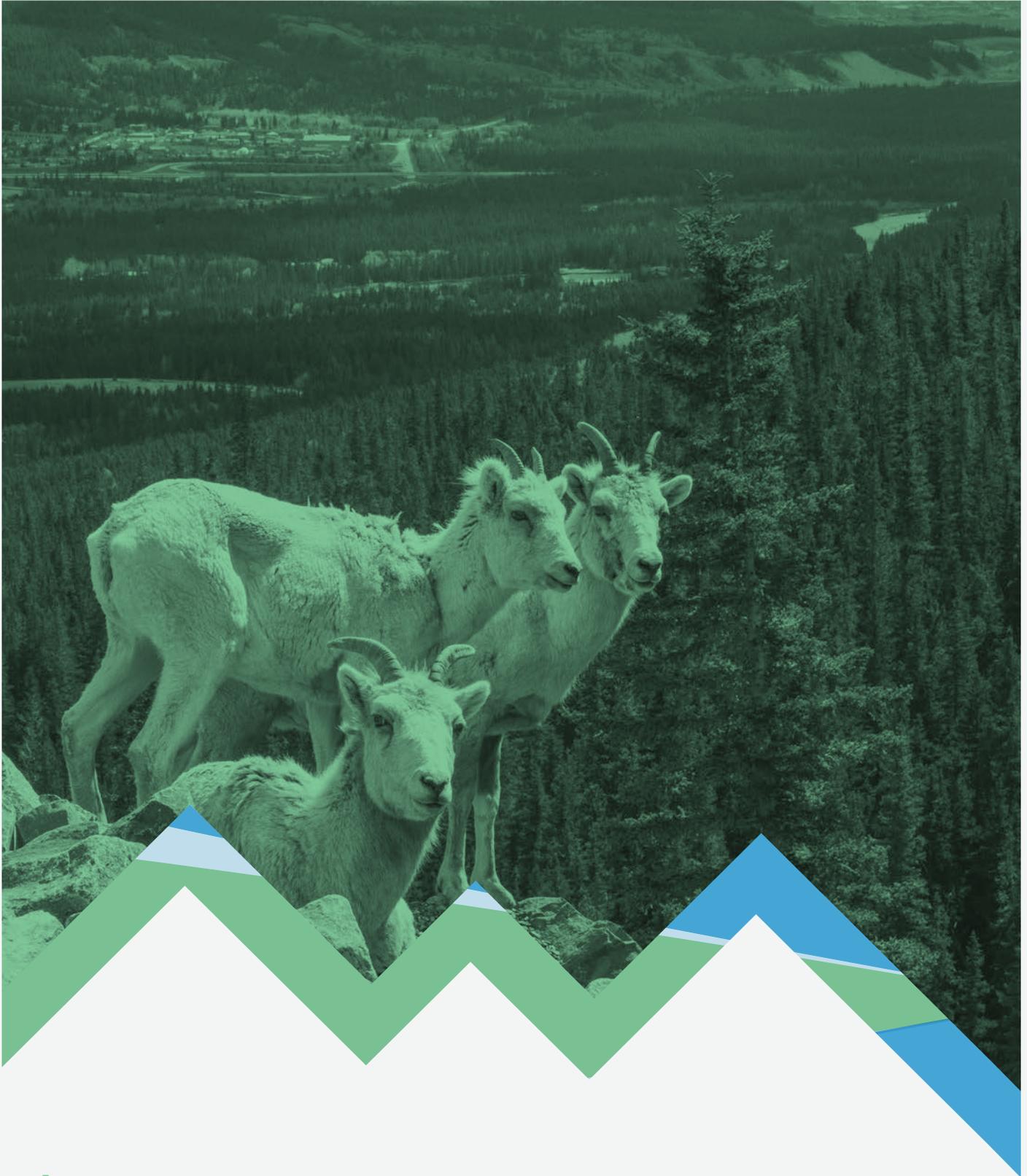
As we conclude this Climate Emergency Action Plan (CEAP), it's important to understand that this is not the end but the beginning of a dynamic, long-term narrative in Canmore's ongoing commitment to sustainability. This plan is not a collection of definite answers but a testament to Canmore's dedication to continuously seek, innovate, and refine its approaches to climate action over the coming decades.

This journey is analogous to venturing into the vast, beautiful, and sometimes daunting wilderness that surrounds our town—each step, though determined, leads us toward discovery. We do not have all the answers today, and perhaps we will face moments of trial and error, but it is our perseverance and collective commitment that will pave the way for meaningful change. This plan is designed to be Canmore's guide, a north star, ensuring that each generation contributes to a legacy of environmental stewardship.

The essence of this plan is about more than achieving metrics; it's about weaving the values of sustainability into the fabric of daily lives and the heart of the community. It's about each resident of Canmore joining in this epic tale, not as passive observers but as active participants who shape the narrative.

We envision a Canmore where every initiative and decision enriches this story, transforming challenges into opportunities for growth and innovation. This document is a call to arms for all—residents, businesses, and policymakers—to embark on this journey together, fostering a town that thrives economically and socially while holding fast to the principles of environmental care.

In moving forward, let this plan remind us that our actions today write tomorrow's chapters. Let us step bravely into this journey, crafting a tale of resilience and hope that will be told for generations to come. Together, let's create a future where Canmore stands as a beacon of sustainable living, proudly setting a course for others to follow.



# Annexes

**(External documents)**

**Annex 1:**

Implementation Plan

**Annex 2:**

Data, Methods, and Assumptions Manual – Mitigation

**Annex 3:**

Data, Methods, and Assumptions Manual – Adaptation

**Annex 4:**

Engagement Summary Report

**Annex 5:**

Climate Risk and Vulnerability Assessment Report

**Annex 6:**

Adapted Scenario Summary Report

**Annex 7:**

Carbon Budget

**Annex 8:**

Canmore's Climate Equity Analysis Report

**Annex 9:**

Financial Analysis Results



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# Town of **CANMORE**

Climate Emergency Action Plan

## Implementation Table

May 2024

# Theme 1: Municipal Leadership

## Strategy: Internal Leadership

Action description	GHG Reduction Potential Low: 0-10 KtCO <sub>2</sub> e Medium: 10-50 KtCO <sub>2</sub> e High: 50+ KtCO <sub>2</sub> e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Adopt an annual carbon budget and implement tools and resources for integrating a climate lens into asset planning, budgeting, council decisions and municipal operations. Empower decision-makers to include GHG reduction and climate change resilience in evaluating and prioritizing projects and policies.	Precursor	\$	\$	0,75	Council, Sustainability, Finance, Municipal Clerks, Human Resources, Corporate Strategic Team	Immediate	Improved climate literacy	TCK	Development of the carbon budget  # of departments using a carbon budget to plan and track GHG emissions annually
Expand staff and financial resources to implement climate change mitigation and resilience policies, projects and plans. Ensure that the organization is structured so that climate change remains a strategic internal and public facing priority.	Precursor	\$	NA	0	Corporate Strategic Team, Human Resources, Sustainability	2-5 years	Improved job satisfaction to be part of solution		% of annual projects, plans, and policies that substantially address climate change
Ensure that staff throughout the organization have the capacity and knowledge to meaningfully advance the Town's work on climate change through their roles. Conduct targeted training sessions and workshops for Town staff, focusing on advanced aspects of climate change adaptation and resilience. These sessions should move beyond basic climate change concepts, delving into specific tools, strategies, and resources that staff can practically apply in their roles	Precursor	\$	\$	0,5	Corporate Strategic Team, Human Resources, Sustainability	5-10 years	Improved climate literacy		% of staff involved in training workshops  Improvement of staff understanding of climate change and their role in implementing action based on annual staff survey

# Theme 1: Municipal Leadership

## Strategy: Community Involvement

Action description	GHG Reduction Potential Low: 0-10 KtCO <sub>2</sub> e Medium: 10-50 KtCO <sub>2</sub> e High: 50+ KtCO <sub>2</sub> e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Work with community groups to create an online platform for residents to monitor local projects, track progress towards community greenhouse gas reduction targets and adaptation actions, follow municipal initiatives, and stay updated on climate action efforts.	Precursor	\$	\$	0	Partners	2-5 years	Community Connection, Accountability, Transparency, Improved climate literacy	Biosphere, BVCA	# of visitors to online platform
Work with community groups to lead and educate on community-based broader environment and sustainability programming such as waste reduction, cycling promotion, water conservation and air quality.	Precursor	\$	\$	0	Partners	2-5 years	Improves community safety, Improved climate literacy, Community connection	Biosphere, BVCA, BVCAS, TCK	# of groups involved # of community members reached
Launch a comprehensive environmental education strategic plan and program. Focusing on an annual rotational basis - waste and circular economy, water conservation, efficient buildings, EVs transit and active transportation, climate resilience and emergency preparedness. Programming should target specific groups, including but not limited to schools, businesses, and households, with extra attention to equity deserving communities (multi-lingual), to increase awareness of Town environmental programs.	Precursor	\$	\$	1	SWS, Sustainability, Engineering, Protective Services, Public Works - Utilities, Communication	2-5 years	Refute misinformation, Increase buy-in, Improved climate literacy	Biosphere, Schools	# of educational events held #of participants/visitors

## Theme 2: Resilient, Efficient Buildings

### Strategy: Municipal Climate Leadership

Action description	GHG Reduction Potential Low: 0-10 KtCO2e Medium: 10-50 KtCO2e High: 50+ KtCO2e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Accelerate and expand renewable and low carbon energy efforts on municipal buildings and infrastructure (e.g. continued rooftop solar, solar parking lot canopies, air- and ground source heat pumps, district energy, waste heat recovery, etc.). Evaluate the cost and GHG impact of carbon offsets and virtual power purchase agreements compared to investing in local installations.	Low	\$\$\$	\$\$\$	1	Facilities and Public Works/ Sustainability/ Communications / Engineering	Ongoing	Job creation, Leadership credibility, Reduced operating costs, Improved resilience in power outages, Improved air quality		# of solar PVs installed on municipal buildings  Installation capacity achieved
Dedicate staff capacity to continuously monitoring energy consumption in municipal facilities and water and wastewater infrastructure and identifying and implementing low cost/no cost opportunities for energy savings.	Low	\$	\$\$	1	Facilities and Public Works	2-5 years	Leadership credibility, Reduced operating costs, Improved air quality	MCCAC - Grant Funding	# FTE working on energy efficiency
Ensure that retrofits or replacements of municipal facilities result in a significant reduction in energy demand, with a long-term goal of net-zero building portfolio.	Precursor	\$	\$\$	1	Facilities and Public Works	Ongoing	Reduced operating costs, Improved air quality, Job creation, Improved indoor comfort, Improved resilience in power outages		% municipal buildings retrofit  Total energy consumption of municipal building portfolio
Leverage municipal retrofits, renewable energy projects, and highly energy efficient new buildings to act as demonstration projects to share learnings and successes with the community, demonstrate feasibility, and inspire action. Consider housing a community organization or service in a green municipal building to provide sustainability education for residents and visitors.	Precursor	\$	\$	0,25	Facilities, Communications	5-10 years	Community connection, Improved climate literacy, Leadership credibility	Biosphere, Developers, Builders	# of community members reached

## Theme 2: Resilient, Efficient Buildings

### Strategy: Efficient and Resilient New Buildings

Action description	GHG Reduction Potential Low: 0-10 KtCO <sub>2</sub> e Medium: 10-50 KtCO <sub>2</sub> e High: 50+ KtCO <sub>2</sub> e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Advocate for building labelling/disclosure of energy performance in both new and existing construction. In advance of a higher level regulatory regime, explore mechanisms to require or incentivize building labelling locally.	Precursor	\$	\$	0	Sustainability with Planning Support	5-10 years	Improved climate literacy, Reduced operating costs, Improved air quality		# of real estate postings with energy ratings
Develop mechanisms to transition new and existing buildings away from natural gas, including incentives for air and ground source heat pumps for space and water heating and induction stoves. Consider options to discourage or restrict natural gas connections in new buildings and neighbourhoods.	High	\$\$\$	\$	0,25	Engineering with Sustainability and Planning Support, Legal support	2-5 years	Improved air quality, Space cooling during heat events, Job creation	BOWDA	Total community natural gas consumption
Offer incentives to developers to build or retrofit housing that meets high energy efficiency standards, with a focus on providing quality, resilient housing with low ongoing energy costs for lower-income households.	Precursor	\$\$\$	\$\$	1	Sustainability and Planning and Development	5-10 years	Reduced operating costs, Improved air quality, Improved resilience during power outages, Reduced energy poverty	BOWDA	# of retrofits annually
Work with community groups to offer educational sessions to builders on net-zero design principles and funding opportunities.	Precursor	\$	\$	0,25	Partners	2-5 years	Improved relationships with key partners, Reduced costs for heating/cooling homes	Biosphere, BVGEC, BOWDA	# of participants
Advocate for the Province to accelerate adoption of the higher tiers in the 2020 National Building Code and National Energy Code for Buildings, or any subsequent Codes, so that all new buildings are both highly energy efficient and more resilient to extreme weather.	High	\$\$	\$	0	Planning and Development/ CST	2-5 years	Reduced operating costs, Improved air quality, Improved resilience during power outages, Reduced energy poverty		Advocacy campaign initiated
As provincial flood mapping is updated, consider additional measures to restrict new development and increase minimum floor elevation levels in Bow River floodplains aligned with more severe flood return periods.	NA	\$	\$	0	Engineering / Planning and Development	2-5 years	Reputation protection, Reduced community vulnerability	BOWDA, Council Direction	# of plans updated with new flood mapping

## Theme 2: Resilient, Efficient Buildings

### Strategy: Efficient and Resilient New Buildings (continued from previous table)

Action description	GHG Reduction Potential	Total Cost of Investment	Municipal Cost Details	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
	Low: 0-10 KtCO <sub>2</sub> e Medium: 10-50 KtCO <sub>2</sub> e High: 50+ KtCO <sub>2</sub> e	\$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	\$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+						
Explore mechanisms to require and/or encourage lifecycle assessments for new buildings so that developers and builders are motivated to minimize the overall environmental impact, from construction to end-of-life.	NA	\$	\$	0,5	Planning/ Engineering/ Sustainability	5-10 years	Reduction in waste production and management, Job creation, Stimulating local industry	BOWDA	# of lifecycle assessments completed  # of developers involved in programs
Explore options for using materials with lower embodied carbon for municipal infrastructure projects and buildings (e.g., warm-mix asphalt, recycled aggregates, low carbon concrete, wood fibre insulation, cross-laminated timber, etc.)	Medium	\$	\$	0	Engineering	2-5 years	Job creation, Stimulating local industry		# of projects using lower carbon materials
Identify and remove existing regulatory and other barriers to high-efficiency building construction and renewable and low carbon energy sources, including solar, ground and air source heating, battery storage, etc.	High	\$\$\$	\$	0,1	Planning and Development, Municipal Enforcement	Immediate	Reduces vulnerability in the Community		# of builders and developers engaged  # of policies or regulations updated
In advance of provincial building codes requiring 'net- zero- energy ready' construction, incentivize developers and builders to aim for 'passive house', 'net-zero' or 'net-zero ready' standards for new buildings. Promote the co-benefits of more efficient construction, for example, high-performance air filtration providing improved indoor air quality and occupant comfort during extreme heat and wildfire smoke events.	Precursor	\$\$	\$	0,25	Planning and Development/ Sustainability	Immediate	Increase resilience, affordability, cost recovery, increase equity, business continuity	BOWDA	# of builders and developers engaged  # of buildings constructed with low-carbon incentive programs
Require new developments/subdivisions to design lot and roof orientations that enable the future installation of solar PV.	Precursor	\$	\$	0	Planning and Development/ Sustainability	5-10 years	Reduced costs for heating/cooling, Reduced energy poverty, Improved resilience during power outages		# of new construction units with orientation considerations

## Theme 2: Resilient, Efficient Buildings

### Strategy: Efficient and Resilient Residential Retrofits

Action description	GHG Reduction Potential Low: 0-10 KtCO2e Medium: 10-50 KtCO2e High: 50+ KtCO2e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Advocate to the provincial and federal government for a community-scale deep energy retrofit program for existing residential and commercial buildings, with an initial priority on reducing energy poverty.	High	\$\$\$	\$\$	1	Sustainability with Support from Planning and Engineering	2-5 years	Reduced energy poverty, Increased affordability	BOWDA	Advocacy campaign initiated
Extend and expand the current four-year pilot of the residential Clean Energy Improvement Program (CEIP) and/or develop additional measures for financing and incentives for building energy retrofits. In addition, look to implement CEIP for the commercial sector.	High	\$\$\$	\$	0,25	Sustainability	5-10 years	Reduced costs for heating/cooling, Reduced energy demand, Job creation, Improved air quality, Improved affordability	Biosphere BILD AB  CHBA	# of participants in the CEIP
Expand and/or develop a longer term program for low income households to receive free energy efficiency upgrades aimed at reducing energy poverty (e.g., Home Upgrades Program). Identify strategies to assist in retrofitting homes for tenants/landlords, with a focus on low-income households.	High	\$\$\$	\$	0	Sustainability	2-5 years	Increased affordability, Improved accessibility	Biosphere	# of households receiving upgrades  # of rental properties upgraded
Collaborate with other organizations (e.g. educational, utilities, etc.) to host public demonstrations of retrofit projects to share information about results and payback.	Precursor	\$	\$	0,1	Partners	2-5 years	Community connection and involvement	Biosphere, BVCA	# of community members reached

## Theme 2: Resilient, Efficient Buildings

Strategy: Efficient and Resilient Commercial and Institutional Retrofits

Action description	GHG Reduction Potential Low: 0-10 KtCO2e Medium: 10-50 KtCO2e High: 50+ KtCO2e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Extend and expand the current four-year pilot of the residential Clean Energy Improvement Program (CEIP) and/or develop additional measures for financing and incentives for building energy retrofits. In addition, look to implement CEIP for the commercial sector.	High	\$\$\$	\$	0,25	Sustainability	5-10 years	Reduced costs for heating/cooling, Reduced energy demand, Job creation, Improved air quality, Improved affordability	Biosphere BILD AB  CHBA	# of participants in the CEIP

# Theme 3: Clean, Resilient Energy

## Strategy: Renewable, Reliable Electricity

Action description	GHG Reduction Potential Low: 0-10 KtCO2e Medium: 10-50 KtCO2e High: 50+ KtCO2e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Expand and accelerate current program and incentives to increase renewable and low carbon energy systems for all new and existing residential, commercial, and institutional, buildings (e.g., solar rooftop installations, parking lot solar canopies, ground and air source heat pumps, battery storage, etc.). Advocate for requirements for renewable energy in new construction.	High	\$\$\$	NA	0	Sustainability	Ongoing	Job creation, reputation, Decreased energy costs for the community, Decreased operating costs for residential buildings	BOWDA, Solar AB, AAA Biosphere BVGEC	# of participants in incentive programs # kW of solar capacity installed
Set a goal for local solar energy to account for at least 20% of the community's electricity mix for buildings by 2030.	High	\$\$\$	\$	0,25	Sustainability/ Partners	5-10 years	Job creation, Improved air quality, Reduced heating/cooling costs		# kW of solar capacity installed
Expand community programs that allow residents and businesses to subscribe to solar and other renewable energy at a reduced cost without requiring installation on their property.	High	\$\$	\$	0,25	Sustainability/ Partners	5-10 years	Improved air quality, Improved equity and inclusivity, Reduced energy costs	Biosphere BVGEC	# of participants in incentive programs # kW of solar capacity installed

## Theme 3: Clean, Resilient Energy

### Strategy: Emergency Energy Management

Action description	GHG Reduction Potential Low: 0-10 KtCO2e Medium: 10-50 KtCO2e High: 50+ KtCO2e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Advocate for investment into Alberta's electricity grid to prepare for increasing extreme weather events, such as isolating and managing outages more effectively via 'smart grid' systems.	NA	\$	NA	0	CST/Council	2-5 years	Improved resilience in power outages		Advocacy campaign initiated
Advocate for a voluntary energy demand response program where residents and businesses can opt- in to reduce energy usage during peak times in exchange for reduced utility rates or other incentives.	Precursor	\$	\$	0,25	Sustainability/ Partners	5-10 years	Reduced energy costs, Reduced need for additional electrical infrastructure, Improved air quality	Biosphere BVGEC	Advocacy campaign initiated

## Theme 3: Clean, Resilient Energy

### Strategy: Reduce Energy Poverty

Action description	GHG Reduction Potential Low: 0-10 KtCO <sub>2</sub> e Medium: 10-50 KtCO <sub>2</sub> e High: 50+ KtCO <sub>2</sub> e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Advocate to the Province for a energy bill assistance program so that no household spends more than a certain percentage of their income on energy.	NA	\$	\$	0,25	Council, Corporate Strategic Team	5-10 years	Reduced energy poverty, Improved equity and accessibility		Advocacy campaign initiated
Integrate energy poverty mitigation into existing social services, ensuring that support for energy is part of holistic assistance programs.	Precursor	\$	\$	0,25	Sustainability/CSD	2-5 years	Improved accessibility		# of programs that integrate energy poverty support
Work with community groups to start community- based energy literacy programs to educate residents about energy- saving techniques and available support. Develop a network of energy advisors within the community that can provide personalized support to households struggling with energy bills.	NA	\$	\$	0,25	Partners/CSD	2-5 years	Community Connection, Community Ownership, Affordability, Inclusivity	Biosphere, BVCA	# of community members reached

## Theme 4: Safe and Protected Natural Spaces

### Strategy: Protected Forests and Urban Trees

Action description	GHG Reduction Potential	Total Cost of Investment	Municipal Cost Details	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
	Low: 0-10 KtCO <sub>2</sub> e Medium: 10-50 KtCO <sub>2</sub> e High: 50+ KtCO <sub>2</sub> e	\$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	\$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+						
Update the Urban Forest Management Plan into a broader Natural Asset Strategy and urban tree canopy assessment that reflects climate considerations and integrated hazard management. Include set percentage for canopy targets, and develop reserve fund for tree plantings in capital projects.	NA	\$	\$	0	Parks Planner	2-5 years	Reduced heat in urban areas, Improved air quality, Improved water quality, Human health benefits, Tourism benefits	Alberta Parks	Updated Strategy developed
Update Land Use Bylaw landscaping requirements and Engineering Design and Construction Guidelines to ensure that reducing wildfire risk and providing shade are priorities in landscape planning and design.	NA	\$	\$	0	Parks Planner, Engineering	Immediate	Community connections spaces, Parks become more enjoyable, Reduced water need, Improved equity and affordability, Improved awareness of hazards, Reduced building maintenance costs		# of bylaws and guidelines updated
Ensure that trees are planned and budgeted for as part of transportation capital projects, with a focus on providing shade along active transportation routes.	Low	\$	\$\$	0	Parks Planner, Engineering	Immediate	Supports mode-shift, Cooler urban spaces, Improved wildlife habitat, Improved community health		# of trees planted

## Theme 4: Safe and Protected Natural Spaces

### Strategy: Protected Freshwater

Action description	GHG Reduction Potential Low: 0-10 KtCO2e Medium: 10-50 KtCO2e High: 50+ KtCO2e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Update the Bow River Flood Response Plan to include water quality and environmental impacts due to a potential uncontrolled release of contamination resulting from flood damage to the wastewater treatment plant.	NA	\$	\$	0	Protective Services/ Engineering/Public Works-Utility/ EPCOR	Immediate	Reputation Management, Decreased insurance costs, Long term financial benefit (prevention is cheaper than response/recover), Prevent costly contamination for downstream communities,	EPCOR	Plan updated
Establish guidelines and regulations for the use of pesticides, particularly in areas where groundwater is vulnerable (e.g., permissible pesticide types, application methods, buffer zones around water bodies, and restricted use near groundwater recharge areas).	NA	\$	\$	0,1	Parks - municipal land Protective Services/Parks/ Utilities Planning/ Engineering - Private land (Bylaw)	5-10 years	Improved human health, Improved air quality, Improved water quality		Volume of pesticides used by Town  # of regulations developed
Develop and implement a Salt Management Plan. Consider strategies to reduce the amount of salt required to clear sidewalks, paths and roads and how and where it is applied in proximity to sensitive ecosystem, habitats or waterbodies.	NA	\$	\$	0,25	Streets and Roads	Immediate	Improved wildlife habitat, Improved water quality		Plan developed and implemented

# Theme 5: Emergency Preparedness for All

## Strategy: Wildfire Management

Action description	GHG Reduction Potential Low: 0-10 KtCO2e Medium: 10-50 KtCO2e High: 50+ KtCO2e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Review and update the Canmore Wildfire Mitigation Strategy on a regular basis (e.g., every 5 years) to ensure that it incorporates the latest modelling of wildfire risk, including climate change projections. Ensure that the Municipal Emergency Management Plan is updated accordingly.	NA	\$	\$	0,25	Protective Services (EM), with support from Fire Services/ Sustainability	Ongoing	Reputation Management, Decreased insurance costs, Long term financial benefit (prevention is cheaper than response/recover), Job creation, Decreased property damage, Increased community safety, Increases relationships with key partners	Contractors - Expertise	Plan updated
Complete regular testing of the wildfire incident preparedness plan (every 1-3 years).	NA	\$	\$	0,25	Protective Services (EM), Fire Services, All Town Departments	Ongoing	Reputation Management, Decreased insurance costs, Long term financial benefit (prevention is cheaper than response/recover), Job creation, Decreased property damage, Increased community safety, Increases relationships with key partners	CEMA, AB Wildfire, Other regional partners	# of tests completed
Develop a regional wildfire management working group to coordinate FireSmarting, grants, and other fire management priorities and activities across the region.	NA	\$	\$	0,25	Protective Services, Fire Services, Sustainability	Immediate	Improved relationships with key partners, Improved resilience		# of meetings # of groups involved in working group
Develop programs and incentives for property owners to implement Fire Smarting, including the potential of offering a Town service to collect material from households. Regularly monitor for continued compliance.	NA	\$	\$	0,25	Protective Services (EM) support Fire Services, Sustainability,, Communications	2-5 years	Decreased costs in emergencies, Reduced need for evacuations, Improved resilience		# of recipients of incentives # of participants in programs
Ensure all drinking water and wastewater facilities (e.g., lift stations, pumphouses, etc.), are retrofitted with fire resistant cladding and roofing, starting with those that have been identified for near-term life-cycle maintenance and updates.	NA	\$\$	\$	0,25	Public Works - Utility, Support from Sustainability	2-5 years	Decreased costs in emergencies, Improved resilience	EPCOR	# of retrofits completed

# Theme 5: Emergency Preparedness for All

## Strategy: Wildfire Management (continued from previous table)

Action description	GHG Reduction Potential Low: 0-10 KtCO2e Medium: 10-50 KtCO2e High: 50+ KtCO2e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
During extreme heat events and/or poor air quality due to wildfire smoke, ensure that the community is aware of designated cooling centres and/or clean air shelters.	NA	\$	NA	0	Protective Services/Facilities	Ongoing	Improved safety and wellbeing, Improved equity/inclusion, Reputation improvement		Improved awareness of shelters in community surveys
Review and update FireSmart guidelines for new developments in the Land Use Bylaw and explore options for more stringent requirements for both building hardening and landscaping. Advocate to the Province to ensure that the building code is aligned to FireSmart goals.	NA	\$	\$	0,1	Planning and Development, Public Works - Parks Planner,	2-5 years	Decreased costs in emergencies, Reduced need for evacuations, Improved resilience		# of guidelines reviewed
Work with the Province to develop a region- wide FireSmart program, exploring broad landscape FireSmarting and Fireguards, with scheduled monitoring to ensure continued compliance with FireSmart regulations.	NA	\$	\$	0,25	Protective Services (EM) support Fire Services, Sustainability, Public Works (Park Planner), Communications	Immediate	Decreased costs in emergencies, Improved human-wildlife coexistence, Supports tourism, Supports biodiversity and wildlife	Province of AB, KID, MD Bighorn, Banff, Stony Nakoda, Parks Canada	Working group established
Integrate and find efficiencies with the mountain pine beetle monitoring and control program with FireSmart tree removal program, ensuring long- term funding for pine beetle management is included in budgeting.	NA	\$	NA	0	Parks / Fire/ Protective Services	Ongoing	Decreased cost to rate payers, Improved air quality, Improved community safety, Recreational benefits, Increased biodiversity and wildlife habitat	"MD Big Horn Alberta Forestry Kananaskis Improvement District Biosphere"	# hectares of forest treated for beetles
Develop a Pest Management Plan that reflects the impacts and changes to local ecosystems due to climate change and update it every 5 years.	NA	\$	\$	0	Protective Services, Parks/ Parks Planner, Streets and Roads, Sustainability	2-5 years	Improved resilience, Improved community safety, Improved environmental quality	Calgary Region Municipal Wildlife Group, Town of Banff, MD Big Horn	Plan developed and implemented

# Theme 5: Emergency Preparedness for All

## Strategy: Flooding and Steep Creek Hazard Management

Action description	GHG Reduction Potential Low: 0-10 KtCO2e Medium: 10-50 KtCO2e High: 50+ KtCO2e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Continue to fund and implement steep creek debris flow and flood mitigation measures. Ensure that watershed-level hazard and risk assessments are continually updated to align with advances in flood mitigation measures and climate change science and modelling (at least every 10 years). Update restrictions for development in steep creek flood zones to align with ongoing updates to debris flow/flood projections.	NA	\$\$\$	\$\$\$	0	Engineering	Ongoing	Reputation Management, Decreased insurance costs, Long term financial benefit (prevention is cheaper than response/recover), Job creation, Decreased property damage, Increased community safety, Increases relationships with key partners		# of creeks mitigated  \$ spent on mitigation activities
Equip all pump station and lift stations with back up power plans and supply to ensure reliable access to water and sanitary services during extreme weather events. This includes access to water for fire suppression in the event of a wildfire.	NA	\$\$	\$\$\$	0,25	Facilities and PW Utilities- EPCOR	Immediate	Tourism benefits, Decreased cost of disaster support, Faster re-entry post incident, Improved community safety	EPCOR, TransAlta	# of retrofits completed
Complete regular testing of the steep creek emergency response plan and evacuation plan (every 1-3 years).	NA	\$	\$	0,25	Protective Services/ Engineering	ongoing	Reputation Management, Decreased insurance costs, Long term financial benefit (prevention is cheaper than response/recover), Job creation, Decreased property damage, Increased community safety, Increases relationships with key partners		# of tests completed
Increase flood protection infrastructure for the wastewater treatment plant.	NA	\$\$	\$\$\$	0	Public Works - Utilities with Support from Engineering	2-5 years	Improved resilience, Long-term financial benefit, Reduced property damage, Improved community safety	EPCOR, Province of AB, Contractors/ Consultants	Flood protection measures constructed

# Theme 5: Emergency Preparedness for All

## Strategy: Water Security

Action description	GHG Reduction Potential	Total Cost of Investment	Municipal Cost Details	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
	Low: 0-10 KtCO <sub>2</sub> e Medium: 10-50 KtCO <sub>2</sub> e High: 50+ KtCO <sub>2</sub> e	\$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	\$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+						
Implement key recommendations from the Wellhead Protection Study to reduce potential impacts to drinking water sourced from groundwater (e.g., spill response plans, stormwater management standards, regulating high risk land uses, drywell rehabilitation, etc.)	NA	\$	\$	0,25	Public Works, Engineering, Protective Services, Planning and Development	Immediate	Improved environmental quality, Improved resilience	BOWDA, Land Owners	# of recommendations implemented
Examine drywell infrastructure and design guidelines to determine rehab and future install requirements to minimize pluvial flooding and ensure adequate stormwater quality treatment in wellhead protection area.	NA	\$	\$	0,5	Engineering with support Public Works-Utilities/ Street and Roads	2-5 years	Improved environmental quality, Improved resilience	EPCOR	# of guidelines reviewed and updated
Develop a comprehensive drought contingency plan that includes thresholds for triggering water restrictions and emergency water supply measures, as well as a supporting communications plan. Ensure an equity lens is applied to limit potential negative impacts of water restrictions to vulnerable populations and food security.	NA	\$	\$	0	Public Works and Communications and Protective Services	Immediate	Improved affordability of water, Reduced costs for water treatment, Improved resilience to drought	Inform: Community Social Development, Businesses (laundry, brewery, etc.)	Plan developed and implemented
Develop an Emergency Response Plan for the potential of wastewater treatment, drinking water treatment, and/or pumping operations being limited or ceased as a result of a flood or wildfire events. Ensure that hazard mitigation strategies are integrated into plans for life cycle replacements and updates to facilities.	NA	\$	\$	0,25	Protective Service / Engineering/ Public Works	2-5 years	Improved resilience, Long-term financial benefit	EPCOR	Plan developed and implemented
Develop a Source Water Protection Plan to holistically evaluate the risks to Canmore's drinking water sources (e.g., wildfire, flooding, impacts from different land use impacts, recreation, etc.) and to prioritize mitigations, which may include a Source Water Protection Bylaw.	NA	\$	\$	0,25	Public Works and Engineering	2-5 years	Reduction in water treatment costs, Improved environmental stewardship	TransAlta	Plan developed and implemented
Establish a working group to coordinate approaches on water supply management across the region, integrating local expertise.	NA	\$	\$	0,25	PW Utilities, support from Sustainability	2-5 years	Improved relationships with key players, Improved resilience	TransAlta, Bow River Basin Council	# of meetings # of groups involved in working group

# Theme 5: Emergency Preparedness for All

## Strategy: Community and Visitor Safety

Action description	GHG Reduction Potential Low: 0-10 KtCO2e Medium: 10-50 KtCO2e High: 50+ KtCO2e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Continuously review community-wide evacuation plans and routes, with a focus on neighbourhoods with vulnerable populations and challenging access to designated emergency routes. Support these plans with regular communication, including translation into multiple languages.	NA	\$	\$	0	Protective Services /Communication / Engineering /	Ongoing	Improved public trust, Improved accessibility, Increased inclusivity	RCMP, U of A / UBC Research project data will help inform this	# of plans reviewed # of people reached through communication channels
Update the Municipal Emergency Management Plan to more specifically address the potential impacts of climate-related emergencies on visitors and the tourism sector. Continue to collaborate with Tourism Canmore Kananaskis and other representatives from the tourism sector on emergency and overall preparedness.	NA	\$	\$	0,1	Protective Services /Communication	Ongoing	Reputation Management, Decreasing insurance costs, Long-term financial benefit (prevention is cheaper than response/recover), Job creation, Decreased property damage, Increased community safety, Improved relationships with key partners	TCK	Plan updated
Advocate to the Province to develop an regional working group to monitor the spread of invasive species that could have impacts on ecosystems, infrastructure as well as human health (e.g., weeds, pests, vectors for diseases such as ticks and mosquitos, etc.).	NA	\$	\$	0,1	Parks Planner / CST /Council with support from Parks, Sustainability and Communications	2-5 years	Improved relationships with key partners, Improved community safety	Local Health Authority, Province of AB, Banff, MD Big Horn, Parks Canada, TCK	Advocacy campaign initiated
Equip all radio towers with back up power plans and supply, and any other required mitigations to ensure that radio communication is available in the event of an emergency. Explore a similar measure for cellular equipment.	NA	\$	\$\$\$	0	IT, Protective Services, Fire Services	Immediate	Increased resilience, Reduced impact of emergencies	EPCOR, FORTIS, TransAlta	# of towers equipped
Ensure that access to energy supply is integrated into emergency response plans, including the ability to communicate with residents and visitors during an emergency if the power is out.	NA	\$	\$	0,1	Protective Services	Ongoing	Reputation Management, Decreasing insurance costs, Long-term financial benefit (prevention is cheaper than response/recover), Job creation, Decreased property damage, Increased community safety, Improved relationships with key partners	TransAlta, Fortis, AltaLink	# of ERPs updated

# Theme 5: Emergency Preparedness for All

## Strategy: Community and Visitor Safety (continued from previous table)

Action description	GHG Reduction Potential Low: 0-10 KtCO2e Medium: 10-50 KtCO2e High: 50+ KtCO2e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Work with community partners to determine which facilities in Canmore should be defined as 'critical infrastructure' during emergency events and ensure that these can continue to operate (e.g., generators and/or batteries for back up power at the hospital).	NA	\$	\$\$\$	0	Facilities / Public Works	5-10 years	Services and business continuity, Resident satisfaction, Improved resilience, Improved community independence		# of community partners involved
Identify and maintain locations within the community to serve as short- term shelters and reception centres during and after events such as floods, steep creek debris flows or floods, or wildfires. Ensure these facilities have access to back up power supply and that the community is aware of these options for local shelter during emergencies.	NA	\$	\$	0	Protective Services, Facilities, Arts and Culture, Economic Development, Community Social Development	Immediate	Tourism benefits, Improved relationship building within the community, Community connection	Public and Private Partners	% of neighbourhoods with shelters identified
Work with Town Communications and tourism industry leaders to develop multilingual communications about climate hazards and emergencies, such as air quality, extreme heat, etc.	NA	\$	\$	0	Protective Services /Communication	Ongoing	Community connection, Improved resilience	Biosphere	# of communications materials developed  # of people reached through communication channels
Review the Engineering Design and Construction Guidelines to identify opportunities to enhance multi- hazard protection, including FireSmart, drought management, wildlife safety, etc.	NA	\$	\$	0,1	Engineering	2-5 years	Improved resilience, Job creation	Contractor support, BOWDA, Province of AB	# of plans reviewed

# Theme 6: Rethinking Transportation and Mobility

## Strategy: Electric Vehicles for All

Action description	GHG Reduction Potential Low: 0-10 KtCO2e Medium: 10-50 KtCO2e High: 50+ KtCO2e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Require all new residential and commercial developments to be 100% EV ready (building in the required electrical infrastructure in order to simplify the installation of a future EV charger) and continue to install and enable public charging.	Precursor		\$	0	Sustainability and Planning and Development, Facilities	Immediate	Increased equity, Increased visitors using EV, Improved air quality	BOWDA	# of public chargers installed # of new development with EV charging
Develop a long term fleet strategy for right sizing, incorporating bikes or e-bikes into municipal fleet, and transitioning to electric vehicles as options become available.	Low	\$\$	\$\$\$	0	Fleet Service, with support from Facilities and Engineering	Immediate	Reduced operating and maintenance costs, Improved air quality, Reduced vehicle noise	Fortis	Strategy developed and implemented
Develop and deliver a community-wide anti-idling program to support the existing by-law (e.g., signage and education, enforcement approach, target locations, tactics, municipal fleet idling policy, etc.)	Low	\$	\$	0,5	Municipal Enforcement, Communication, Streets and Roads, Sustainability, Engineering	2-5 years	Reduced noise, Improved air quality		# of community members reached
Develop an EV charger installation incentive program for existing multi-family and commercial buildings, ensuring that both residents and visitors have access to charging.	Precursor	\$\$	\$	0	Sustainability	2-5 years	Improved affordability, Reduced traffic, Reduced parking demand	TCK CHLA	# of incentives offered
Establish an EV car sharing program to reduce the need for personal vehicle ownership, reduce parking demand in higher density neighbourhoods, and support mode shift goals by providing access to shared vehicles for trips that can't be served by transit, walking or cycling.	Medium	\$	\$\$	1	Sustainability	2-5 years	Improved air quality, Improved affordability, Reduced traffic congestion, Reduced traffic noise, Reduced parking demand	Biosphere	# of personal vehicles owned in Canmore
Support the local tourism industry in their efforts to reduce the impact to and prepare for climate change (e.g., Tourism Canmore Kananaskis Regenerative Tourism Framework working group)	Precursor	\$	\$	0	TCK	5-10 years	Job creation, Tourism, Reputation, Community, Economic Benefit	TCK Canmore Hotel and Lodging Association	Working group established

# Theme 6: Rethinking Transportation and Mobility

## Strategy: Active Mobility Across Canmore

Action description	GHG Reduction Potential Low: 0-10 KtCO2e Medium: 10-50 KtCO2e High: 50+ KtCO2e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Ensure that new and infill development are designed and built to reduce the need for personal vehicles. Update key policy and strategic documents (e.g., Land Use Bylaw, Integrated Transportation Plan, Integrated Parking Management Plan, Engineering Design Construction Guidelines) to enable this.	Precursor	\$	\$	0,2	Engineering / Planning	Immediate	Community connection, Tourism and economy, Increase space and ability to mode shift, Inclusivity, Improved air quality, Improved accessibility	BOWDA	# of policies and strategies updated
Establish pedestrian and cycling zones in high- traffic areas of Canmore, particularly in the downtown core. Complement this with the development of intercept parking.	Low	\$	\$	0	Engineering, Planning and Development	Immediate	Improved inclusivity, Improved air quality, Reduced traffic noise, Reduced traffic congestion	BIA, TCK, BOWDA	# of km of car-free zones
Fund an expanded and longer-term electric bike incentive program, indexed to income. Consider adding non-electric bikes, and other mobility aids.	Low	\$\$	\$	0	Sustainability, Community Social Development, Engineering	Immediate	Increased accessibility, Community wellbeing, Inclusivity		# of incentives issues
Pilot an e- bike or e- scooter sharing system for residents and visitors to use for short trips around town.	Low	\$	\$	0,1	Ec Dev with support from Engineering, Sustainability, Communication, Municipal Enforcement	2-5 years	Increase health and fitness, Enjoyment of natural spaces, Reduced traffic congestion, Improved accessibility, Enhanced tourism	BIA, CHLA, TCK, Chamber, etc.	Pilot program launched
Prioritize the build- out of Canmore’s network of safe, accessible, and equitable walking and cycling infrastructure to ensure that every residential area has access to safe and connected mobility paths leading to major destinations like downtown, schools, and shopping.	Precursor	\$\$\$	\$\$\$	0	Engineering	Ongoing	Enhances worker and community safety, Improved lifestyle, Decreased transportation costs, Health benefits, Decreased public infrastructure costs, Decrease emissions and noise, Increase air quality, Increased mental health, Improved tourism, Economic driver, Increased resident satisfaction, Increased accessibility	BOWDA	# of km of walking and cycling infrastructure constructed

## Theme 6: Rethinking Transportation and Mobility

### Strategy: Low-Carbon Transit

Action description	GHG Reduction Potential			Municipal Cost Details	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs	
	Low: 0-10 KtCO <sub>2</sub> e	Medium: 10-50 KtCO <sub>2</sub> e	High: 50+ KtCO <sub>2</sub> e								Total Cost of Investment
Update current transit mode share targets to align with area development plans, so that neighbourhoods with higher density, services, and identified need have more ambitious targets for transit ridership (at least 15% mode share attributed to transit).	Precursor			\$	\$	0,2	Engineering / Planning	Immediate	Community Connection, Inclusivity, Affordability	BOWDA, BVRTC	# of targets updated
Continue to coordinate with ROAM Transit to transition to electric buses, and install necessary charging infrastructure throughout town.	Medium			\$	\$	0	Engineering	Ongoing	Improved air quality, Improved accessibility, Improved affordability of transportation, Noise reduction	BVRTC	# of chargers installed
Continue to expand ROAM Transit service to high traffic visitor destinations.	High			\$\$\$	\$	0,5	Engineering, Recreation	Immediate	Inclusivity, Improved accessibility, Improved air quality	BVRTC, Province of AB, TCK	# of destinations accessible by transit
Integrate an equity lens in transit planning and ensure that residents who don't own personal vehicles can travel to critical facilities such as the hospital, grocery stores, pharmacies, etc.	Precursor			\$	\$	0,5	Engineering, Community Social Development	Immediate	Increase accessibility, Improved community wellbeing, Inclusivity		# of policies and strategies updated with equity lens

# Theme 7: Efficient Waste, Water, and Wastewater Management

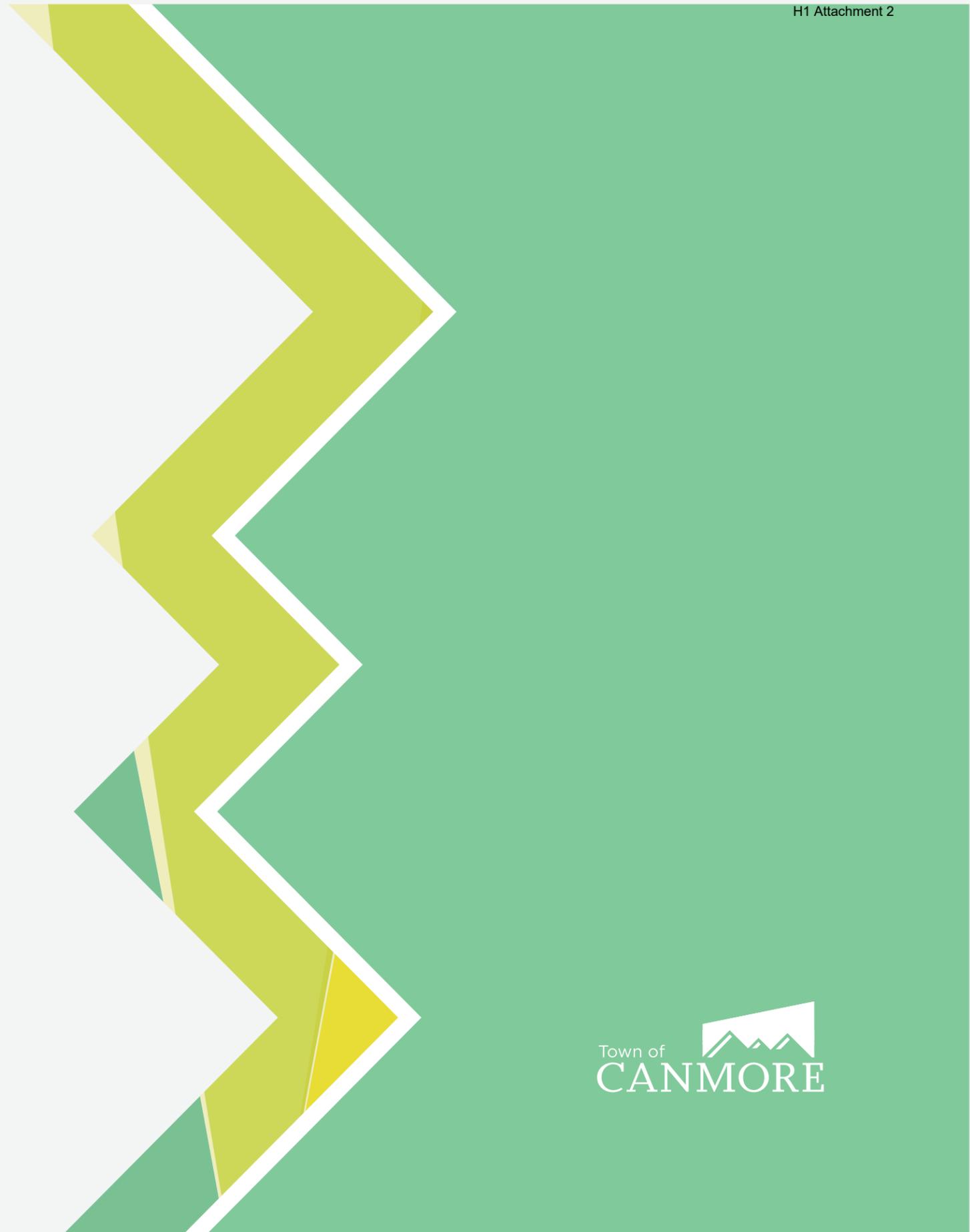
## Strategy: Water Conservation and Management

Action description	GHG Reduction Potential Low: 0-10 KtCO2e Medium: 10-50 KtCO2e High: 50+ KtCO2e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Reduce water loss, inflow, and infiltration, through a formalized and funded system-wide municipal water leak detection program (including close-circuit TV), continual maintenance, and Utility Lifecycle Upgrade program.	Low	\$\$	\$\$\$	0,5	Public Works budget, Engineering leading	Ongoing	Cost saving due to early detection and maintenance, Decreased costs for users in long run	EPCOR	Volume of water treated in municipal system
Develop an Integrated Stormwater Master Plan, which incorporates Low Impact Development approaches, updated stormwater design criteria, updated Intesity Duration and Frequency (IDF) curves, and explore the option of implementing a stormwater utility rate.	NA	\$	\$	0,1	Engineering with Planning Support	2-5 years	Improved water quality, Cost savings in water treatment, Improved urban habitat, Reduced urban temperatures	BOWDA	# of LIDs installed Stormwater study completed
Develop and implement a water conservation strategy that identifies and targets the sectors with the highest water consumption.	Low	\$	\$	0,25	Public Works - Utilities and Communications and Sustainability	Immediate	Cost savings in water treatment, Improved resilience to drought	Consultants/ summer students	# of high consumers reached
Ensure strategies to reduce energy demand and integrate renewables and/or efficient technologies such as waste heat capture are included in any updgrades or retrofits for the wastewater treatment plant upgrades.	Low	\$\$	\$\$\$	0	Public Works - Utilities, Sustainability, Facilities	Immediate	Reduction in building operational costs, Improved air quality	Consultants/ EPCOR	Volume of water treated in municipal system
Install smart water metering systems for all properties to monitor water usage in real- time and identify leaks quickly.	Low	\$\$	\$\$	0	Public Works - Utilities	5-10 years	Cost savings in water treatment, Improved resilience to drought		# of smart meters installed

# Theme 7: Efficient Waste, Water, and Wastewater Management

## Strategy: Waste Reduction

Action description	GHG Reduction Potential Low: 0-10 KtCO2e Medium: 10-50 KtCO2e High: 50+ KtCO2e	Total Cost of Investment \$: \$0-\$10M \$\$: \$10M - \$30M \$\$\$: \$30M+	Municipal Cost Details \$: \$0-\$100k \$\$: \$100k - \$1M \$\$\$: \$1M+	Municipal Resource Requirements (FTE)	Lead Department	Timeline	Co-Benefits	Partners	KPIs
Increase enforcement of the existing commercial food waste diversion bylaw, ensuring that all food-service businesses are actively diverting their food waste.	Low	\$	\$\$	1	SWS, Enforcement	Immediate	Community connection, Compost giveaway to community members, Reduced food costs through reduction in waste		Diversion rate
Develop a regional Construction, Renovation and Demolition Waste Strategy incorporating circular economy principles. The strategy should establish requirements and incentives to maximize the re-use, recycling, and reduction of waste while creating jobs and local economic development opportunities.	Precursor	\$	\$	0	SWS, Planning, Sustainability	Immediate	Circular economy location potential (i.e. reuse centre), diversification of economy, Reduced costs for waste management	BOWDA Bow Valley Regional Waste Commission	Strategy developed and implemented
Dispose of municipal solid waste in a landfill with methane gas capture.	High	\$	\$	0	SWS	Immediate	Improved air quality, Reputational improvement	Town of Banff	Action completed
Develop and implement a Zero Waste Strategy, with a focus on circular economy. Include actions to both incentivize and require waste diversion, with a focus on food waste and other organic material.	Low	\$	\$	0,5	SWS, Sustainability, Communication	5-10 years	Community involvement, Reduced costs of waste management		Strategy developed and implemented





# Request for Decision

**DATE OF MEETING:** July 2, 2024 **Agenda #:** H 2

**TO:** Council

**SUBJECT:** Electric Vehicle (EV) Charger Install Town Facilities – Cancel Project

**SUBMITTED BY:** Geordie Heal, Supervisor of Streets and Roads

**RECOMMENDATION:** That Council cancel the 2024 capital project EV Charger Install Town Facilities (CAP 7363) for \$40,000.

## EXECUTIVE SUMMARY

Administration is requesting that the 2024 capital project, Electric Vehicle (EV) Chargers Install Town Facilities (CAP 7363) for \$40,000 be cancelled. The project was to install two level 2 chargers at both the Canmore Recreation Centre and Elevation Place locations. Initially, the quotes to complete the work exceeded the approved budget. Through the process it was also noted that there would be benefit in pausing this project for now to better understand the Town’s long term approach and strategy to providing public EV charging stations.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

2018: Council accepted the Climate Action Plan (Resolution 269-2018) for planning purposes. The Climate Action Plan includes an action to support the buildout of EV infrastructure throughout the community.

2023: CAP 7363 was approved in 2023 with a budget of \$40,000.

## DISCUSSION

Administration requested proposals to complete the capital work, and the bids exceeded the approved budget by \$30,000. Instead of getting two EV chargers for the approved budget, most of the \$40k would be needed to cover the cost of one install. In determining next steps, administration identified several key questions and potential opportunities that should be considered and explored further. Considerations include whether the municipality should be a provider of public EV charging stations; where public stations should be located; how many required stations are anticipated; and whether alternate procurement opportunities (i.e. third-party partnerships) exist.

Cancelling this project will allow administration time to review approaches to installation of EV chargers at Town facilities, and to consider how best to do so from a strategic perspective. There are also third party partnership opportunities that may have financial benefit to the Town that should be explored.

**ANALYSIS OF ALTERNATIVES**

There is an option to proceed with adding two level 2 chargers at one of the proposed locations for \$40,000:

Alternative 1 – Canmore Recreation Centre: This option is viable and would add additional EV charging stations. There are currently no chargers at this location, and they would be utilized predominately by users of the recreation centre and the high school.

Alternative 2 – Elevation Place: This option is also viable however it is not the preferred alternative since there is currently high demand for parking at Elevation Place.

**FINANCIAL IMPACTS**

If the project is cancelled, the savings of \$40,000 would go to the General Municipal Capital Reserve, where they would be available to fund new capital projects in the future.

**INTEREST HOLDER ENGAGEMENT**

Town of Canmore internal interest holders from Public Works, Facilities, Engineering, Sustainability, Economic Development, Arts & Events, and Recreation have been consulted. Administration has also worked with Fortis on the electrical infrastructure requirements.

**ATTACHMENTS**

- 1) Capital Project Sheet (7363)

**AUTHORIZATION**

Submitted by:	Geordie Heal Supervisor of Streets and Roads	Date:	June 10, 2024
Approved by:	Chelsey Gibbons Manager of Finance	Date:	June 11, 2024
Approved by:	Andreas Comeau Manager of Public Works	Date:	June 10, 2024
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date:	June 12, 2024
Approved by:	Sally Caudill Chief Administrative Officer	Date:	June 21, 2024



# EV Charger Install Town Facilities

H2 Attachment 1

## Project Summary

Project Number

7363

<b>Budget Year:</b>	2023
Department:	PW Admin / Sustainability
Questica Reference:	SR-23-04

<b>Budget:</b>	\$40,000
Project Type:	New Infrastructure
Priority:	B

### Project Description:

The project is to install two electric vehicle (EV) chargers at Elevation Place (EP) and two EV chargers at the Canmore Recreation Centre (CRC) for use by the general public.

Capital budget is requested for the installation of electric vehicle (EV) chargers at Elevation Place and the Canmore Recreation Centre in 2024. The proposed budget (\$40,000) is for a total of four Level 2 (240 V) chargers (two at each location) and the installation cost. These would be user-pay chargers and provide the Town with ongoing revenue to help offset costs. There may also be potential rebates for the capital cost of these chargers. The Municipal Climate Change Action Centre currently has a funding program covering up to 46% of costs and the federal government has a significant funding commitment for EV infrastructure. Whether these funding programs will still be available in 2024, however, is unknown.

END

### Budget Funding:

	2023	2024	2025	2026	2027	2028	Total
Operating (Capital)	0	\$40,000	0	0	0	0	\$40,000
<b>Total</b>	<b>0</b>	<b>\$40,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$40,000</b>

### Operating Budget Impact:

Adds \$500 to the 520 operating budget for R/M, and subscriptions. Add \$1,000 to 530 operating budget for SNIC

The Public Works (Streets and Roads) department will have to maintain the EV chargers, including snow and ice clearing, line painting and maintenance of the parking stalls, and being the point of contact for the charger provider in case of equipment failure. The Town would also need to pay for the electricity required for the charging, however, as these will be user-pay chargers, the revenue from users will offset this cost.

END

## Project Rationale:

Expanding public electric vehicle charging capability within the Town of Canmore.

An EV charging strategy will be developed over Q4 of 2022 and Q1 of 2023. While the main focus will be on how to best enable/encourage 'at home' charging, it is anticipated that some publicly accessible chargers will be required to provide options for residents, particularly those in multifamily buildings, without access to charging. The 2018 Climate Action Plan includes an action to "support the buildout of EV infrastructure throughout the community". The federal government is targeting EVs to represent 100% of sales by 2035. A 2021 KPMG survey indicated that 68 percent of Canadians who plan to buy a new vehicle within the next five years are likely to buy an EV, however, access to charging is one of the major barriers for EV purchase.

Installing EV Chargers at locations where community members and visitors gather, such as the Canmore Recreation Centre and Elevation Place, not only allows for a place for the driver of the vehicle to charge while they attend events at these facilities, it may also encourage visitors and residents to spend time at facilities they may not normally visit.

END

## Options Considered:

Not installing EV chargers at public facilities and waiting for the private sector gas stations and public parking lot owners to install EV charging for residents and visitors.

END



# Request for Decision

**DATE OF MEETING:** July 2, 2024 **Agenda #: H 3**

**TO:** Council

**SUBJECT:** Alberta Forestry Mutual Aid Agreement

**SUBMITTED BY:** Caitlin Miller, Manager of Protective Services

**RECOMMENDATION:** That Council authorize the Mutual Aid Fire Control Agreement with Alberta Forestry and Parks.

## EXECUTIVE SUMMARY

This is a housekeeping matter to update our current practice to meet the request of a partner agency and align with appropriate legislation.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

*Forest and Prairie Protection Act*, RSA 2000, c. F-19

Motion 533-2002, Adoption of the Mutual Aid Fire Control Agreement.

## DISCUSSION

While Canmore is surrounded by the Calgary Forest Area, the municipality is not a part of it. This necessitates the need to enter a mutual aid agreement with Alberta Forestry & Parks to facilitate an efficient and effective response to a wildfire event that starts in or around Canmore. In 2002, the Town of Canmore and the Calgary Forest Area entered into a Mutual Aid Fire Control Agreement with authorization from Council. This agreement allows the Town of Canmore to enter into a Mutual Aid Fire Control Plan with Alberta Forestry. The Mutual Aid Fire Control Plan has been updated regularly since 2002 and the current version is valid from 2022-2025, but the Mutual Aid Fire Control Agreement has not been updated since 2002. While the 2002 authorization is still valid, it is best practice to update the authorization of the agreement when the plan is updated. Council's support for the mutual aid agreement is required as per the *Forest and Prairie Protection Act* and is recommended by administration.

## ANALYSIS OF ALTERNATIVES

None.

## FINANCIAL IMPACTS

None.

## INTEREST HOLDER ENGAGEMENT

Alberta Forestry and Parks requested that the Mutual Aid Fire Control Agreement be updated and signed by the current Council as per best practices.

**ATTACHMENTS:**

- 1) Mutual Aid Fire Control Agreement
- 2) Mutual Aid Fire Control Plan (with Schedules A, B, C, D, and H removed to protect personal information)

**AUTHORIZATION**

Submitted by:	Caitlin Miller Manager of Protective Services	Date: <u>June 3, 2024</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date: <u>June 13, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>June 21, 2024</u>

# Mutual Aid Fire Control Agreement

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This is an agreement, authorized by section 6(d) of the *Forest and Prairie Protection Act*, RSA 2000, c. F-19, to facilitate the prevention and control of forest and prairie fires between

**His Majesty the King in Right of Alberta**

as represented by the Minister of  
Forestry and Parks, Forestry Division

(the "Division")

and

**Town of Canmore**

(the "Town")

Collectively, the "Parties"

This Agreement is made in consideration of the exchange of promises between the Parties set out herein.

1. In this Agreement:
  - (1) "Act" means the *Forest and Prairie Protection Act*, RSA 2000, c. F-19, as amended from time to time.
  - (2) "Forest Protection Area" means that area or those areas designated as such pursuant to section 41(c) of the Act.
  - (3) "Plan" means the Annual Mutual Aid Fire Control Plan. The Plan forms a part of this Agreement. The current Plan that has been agreed to by the Parties is set out in Appendix "A" to this Agreement.
2. The Division will endeavor to prevent and control all wildfires, excluding structure fires, on those lands that lie within the boundaries of the Forest Protection Area.
3. The Town will endeavour to prevent and control:
  - (1) all structure fires within the boundaries of the Town; and
  - (2) all wildfires on those lands within the boundaries of the Town that are outside of the boundaries of the Forest Protection Area.

- 4. (1) Each Party has authorized the following persons as their respective representatives for the purpose of reviewing and updating the Plan in accordance with section 5:
  - (a) Until further notice, the Division's authorized representative is any person holding the position of Wildfire Technologist, Wildfire Prevention Officer or Forestry Manger.
  - (b) Until further notice, the Town's authorized representative is any person holding the position of Chief Administrative Officer or Fire Chief.
- (2) Either Party may change their authorized representative by written notice to the other.
- 5. **The Plan will be reviewed and updated on an annual basis by the authorized representatives of the Division and the Town.**
- 6. The Division and the Town agree to make payments in accordance with the terms of the Plan for services rendered to the other under this Agreement.
- 7. This Agreement shall continue from year to year until terminated by either Party in accordance with section 8 of this Agreement.
- 8. This Agreement shall continue in effect from year to year until terminated by either Party by giving three (3) months written notice to the other, except that during the period between March 1 and October 31 of each year, this Agreement may be terminated only by the mutual consent of both Parties.
- 9. This Agreement may be amended by the Parties by agreement in writing.
- 10. The Town acknowledges this Agreement has been authorized by the council of the Town in accordance with s. 6(d) of the Act.

**Agreed to by the Parties as indicated by the signatures of their duly authorized representatives.**

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
His Majesty the King in Right of Alberta as represented by  
the Minister of Forestry and Parks, Forestry Division

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Town of Canmore

**Appendix A  
Annual Mutual Aid Fire Control Plan**

# Mutual Aid Control Plan

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**Town of Canmore  
2022-2025**

Agriculture, Forestry and Rural Economic Development, Government of Alberta January 2022  
2022 Mutual Aid Control Plan

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# MUTUAL AID FIRE CONTROL PLAN

This Mutual Aid Fire Control Plan is entered into by the Ministry of Agriculture, Forestry and Rural Economic Development (AFRED), Forestry Division, hereinafter called the Division, and the Town of Canmore, hereinafter called the Town, under the Mutual Aid Fire Control Agreement between the Division and the Town dated July 2022.

The primary legislation under which the Division operates is the Forest and Prairie Protection Act, RSA 2000, c. F-19. Other legislation may apply.

Under the Forest and Prairie Protection Act, Fire Season is legislated as March 1 – October 31 each year and may be extended by Ministerial Order as per Forest and Prairie Protection Act, RSA 2000, RSA 2000 cF-19 s17;2016 c22 s9.

## A. ADMINISTRATION

### 1. PURPOSE:

The purpose of this Mutual Aid Fire Control Plan is to define operating procedures and responsibilities within the framework of the Mutual Aid Fire Control Agreement.

#### **DIVISION:**

Name: Agriculture, Forestry and Rural Economic Development  
 Address: 8660 Bearspaw Dam Road NW  
 Calgary, Alberta  
 T3L 1S4  
 Phone: (403) 297-8800 (Main Office)  
 (403) 297-8822 (Fire Centre)  
 Email: [calgary.wfops@gov.ab.ca](mailto:calgary.wfops@gov.ab.ca)

#### **MUNICIPALITY:**

Name: Town of Canmore  
 Address: 902 – 7<sup>th</sup> Avenue,  
 Canmore, Alberta  
 T1W 3K1  
 Phone: (403) 678-6199  
 Email: [fire@canmore.ca](mailto:fire@canmore.ca)

## 2. FIRE CONTROL PLAN CONTACTS:

Names, addresses, and phone numbers of contact personnel for the plan:

- A. Division are included in [Schedule A](#) – AF Contact List.
- B. Town are included in [Schedule B](#) – Town Contact List.

## 3. MUTUAL AID REQUEST PROCEDURE:

Requests for mutual aid will be made by the following personnel:

- A. The Division authorizes request for assistance as per [Schedule C](#).
- B. The Town authorizes requests for assistance as per [Schedule D](#).

The request may be made verbally to the Calgary Wildfire Duty Officer from the authorized Town representative. Or verbal requests from the authorized Town representative to the Calgary Wildfire Duty Officer, then followed up in writing using the **Mutual Aid Request Form** ([Schedule E](#)). If the request is made through 911 due to limited communication, the 911 operator must provide the Division/Town with the requesting officer's name, command number (if applicable) and location, which must be on the approved list provided in [Schedule C](#) and/or [Schedule D](#). All requests will be evaluated by the receiving agency based on available resources and ongoing priorities within their sphere of interest.

## 4. MUTUAL AID ZONES:

The attached maps, [Schedule F](#) and [Schedule G](#), which form part of the Mutual Aid Fire Control Plan, outline the mutual aid zones. Requests for mutual aid within each zone will be dealt with according to the following criteria:

### **ZONE 1:**

Wildfire suppression within Zone 1 (Forest Protection Area) is the responsibility of the Division. Structural and facility fire is the responsibility of the Town or Municipality. The discovering agency shall report the fire to the responsible agency immediately and will provide mutual aid assistance based on available resources and priorities within their sphere of interest.

### **ZONE 2:**

All wildfire within Zone 2 is the responsibility of the Town. The Division will provide mutual-aid assistance, upon request, based on available resources and priorities within its sphere of interest and at its discretion. During Head Fire Intensity (HFI) Levels 4, 5 and 6, as identified based on current and expected wildfire danger and behavior, the Division, at its discretion, may dispatch resources to all areas within Zones 1 and 2 as identified in [Schedule F](#) and as per the *Forest and Prairie Protection Act, RSA 2000 cF-19 s9;2003 c20 s10;2003 c42 s7*.

### **ZONE 3:**

Zone 3 is referred to as the Mutual Aid Zone. This zone is defined as the area within the town boundary that is undeveloped and heavily forested within Zone 2 and 5 km radius of boarder between zone 1 and 2 within the Forest Protection Area. The Division and/or Municipality have the approval to initiate suppression action, limited to the maximum dollar amount of **\$10,000.00**.

## **5. COST RECOVERY AND INVOICING:**

All costs associated with mutual aid will be borne directly by the requesting agency or may be billed by the providing agency to the requesting agency as soon as time permits.

All reimbursements made under the provisions of this plan shall be in accordance with the *Forest and Prairie Protection Act*, Forestry Division policy, and the policies of the Town and the terms of the following:

- A. This Agreement incorporates by reference the Mutual Aid Fire Control Agreement between the Division and the Town.
- B. Reimbursement to the Town shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates. The use of any specialized equipment will be reimbursed at the rates and terms included in [Schedule H](#).
- C. Reimbursement to the Division shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2 the use of any specialized equipment shall be reimbursed at the rates and terms included in [Schedule I](#).

## **6. MEETINGS:**

The Division and the Town agree to participate in annual planning meetings to ensure that the contents of the Mutual Aid Fire Control Agreement and Mutual Aid Fire Control Plan are current and to discuss matters pertaining to: wildfire prevention, wildfire detection, wildfire operations, administration, pre-suppression, and training.

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2022 Mutual Aid Control Plan

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Appendix A

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## B. PREVENTION AND DETECTION

### 1. FIRE PERMIT ISSUANCE:

The Division is responsible for issuing fire permits on all lands within the Forest Protection Area (Zone 1). Permits will be issued by a Forest Officer and/or Fire Guardian from the Calgary Forest Area office.

All fire permits issued by the Division within 5km of the Town Boundary will be reported to the Fire Chief's office by the end of the business day in which the permit was issued. Permits will be emailed to the Fire Chiefs office at [fire@canmore.ca](mailto:fire@canmore.ca).

The Town is responsible for issuing fire permits within the Towns Urban Service Boundaries (Zone 2). The Division will assist with Fire Permit issuance training for the Town Fire Guardians if requested.

All fire permits issued by the Town within the Urban Service Boundaries will be reported to the Division by the end of the business day in which the permit was issued. Permits will be emailed to the Division at [calgary.wfops@gov.ab.ca](mailto:calgary.wfops@gov.ab.ca).

### 2. FIRE CONTROL ORDERS:

The Division will initiate fire control orders within the Forest Protection Area. The Division will take the lead role in advertisement and enforcement of the fire control order on lands within the Forest Protection Area. All fire control orders will be emailed to the Town at the following email address: [fire@canmore.ca](mailto:fire@canmore.ca).

The Town will initiate fire control orders within their Urban Service Boundaries. The Director of Emergency Management, or their designate, will be responsible for requesting a fire control order on behalf of the Town. The Town will take the lead role in advertisement and enforcement of the fire control order on lands within the Urban Service Boundaries. All fire control orders will be emailed to the Calgary Forest Area at the following email address: [calgary.wfops@gov.ab.ca](mailto:calgary.wfops@gov.ab.ca).

The Minister of Agriculture and Forestry may impose a fire control order on lands within the Town, as per the *Forest and Prairie Protection Act RSA 2000 cF-19 s21; 2003 c20 s17; 2016 c22 s11*. In this case, the Division will inform the Municipality Fire Chief(s) of the decision. The fire control order will be emailed to the Town at the following email address: [fire@canmore.ca](mailto:fire@canmore.ca)

Both the Division and the Town agree to follow the Fire Ban System focused on terminology to ensure standard messaging to the public, as per [Schedule N](#).

### **3. COOPERATIVE PREVENTION OPPORTUNITIES:**

The Town and the Division may develop a joint prevention advertisement campaign that meets both the Town and the Division's needs.

### **4. COOPERATIVE DETECTION SHARING:**

When the Division is conducting aerial patrols, and potential wildfires are found outside of the FPA, information will be passed to the Town in accordance with this agreement.

The Town will provide ground detection through education of all Town staff on fire assessment and reporting procedures as outlined in this Annual Fire Control Plan.

All fires discovered by the Division within the Town jurisdictional boundaries will be reported to the fire department through the Town of Canmore (contracted) Dispatch Centre (Calgary 911) at **(403) 296-0399 or 911**.

All fires discovered by the Town within the Division's jurisdictional boundaries will be reported to the Forest Area Duty Officer at **(403) 297-8822 or 310-FIRE (3473)**.

### **5. PRESCRIBED FIRE AND HAZARD REDUCTION BURNING:**

The Division will be the lead agency for all prescribed fire and hazard reduction burning on lands within the Forest Protection Area. Town Fire Departments may be included in these prescribed fire and hazard reduction burns to assist with operations and to serve as a cross-training exercise. Before commencement of lighting all prescribed fires by the Division within 10km of the Town the following will occur:

- Emailed to the Town of Canmore will be location, duration and any contact information to the department for follow up questions from the Town of Canmore regarding the prescribed fire.
- Email to Towns 911 centre with location, duration and Calgary Duty Officer contact information

The Town is the lead agency for all prescribed fire and hazard reduction burning on all lands within Urban Service Boundaries. The Division can assist through the provision of manpower and expertise, specialized equipment, and technical manuals at the request of the Municipality. Before commencement of lighting all prescribed fires by the Municipality within the Service Urban Area the following will occur:

- Emailed to the Division will be location, duration and any contact information to department for follow up questions from the Division of the prescribed fire

## **6. WILDLAND URBAN INTERFACE:**

The Town agrees to address wildland urban interface issues within the Town through the application of the seven disciplines of FireSmart:

- A. Public Education
- B. Legislation
- C. Development
- D. Vegetation Management
- E. Emergency Planning
- F. Interagency Cooperation
- G. Cross Training

The Division agrees to assist the Town with wildland urban interface issues through the provision of resource materials and training on the wildland urban interface disciplines and options to minimize hazards within the Town.

If the Town is notified of a wildland/urban interface event through a 911 dispatch system, notification to the Calgary Forest Area Duty Officer will be made to (403) 297-8822 or (310)-Fire immediately on dispatching of Town Resources.

## C. PRE-SUPPRESSION

### 1. COOPERATIVE PRE-SUPPRESSION ACTIVITIES:

The Division agrees to supply fire equipment to the Town on a short-term loan basis during wildfire incidents within the Town. The amount of equipment provided will be based on the request from the Town and the degree of hazard within the Forest Area at the time of the request. The Town agrees to return the equipment within 24 hours of being notified by the Division.

In the event that sprinkler trailers are required for the purpose of wildland urban interface mitigation, the request will come from the Town and go through the Alberta Emergency Management Agency Representative for the Town of Canmore.

The Town and Division, when required, agree to make facilities available to each other for pre-suppression activities when safe to do so and space is available.

The Town, if requested, will provide the Division with a copy of their **Emergency Response Plan**. This plan may assist with identifying unknown values at risk, evacuation times, critical infrastructure, etc.

The Division, if requested, will assist the Town in obtaining many types of resources i.e. provide equipment listings, aircraft, crews etc. to assist the Town with direct hire of resources for the purposes of wildfire suppression and pre-suppression.

### 2. HAZARD AND RESOURCE INFORMATION SHARING:

The Division will provide the following information to the Town, when available:

- Fire Weather Indices
- Weather forecast
- Pre-suppression resources
- Fire Situation Report

The information provided will be for the Forest Protection Area; therefore, the Town must consider this when relying on the data provided. Weather forecast information for zones within the Forest Protection Area can be obtained at:

<http://wildfire.alberta.ca/wildfire-status/fire-weather/forecasts-observations/default.aspx>

Weather forecast and Wildfire Indices (FFMC and ISI) information for zones outside the Forest Protection Area can be obtained at

<http://agriculture.alberta.ca/acis/climate-maps.jsp>

The Town will provide a list of available pre-suppression resources available to the Division upon request.

## D. WILDFIRE OPERATIONS

The Town and Division, when required, agree to make facilities available to each other for suppression activities when safe to do so.

The Town is responsible for issuing evacuation alerts, orders or operations. The Division may make the appropriate recommendations regarding evacuations to the Town.

### **1. PROVISION OF PERSONNEL AND EQUIPMENT FOR MUTUAL AID:**

The Division and the Town will provide mutual aid equipment and personnel as per the terms of this Plan and the Mutual Aid Request Form. This section describes the operational procedures for cooperative use of resources by both agencies.

- A. When one agency requests assistance from another, the sending agency shall dispatch only personnel and/or equipment that meets or exceeds the minimum requirements for qualification, certification, and functionality by that agency.
- B. At the time of the request for assistance during a wildfire, the sending agency shall endeavor to dispatch the nearest available resource(s) to the incident.
- C. At the time of the request, each agency shall assign a resource that is capable of supervising the activities of the agencies resources.
- D. The requesting agency will make reasonable efforts to release the assisting agency from emergency duties as soon as possible.
- E. The Division will assume command of all wildland fires within the Forest Protection Area upon arrival. The Town will assume command of all Wildfire, Structural and Non-Structural fires within the Town.
- F. Structure protection of facilities owned by the Wildfire Management Branch are the responsibility of the Wildfire Management Branch. Structure Protection of other public or privately owned facilities is the responsibility of the local jurisdiction. Wildfire Management will only deploy sprinkler systems on prescribed fires, on wildfires for holding line or to meet wildfire suppression objectives and to provide structure protection to wildfire management facilities.
- G. The requesting agency may be responsible for arrangement and payment of meals and accommodations for supplied resources.
- H. The Division will not assume command on wildfires located outside of the Forest Protection Area.
- I. The Town will be required to assign a qualified person whom has the delegated authority to give direction to Divisional resources.

- J. On all Alberta mutual aid wildfires and wildfires outside of the FPA, an Agriculture and Forestry representative must be on site prior to any Airtanker drop.
- K. The Division may conduct wildfire investigations outside the Forest Protection Area when approved by the Division's Director of Wildfire Prevention.
- L. The Town may provide enforcement personnel to assist the Division and will be reimbursed as per Schedule H.
- M. Agencies will provide an Agency Representative for wildfire incidents in order to integrate wildfire operations efficiently.
- N. The provision of firefighting services contemplated herein and provided by the Town or the Division are solely at the discretion of the respective agency. The agency may, without rendering the agency liable for any claims, penalty, damage or losses whatsoever to the other party or to any third party, direct any of the following:
  - I. That there be no response whatsoever to the call for firefighting services by the respective agency regardless of the type of fire to be responded to; or
  - II. That there be dispatched in response to the call, resources as the respective agency may request; or
  - III. That they be dispatched in response to the call such lesser resources that, in the judgment of the respective Fire Chief or Forest Officer, may be prudently available.
- O. If initial action is undertaken by an agency outside their jurisdictional boundaries, that agency will immediately attempt to preserve evidence pertaining to the fire's area of origin and possible cause.
- P. The Division or the Town, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from and against all losses, costs, damages, injury or expense to persons or property of every nature or kind whatsoever, arising out of, or in any way attributed to, the provision of emergency services contemplated hereunder, except where such loss, damage, injury or expense is caused by the negligence or willful act of any employee or agent of the party responding.
- Q. The Division or the Town, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from damage or loss to its vehicles or equipment which is directly attributable to the provision of service contemplated hereunder, provided that there shall be no such indemnity if such loss or damage is the result of any negligent or willful act of an employee or agent of the party responding.

## **2. COMMUNICATIONS:**

The mutual-aid response radio frequency will be **156.855** MHz. If this frequency is not functional (due to system incompatibilities i.e. AFRRCS) then a communications protocol is required between the Town and the Division.

After the first 24 hours within the Forest Protection Area, ongoing fires will use the Division's VHF fireline radio system. The Town will be provided with fireline radios while on the fire.

- A. **RADIOS:** By the terms of this Agreement, each party agrees to permit the others to utilize radio frequencies for emergency purposes.
- B. **TELEPHONES and CELL PHONES:** By the terms of this Agreement, each party agrees to keep their phone and cell phone numbers updated in the Contact List.
- C. Annually, The Division will provide the Town with the Forest Protection Radio Guide FP 183 ([Schedule J](#)).

## **3. ESTABLISHED PROTOCOL FOR TRANSFER OF COMMAND:**

As per the responsibilities outlined in Sections A.2 and D.1.E, of the Mutual Aid Fire Control Plan, the Town and Division agree to complete the transfer of command/responsibility for fire suppression to the responsible agency as quickly and efficiently as possible.

Upon arrival at an incident, the Incident Commander for the responsible agency will meet with the present Incident Commander to obtain a transfer of command briefing. This briefing should consist of the **ICS201** form. Resources from the assisting agency will be released as soon as possible based on fire suppression success.

## **4. ESTABLISHMENT OF COMMAND STRUCTURES:**

As per the responsibilities outlined in Sections A.2 and D.1.E, of the Mutual Aid Fire Control Plan, the Town and Division agree to work together and if required - form a command structure in accordance to the provisions of the Incident Command System.

As each incident is unique, organization structure examples, as agreed to by both the Division and Town, can be found in [Schedule L](#). When agencies are working on the same incident, there will only be one Incident Command Post. When agencies are working together, information to be shared from the incident to the public and agency staff will be consistent. This may require the establishment of a Joint Information Centre (JIC) and implementation of a Joint Information System (JIS).

## E. TRAINING

Training opportunities available to the Town from the Division's Hinton Training Centre (HTC) are listed in [Schedule M](#). Other training opportunities may be available to the Town through conversation with the Division. Training opportunities and courses may differ from year to year. It will be the Division and Towns responsibility to advise each agency of training opportunities that are available.

The Division, if requested, agrees to provide fire permit issuance training to all new Fire Guardians.

Agencies who wish to provide staff in trainee positions on wildfire incidents may do so at their own cost and with agreement from the receiving agency and Incident Command Team.

### 1. JOINT RESPONSE EXERCISES:

The Division and the Town may develop and implement a mock wildfire response exercise to help fire managers identify strengths and weaknesses in the present plans, to act as a cross-training exercise for city, town, municipal and wildland firefighters, and to act as a public education tool for residents, Municipalities, Cities, Towns and Provincial Government Administration and elected officials.

Funding for these exercises may be sourced from grants, such as: Alberta Emergency Management Agency grant program, FRIAA, etc. The agency responsible for the exercise is responsible for applying for the grant.

## F. DATA SHARING

The Town and Division will share requested data to the other for the purpose of wildfire management. The receiving agency will not share the data without the consent of the providing agency. Specific data requests will be made and approved as per the respective names and positions as listed in [Schedule C](#) and [Schedule D](#).



## G. EFFECTIVE DATES

**This Mutual Aid Fire Control Plan is in effect from:  
May 1<sup>st</sup>, 2022 to February 28<sup>th</sup>, 2025.**

IN WITNESS WHEREOF the parties hereunto have affixed their signatures and corporate seals on the day and year first written.

  
\_\_\_\_\_  
Stefan Best  
Wildfire Technologist (Mutual Aid)  
Calgary Forest Area

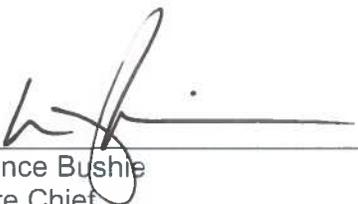
Date: MAR 16 2023

  
\_\_\_\_\_  
Kevin Topolnicki  
Wildfire Prevention Officer  
Calgary Forest Area

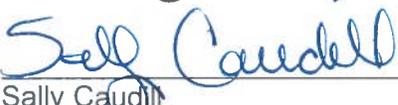
Date: March 28, 2023

  
\_\_\_\_\_  
Erica Samis  
Forest Area Manager  
Calgary Forest Area

Date: Feb 23, 2023

  
\_\_\_\_\_  
Lance Bushie  
Fire Chief  
Canmore Fire-Rescue

Date: Aug. 11/2022

  
\_\_\_\_\_  
Sally Caudill  
Chief Administration Officer  
Town of Canmore

Date: Aug 19, 2022

  
\_\_\_\_\_  
Scott McKay  
General Manager of Municipal Services  
Town of Canmore

Date: Aug 11, 2022

# SCHEDULE E

## Mutual Aid Request Form

(Double click image for .pdf fillable form)



### Appendix C- Mutual Aid Request

<b>FROM</b>		
Name	Telephone Number	Fax Number
Municipality or AF Area	Email Address	
<b>TO</b>		
Name	Telephone Number	Fax Number
Municipality or AF Area	Email Address	
<b>SUBJECT</b>		
Mutual Aid Request		
Location		

As per the Mutual Aid Fire Control Agreement, mutual aid fire suppression is requested for the above fire.

The following resources are requested:

Manpower
Airtankers
Helicopters
Equipment

All costs associated with this mutual aid will be borne by the requesting agency as per the rates specified in the current Annual Mutual Aid Fire Control Plan.

Please respond to this request submitted by:

Name	Position
Time	Date (yyyy-mm-dd)      Signature

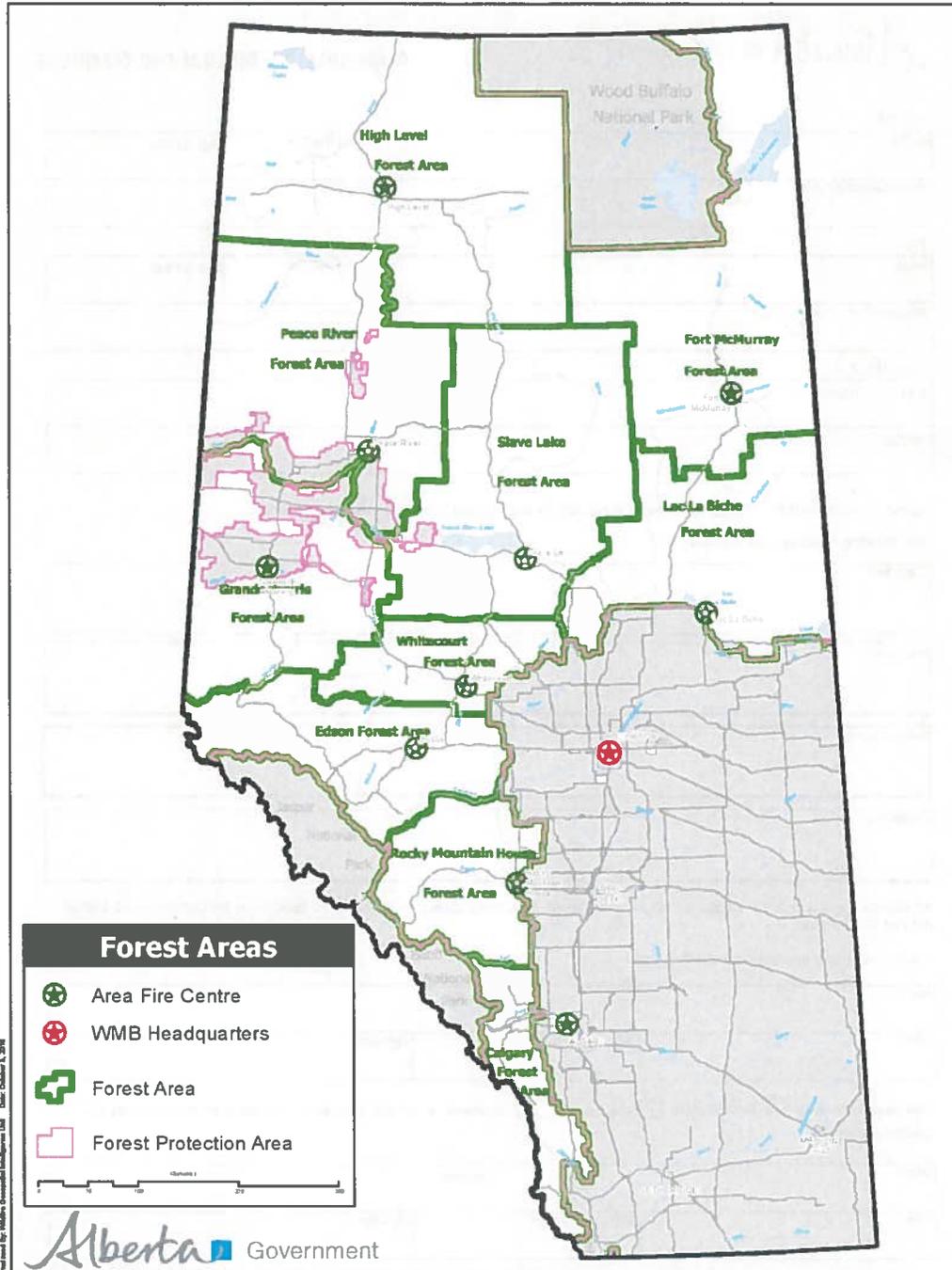
Your request for mutual aid assistance is  approved  not approved as per this request and the terms of the Mutual Aid Fire Control Agreement.

Name	Position
Time	Date (yyyy-mm-dd)      Signature

Mutual Aid Request (June 2017)

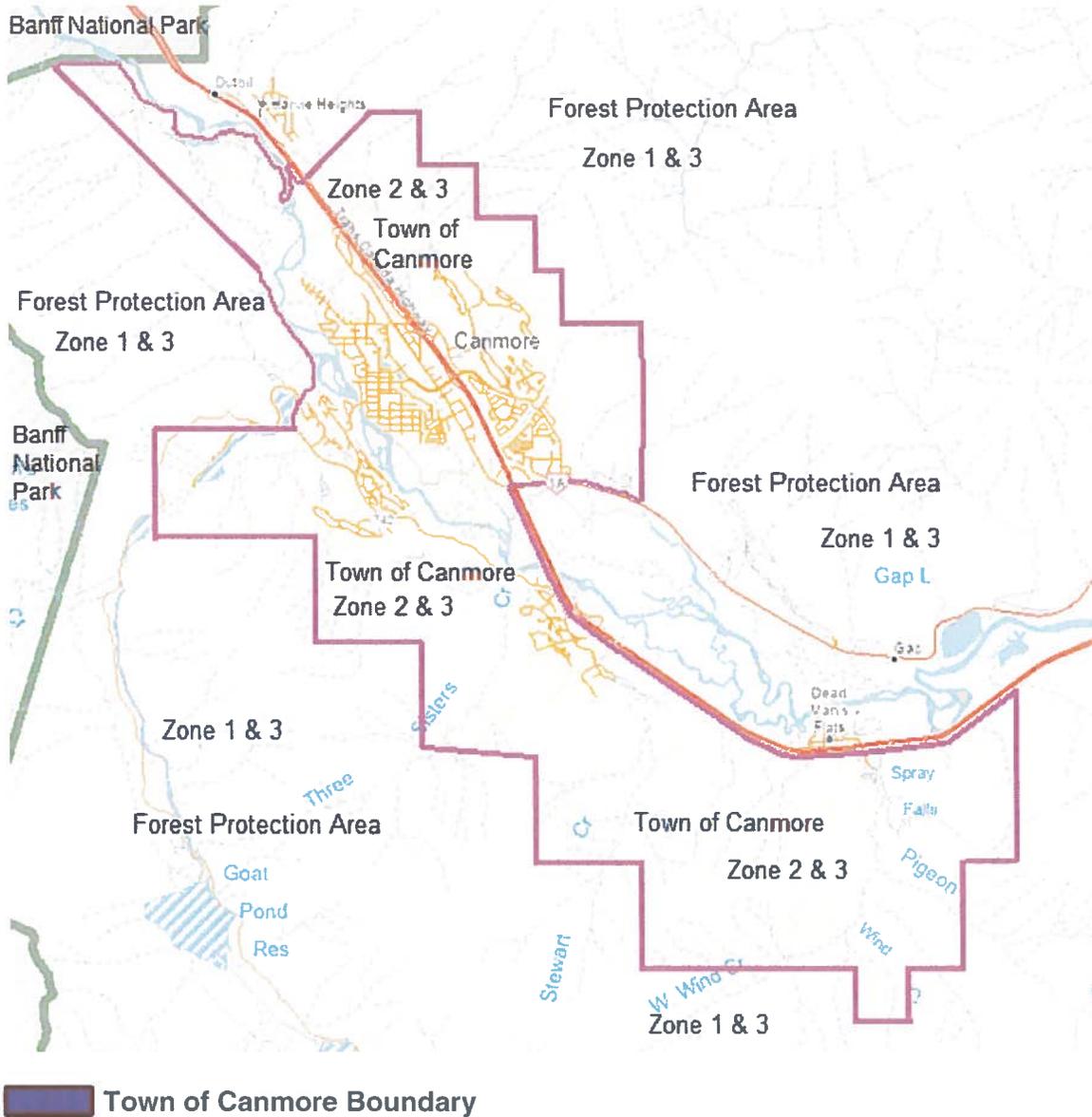
# SCHEDULE F

## Ministry of Agriculture and Forestry, Forestry Division: Forest Protection Area Map



# SCHEDULE G

## Town of Canmore: Mutual Assistance Zone Map



## SCHEDULE I

### Agriculture and Forestry: Mutual Aid Reimbursement Rates

Resource:	Rates:
<b>Airtanker Aircraft:*</b>	
CV580	\$3900.00 per hour plus fuel and retardant
CL215T	\$3200.00 per hour plus fuel and retardant
Air Tractors (wheeled)	\$1400.00 per hour plus fuel and retardant
Air Tractors (amphibious)	\$2400.00 per hour plus fuel and retardant
L188	\$6200.00 per hour plus fuel and retardant
<b>Birddog Aircraft:</b>	
Turbo Commander 690	\$1900.00 per hour plus fuel
Cessna Caravan C208	\$1900.00 per hour plus fuel
<b>Helicopters:</b>	
Casual	Government hourly flying rate plus fuel
Contract Intermediate	\$1213.00 to \$2335.00 per flying hour plus fuel
Contract Medium	\$2039.00 to \$2875.00 per flying hour plus fuel
<b>Manpower:**</b>	
HAC Crew (4 or 8 man)	Cost Estimate \$21.61-\$27.13/hour/person
UNIT Crew (20 man)	Cost Estimate \$21.61-\$27.13/hour/person
Firetack Emergency (8 man)	Cost Estimate \$17.86-\$22.75/hour/person
Firetack Base and Secondary (8 man)	Cost Estimate \$29.77/hour/person first 8 hours-- \$44.66/hour/person after 8 hours. Truck Rate \$211.76/day/vehicle
Firetack Zero Day (8 man)	Cost Estimate \$24.41/hour/person first 8 hours - \$36.62/hour/person after 8 hours. Truck Rate \$211.76/day/vehicle
Air Attack Officer (contract)	\$1000.00/day/person
<b>Specialized Equipment:</b>	
Helitorch	Government Rate
Compressed Air Foam Unit	Contract Rate

**\*Airtanker Group Configuration is comprised of a minimum of 1 Bird Dog, 1 Airtanker and an Air Attack Officer.**

**\*\*Manpower will be billed at actual cost. Estimated rates above do not include overtime rates, accommodations or meals.**

## SCHEDULE J

### Agriculture and Forestry: Calgary Forest Area Radio Card

Name	Call Sign	Contact Channel	Firenet Repeater	Channels Tone (Hz)	RX Frequency (MHz)	TX Frequency (MHz)
<b>Calgary Fire Center</b>	XMC 26					
<b>Initial Attack Primary</b>		36	Fireline	88.5	151.070	151.070
<b>Initial Attack Secondary</b>		38	Fireline	88.5	151.115	151.115
<b>FireNet Sites</b>						
Barrier		229	Barrier	173.8	152.660	157.920
Cameron		228	Cameron	173.8	152.645	157.905
Carbondale		213	Carbondale	162.2	152.660	157.920
Grotto		203	Grotto	162.2	152.510	157.770
Ironstone		240	Ironstone	186.2	152.585	157.845
Mt. Kidd		209	Mt. Kidd	162.2	152.600	157.860
Hailstone		248	Hailstone	186.2	152.705	157.965
Junction Mountain		227	Junction Mtn.	173.8	152.630	157.890
Lys Ridge		238	Lys Ridge	186.2	152.555	157.815
Mockingbird		222	Mockingbird	173.8	152.555	157.815
Moose Mountain		202	Moose Mtn.	162.2	152.495	157.755
Moose Mountain		231	Moose Mtn.	173.8	152.690	157.950
Mt. Indefatigable		246	Mt Indefatigable	186.2	152.675	157.935
Porcupine		242	Porcupine	186.2	152.615	157.875
Tent Ridge		207	Tent Ridge	162.2	152.570	157.830
Tombstone		237	Tombstone	186.2	152.540	157.800
Thunder Mountain		220	Thunder Mtn.	173.8	152.525	157.785
<b>Lookouts</b>						
Barrier	XMA718	229	Barrier	173.8	152.660	157.920
Carbondale	XMC33	213	Carbondale	162.2	152.660	157.920
Ironstone	XMC32	240	Ironstone	186.2	152.585	157.845
Kananaskis	XMD54	246	Mt. Indy	186.2	152.675	157.935
Livingstone	XMC35	220	Thunder Mtn.	173.8	152.525	157.785
Sugarloaf	XMD60	220	Thunder Mtn.	173.8	152.525	157.785
Hailstone	XMD53	248	Hailstone	186.2	152.705	157.965
Mockingbird	XMD58	222	Mockingbird	173.8	152.555	157.815
Moose Mountain	XMC29	202	Moose Mtn.	162.2	152.495	157.755
Raspberry	XMD56	228	Cameron	173.8	152.645	157.905
Junction	XMC30	227	Junction	173.8	152.630	157.890
Porcupine	XMD34	242	Porcupine	186.2	152.615	157.875
<b>Fire Bases</b>						
Ghost		222	Mockingbird	173.8	152.555	157.815
Kananaskis Boundary		209	Mt. Kidd	162.2	152.600	157.860
Elbow		202	Moose Mtn.	162.2	152.495	157.755
Highwood		228	Cameron	173.8	152.645	157.905
Livingstone Gap		220	Thunder Mtn.	173.8	152.525	157.785
Cypress		221	Elkwater	173.8	152.540	157.800
<b>Air Tanker Bases</b>						
Pincher Creek		242	Porcupine	186.2	152.615	157.875
Springbank		202	Moose Mtn.	162.2	152.495	157.755

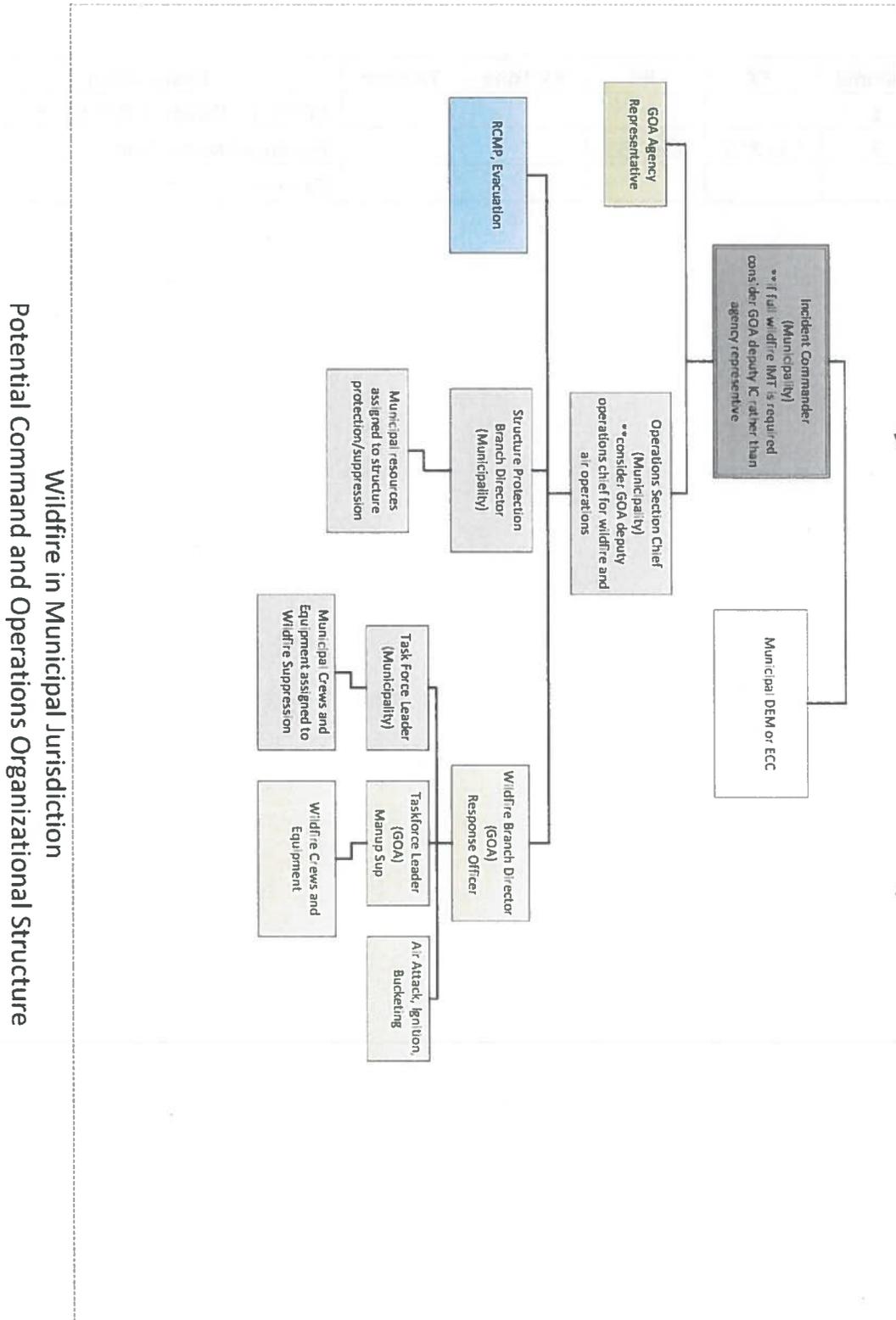
## SCHEDULE K

### Town of Canmore: Radio Card

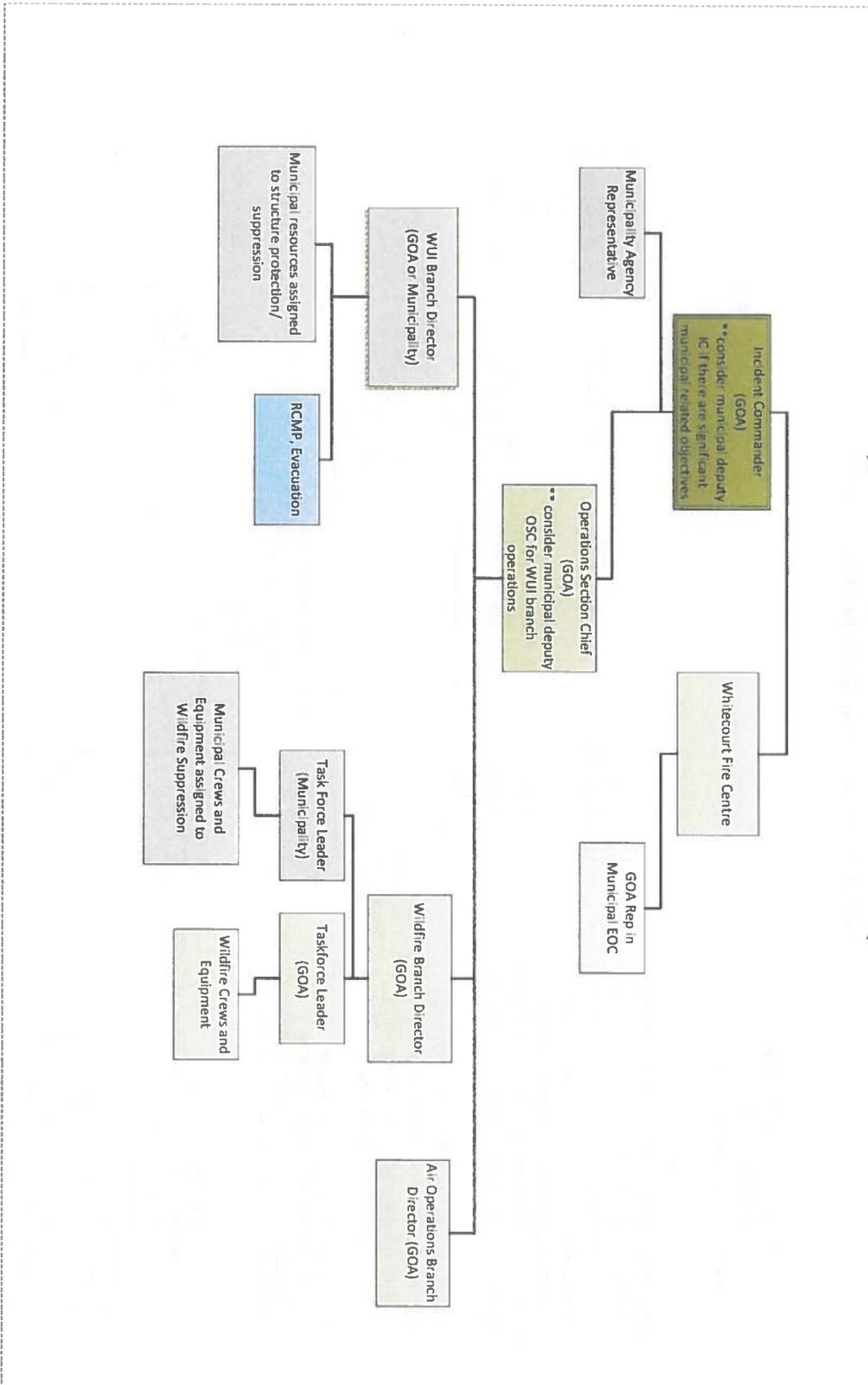
Channel	TX	RX	RX Tone	TX tone	Designation
1					AFRRCS - Dispatch (Canmore)
2	156.855	156.855			Provincial Mutual Aid
					Canmore

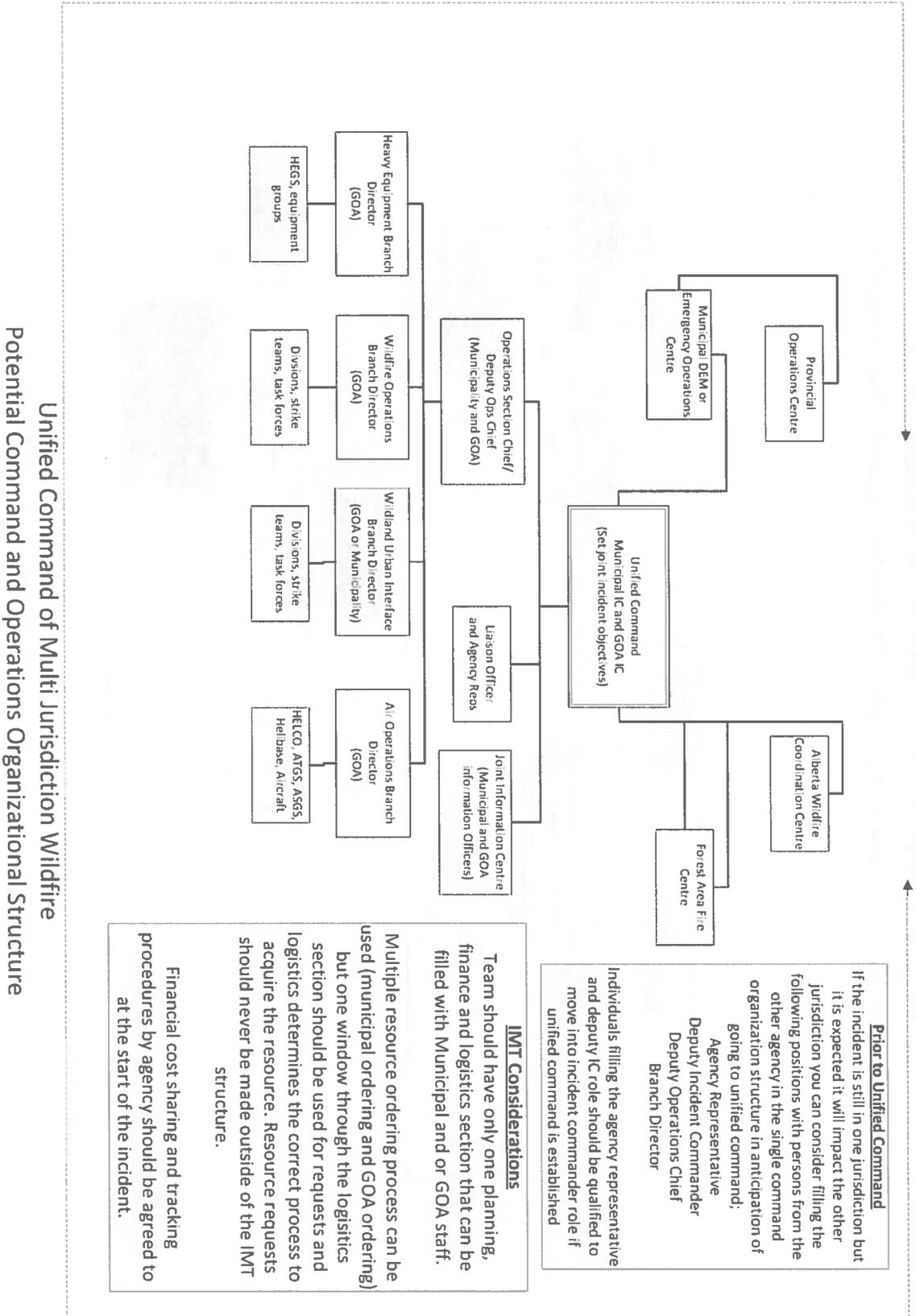
# SCHEDULE L

## Incident Command System – Organization Structure Chart



**Wildfire in the Forest Protection Area with Municipal Resources Assisting  
Potential Command and Operations Organizational Structure**





## SCHEDULE M

### Training Courses Available to the Municipality: Hinton Training Centre

There are many sources of training for Municipal staff involved with wildfire response and emergency management.

Most training is supplied/owned/available through the Ministry of Municipal Affairs (e.g., ICS training and NFPA courses/standards). Courses may be available to the Municipality from the Division through the Hinton Training Centre at <https://extranet.gov.ab.ca/env/htc/> or through the local Forest Area.

A non-exhaust list of potential courses are:

- Online Wildfire Orientation
- Wildfire Investigation (FI-110, FI-210, FI-310)
- Advanced Fire Behavior\*\*
- Dozer Boss (Industry)
- Prescribed Fire Planning
- Wildfire Prevention
- ATV/UTV/Snowmobile training
- Chainsaw training

\*\* The advanced fire behavior course is hosted outside of Alberta in some years.

For all training please refer to the mutual aid training contact in [schedule A](#).

# SCHEDULE N

## Fire Ban System and Matrix

### FIRE BAN SYSTEM EXECUTIVE SUMMARY

Starting in the 2014 fire season, the wildfire management branch of Environment and Sustainable Resource Development rolled out an update to the system for implementing restrictions on fire use in the Forest Protection Area of Alberta. This shift will allow us to be more efficient in implementing restrictions on fire use during times of increasing fire danger. In addition, this adjustment will provide Albertans advanced warning about possible impacts on burning and campfires as the levels increase. The intent behind these changes is to improve the overall system while being more consistent and clear in our terminology. This system should also allow us to be more flexible than before when the fire situation changes.

These updates are consistent with the system for provincial parks and recreation areas adopted by the Ministry of Tourism, Parks and Recreation, which will apply consistency across government for Albertans.

This document is meant to guide internal staff and provide clarification in the process behind implementing any one of the five levels.

The first two levels (No Restriction and Fire Advisory) are managed almost exclusively at the local Area level with very little provincial involvement. Provincial involvement increases substantially at the Fire Restriction level and beyond.

This document is meant as a guideline only. It has been broken down into three groups; WMA, PFFC (through the provincial prevention officer) and the Wildfire Information Unit. Although this document contains many steps that must be completed, it is understood that every WMA operates differently and may assign roles in their Area differently. Please use this document as a framework to assign tasks accordingly in your WMA.

#### Fire Ban System levels:

	<b>NO RESTRICTION</b> Safe campfires are allowed in campgrounds and backcountry or random camping areas. Any burning other than a campfire requires a fire permit.
	<b>FIRE ADVISORY</b> Safe campfires are permitted in campgrounds and backcountry or random camping areas. Issuance of fire permits for other burning may be restricted.
	<b>FIRE RESTRICTION</b> Safe campfires are allowed in fire rings in campgrounds only. No open fires are allowed in backcountry or random camping areas. Fire permits may be suspended or cancelled and no new fire permits will be issued.
	<b>FIRE BAN</b> No open fires are allowed in campgrounds or in backcountry or random camping areas. All fire permits are suspended or cancelled and no new fire permits will be issued.
	<b>FOREST AREA CLOSURE</b> Portions of the forest are closed and no access is permitted for public safety concerns.

#### Fire Ban System acronyms

Several acronyms are used in this document, they are clarified below:

- PFFC Provincial Forest Fire Centre
- WMA Wildfire Management Area
- FPA Forest Protection Area
- WPO Wildfire Prevention Officer
- WFIO Wildfire Information Officer
- WOO Wildfire Operations Officer
- WIU Wildfire Information Unit
- ADM Assistant Deputy Minister
- EA Executive Advisor
- WCI Wildfire Compliance and Investigations
- FCZ Fire Control Zone
- MO Ministerial Order
- ICS Incident Command System
- TPR Tourism Parks and Recreation
- AEMA Alberta Emergency Management Agency
- AANDC Aboriginal Affairs and Northern Development Canada
- OHV Off Highway Vehicle

## SCHEDULE O

### Definitions

**Non-Structure Fire** – A fire not involving wildland or structural fuels and having a value loss (vehicles, bales, railcars, etc.).

**Structure Fire** – A fire involving any man-made building or structure.

**Prescribed Fire** – A fire deliberately used for prescribed burning; usually set by qualified fire management personnel according to a predetermined burning prescription. Note: In some cases, a wildfire that may produce beneficial results in terms of the attainment of land management objectives may be allowed to burn under certain burning conditions according to a predefined burning prescription, with limited or no suppression action, and as such may be considered a form of prescribed fire (AB. Env., 1999).

**Urban City** - Means a city, Municipality or village (including a summer village) and includes an urban service area of a specialized Municipality and Municipal lands within and outside of the Forest Protection Area.

**Wildland Fire** – A fire that is burning in wildland fuels such as forested, grass, brush, or alpine/tundra vegetation (AB. Env., 1999).



# Request for Decision

**DATE OF MEETING:** July 2, 2024 **Agenda #: H 4**

**TO:** Council

**SUBJECT:** CAP 7227 Civic Centre Cooling System Replacement Project Budget Increase and Close-out of CAP 7291 Elevation Place Cooling Enhancement Project

**SUBMITTED BY:** Stephen Hanus, Manager of Facilities  
Amy Bernard, Facilities Project Manager

**RECOMMENDATION:** That Council increase the budget for the Civic Centre Cooling System Replacement (CAP 7227) to \$510,000 with the additional \$235,000, funded from the Asset Replacement/Rehabilitation Reserve.

That Council direct administration to close out Elevation Place Cooling Enhancement for Rooms 207, 208, and 214 (CAP 7291) and return the remaining funds to the General Municipal Capital Reserve.

## EXECUTIVE SUMMARY

The contractor procurement for Civic Centre Cooling System Replacement (CAP 7227) and the Elevation Place Cooling Enhancement for Rooms 207, 208, and 214 (CAP 7291) did not result in securing contractors to complete the work within approved budgets. The Civic Centre Cooling System Replacement is a provincially required project. The Elevation Place Cooling Enhancement Project has been requested since 2014 when meeting rooms were converted into fitness rooms to accommodate the high demand. Given insufficient funding is available to implement both projects, administration is seeking Council direction to re-allocate funds to meet the provincial requirement of replacing the Civic Centre cooling system by closing out the Elevation Place Cooling Enhancement Project.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Council approved the 2022 Capital Budget as presented which included CAP 7227 (\$275,000) - Motion 271-2021 approved on December 14, 2021.

Council approved the 2023 Capital Budget which included CAP 7291 (\$266,000) – Motion 315-2022 approved on January 10, 2023.

## DISCUSSION

### Civic Centre Cooling System Replacement (CAP 7227)

The Civic Centre was built in 2004 and uses domestic water (potable water) to cool the building as part of its innovative sustainable building design. The system provides cooling by diverting cold water from the domestic supply line, pumping it through the building cooling system, and returning the water to the

domestic supply. The process relies on a chlorine monitoring system to ensure any potential contamination occurring to the water while in the Civic Centre does not go into the domestic water system. This monitoring system requires daily checks by Town of Canmore Facilities and weekly checks by EPCOR staff. There have been no instances of contamination detected since the system was installed. The Province of Alberta advised the Town in April 2021 that the practice of using the domestic water supply for cooling is no longer supported and instructed the Town to decommission the system by June 1, 2023. An extension was offered by the province to December 1, 2024.

The Town has engaged a mechanical consultant who analyzed the requirements for the building, and they provided a design and project estimate. The design was released for contractor pricing in May 2024. Only one technically compliant bid was submitted, which was significantly over the approved budget of \$275,000. The procurement process was therefore cancelled.

### **Elevation Place Cooling Enhancement Project -Room 207, 208 & 214 (CAP 7291)**

Rooms 207 and 208 in Elevation Place were originally designed as meeting rooms; however, they are used for fitness programming (e.g. spin bikes/stretching and cardio room, respectively) due to the high community demand. The mechanical system was not designed to handle the heat output from these occupants and equipment given this unintended use. These rooms are on the second floor of EP and exposed to the afternoon sun, further heating the rooms. Room 214 (the weight room) is also warmer than ideal temperatures since it is located beneath the mechanical room and beside the aquatic centre. As a result, the concrete slab separating these spaces is heated and the heat radiates into the weight room. During the design of cooling enhancements for rooms 207, 208 and 214, the consultant suggested inclusion of room 209 in the project to economize construction costs and avoid the need for a future capital project to address cooling in that room.

The design for all four rooms was released for contractor pricing in May 2024, and no compliant bids were received. The procurement process was therefore cancelled.

Given the above, administration is recommending the close out of the Elevation Place Cooling Enhancement for Rooms 207, 208, and 214 (CAP 7291). This would return approximately \$231,000 to the General Municipal Capital Reserve, as an estimated \$35,000 has already been incurred on this project. An additional draw of \$235,000 from the Asset Replacement/Rehabilitation Reserve would then be required to enable the Civic Centre Cooling System Replacement (CAP 7227) to proceed.

### **ANALYSIS OF ALTERNATIVES**

#### **Civic Centre:**

Council could direct administration to continue using the domestic water-cooling system at the Civic Centre and discharge the water into the sanitary system. Although this would mitigate the risk of contaminating the domestic water system, this is not a long-term solution. It is an inefficient use of treated water and impractical if drought conditions persist. It is estimated that an average of seven cubic meters (7,000 L/day) of domestic water per day would be discarded when in use. As such, administration does not recommend this alternative.

**Elevation Place:**

Council could direct administration to bring one of the following options to Finance Committee for consideration in the upcoming budget deliberations. Funding implications for the options are described below, and do not consider the funding increase required for the Civic Centre cooling system. The options are listed in descending order of cost to implement:

1. Proceed with CAP 7291 and enhance cooling to all second story fitness rooms (207, 208, 209a/b, and 214), increasing the existing approved budget by \$150,000 to allow the project to be completed. This would require additional funding from reserves. This would have the most benefit to EP users, instructors and staff that utilize these spaces. It would address all known air exchange limitations and air-cooling needs as recommended by the design consultants.
2. Only enhance cooling in three fitness rooms currently used for aerobic activities (room 207, 208 and 214). This could be implemented by increasing the existing approved budget by \$50,000. This would require additional funding from reserves. This would have the second most benefit EP users, instructors and staff that utilize these spaces. It would address most of the known air exchange limitations and air-cooling needs as recommended by the design consultants by focusing the work on rooms with the most user complaints.
3. Only enhance cooling in two fitness rooms currently used for aerobic activities and are in most need (room 207 and 208). This could be accomplished within the existing approved budget. This would address only the most acutely impacted rooms and their occupants.
4. Install only the enhanced air exchange infrastructure to all second story fitness rooms (207, 208, 209a/b, and 214) not including the chiller to achieve some of the cooling requirements. This work would require less than the existing approved budget and with approximately \$125,000 being returned the to the General Municipal Capital Reserve. This option would address all air exchange limitations as recommended by the design consultants and subsequently would address some of the cooling requirements for the occupants. Exact amount of cooling improvements cannot be confirmed until after implementation. If temperatures are not reduced enough, then user comfort may still not be optimal (e.g. some portable fans may still be needed, fan noise etc.)
5. Install ductless air conditioners into rooms 207, 208 and 214. While this would decrease room temperatures, it will not improve the deficient airflow circulation. This work would require less than the existing approved budget with approximately \$175,000 being returned the to the General Municipal Capital Reserve. Users would likely feel the benefits of the cooled air produced by the ductless air conditioners, but since none of the air exchange recommendations made by the design consultants would be implemented, user comfort may still not be optimal (e.g. some portable fans may still be needed, fan noise, air quality etc.)

**FINANCIAL IMPACTS**

Approval of the recommendation will result in slight increases in electricity and natural gas utility costs at the Civic Centre.

Below is a summary of capital budget implications for the various options discussed above.

<b>Options</b>	<b>Civic Centre Cooling System Replacement (CAP 7227)</b>	<b>Elevation Place Cooling Enhancement Rooms 207, 208 and 214 (CAP 7291)</b>	<b>Total Budget</b>	<b>Budget Variance</b>
Status Quo - Council Approved Budgets	\$275,000	\$266,000	\$541,000	\$0
RFD Recommendation and CC Option 1	\$510,000	\$35,000*	\$541,000	\$4,000
EP Option 1	\$510,000	\$416,000	\$926,000	\$385,000
EP Option 2	\$510,000	\$316,000	\$826,000	\$285,000
EP Option 3	\$510,000	\$266,000	\$776,000	\$235,000
EP Option 4	\$510,000	\$141,000	\$651,000	\$110,000
EP Option 5	\$510,000	\$91,000	\$601,000	\$60,000

\*Note: Spent funds to date.

If one of the options requiring additional funding is pursued, these additional funds are recommended to come from the General Municipal Capital Reserve. The projected closing balance in the General Municipal Capital Reserve for 2024 is \$5.9 million.

**INTEREST HOLDER ENGAGEMENT**

EPCOR was engaged to initiate an extension from the province to replace the Civic Centre cooling system.

The proposed cancellation of enhancing Elevation Place cooling was discussed with Recreation Department representatives.

The design consultants for each project were also engaged to develop the design and support the development of bid packages for contractors, as well as review options for each project.

**ATTACHMENTS**

- 1) Capital Project Sheets for CAP 7227 and 7291
- 2) Alberta Environment Deadline Extension Terms and Conditions

**AUTHORIZATION**

Submitted by:	Amy Bernard Facilities Project Manager	Date: <u>June 10, 2024</u>
Approved by:	Chelsey Gibbons Manager of Finance	Date: <u>June 12, 2024</u>
Approved by:	Stephen Hanus Manager of Facilities	Date: <u>June 11, 2024</u>
Approved by:	Whitney Smithers GM of Municipal Infrastructure	Date: <u>June 12, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>June 20, 2024</u>



# Civic Centre Building Cooling System Replacement H4 Attachment 1

Project Summary

Project Number

7227

<b>Budget Year:</b>	2022
Department:	Facilities - Town Facilities
Questica Reference:	FAC-22-01

<b>Budget:</b>	\$275,000
Project Type:	Asset Replacement
Priority:	A

## Project Description:

Design, purchase and install a mechanical building cooling system to replace the current domestic water building cooling system at the Civic Centre.

Phase 1 Scope: Design a building cooling system for the Civic Centre to replace the existing system.

Phase 2 Scope: Tender and implement the designed building cooling system.

### Background:

When the Civic Centre was built in 2004 the design utilized domestic water (drinking water) to cool the building. This system required permission from the Province of Alberta to install and continues to require permission from the Province of Alberta to operate. Water is taken from the domestic water supply line, pumped through the building cooling system and then returned to the domestic supply line further down stream. The system relies on a chlorine monitoring system to ensure any contamination occurring to the water while in the system does not get passed into the domestic water system. This chlorine monitoring system requires daily checks by TOC Facilities staff and monthly by Epcor. The chlorine monitoring system was upgraded in 2020.

The Province has advised that the practice of using domestic water supply for cooling is no longer supported, and the system must be replaced.

END.

## Budget Funding:

	2022	2023	2024	2025	2026	2027	Total
Asset Rehab - Replacement	\$275,000	0	0	0	0	0	\$275,000
<b>Total</b>	<b>\$275,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$275,000</b>

## Operating Budget Impact:

Energy and service costs will be required.

END.

**Project Rationale:**

On April 21, 2021 The Town of Canmore received notice from Epcor that the Province of Alberta will no longer support the existing domestic water cooling system at the Canmore Civic Centre, and has ordered that the existing system be decommissioned by June 1, 2023.

This will be a two part project:

1. The first phase will be to acquire a Heating, Ventilation, Air Conditioning (HVAC) Consultant to analyze cooling requirements for the building and make replacement recommendations. There is no physical space in the building for a mechanical cooling system so the new system will most likely need to be mounted on the roof above the exiting mechanical room. This will require an engineered roof structure assessment as well once the replacement cooling system is chosen.
2. The second phase will be to purchase and install the recommended cooling system.

END.

**Options Considered:**

This project is required, so options are limited to what kind of system to implement. Air source pumps are the preferred option as opposed to traditional air conditioning systems since they are significantly less energy intensive and more in alignment with sustainable building design.

END.



# EP - Rm 207/208/214 Cooling Enhancements

H4 Attachment 1

Project Summary

Project Number

7291

<b>Budget Year:</b>	2023	<b>Budget:</b>	\$266,000
Department:	Facilities - Elevation Place	Project Type:	New Equipment
Questica Reference:	FAC-21-03	Priority:	B

## Project Description:

**Scope Statement:**  
 Enhance the cooling infrastructure needed for rooms 207/208/214 in Elevation Place.  
 -Design in 2023  
 -Construction in 2024

**Background:**  
 -Rooms 207 & 208 were originally designed as meeting rooms. However, they have not been used for this purpose since time of building opening in 2013. Instead, they have been used for fitness programming due to the high community demand. The mechanical system was not designed to handle the heat output from its occupants and equipment. In addition, these rooms are on the second floor and exposed to the afternoon sun, so these rooms have a natural tendency to warm up during the day regardless of the use of space.  
 -Room 214 (Weight Room) has not stayed cool enough for comfortably working out since opening in 2013, resulting in many complaints from patrons. The room is located directly under the mechanical room where all the water and air for the facility is heated. As a result, the concrete slab separating the two floors at this location is heated and the heat radiates into the room.

The existing cooling system uses an innovative and sustainable ground water source cooling system. Ideally, this system will be expanded to accommodate extra cooling to these rooms.

END.

## Budget Funding:

	2023	2024	2025	2026	2027	2028	Total
General Capital Reserve	\$266,000	0	0	0	0	0	\$266,000
<b>Total</b>	<b>\$266,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$266,000</b>

## Operating Budget Impact:

Slightly higher electricity consumption would occur from an expanded cooling system, along with slightly increased maintenance requirements.  
 Possibly enhanced user experience may translate into additional revenue from higher usership.

END.

**Project Rationale:**

Room 214 was designed as a fitness room relying on large amounts of air movement to provide adequate cooling. This design only works if there is only a few people in the space. This fitness room is often full throughout the day. No cooling was designed or installed in this room. The room gains heat from the boiler room located directly above.

The other two fitness rooms in Elevation Place (Cardio Room #208; and Stationary Bikes and Stretching Room #207) were originally intended to be used as meeting rooms. The mechanical systems were designed accordingly with air exchange and cooling capabilities. Due to the success of the facility, the demand for additional fitness spaces was needed immediately upon opening in 2013, and thus these rooms were outfitted with cardio and stretching equipment. The mechanical systems were not designed to air exchange and cool the volume of air required for intensive cardio exercise and large numbers of cardio equipment. As such, the space is often too hot, particularly in the summer. Being located on the second floor with significant sun exposure adds to the overheating challenges. All operational solutions to maximize the cooling capabilities of the existing mechanical system have been implemented, with minimal improvements. The only option now is to design and implement enhanced capabilities to the existing mechanical system.

END.

**Options Considered:**

Council has the option to:

- 1) Cancel this project. (Not recommended)
- 2) Delay this project. (Not recommended since this has been a known issue since 2013 and has already been differed to this point. Hotter summers are becoming more common as well).

END.

## **TERMS AND CONDITIONS ATTACHED TO APPROVAL**

### **RETURN COOLING WATER**

3.1.14 The approval holder shall stop the addition of cooling water used in the approval holder's Civic Centre to water in the water distribution system by:

- (a) December 1, 2024; or
- (b) by another date authorized in writing by the Director.

3.1.15 The approval holder shall provide to the Director in the approval holder's Annual Report:

- (a) the updated plan; and
- (b) the work that has been done

to stop the addition of cooling water to water distributed in the approval holder's water distribution system, until this addition has been stopped.



# Request for Decision

**DATE OF MEETING:** July 2, 2024 **Agenda #: H 5**

**TO:** Council

**SUBJECT:** CPKC Rail Crossing Replacement at Railway Avenue North

**SUBMITTED BY:** Trevor Reeder, Engineering Project Manager

**RECOMMENDATION:** That Council approve a new 2024 capital project for the CPKC Rail Crossing Replacement at Railway Avenue North / 17<sup>th</sup> Street and at the 10<sup>th</sup> Street pedestrian rail crossing for \$520,000 to be funded from the Asset Replacement/Rehabilitation Reserve.

## EXECUTIVE SUMMARY

CPKC Rail (formerly Canadian Pacific Rail) has provided short notice on the need for a full replacement of the railway crossing at the north end of Railway Avenue. Work will take place this year, necessitating a mid-year budget approval. CPKC has also indicated that the pedestrian rail crossing at 10<sup>th</sup> Street (behind Save-On) needs to be replaced due to ongoing maintenance issues. This work may proceed this year but is dependent on CPKC progress and schedule availability.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

On December 20, 2022 Council approved the 2023-2024 Capital Budget as presented. On December 5, 2023 Council approved the 2024 Capital Budget Amendments. At that time, administration was not aware of the need for the crossing replacement to occur in 2024.

## DISCUSSION

Railway crossings are constructed for vehicle and pedestrian access at a number of locations in the community. For each of these crossings a Crossing Agreement is in place between the Town (Road Authority) and CPKC Rail (Rail Authority) specifying responsibilities of the respective parties for maintenance, repair and replacement. These agreements are regulated by Transport Canada and the Canadian Transportation Agency and typically require the Road Authority to bear costs for crossing maintenance, rehabilitation, and replacement.

On May 9, 2024 the Rail Authority informed Administration that the full crossing surface at Railway Ave North and 17<sup>th</sup> Street was scheduled for reconstruction on or about August 27, 2024. Work includes complete replacement of the rail and ties, ballast gravels, crossing surface and asphalt approaches for all vehicle lanes as well as pedestrian and active crossings for both the main rail line and abandoned siding.

CPKC also intends to replace the 10<sup>th</sup> Street (behind Save-On) pedestrian rail crossing due to ongoing safety and maintenance issues. This work may be completed sequentially with the Railway Ave North crossing if CPKC crew progress and schedule allows. If this work is not completed this year it will be completed in 2025.

Railway crossings and crossing agreements are regulated by Transport Canada and the Canadian Transportation Agency. These agreements are filed with the Canadian Transportation Agency for each crossing in the country, and outline responsibilities for costs of maintenance, repair, and replacement. The Town's agreements with the Rail Authority require the Town to fund crossing maintenance and replacement costs. This is standard practice for the majority of at grade crossings in the country. After the short-notice work completed in 2023, CPKC indicated the intent was to provide notice at least by December of the year prior to the work being undertaken.

On May 9, 2024 the Town was informed of the need for this work incidentally in response to a question about the Town remediating potholes within the rail right of way. The Town requested that the work be considered for later in the fall of 2024 but the Rail Authority has informed Administration that the schedule is non-negotiable and dependent on railway crew availability and progress on other work. The Rail Authority identified lifecycle deterioration of the rail crossing as the root cause of replacement.

Additionally, since December of 2023 Administration has notified CPKC of persistent maintenance issues with the 10th Street pedestrian crossing which pose safety concerns for pedestrian and cycle traffic. CPKC has completed a number of temporary repairs at this location since that time. Administration requested that CPKC consider completing permanent repairs sequentially with the work at Railway Avenue North. CPKC has advised that this can be added to the work plan pending progress and schedule of other priority work.

Budget approvals are required in advance of expenditures. The Rail Authority has provided a cost estimate and the Town has applied contingencies to that estimate to account for known possible cost escalation. The costs are associated with commitments made in an agreement as required in regulation by Transport Canada and the Canadian Transportation Agency.

#### **ANALYSIS OF ALTERNATIVES**

The Rail Authority has provided Administration with an estimate and general overview of the scope of work. The Town has no input into the methods of maintenance and rehabilitation activities. The timing of the project and extent of work have been discussed between the Town and Rail Authority, however the Rail Authority determines the schedule for this work.

#### **FINANCIAL IMPACTS**

The project budget of \$520,000 is proposed to be funded by the Asset Replacement/Rehabilitation Reserve which has a projected 2024 ending balance of \$6.8 million. The budget has been determined based on Rail Authority provided estimate of \$395,000 plus a Town applied 10% contingency for the crossing at Railway Avenue North and a Town estimate (based on CPKC pricing) of \$85,000 including a 10% contingency for the pedestrian and bike crossing at 10<sup>th</sup> Street. Administration will monitor the work for the purpose of confirming the work was completed as planned, and to monitor the time, materials and equipment used for the purpose of invoice review for due diligence using staff resources and/or consultant support.

#### **INTEREST HOLDER ENGAGEMENT**

None.

**ATTACHMENTS**

- 1) ENG-24-09 - CPKC Railway Ave North summary sheet
- 2) CPKC Rail estimate with Town budgetary markups

**AUTHORIZATION**

Submitted by:	Trevor Reeder Engineering Project Manager	Date:	<u>June 5, 2024</u>
Approved by:	Andy Esarte Manager of Engineering	Date:	<u>June 6, 2024</u>
Approved by:	Chelsey Gibbons Finance Manager	Date:	<u>June 11, 2024</u>
Approved by:	Whitney Smithers GM of Municipal Infrastructure	Date:	<u>June 11, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>June 19, 2024</u>



# CPKC Rail Crossing Replacement at Railway Ave North

Project Summary

Project Number

<b>Budget Year:</b>	2024	<b>Budget:</b>	\$520,000
Department:	Engineering	Project Type:	Asset Replacement
Questica Reference:	ENG-24-09	Priority:	A

## Project Description:

Railway crossings are constructed for vehicle and pedestrian access at a number of locations in the community. For each of these crossings a Crossing Agreement is in place between the Town (Road Authority) and CPKC Rail (formerly CP Rail, the Rail Authority) specifying responsibilities of the respective parties for maintenance, repair and replacement. These agreements are regulated by Transport Canada and the Canadian Transportation Agency and typically require the Road Authority to bear costs for crossing maintenance, rehabilitation, and replacement.

CPKC Rail has provided short notice for the need for a full replacement of the railway crossing at the north end of Railway Avenue. Work will take place this year, necessitating a mid-year budget approval. CPKC has also indicated that the pedestrian rail crossing at 10th Street (behind Save-On) needs to be replaced due to ongoing maintenance issues, that work may proceed this year but is dependent on CPKC progress and schedule availability.

**Budget:**

- \$ 395,000 Railway Avenue North Crossing
- \$ 85,000 10th Street Pedestrian Crossing
- \$ 40,000 contingency

\$ 520,000 total

END

## Budget Funding:

	2024	2025	2026	2027	2028	2029	Total
Asset Rehab - Replacement	\$520,000	0	0	0	0	0	\$520,000
<b>Total</b>	<b>\$520,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$520,000</b>

## Operating Budget Impact:

n/a



# CPKC Rail Crossing Replacement at Railway Ave North

Project Summary

Project Number

## Project Rationale:

The Rail Authority has provided Administration with an estimate and general overview of the scope of work, the Town has no input into the methods of maintenance and rehabilitation activities. The timing of the project and extent of work have been discussed between the Town and Rail Authority, however the Rail Authority has determined 2024 as the only option for the work at Railway Avenue North to occur. This work will be managed and executed by CPKC Rail.

END

## Options Considered:

n/a

Road Crossing Renewal Estimate: LAGG - MP 67.9 - Railway Rd Xing		2024
This Cost Estimate UNIT COST is in CAD \$		
CP BUDGET RESPONSIBLE:	Luke Harding	DIRECTOR
CP EXECUTING RESPONSIBLE:	Matt Hope	ROADMASTER
ROAD WIDTH:	90	LIN FT
CONCRETE REQUIRED:	108	LIN FT
TRACK PANEL LENGTH:	200	LIN FT
S&C REQUIRED:	Y	Y/N
CROSSING RAIL WEIGHT:	136	LBS (115 or 136)
BOARD ORDER:		
COST APPORTIONMENT:	0%	CP
	100%	Town of Canmore; ORDER NO. 1996-R-444

LABOUR						
HOURS/DAY	DAYS	CREW SIZE	DESCRIPTION	UNIT COST	TOTAL COST	
11.43	5	11	Utility Crew	\$ 56.00	\$ 35,204.40	
11.43	3	3	Surfacing Labour	\$ 56.00	\$ 5,760.72	
8.00	2	1	S&C Labour	\$ 56.00	\$ 896.00	
11.43	3	8	Welders	\$ 56.00	\$ 15,361.92	
				\$ -	\$ -	
				\$ -	\$ -	
<b>LABOUR TOTAL COST</b>					<b>\$</b>	<b>57,223.04</b>

MATERIAL						
MATERIAL TO BE DELIVERED TO:						
GROUPING	MATERIAL	QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
	Other Materials needed (please be specific)				\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
	901203034		LB	OTM,MISC,SCRAP	\$ 0.08	\$ -
	982201301		FT	RAIL,SCRAP,ALL	\$ 4.03	\$ -
<b>MATERIAL TOTAL COST</b>					<b>\$</b>	<b>177,206.01</b>

3rd PARTY RENTAL EQUIPMENT				
DAYS	DESCRIPTION	DAILY RATE	TOTAL COST	
	Equipment Rentals	\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
<b>EQUIPMENT TOTAL COST</b>			<b>\$</b>	<b>-</b>

CONTRACTOR COSTS						
HOURS	DAYS	UNIT	DESCRIPTION (Please be specific)	UNIT COST	TOTAL COST	
	6	Day	Excavator	\$ 5,000.00	\$ 30,000.00	
	4	Day	Loader	\$ 5,000.00	\$ 20,000.00	
	1	Day	Paving	\$ 45,000.00	\$ 45,000.00	
	3	Day	Road Closure	\$ 10,000.00	\$ 30,000.00	
				\$ -	\$ -	
				\$ -	\$ -	
				\$ -	\$ -	
<b>CONTRACTOR TOTAL COST</b>					<b>\$</b>	<b>125,000.00</b>

OTHER COSTS		
DESCRIPTION (please be specific)	UNIT COST	TOTAL COST
Contingency	10.00%	\$ 35,942.90
	\$ -	\$ -
	\$ -	\$ -
<b>OTHER TOTAL COST</b>		<b>\$ 35,942.90</b>
<b>TOTAL PURCHASED SERVICES COST</b>		<b>\$ 160,942.90</b>
<b>TOTAL SPEND</b>		<b>\$ 395,371.95</b>
Recoveries		\$ 395,371.95

<b>Notes:</b>	\$ 39,628.05	ToC 10% contingency
Utility crew = 8 men	\$ 435,000.00	Railway Ave North TOTAL
Surfacing = 3 men, 2.5 hrs for 80' panel	\$ 85,000.00	10th Street Ped Crossing TOTAL
Welders = 2 men, 2 hours/thermite	\$ 520,000.00	Grand Total Budget Request
Complete renewals planned as 80ft panels unless otherwise noted, please provide crossing length for plank qty		
This Cost Estimate UNIT COST is in CAD \$		
CTA overheads are applied at a rate of 63% to labour, 18% to materials, 3% to equipment and 20% to contractor costs		



# Request for Decision

**DATE OF MEETING:** July 2, 2024 **Agenda #: H 6**

**TO:** Council

**SUBJECT:** Appointment of Clerk to the Subdivision and Development Appeal Board

**SUBMITTED BY:** Cheryl Hyde, Manager, Municipal Clerk's Office

**RECOMMENDATION:** That Council appoint Ben Stiver as clerk to the Subdivision and Development Appeal Board for term to end upon expiry of training certification.

## EXECUTIVE SUMMARY

This report provides a recommendation that Council appoint Ben Stiver, Municipal Clerk, as a clerk to the Subdivision and Development Appeal Board (SDAB).

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

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

In April 2023, Council appointed three employees of the municipal clerk's office, Cheryl Hyde, Sara Jones, and Allyssa Rygersberg as clerks to the SDAB. Ms. Rygersberg's tenure with the Town of Canmore concluded in June 2023.

## DISCUSSION

Mr. Stiver completed the required training program in June 2024 and certification is due for renewal as of June 2027.

## ANALYSIS OF ALTERNATIVES

None.

## FINANCIAL IMPACTS

None.

## INTEREST HOLDER ENGAGEMENT

None.

## ATTACHMENTS

None.

**AUTHORIZATION**

Approved by: Cheryl Hyde  
Manager, Municipal Clerk's Office                      Date June 14, 2024

Approved by: Therese Rogers  
General Manager of Corporate Services                      Date: June 17, 2024

Approved by: Sally Caudill  
Chief Administrative Officer                      Date June 19, 2024