

**TOWN OF CANMORE**

**AGENDA**

Regular Meeting of Council

Council Chamber at the Civic Centre, 902 – 7 Avenue

**Tuesday, September 3, 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 September 3, 2024 Regular Meeting of Council
- 9:05 – 9:35      **B. PUBLIC HEARINGS**
1. **Town of Canmore Municipal Development Plan Amendment 2024-07 – Discouraging Employee Housing in Industrial Areas and Revised Land Use Bylaw Amendment 2024-08 – Removal of Employee Housing from Industrial Districts**
    - (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
- C. DELEGATIONS – none**
- D. APPROVAL OF MINUTES – none**
- E. BUSINESS ARISING FROM THE MINUTES – none**
- F. UNFINISHED BUSINESS – none**
- 9:35 – 10:05      **G. BYLAW APPROVAL**
1. **Town of Canmore Municipal Development Plan Amendment 2024-07 – Discouraging Employee Housing in Industrial Areas and Revised Land Use Bylaw Amendment 2024-08 – Removal of Employee Housing from Industrial Districts**

Recommendation:

    - 1) That Council give second reading to the Town of Canmore Municipal Development Plan Amendment 2024-07 – Discouraging Employee Housing in Industrial Areas.
    - 2) That Council give third reading to the Town of Canmore Municipal Development Plan Amendment 2024-07 – Discouraging Employee Housing in Industrial Areas.
    - 3) That Council give second reading to Revised Land Use Bylaw Amendment 2024-08 – Removal of Employee Housing from Industrial Districts.
    - 4) That Council amend Revised Land Use Bylaw Amendment 2024-08 by adding the following section after section 20 and renumbering subsequent sections accordingly: “21 Section 5.4.6.6 is repealed.”

- 5) That Council give third reading to Land Use Bylaw Amendment 2024-08 – Removal of Employee Housing from Industrial Districts.
- 10:05 – 10:25      **2. Committee Eligibility and Code of Conduct Bylaw 2024-21**  
 Recommendation:  
 1) That Council give first reading to Committee Eligibility and Code of Conduct Bylaw 2024-21.  
 2) That Council give second reading to Committee Eligibility and Code of Conduct Bylaw 2024-21.  
 3) That Council give leave to go to third reading of Committee Eligibility and Code of Conduct Bylaw 2024-21.  
 4) That Council give third reading to Committee Eligibility and Code of Conduct Bylaw 2024-21.
- 10:25 – 10:40      **Meeting Break**
- 10:40 – 11:10      **H. NEW BUSINESS**  
**1. Teepee Town Road Right of Way Pilot Project**  
 Recommendation: That Council approve an exception to Land Transactions Policy EX-007 for the purpose of advancing the Teepee Town Road Right of Way Pilot Project.
- 11:10 – 11:25      **G. BYLAW APPROVAL – continued**  
**3. Road Closure Bylaw 2024-17, Portion of Plan 1095F**  
 Recommendation: That Council give first reading to Bylaw 2024-17 and schedule a public hearing for October 1, 2024.
- 11:25 – 11:35      **H. NEW BUSINESS – continued**  
**2. Collection Vehicle Budget Increases**  
 Recommendation:  
 1) That Council approve a revised budget for capital project 3 Tonne Collection Vehicle Replacement (CAP 7197) from \$300,000 to \$320,000 with the additional \$20,000 funded by \$16,000 from the Solid Waste Collection Reserve and \$4,000 from the Solid Waste Recycling Reserve.  
 2) That Council approve a revised budget for capital project 3 Tonne Collection Vehicle Replacement (CAP 7253) from \$300,000 to \$355,000 with the additional \$55,000 funded by \$27,500 from the Solid Waste Collection Reserve and \$27,500 from the Solid Waste Recycling Reserve.  
 3) That Council approve a revised budget for capital project 1 Tonne Collection Vehicle Replacement (CAP 7254) from \$250,000 to \$280,000 with the additional \$30,000 funded by \$12,000 from the Solid Waste Collection Reserve and \$18,000 from the Solid Waste Recycling Reserve.
- 11:35 – 11:45      **3. Waste Long Haul Contract**  
 Recommendation: That Council approve the signing of a new multiyear contract with the Town of Banff for the hauling of municipal solid waste to landfill.
- 11:45 – 12:05      **4. FRIAA Grant Application – Community Fireguard Phase 2: Construction**  
 Recommendation: That Council approve the submission of a Request for Proposals in the FRIAA Community Fireguard Program, for Phase 2: Construction.

12:05 – 12:20

**5. FRIAA Grant Application – FireSmart Projects**

Recommendation:

- 1) That Council approve the submission of an Expression of Interest for the 2024 Forest Resource Improvement Association of Alberta grant for Vegetation Management/Fuel Modification project.
- 2) That Council approve the submission in response to the FireSmart Request for Proposal for the 2024 Forest Resource Improvement Association of Alberta grant for a municipal document FireSmart review project.
- 3) That Council approve the submission in response to the FireSmart Request for Proposal for the 2024 Forest Resource Improvement Association of Alberta grant for an interagency wildfire exercise.

**I. REPORTS FROM ADMINISTRATION – none**

**J. NOTICES OF MOTION – none**

**K. CLOSED SESSION – none**

12:20

**L. ADJOURNMENT**



# Request for Decision

**DATE OF MEETING:** September 3, 2024 **Agenda #: G 1**

**TO:** Council

**SUBJECT:** Town of Canmore Municipal Development Plan Amendment 2024-07 – Discouraging Employee Housing in Industrial Areas and Revised Land Use Bylaw Amendment 2024-08 – Removal of Employee Housing from Industrial Districts

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

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

That Council give third reading to the Town of Canmore Municipal Development Plan Amendment 2024-07 – Discouraging Employee Housing in Industrial Areas.

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

That Council amend Revised Land Use Bylaw Amendment 2024-08 by adding the following section after section 20 and renumbering subsequent sections accordingly: “21 Section 5.4.6.6 is repealed.”

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

## EXECUTIVE SUMMARY

Town of Canmore Municipal Development Plan Amendment 2024-07 and Revised Land Use Bylaw Amendment 2024-08 both received first reading on July 2, 2024 and are the subject of a public hearing on September 3, 2024.

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

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. 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 Dwelling Unit in Section 5.1 – Transition Industrial District (TID) to better account for the recommendations listed within the Wellhead Protection Area for Water Supply Wells PW1A and PW2. Restrictions on Dwelling Units have also been added to the Transition Industrial District.

After first reading of Bylaw 2024-08, an administrative error was discovered in the bylaw – a section that needs to be repealed from the Land Use Bylaw was omitted from the amending bylaw. Accordingly, after second reading, it is recommended that Council put forward and approve the following motion:

*That Council amend Revised Land Use Bylaw Amendment Bylaw 2024-08 by adding the following section after section 20 and renumbering subsequent sections accordingly:*

21 Section 5.4.6.6 is repealed.

It was also determined that the redline version of the bylaw attached to the report erroneously inserted (and struck through) a section of the bylaw. Section 5.4.6.1 as shown in the redline is not a section in the SB district and was mistakenly included in the preparation of the redline document. As this does not affect the amending bylaw, a Council motion is not required on this item.

**ATTACHMENTS**

- 1) RFD from the July 2, 2024 Regular Meeting of Council
- 2) Town of Canmore Municipal Development Plan Bylaw Amendment 2024-07 – Discouraging Employee Housing in Industrial Areas
- 3) Revised Land Use Bylaw Amendment 2024-08 – Removal of Employee Housing from Industrial Districts

**AUTHORIZATION**

Submitted by:	Nathan Grivell Senior Development Planner	Date: <u>July 31, 2024</u>
Approved by:	Harry Shnider Manager of Planning and Development	Date: <u>July 31, 2024</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>August 12, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>August 26, 2024</u>



# 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.

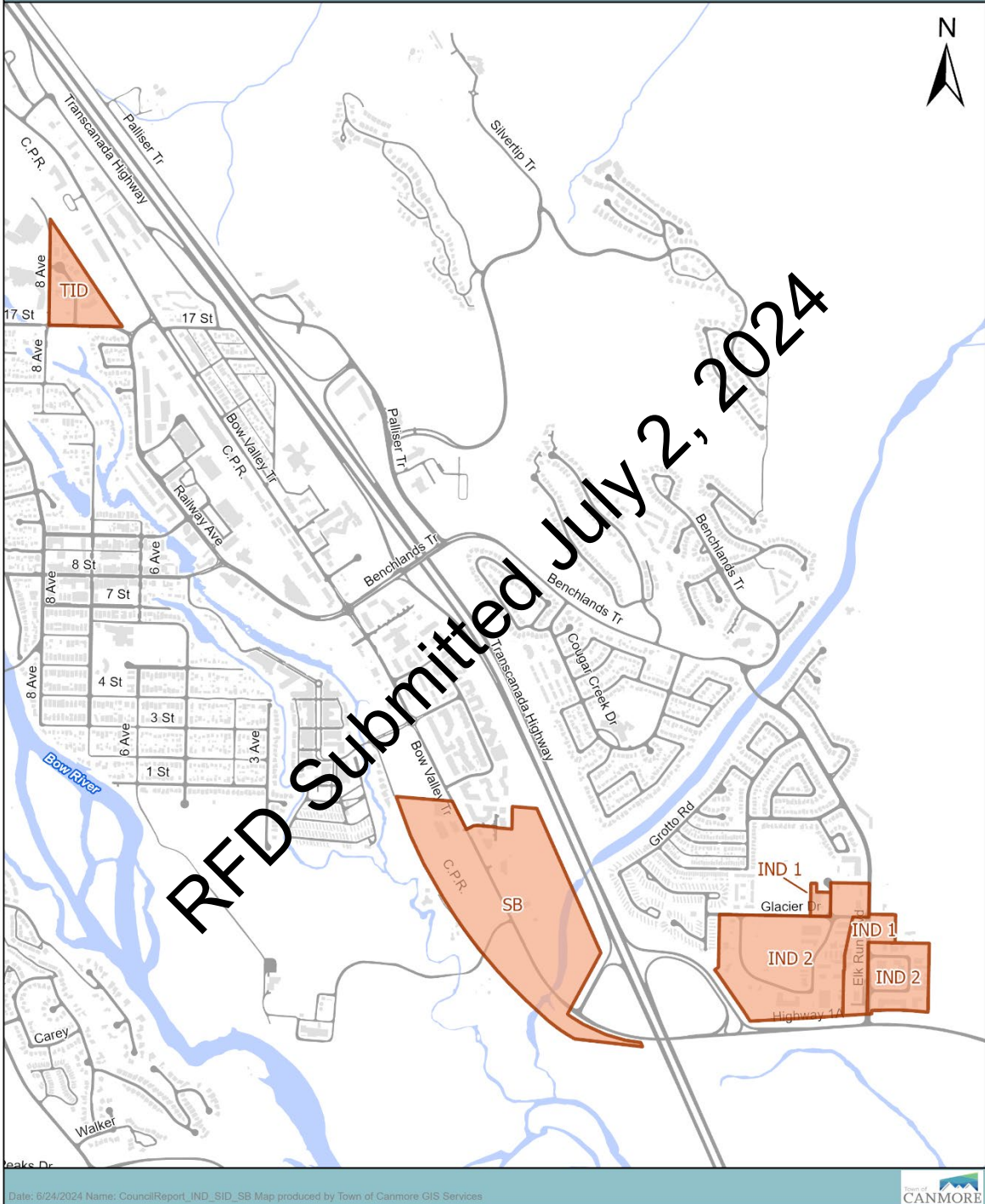
The proposed changes are shown in redline in Attachment 3.

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.

RED Submitted JULY 2, 2024

Figure 1



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>

RFD Submitted July 2, 2024



## 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

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 12.1.1 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

RFD Submitted July 2, 2024





## 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 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>
- 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

RFD Submitted July 2, 2024

## 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 Silverthorn 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 use 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 P.A.H.

- 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:
- Residential uses are limited to housing for employees,
  - Impacts from industrial uses are sufficiently small to make residential uses appropriate,
  - Residential uses will not displace or inhibit the operation of existing or future industrial uses, and
  - 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.

RFD Submitted July 2, 2024

## 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.~~

RFD Submitted July 2, 2024

## 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.~~

RFD Submitted July 2, 2024

## 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 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.



## 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

---

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: July 2, 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 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 is 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.”

21 Section 5.4.6.6 is repealed.

**ENACTMENT/TRANSITION**

22 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.

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

FIRST READING: July 2, 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



# Request for Decision

**DATE OF MEETING:** September 3, 2024 **Agenda #: G 2**

**TO:** Council

**SUBJECT:** Committee Eligibility and Code of Conduct Bylaw 2024-21

**SUBMITTED BY:** Sara Jones, Executive Assistant

**RECOMMENDATION:** That Council give first reading to Committee Eligibility and Code of Conduct Bylaw 2024-21.

That Council give second reading to Committee Eligibility and Code of Conduct Bylaw 2024-21.

That Council give leave to go to third reading of Committee Eligibility and Code of Conduct Bylaw 2024-21.

That Council give third reading to Committee Eligibility and Code of Conduct Bylaw 2024-21.

## EXECUTIVE SUMMARY

Council members are expected to follow the Code of Conduct Bylaw, which addresses matters of conduct for elected officials not already addressed in the Municipal Government Act or the Local Authorities Election Act. Until now, we have not provided clear conduct expectations for public members appointed to Town advisory boards, committees, commissions, and task forces (in this report, the term ‘committee’ is used to refer to all these entities). It is important that public members understand their role and what is expected of them when representing the Town of Canmore on a committee.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

At the October 24, 2023 annual organizational meeting Council unanimously passed Motion 254-2023:

That Council direct administration to bring a Code of Conduct for Council Appointees to Council for consideration.

## DISCUSSION

Every October, Council appoints members of the public to various committees at their annual organizational meeting. Committee membership criteria is set out in individual terms of reference/bylaws. The proposed Committee Procedures Bylaw provides further clarification of public member roles and outlines the Town’s expectations regarding their conduct and behaviour when on a committee, which is to be consistent with the principles of transparent and accountable government. This bylaw also provides a formal complaint process should the behaviour of a public member be in contravention of the policy, allowing for consistent and transparent decision making.



To date, we have not had anything that provides guidance on who cannot be appointed to a committee. This bylaw sets out the criteria for who is ineligible for consideration for appointment to a committee. Having this bylaw in place provides Council clear eligibility criteria to assist in their decision making.

A review of policies and other guiding documents from other communities was completed as part of this work. These communities include Spruce Grove, Airdrie, and Edmonton. The bylaw before Council today is based largely off the bylaw found in Spruce Grove.

Currently, all council committees are established by separate bylaws. Administration would like to eventually expand this bylaw to include the establishment of all our council committees into one bylaw, with each committee terms of reference attached (and more easily updateable). As time permits, the Manager of the Municipal Clerks office will bring an amendment to a future business meeting that expands this bylaw.

**ANALYSIS OF ALTERNATIVES**

None.

**FINANCIAL IMPACTS**

None.

**INTEREST HOLDER ENGAGEMENT**

None.

**ATTACHMENTS**

- 1) Committee Eligibility and Code of Conduct Bylaw 2024-21

**AUTHORIZATION**

Submitted by: Sara Jones  
Executive Assistant Date: July 2, 2024

Approved by: Sally Caudill  
Chief Administrative Officer Date: August 26, 2024



## BYLAW 2024-21

### A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING COMMITTEE ELIGIBILITY AND CODE OF CONDUCT

---

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 Committee Eligibility and Code of Conduct Bylaw 2024-21.

#### INTERPRETATION

- 2 In this bylaw:
  - a) “Conflict of Interest” means a circumstance where
    - (i) a matter could affect a private interest of the public member or an employer of the public member, or
    - (ii) the public member knows or should know that the matter could affect a private interest of the public member’s family;
    - (iii) a matter could appear to affect a public member’s objectivity, judgment, or ability to act in the best interests of the Council Committee or the community.
  - b) “Confidential Information” means information that a public member has a legal duty not to disclose.
  - c) “Council Committee” means council committee as defined in section 1(1)(f) of the Municipal Government Act, as amended;
  - d) “Pecuniary Interest” means pecuniary interest as defined in section 170 of the *Municipal Government Act*, as amended;

#### PURPOSE

- 3 This bylaw establishes a standard of conduct and actions for persons appointed by Council as public members of Council Committees and is intended to promote transparent and accountable government.

#### ELIGIBILITY

- 4 To be eligible for public membership on a Council Committee, a person must
  - a) be a resident of Canmore,
  - b) be at least eighteen years of age,

- c) be free of any perceived or real Pecuniary Interest or Conflict of Interest with respect to the objectives, decisions, or operations of the committee,
  - d) have no known history of unethical behaviour, malpractice, or violations of professional standards,
  - e) not be in arrears with taxes, utilities, or any other financial commitment to the Town, and
  - f) have no current or outstanding violation tickets or other unresolved enforcement matters.
- 5 A public member is not eligible for continuing a term on the Council Committee and/or for reapplying for the next subsequent term on that committee if the public member
- a) fails to attend three consecutive meetings of the committee, unless that absence is caused through illness or is authorized in advance by resolution of the committee; or
  - b) ceases to meet the eligibility requirements set out in this bylaw.

#### **ADHERENCE TO GOVERNING DOCUMENTS**

- 6 Public members must uphold the law established by the Parliament of Canada and the Legislature of Alberta and all municipal bylaws, policies, and procedures.

#### **RESPECTFUL INTERACTIONS**

- 7 While serving on a Council Committee, public members must
- a) recognize that the function of a Council Committee is, at all times, service to their community and the public,
  - b) act honestly and in good faith while promoting the public interest and advancing the mandate of the Council Committee to which they are appointed,
  - c) exercise their duties in an impartial manner while making objective decisions, rather than subjective decisions based on bias or prejudice,
  - d) perform their functions and duties in a conscientious and diligent manner with integrity, accountability, and transparency,
  - e) treat fellow public members, members of council, members of administration, and the public with respect and courtesy,
  - f) act in a diligent manner including preparing for, attending, and making an earnest effort to actively participate in meetings,
  - g) conduct themselves in a professional and transparent manner and refrain from engaging in conduct that is disruptive to the meeting,

- h) treat each other fairly, recognizing and valuing the diversity among public members, and
- i) communicate and work with fellow public members in an open and honest manner, while promoting a spirit of cooperation by listening to and respecting those opinions that may differ.

### **CONFIDENTIAL INFORMATION**

- 8 Public members must collect, use, retain, and disclose Confidential Information only for purposes consistent with the use for which it was collected.
- 9 Public members must protect Confidential Information from disclosure and take reasonable care to prevent access to Confidential Information by unauthorized persons, including prevention of the overhearing of electronic meeting attendance.
- 10 Any physical records containing Confidential Information that are provided to public members must be returned to the administrative member assigned to the Council Committee when they are no longer required.
- 11 Public members must not use Confidential Information with the intent to cause harm or detriment to the Town, members of Council, or any other person or body.
- 12 Public members must not take personal advantage of, or use for their own benefit, corporate or financial opportunities learned about through access to Confidential Information.

### **PECUNIARY INTEREST AND CONFLICT OF INTEREST**

- 13 When a public member believes they have a Pecuniary Interest, in a matter before the committee, the public member may disclose the general nature of the interest prior to or during any discussion of the matter.
- 14 When a public member believes they have a Conflict of Interest or perceived Conflict of Interest in a matter before the committee, the public member may disclose the general nature of the interest prior to or during any discussion of the matter.
- 15 If a public member discloses a Pecuniary Interest, Conflict of Interest, or perceived Conflict of Interest, the public member must, if present, leave the room in which the meeting is being held until discussion and voting on the matter are concluded.
- 16 The disclosure of a public member's Pecuniary Interest, Conflict of Interest, or perceived Conflict of Interest and their abstention must be recorded in the minutes of the meeting.
- 17 Any public member who is aware of a Pecuniary Interest, Conflict of Interest, or perceived Conflict of Interest on the part of a fellow public member who has not disclosed the interest must follow the complaint process as set out in this bylaw.

- 18 Public members must not accept or provide any gift, benefit, or favour in exchange for special consideration or influence, or where it may be perceived by a reasonable person to be in exchange for special consideration or influence.
- 19 Gifts of protocol items that have significance or historical value received on behalf of the Town are the property of the Town and not the public member who accepted the item.

#### **COMMUNICATING ON BEHALF OF THE TOWN OR COUNCIL COMMITTEE**

- 20 Public members must not communicate to the media on behalf of the Town or Council Committee.
- 21 All official information and recommendations from a Council Committee will be reported to Council by the member of Council or member of administration appointed to the Council Committee.
- 22 Any decisions of Council based on a Council Committee's recommendations will be communicated to the public and media on behalf of Council by the mayor or designee or by the Town's Communication's department.
- 23 If posting on social media regarding a Council Committee or Town-related matters, public members must state clearly that they are speaking for themselves and not on behalf of a Council Committee or the Town.

#### **USE OF MUNICIPAL ASSETS AND RESOURCES**

- 24 Public members must not use any Town resources, property, equipment, services, technology, information, or supplies to advance their personal interests or the interests of any person or organization with whom or with which they are associated.
- 25 Public members must only use Town resources, property, equipment, technology, supplies, and records in performance of their duties as a public member.
- 26 Public members must return any Town resources, property, equipment, technology, and supplies to the Town upon completion of their term.

#### **COMPLAINTS PROCESS**

- 27 Any public member, member of Council, member of administration, or person who has witnessed or identified conduct by a public member that they reasonably believe, in good faith, is in contravention of this bylaw may address the contravention by any or a combination of:
  - a) advising the public member that their conduct violates this policy and by encouraging the public member to correct their conduct; or
  - b) requesting that the member of administration appointed to the Council Committee facilitate an informal discussion with the public member regarding the alleged contravention to resolve the issue; or

- c) submitting, in writing, a complaint to the mayor that sets out the facts giving rise to the complaint.

28 If a complaint is received in accordance with section 27(c),

- a) the mayor may assess the complaint or appoint an independent third-party investigator to assess the complaint and make a recommendation to Council;
- b) Council shall consider any alleged contraventions or the conclusions of an investigation in a meeting closed to the public.

29 If Council determines a public member has contravened this bylaw, Council may impose one or more of the following sanctions:

- a) a letter of reprimand from Council to the public member who contravened this bylaw,
- b) require the public member who contravened this bylaw to issue a letter of apology; or
- c) suspend or remove the public member from the Council Committee.

**ENACTMENT/TRANSITION**

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

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

FIRST READING:

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:** September 3, 2024 **Agenda #: H 1**

**TO:** Council

**SUBJECT:** Teepee Town Road Right of Way Pilot Project

**SUBMITTED BY:** Whitney Smithers, General Manager of Municipal Infrastructure

**RECOMMENDATION:** That Council approve an exception to Land Transactions Policy EX-007 for the purpose of advancing the Teepee Town Road Right of Way Pilot Project.

## EXECUTIVE SUMMARY

There are a few areas in the community where the road right-of-way (ROW) held by the Town is wider than required. Administration views this as a potential opportunity to close and sell excess ROW to adjacent property owners in exchange for either Vital Homes units, or financial compensation that could be directed to Canmore Community Housing (CCH). Adjacent property owners benefit from this transaction by increasing the developable area of their site. Working with a landowner in Teepee Town, administration has identified a logical site to pilot this approach. Council approval is needed as the Land Transactions Policy requires a Council resolution to dispose of land, and because the transaction requires a road closure bylaw (addressed in a separate report) to be approved.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Council Policy EX-007, the Land Transactions Policy, sets parameters around the Town's acquisition and disposal of land to ensure land transactions are carried out in an open, transparent and accountable manner. Section 3 of the policy requires that the Town shall acquire or dispose of land only if authorized by Council resolution. Section 9 of the policy states that the Town will use a competitive process open to any person wishing to purchase the land, and provides direction related to the process of disposal. Section 13 states that Council may, by resolution, approve an exception to Part 5 (Disposal of Municipal Land) if it is determined the exception will provide a clear community benefit.

## DISCUSSION

In older residential areas of Canmore, the Town's road right-of-way (ROW) is wider than necessary. In Teepee Town for example, the ROWs are 20 metres wide. The Engineering Design and Construction Guidelines require residential road cross sections in new subdivisions to provide a ROW width of 15.3m, which is sufficient both for transportation infrastructure within the ROW and spacing of underground utilities.

There may be an opportunity for the Town to narrow some of these existing ROWs and sell the remnant land parcels to adjacent landowners. This could be particularly beneficial in parts of the community like Teepee Town, where redevelopment to higher densities is supported in Town policy. The remnant parcels have value for adjacent landowners as they can provide a larger footprint for development, supporting more

density. The benefit for the Town is that the remnant parcels could be transferred in exchange for Vital Homes units in new developments, or for funds that could be redirected to CCH.

Administration is interested in testing this approach by piloting it with a prospective developer. In Teepee Town, a developer has come forward with an interest in participating in the pilot. ReNu Construction is a local homebuilder that has acquired two lots in Teepee Town with the intent to redevelop them from two single detached dwellings to a multi-unit development. The lots are located at the north end of Hospital Place road, near the intersection of Hospital Place with Mountain Avenue. The municipal addresses of the lots are 1405 and 1409 Mountain Avenue. They are shaded in red in Figure 1. The legal description, which is shown in the survey plan in item G3 on this agenda, is Lots 26, 27, and 28, Block 94, Plan 1095F.



Figure 1 – Site Map

These sites are considered a good location to try a pilot project, given their proximity to Mountain Avenue, where the roadway sits much closer to the edge of the ROW. The location of the subject properties, effectively bound by Mountain Avenue and an alley, supports the pilot project as a narrowing of the ROW at this location would be relatively isolated from the wider ROW on the remainder of Hospital Place. If the



Town were to choose to not proceed with narrowing selected ROWs after this pilot project, the impact of changing the ROW at this particular location is minimal.

The aerial photo with property lines overlaid in Figure 2 shows this condition more clearly. The blue shaded area includes the two sites currently owned by the developer; the red shaded area represents the approximate area of the ROW that administration recommends closing.



Figure 2 – Aerial Photo

Administration has had conversations with ReNu Construction to gauge their interest in this pilot project, and confirmed they are willing to participate. ReNu plans to build a multi-unit development on the site, with a focus on smaller, entry-level units. Closing a portion of the ROW would allow their site to extend approximately four metres further east. The location of the site, combined with a willing landowner, present a good opportunity to run this pilot project.

As summarized earlier in the report, the Land Transactions Policy (EX-007) governs acquisition and disposal of land by the Town. The policy directs that disposal of land must be done by Council resolution, and that generally, land should be disposed of through a public competitive process. In this case, given that the

remnant parcel created by the proposed road closure is not a developable parcel on its own, and only has value for the adjacent landowner, administration recommends that Council authorize an exception to Part 5 of the Land Transactions Policy (Disposal of Municipal Property) as allowed by Section 13 of the policy. Administration finds that benefit to the community exists both in creation of funding for CCH and in the exploration of a program that may yield more benefit in the long term as well.

In discussion with CCH, it was determined that their preference for the pilot program would be for a transfer of funds received through the disposal of land, instead of acquisition of units in the project. Given the current ambitious building program of CCH, greater value was seen to be had in funding to support that program.

In June 2024, administration commissioned an appraisal of the potential legal parcel that could be created through the narrowing of the ROW. It was found to have a market value of \$600,000 as a developable parcel of land. Given that it is a four-metre-wide remnant parcel on its own, with no development value other than to the adjacent landowners, administration and the landowner believe that it is fair to apply a discount to this value. The discount also reflects the uncertainty and risks that proceeding with this pilot project represents to the landowner: the risk that Council may not approve the transaction; the risk that the Province may not approve the road closure; and the risk of project delays. Accordingly, administration and ReNu Construction have agreed upon \$480,000 as a reasonable sale price. The sale would be conditional on approval of the development permit associated with the new consolidated parcel.

If the land transaction and road closure are approved, the pilot project will be evaluated after the registration of the newly created parcel with the Land Titles Office. Evaluation will consider input from ReNu Construction, CCH, and Town administration, and will include an assessment of project impact for CCH, and a review of the resource required to complete the road closure and land transaction. Upon completion of the project and the assessment, Council will be briefed on next steps. Should the evaluation demonstrate sufficient merit to dedicate resource to developing and administering a town-wide program modelled after this pilot project, this would be brought to Council for consideration.

The recommendation in front of Council today is to authorize an exception to the Land Transactions Policy, which would allow this pilot project to proceed. Also on today's Council agenda is first reading of the associated road closure bylaw, which begins the process of creation of a legal parcel through closing the excess road right of way. Should Council choose to proceed with the pilot project, the second and third readings of the road closure bylaw will be accompanied by a separate report recommending both the sale of the newly created legal parcel, and directing the funds received from the sale to CCH. Administration anticipates this report would come forward at the October regular meeting.

#### **ANALYSIS OF ALTERNATIVES**

1. Council could choose to not proceed with the pilot. Council could determine the test of 'clear benefit to the community', as referenced in the Land Transactions Policy, has not been met. If this alternative were chosen, the developer would likely proceed with a more typical application for the two sites they currently own. This alternative is not recommended.
2. Council could choose to roll out a Town-wide approach. It may be seen as preferable to first come to Council with a fully flushed out program. Administration does not recommend this option. Taking on a pilot project as a starting point provides insight into the resource requirement to implement a Town-wide

approach. Having a willing landowner in the pilot project also gives the Town an opportunity to consider implications for the developer.

**FINANCIAL IMPACTS**

Costs associated with the land transfer for the pilot project are nominal, and include a survey, contract development, and registration of the newly created parcel on title. If the pilot project results in a recommendation to take on a program with a larger reach, a project budget will be brought forward with that recommendation.

Disposing of the ROW results in revenue of \$480,000, which Administration would recommend be directed to CCH to contribute to the construction of their Palliser Lane purpose-built rental project.

**INTEREST HOLDER ENGAGEMENT**

This pilot project is a result of collaboration between ReNu Construction, CCH, the Town’s Municipal Infrastructure division, and the Town Solicitor.

**ATTACHMENTS**

None.

**AUTHORIZATION**

Submitted by: Whitney Smithers  
General Manager of Municipal Infrastructure Date: August 23, 2024

Approved by: Chelsey Gibbons  
Manager of Financial Services Date: August 16, 2024

Approved by: Sally Caudill  
Chief Administrative Officer Date: August 26, 2024



# Request for Decision

**DATE OF MEETING:** September 3, 2024 **Agenda #: G 3**

**TO:** Council

**SUBJECT:** Road Closure Bylaw 2024-17, Portion of Plan 1095F

**SUBMITTED BY:** Harry Shnider, Manager of Planning and Development

**RECOMMENDATION:** That Council give first reading to Bylaw 2024-17 and schedule a public hearing for October 1, 2024

## EXECUTIVE SUMMARY

Road closures are regulated in Section 22 of the Municipal Government Act. In established areas of the Town, the road right-of-way (ROW) is often wider than what is required for physical transportation and utility access. Closure of this portion of the road would allow this underutilized land to be disposed and consolidated for a higher density development. This will facilitate the provision of the Teepee Town Road Right of Way Pilot Project, which is discussed in item H1 on this agenda. Following first reading, a Public Hearing for the Bylaw will be advertised and held, then circulation to the Minister of Transportation and Economic Corridors for approval. Following Ministerial approval, Council shall further consider the Road Closure Bylaw application through second and third reading of the bylaw.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

None.

## DISCUSSION

In some of the older neighbourhoods in Canmore, road rights-of-way are often wider than what is necessary to meet physical transportation needs and underground utilities. This often results in portions of the road ROW that are underutilized. The Teepee Town Road Right of Way Pilot Project presents an opportunity to adjust the width of these ROWs and dispose of excess land to an adjacent property owner who would then consolidate with their existing lands. This would support re-development to a higher density on a larger parcel area.

Administration has been approached by a developer of 1405 and 1409 Mountain Avenue, (Lots 26, 27 and 28, Block 94, Plan 1095F), to redevelop these lots from single detached dwellings to a multi-unit development. The portion of road right-of-way that is the subject of this report is currently within the road right-of-way, to the east of these lots. The proposed road closure runs parallel to these lots and is 4.0m wide and 59.1m long (see Attachment 1). Note that the lots shown on the plan of survey in the bylaw correspond to the legal description, not the municipal address.

To close the road, a Road Closure Bylaw (Attachment 2) must be given three readings by Council as well as approved by the Minister of Transportation. The process is as follows:

1. A Road Closure Bylaw requires first reading of the bylaw by Council,

2. Following first reading, the bylaw must be advertised and there must be an opportunity for the public to make their opinions known to Council at a Public Hearing,
3. Following the Public Hearing, circulation and approval of the Bylaw to the Minister of Transportation and Economic Corridors is required, and
4. Following ministerial approval, the Bylaw returns to Council for second and third reading.

Administratively, the road closure bylaw is also circulated to utility companies to determine any required easements or utility-right-of way.

**ANALYSIS OF ALTERNATIVES**

None.

**FINANCIAL IMPACTS**

Costs associated with the land transfer for the pilot project are nominal, and include a survey, contract development, and registration of the newly created parcel on title.

**INTEREST HOLDER ENGAGEMENT**

The road closure bylaw process has mandatory requirements for a public hearing.

**ATTACHMENTS**

- 1) Road Closure Bylaw 2024-17 - Mountain Avenue

**AUTHORIZATION**

Submitted by:	Jennica Collette Development Planner	Date: <u>August 12, 2024</u>
Approved by:	Harry Shnider Manager of Planning and Development	Date: <u>August 12, 2024</u>
Approved by:	Whitney Smithers GM of Municipal Infrastructure	Date: <u>August 12, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>August 26, 2024</u>



**BYLAW 2024-17**

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA,  
FOR THE PURPOSE OF CLOSING A ROAD TO PUBLIC TRAVEL**

---

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 “Road Closure Bylaw 2024-17 – Mountain Avenue.”

**ROAD CLOSURE**

- 2 The following road is hereby closed to public travel for the purpose of disposing the road, subject to rights of access granted by other legislation:

a portion of the lands described as Mountain Avenue, comprised of approximately 875 m<sup>2</sup>, as shown as Area A in the Survey Plan attached as Schedule A, excepting thereout all mines and minerals.

**ENACTMENT/TRANSITION**

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

ADVERTISED: Rocky Mountain Outlook on (date 1) and (date 2).

FIRST READING:

PUBLIC HEARING:

Approved on behalf of the Town of Canmore:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

Approved by the Minister of Transportation and Economic Corridors:

\_\_\_\_\_  
Minister of Transportation

\_\_\_\_\_  
Date

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

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

\_\_\_\_\_  
Date

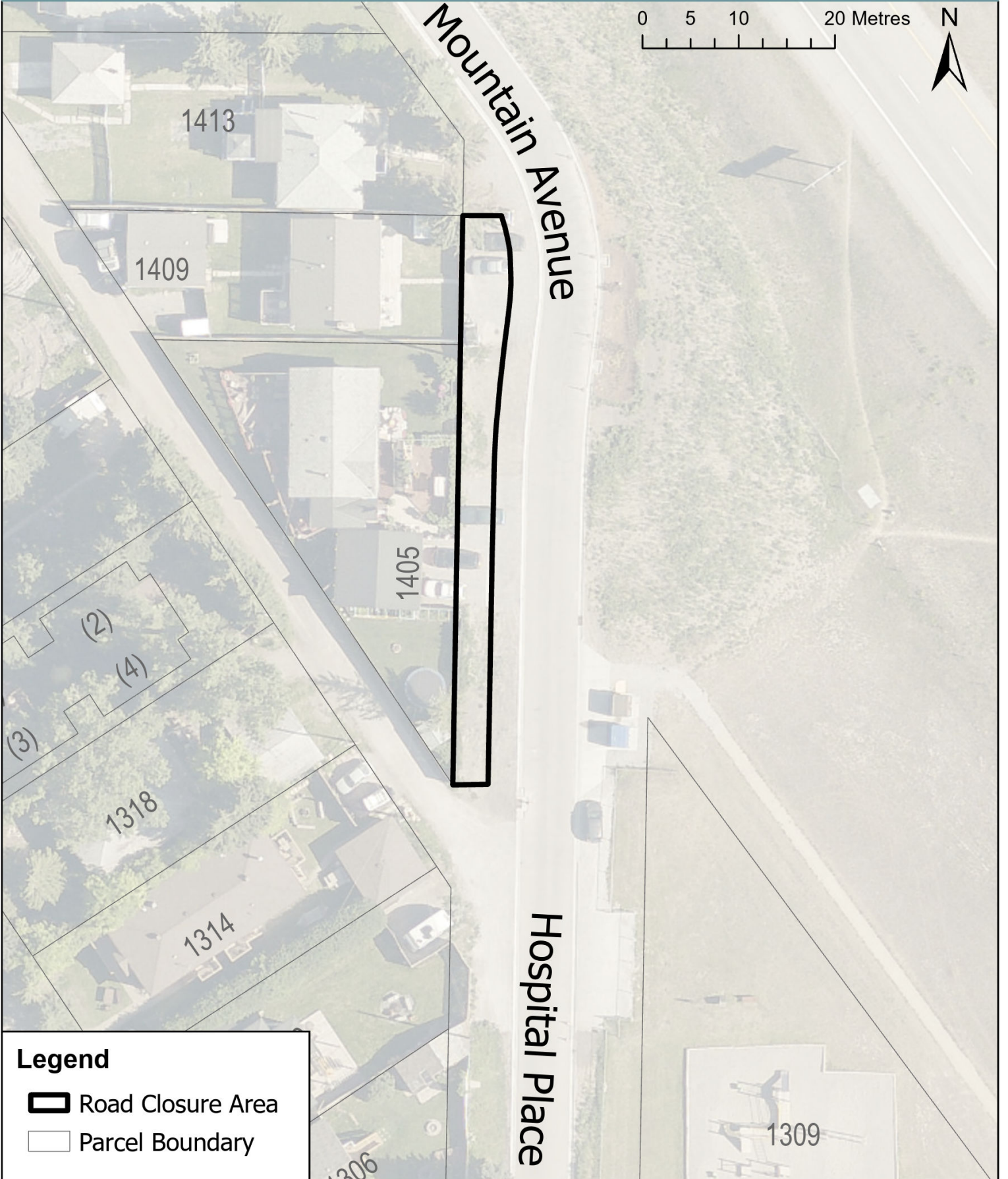
\_\_\_\_\_  
Cheryl Hyde  
Manager, Municipal Clerk's Office

\_\_\_\_\_  
Date


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



# Schedule A: Road Closure Bylaw 2024-17



## Legend

-  Road Closure Area
-  Parcel Boundary





# Request for Decision

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

**TO:** Council

**SUBJECT:** Collection Vehicle Budget Increases

**SUBMITTED BY:** Simon Robins, Supervisor of Solid Waste Services

**RECOMMENDATION:**

That Council approve a revised budget for capital project 3 Tonne Collection Vehicle Replacement (CAP 7197) from \$300,000 to \$320,000 with the additional \$20,000 funded by \$16,000 from the Solid Waste Collection Reserve and \$4,000 from the Solid Waste Recycling Reserve.

That Council approve a revised budget for capital project 3 Tonne Collection Vehicle Replacement (CAP 7253) from \$300,000 to \$355,000 with the additional \$55,000 funded by \$27,500 from the Solid Waste Collection Reserve and \$27,500 from the Solid Waste Recycling Reserve.

That Council approve a revised budget for capital project 1 Tonne Collection Vehicle Replacement (CAP 7254) from \$250,000 to \$280,000 with the additional \$30,000 funded by \$12,000 from the Solid Waste Collection Reserve and \$18,000 from the Solid Waste Recycling Reserve.

## EXECUTIVE SUMMARY

In 2021 and 2022 there were three approved capital projects to replace collection vehicles. Due to supply chain issues, it was not possible to access truck chassis until late 2023. The delay in truck chassis availability delayed the confirmation of vehicle orders after several years of high inflation, substantially increasing the unit costs. An additional \$105,000 is required to fund these three projects.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

None.

## DISCUSSION

Capital projects 7197, 7253 and 7254 have been delayed by 3-4 years. These delays have been caused by supply chain issues. Procurement efforts began in early 2021, but no truck chassis were available. Procurement efforts continued through 2021, 2022 and 2023. Chassis orders were finally confirmed by the end of 2023 with delivery expected at the end of 2024.

The approved budgets fall short of the inflated current costs. The budgets would have been sufficient if vehicles had been available in the years that they were approved. Future budgets for vehicle replacements have been increased in the proposed capital plans.

## ANALYSIS OF ALTERNATIVES

No alternatives are available. The current fleet is 3-4 years past due for replacement and must be replaced.

**FINANCIAL IMPACTS**

A total of \$105,000 is required to complete the purchase of all three collection vehicles. Collection vehicles support the waste and recycling programs so these funds are to come from both the Solid Waste Collection and Recycling Reserves. The splits in the reserve funding for each project between the reserves are in line with the splits in the originally approved projects. The Solid Waste Services reserve balances will remain above the target balance after the withdrawals.

**INTEREST HOLDER ENGAGEMENT**

None.

**ATTACHMENTS**

- 1) CAP 7197 Project Sheet
- 2) CAP 7253 Project Sheet
- 3) CAP 7254 Project Sheet

**AUTHORIZATION**

Submitted by:	Simon Robins Supervisor of Solid Waste Services	Date: <u>July 29, 2024</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date: <u>August 9, 2024</u>
Approved by:	Andreas Comeau Manager of Public Works	Date: <u>August 7, 2024</u>
Approved by:	Harry Shnider Acting GM of Infrastructure	Date: <u>August 13, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>August 26, 2024</u>



# 3 Tonne Collection Vehicle Replacement

H2 Attachment 1

Project Summary

Project Number

7197

<b>Budget Year:</b>	2021
Department:	SWS - Collection/Disposal
Questica Reference:	SWS-17-03

<b>Budget:</b>	\$300,000
Project Type:	Asset Replacement
Priority:	B

## Project Description:

Purchase of 3 tonne collection vehicle.

END

## Budget Funding:

	2021	2022	2023	2024	2025	2026	Total
SWS Collection Reserve	\$240,000	0	0	0	0	0	\$240,000
SWS Recycling Reserve	\$60,000	0	0	0	0	0	\$60,000
<b>Total</b>	<b>\$300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$300,000</b>

## Operating Budget Impact:

END

## Project Rationale:

Replacing existing collection vehicle. The vehicles are run 7 days a week, 364 days a year and are subject to harsh conditions. The collection vehicles wear out.

END

## Options Considered:

- 1) purchase a replacement vehicle.
- 2) Delay purchase (not recommended). There will be an increase in repair and maintenance and the safety of the vehicle collection equipment becomes an issue as the metal fatigues. We have had the collection bodies punctured on older vehicles.

END



# 3 Tonne Collection Vehicle Replacement

H2 Attachment 2

## Project Summary

Project Number

7253

<b>Budget Year:</b>	2021
Department:	SWS - Recycling
Questica Reference:	SWS-19-01

<b>Budget:</b>	\$300,000
Project Type:	Asset Replacement
Priority:	B

### Project Description:

Purchase of 3 tonne collection vehicle.  
END

### Budget Funding:

	2021	2022	2023	2024	2025	2026	Total
SWS Collection Reserve	0	\$60,000	0	0	0	0	\$60,000
SWS Recycling Reserve	0	\$240,000	0	0	0	0	\$240,000
<b>Total</b>	<b>0</b>	<b>\$300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$300,000</b>

### Operating Budget Impact:

## Project Rationale:

Replacing existing collection vehicle. The vehicles are run 7 days a week, 364 days a year and are subject to harsh conditions. The collection vehicles wear out.  
END

## Options Considered:

1) purchase a replacement vehicle.  
2) Delay purchase(not recommended). There will be an increase in r/m and the safety of the vehicles collection equipment becomes an issue as the metal fatigues. We have had the collection bodies punctured on older vehicles.  
END



# 1 Tonne Collection Vehicle Replacement

H2 Attachment 3

## Project Summary

Project Number

7254

<b>Budget Year:</b>	2021
Department:	SWS - Collection/Disposal
Questica Reference:	SWS-17-04

<b>Budget:</b>	\$200,000
Project Type:	Asset Replacement
Priority:	B

### Project Description:

This project is for the purchase of a collection vehicle to replace an existing small collection vehicle.  
END

### Budget Funding:

	2021	2022	2023	2024	2025	2026	Total
SWS Collection Reserve	0	\$160,000	0	0	0	0	\$160,000
SWS Recycling Reserve	0	\$40,000	0	0	0	0	\$40,000
<b>Total</b>	<b>0</b>	<b>\$200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$200,000</b>

### Operating Budget Impact:

## Project Rationale:

1) Life Cycle Management - Unit 072 will be 10 yrs old in 2022. As of August 2018 it has 49,827 km and 4085 hrs. The nature of our work is quite demanding on the vehicles.  
2) Service Continuation - Waste collection is an essential service provided by the Town. Two waste collection vehicles ensure that there is never a gap in waste collection due to vehicle breakdowns or scheduled maintenance.  
END

## Options Considered:

1) purchase the replacement vehicle.  
2) Analysis the r/m records and determine if it is possible to continuing running the current vehicle.  
END





# Request for Decision

**DATE OF MEETING:** September 3, 2024 **Agenda #:** H 3

**TO:** Council

**SUBJECT:** Waste Long Haul Contract

**SUBMITTED BY:** Simon Robins, Supervisor of Solid Waste Services

**RECOMMENDATION:** That Council approve the signing of a new multiyear contract with the Town of Banff for the hauling of municipal solid waste to landfill.

## EXECUTIVE SUMMARY

Currently, Canmore residential waste is being hauled to the West Dried Meat Lake Regional Landfill, near Camrose. This landfill is a 700-kilometre round trip and does not capture landfill gas. A new contract has been negotiated with the current contractor, the Town of Banff, to haul Canmore’s municipal solid waste to the City of Calgary’s Spyhill Landfill site. The round trip for the Spyhill Landfill is 200 kilometres and they have systems in place to capture landfill gas.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

This project is aligned with the following strategic initiatives:

**2023-2026 Strategic Plan** – Council’s Strategic Plan states under the Environment Goal, that Canmore is a recognized leader in managing human impact on the environment. Under this Goal, Council would like to see that the community is aware of the Town of Canmore’s environmental leadership, and that Canmore as a community collaborates to reduce its impact on climate change and prepare for climate adaptation.

**Climate Emergency Action Plan (CEAP)** – the CEAP was accepted by Council for planning purposes on July 2, 2024, and outlines several key actions related to circular economy and waste reduction. In this plan there is a specific recommended action to change to a landfill the captures landfill gas.

## DISCUSSION

Since 2013, Canmore’s municipal solid waste has been hauled to the West Dried Meat Lake Regional Landfill. Even with a round trip of 700 kilometres the total cost of trucking and disposal was less than hauling to a Calgary landfill due to cheaper disposal fees. The possibility of hauling to Calgary had been investigated over the years, but always proved to be cost prohibitive.

After multiple years of high inflation, hauling costs have significantly increased. In September 2023, Canmore’s hauling contractor (the Town of Banff) requested to renegotiate the hauling contract and raise the hauling fees. To ensure that the new fees were competitive, administration collected quotes from other hauling companies. Through this process it came to light that the cost differential for hauling to Calgary had drastically reduced. With this knowledge administration requested that the Town of Banff work towards hauling to Calgary.

The Town of Banff has now presented a new contract to haul to the Spyhill landfill in Calgary. This change will come at an increase cost in 2024, of 1.7% or about \$3,000. The budget for 2024 is sufficient to cover this increase.

With this change Canmore will reduce GHG's related to hauling and disposal by 60%. This equals an annual reduction of 1,200 tonnes of GHG's.

**ANALYSIS OF ALTERNATIVES**

Administration has investigated reprocurring the hauling contract. Quotes provided demonstrated that the Town of Banff rates are competitive.

Bringing the service in house is an option, but there would be a high capital investment and the landfill rates would be less favorable. The landfill rates are based on tonnage and Banff uses the tonnage from Banff, Canmore and Lake Louise to leverage a lower rate.

**FINANCIAL IMPACTS**

The change will come at an increase cost, in 2024, of 1.7%, or approximately \$3,000. This amount can be covered through the budgeted amount in the 2024 hauling and disposal budget.

**INTEREST HOLDER ENGAGEMENT**

None.

**ATTACHMENTS**

None.

**AUTHORIZATION**

Submitted by:	Simon Robins Supervisor of Solid Waste Services	Date: <u>August 7, 2024</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date: <u>August 16, 2024</u>
Approved by:	Andreas Comeau Manager of Public Works	Date: <u>August 7, 2024</u>
Approved by:	Harry Shnider Acting GM of Infrastructure	Date: <u>August 13, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>August 26, 2024</u>



# Request for Decision

**DATE OF MEETING:** September 3, 2024 **Agenda #:** H 4

**TO:** Council

**SUBJECT:** FRIAA Grant Application – Community Fireguard Phase 2: Construction

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

**RECOMMENDATION:** That Council approve the submission of a Request for Proposals in the FRIAA Community Fireguard Program, for Phase 2: Construction.

## EXECUTIVE SUMMARY

The Forest Resource Improvement Association of Alberta (FRIAA) has announced phase 2 of funding in the Community Fireguard Grant Program. Phase 2 Requests for Proposals (RFP) are for funding for the construction of fireguards in communities who have substantially complete the Phase 1 Planning and are ready to begin clearing and construction as soon as fall 2024. The RFP submission deadline is September 13, 2024. Council resolution supporting the application is required for the RFP submission.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Motion 97-2024 - that Council approve the submission of the application for the 2024 Forest Resource Improvement Association of Alberta (FRIAA) Community Fireguard Program.

On November 22, 2023, Mayor Krausert sent correspondence to the Honourable Todd Loewen Minister of Forestry and Parks requesting assistance in directing Forestry & Parks staff to complete the Bow Valley Wildfire and Vegetation Management Plan and release for committee members' review due to the high risk the hazard of wildfire poses to the Town of Canmore.

On January 16, 2024, Mayor Krausert received correspondence from the Honourable Todd Loewen, Minister of Forestry and Parks regarding the FRIAA Community Fireguard Program and encouraged the Town of Canmore and neighbouring municipalities of the Municipal District of Bighorn to consider the opportunities of the new grant program.

On March 25, 2024, Mayor Krausert received correspondence from the Honourable Todd Loewen, Minister of Forestry and Parks, regarding the actions taken by the Province to prepare for the 2024 wildfire season, including the Community Fireguard Grant Program.

On May 7, 2024, the Honourable Todd Loewen, Ministry and Forestry and Parks, sent correspondence to Mayor Krausert in the form of a letter of support for the funding proposal for the Bow Valley Community Fireguard initiative. Mayor Krausert responded on May 8, 2024, expressing appreciation for the support from the Minister and for the presentation from Ms. Erica Samis from the Calgary Forest Area regarding the work being done to protect the residents and visitors in the region from wildfire.

## **DISCUSSION**

Wildfire is the top-rated hazard for the Town of Canmore, identified through the Town's Hazard Identification Risk Assessment process and the recent climate modelling completed as part of the Climate Emergency Action Plan. In April 2024, the Town of Canmore, as the project lead, applied for funding through FRIAA for the planning of community fireguards throughout the Bow Valley. This is a large, complex project that will be completed in multiple phases and has planning and construction has been prioritized based on advice from wildfire behaviour experts, municipal emergency and disaster planners from Canmore, the MD of Bighorn, and Kananaskis Improvement District, Alberta Forestry specialists, and Alberta Parks biologists who specialize in Human Wildlife Coexistence. The Parks Canada Banff Field Unit sits on the working group as an interest holder as the wildfire mitigation work being done in Banff National Park also protects communities east of the park gates. The Bow Valley is a prioritized community because of the robust planning that has been done and the readiness of the project team to have construction commence in the early fall of 2024. The Town of Canmore is leading this project as the largest municipality that will be protected by the construction of a Community Fireguard, but the majority of the construction work will be done on provincial lands. The collaboration and excellent teamwork amongst the administrators from the various levels of government and neighbouring municipalities has been key in moving this project forward quickly with solid plans the further increase the Bow Valley's resiliency in the face of wildfire.

If the Town of Canmore is successful in obtaining the FRIAA grant funding, it is expected that fireguard construction will begin with the Stoneworks Creek, Harvie Heights, and East Park Gates sections that are identified on the map (attachment 1). The construction on this phase of the project is expected to start in the fall of 2024 and continue into the winter of 2025. The proposed construction will involve a combination of mechanical tree removal and forest thinning, focusing on the removal of lodgepole pine trees and preserving more fire-resistant trees such as Douglas Firs. Should the grant application be successful, planning for future rounds of funding will occur concurrently with the construction this fall to be prepared for future rounds of funding. The next round of funding for construction is expected, but not confirmed, to be released in the Spring of 2025.

The fireguard construction will consist of creating landscape level fire breaks and wildfire fuel reduction areas throughout the Bow Valley. These are needed to help prevent or slow the spread of a wildfire and protect lives and structures. The landscape will look different and there will be a significant removal or thinning of trees throughout the planned fireguard areas. The removal and thinning of trees will not only increase the community's resiliency in the face of a wildfire, it will also provide habitat enhancements for an array of wildlife species in line with the recommendations from the Human Wildlife Coexistence Implementation and Action Plan.

## **ANALYSIS OF ALTERNATIVES**

None.

## **FINANCIAL IMPACTS**

The project team is finalizing the grant amount being requested for the construction of a community fireguard in 2024-2025 ahead of the September 13, 2024 application deadline. The request is subject to availability across the award process. If the FRIAA grant is approved, Administration will return with a request to add a new capital project to be funded from the FRIAA grant. If the grant is not approved, an application will be resubmitted for future rounds of submissions. This project is grant funded and there are no incremental impacts to the operating budget.

**INTEREST HOLDER ENGAGEMENT**

Each Treaty 7 Nation and the Stoney Nakoda consultation office has been invited to participate in the Bow Valley Community Fireguard Project in any way that feels fitting and appropriate to them.

The Town of Canmore’s website has a page dedicated to the project and information sharing has occurred with several interest holders which includes developers, utility providers, property owners, and community associations.

**ATTACHMENTS**

- 1) Bow Valley Community Fireguard Construction – Fall 2024/Winter 2025
- 2) Bow Valley Community Fireguard Construction – Full Project
- 3) Alberta Forestry – Letter of Support
- 4) Tourism Canmore Kananaskis – Letter of Support
- 5) Biosphere Institute – Letter of Support

**AUTHORIZATION**

Submitted by:	Caitlin Miller Manager of Protective Services	Date: <u>August 12, 2024</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date: <u>August 15, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>August 26, 2024</u>



# MD of Bighorn No.8

**Banff National Park**

**East Park Gates**

**Harvie Heights**

**Bow River**

**Harvie Hgts Cr**

**Stoneworks Cr**

**Kananaskis Improvement District**

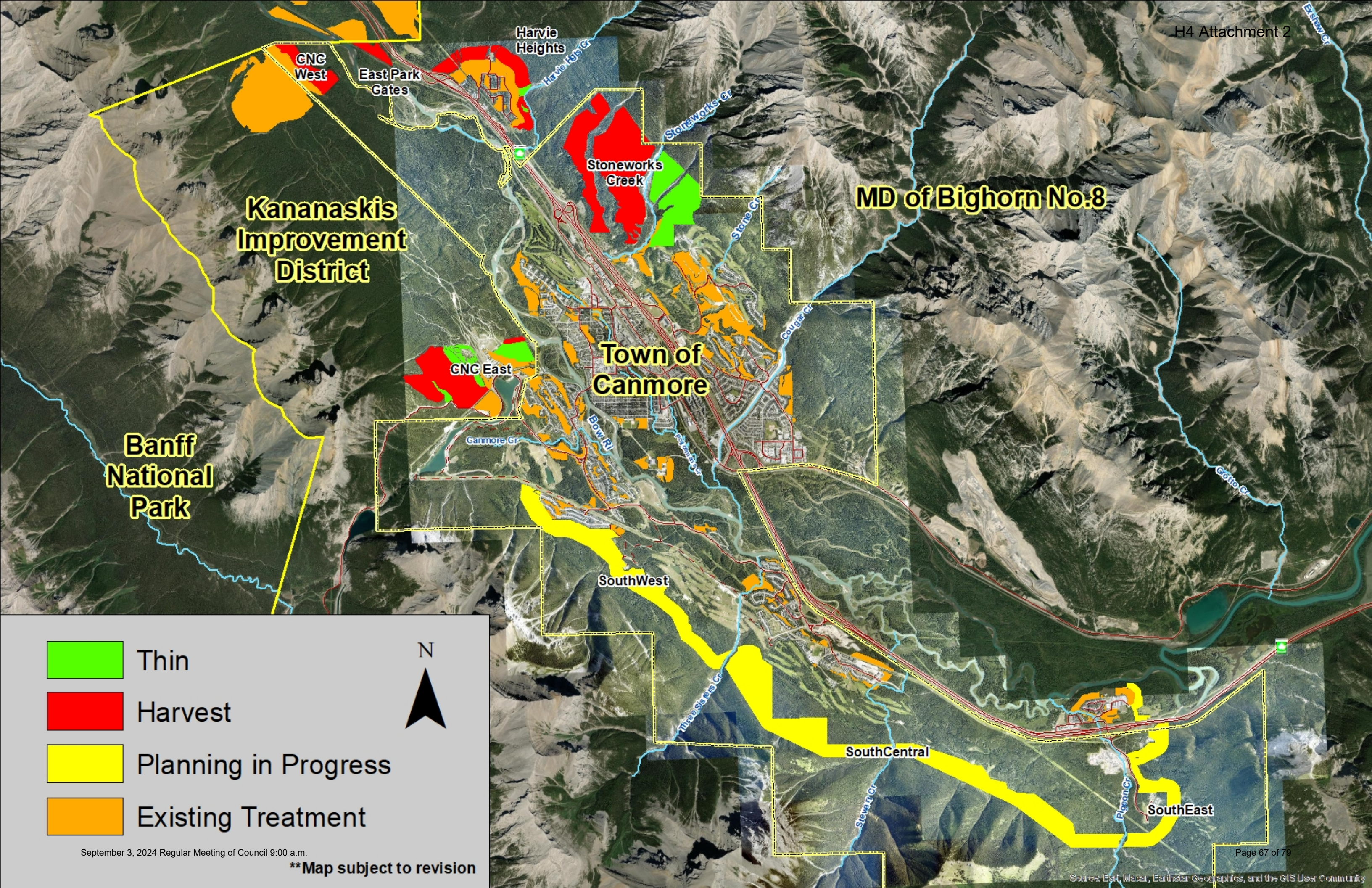
**Stoneworks Creek**

**Town of Canmore**

- Thin
- Harvest
- Existing Treatment







Thin  
 Harvest  
 Planning in Progress  
 Existing Treatment







**Calgary Forest Area  
Forestry Division**  
8660 Bearspaw Dam Rd NW  
Calgary, Alberta T3L1S4  
Canada  
Telephone: 403-297-8828  
[www.alberta.ca](http://www.alberta.ca)

August 6, 2024

Forest Resource Improvement Association of Alberta  
Box 11094  
Main Post Office  
Edmonton, Alberta

To whom it may concern:

**Subject:** Letter of Support for the 2024 Canmore Community Fireguard Proposal

I am writing on behalf of Alberta Forestry and Parks, Forestry Division, Calgary Forest Area in support of the 2024 Canmore Community Fireguard Prescription under the Forest Resource Improvement Association Community Fireguard grant funding program.

We are pleased to support and endorse the prescription submission to the FRIAA Committee for review as per the recommendations from all the associated committee members. More details are included below:

- The Bow Valley area covered by the proposed project includes provincial crown and municipal lands within the Town of Canmore, MD of Bighorn and Kananaskis Provincial Parks lands. Identified communities and values within the project area include the Hamlet of Harvie Heights and Deadman's Flats, the Town of Canmore and the Canmore Nordic Centre and also include associated critical infrastructure values within the identified proposed areas.

Currently completed Bow Valley wildfire threat reduction planning documents include:

- Town of Canmore FireSmart Vegetation Management Plan (2003 – updated)
- Canmore Nordic Centre Wildfire Mitigation Strategy (2020)
- Town of Canmore Wildfire Mitigation Strategy Review (2018)
- Municipality of Bighorn Wildfire Mitigation Strategy (2016)
- Kananaskis Improvement District Wildfire Mitigation Strategy (2015)

All approvals associated with access and operations for land management and timber management purposes within the proposed areas along with notifications to stakeholders are required throughout the process on associated Crown Lands.

If you require anything further, please do not hesitate to contact me.

A handwritten signature in blue ink, appearing to read "Kirk Hawthorn", is written over a horizontal line.

Kirk Hawthorn  
Acting Calgary Forest Area Manager  
Forestry Division  
8660 Bearspaw Dam Road NW  
Calgary, AB, T3L 1S4  
Phone: 403 297-8831  
E-mail: [kirk.hawthorn@gov.ab.ca](mailto:kirk.hawthorn@gov.ab.ca)



**Tourism Canmore Kananaskis**  
268 – 105 Bow Meadows Crescent  
Canmore, AB T1W 2W8

P: 855.678.1295  
E: info@explorecanmore.ca  
W: ExploreCanmore.ca



August 21, 2024

Town of Canmore Council  
902 7 Avenue  
Canmore, AB, T1W 3K1

Re: Fireguard for the Town of Canmore and MD of Bighorn

Dear Mayor and members of council:

I am writing to express my strong support for the establishment of a fireguard around the town of Canmore and the MD of Bighorn. The recent wildfires in Jasper have highlighted the urgent need for proactive measures to protect our communities and the vital tourism industry that sustains them.

The devastating wildfires in Jasper have had a profound impact on the town and its residents. With approximately 30 per cent of the town damaged, including homes, businesses, and critical infrastructure, the economic and emotional toll has been immense<sup>1</sup>. The tourism industry, which is a cornerstone of Jasper's economy, has been particularly hard hit. The fires have led to widespread cancellations, significant financial losses, and a long road to recovery for many businesses.

The Town of Canmore, like Jasper, is a beloved destination for visitors from around the world. Our natural beauty and astonishing adventures draw visitors year-round, contributing over \$491 Million Dollars annually to the local economy. However, the increasing frequency and intensity of wildfires pose a serious threat to our town's safety and economic stability. Many consider that we should be prepared for "when", not "if", a wildfire threatens our destination.

The lessons learned from Jasper's experience underscore the importance of preparedness and prevention. Investing in a fireguard is a prudent and necessary step to protect Canmore from the devastating effects of wildfires.

**Tourism Canmore Kananaskis**  
268 – 105 Bow Meadows Crescent  
Canmore, AB T1W 2W8

P: 855.678.1295  
E: info@explorecanmore.ca  
W: ExploreCanmore.ca



Tourism Canmore Kananaskis supports this initiative to take action to implement this vital protective measure.

Thank you for your attention to this critical issue. I look forward to seeing this project started as soon as possible for the continued safety and prosperity of our community.

Sincerely,

A handwritten signature in blue ink that reads "Rachel Ludwig". The signature is fluid and cursive, with a long horizontal stroke at the end.

Rachel Ludwig  
CEO  
Tourism Canmore Kananaskis



PO Box 8789, 201-600 9<sup>th</sup> St  
Canmore, Alberta T1W 3L9  
[www.biosphereinstitute.org](http://www.biosphereinstitute.org)

22 August 2024

**RE: Letter of Support for the 2024 Bow Valley Community Fireguard Proposal**

To Whom It May Concern:

I am writing in support of the 2024 Bow Valley Community Fireguard proposal under the Forest Resource Improve Association of Alberta Community Fireguard grant funding program.

We are pleased to support the Town of Canmore in their submission of this application and are happy to see the collaboration with Alberta Forestry and Parks, the MD of Bighorn, and the Kananaskis Improvement District on this project. This project is an important piece of the overall mitigation strategy for to help protect Canmore and the surrounding areas from the impacts of wildfire. We understand and support the notion that to best protect these communities, there is a need to alter the landscape by means of mechanical tree removal and forest thinning to prevent or slow wildfire from encroaching on the community.

As a community environmental organization, I am pleased to report widespread support for this notion from our members and our colleagues in the environment and conservation movement. We are particularly pleased to see that the project proponents recognize the importance of multi solving as part of the Fireguard design: specifically, ensuring that the cutting prescription optimizes the potential to enhance habitat for key wildlife species that use this valley, and protects the wildlife movement corridors that Canmore has worked for decades to create; and leveraging the Canmore Area Trails Strategy process to manage human recreation patterns and ensure habitat security for wary species.

We will work alongside the Town to ensure the success of this program, including leveraging our widespread communication and engagement channels: social media, newsletters, community workshops, etc. For more information, please contact our Executive Director Gareth Thomson at [gareth@biosphereinstitute.org](mailto:gareth@biosphereinstitute.org).

*Hugh Notman*

Hugh Notman  
Board Chair



# Request for Decision

**DATE OF MEETING:** September 3, 2024 **Agenda #: H 5**

**TO:** Council

**SUBJECT:** FRIAA Grant Application – FireSmart Projects

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

**RECOMMENDATION:** That Council approve the submission of an Expression of Interest for the 2024 Forest Resource Improvement Association of Alberta grant for Vegetation Management/Fuel Modification project.

That Council approve the submission in response to the FireSmart Request for Proposal for the 2024 Forest Resource Improvement Association of Alberta grant for a municipal document FireSmart review project.

That Council approve the submission in response to the FireSmart Request for Proposal for the 2024 Forest Resource Improvement Association of Alberta grant for an interagency wildfire exercise.

## EXECUTIVE SUMMARY

The Forest Resource Improvement Association of Alberta (FRIAA) has announced current FireSmart funding opportunities for 2024. The Town of Canmore is submitting three applications for consideration, one in the Vegetation Management/Fuel Modification discipline, and two in the Planning, Public Education, Interagency Co-operation and Cross-Training, Legislation and Development disciplines. Council resolutions in support of the projects are required with the application submissions.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Since 2007, the Town of Canmore has applied for and received FRIAA grant funding for numerous FireSmart initiatives. These grants have ranged in funding amounts from \$3,000 to \$200,000 depending on the project type and scope.

The Council approved Climate Emergency Action Plan:

- 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.
- 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.
- Review the Engineering Design and Construction Guidelines to identify opportunities to enhance multi-hazard protection, including FireSmart, drought management, wildlife safety etc.

**DISCUSSION**

Wildfire is the top-rated hazard for the Town of Canmore, identified through the Town’s Hazard Identification Risk Assessment process and the recent climate modelling completed as part of the Climate Emergency Action Plan. The Town has applied for and received various FRIAA grants over the years to increase Canmore’s preparedness to the threat of wildfire. Notably, the Town has completed several vegetation management and fuel modification projects, large-scale functional exercises, a FireSmart forum, and updates to wildfire preparedness plans and the creation of a Wildfire Mitigation Strategy, all of which have been funded through FRIAA grants.

The projects that administration proposes submitting grant applications for this year are as follows:

- 1) Vegetation Management/Fuel Modification
- 2) Municipal FireSmart Document Review
- 3) Interagency Wildfire Exercise

*Vegetation Management / Fuel Modification*

The vegetation management/fuel modification project will be a continuation of the project that was started in Larch area in the winter of 2024 to reduce wildfire hazard. This project will consist of:

- Thinning of understory evergreen trees
- Pruning of limbs on remaining evergreen trees
- Removal of dead/down logs and dead standing trees
- Disposal of debris by pile and burn, and chip and remove

*Municipal FireSmart Document Review*

This project will consist of a review and recommendations of municipal documents that guide planning and development, such as the Land Use Bylaw, the Municipal Development Plan, the Open Spaces and Trail Plan, the Engineering Design and Construction Guidelines, and any other relevant documents, with a FireSmart lens to provide recommendations for amendments or additions. This project fits with the recommendations in the Town of Canmore Wildfire Mitigation Strategy and aligns with the interdisciplinary principles of FireSmart. This project will help increase resiliency against wildfire in the way the Town allows the community to be built and developed. If approved, this project is expected to commence in the fall of 2024 and will provide recommendations that can then be implemented as documents are updated.

*Interagency Wildfire Exercise*

In 2022, the Town of Canmore held an interagency wildfire exercise that was jointly planned with Alberta Forestry and Parks. The exercise provided an excellent opportunity to practice a wildfire response with the Town’s mutual aid partners. This project will test the implementation of the recommendations made after the 2022 exercise, provide another opportunity to work closely with our mutual aid partners, and provide new recommendations for improvements on wildfire and emergency management planning. Alberta Forestry and Parks supports this project and has expressed their desire to collaborate on the planning and execution of the exercise again. The exercise would occur in 2025 with an exact date to be determined during the planning process.

**ANALYSIS OF ALTERNATIVES**

None.

**FINANCIAL IMPACTS**

The final numbers for each grant application (either Expression of Interest or Request for Proposal) are still being determined. The requests will be subject to availability across the award process. If the FRIAA grants are approved, Administration will return with a request to add three new capital projects to be funded from the FRIAA grant. If the grant is not approved, applications will be submitted for future rounds of funding.

**INTEREST HOLDER ENGAGEMENT**

Letters of support from the Alberta Provincial FireSmart Specialist and from Alberta Forestry and Parks have been included for all three applications.

Consultation has occurred with a number of Town of Canmore departments which include Planning and Development, Public Works, Communications, and Engineering.

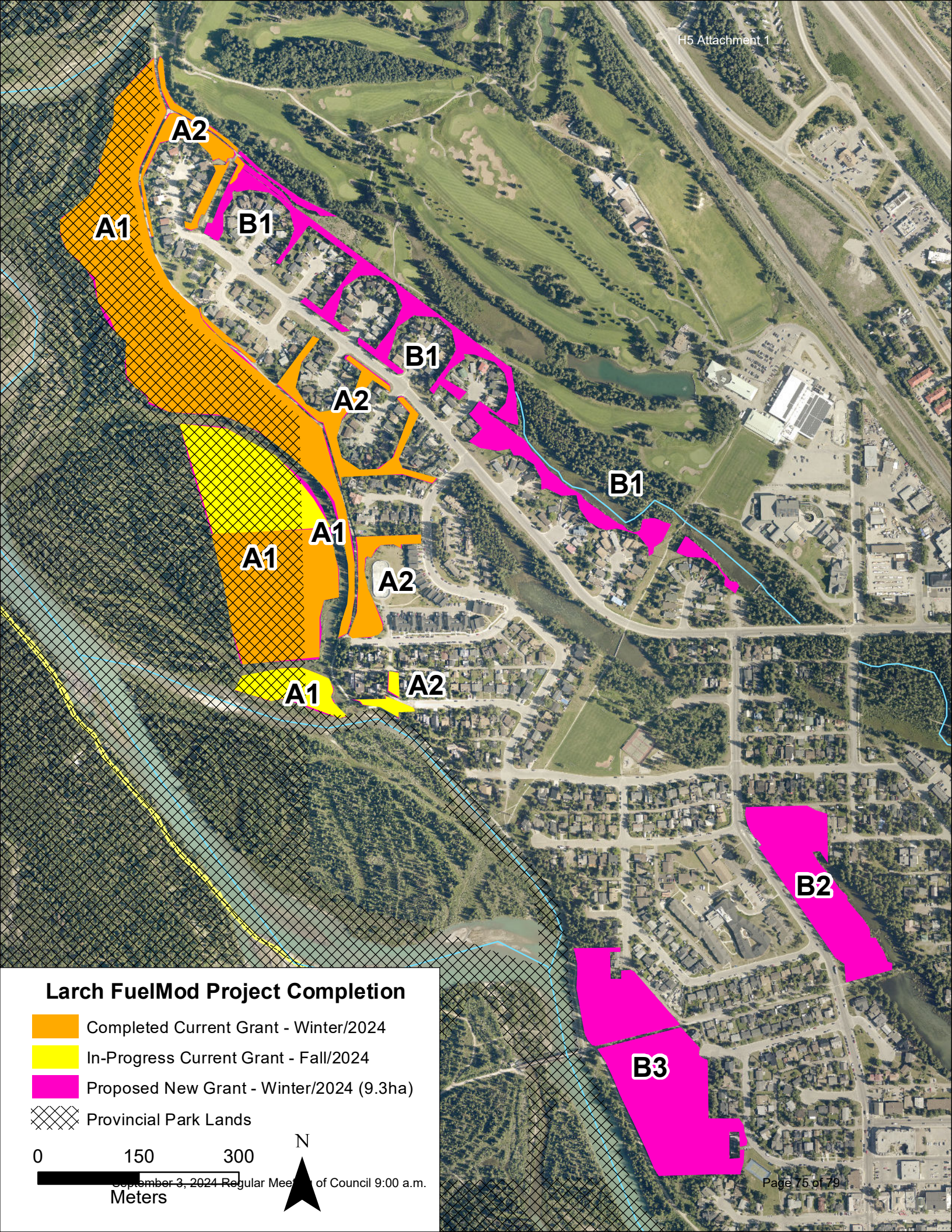
**ATTACHMENTS**

- 1) Map of Larch Fuel Modification Projects
- 2) FireSmart Letter of Support – Municipal Document Review
- 3) Alberta Forestry and Parks Letter of Support – Municipal Document Review
- 4) Alberta Forestry and Parks Letter of Support – Exercise
- 5) Alberta Forestry and Parks Letter of Support – Larch Fuel Modification (2023)

**AUTHORIZATION**

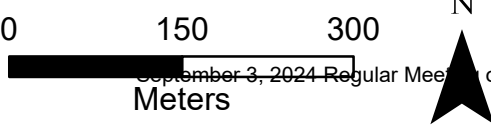
Submitted by:	Caitlin Miller Manager of Protective Services	Date: <u>August 12, 2024</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date: <u>August 15, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>August 26, 2024</u>





### Larch FuelMod Project Completion

- Completed Current Grant - Winter/2024
- In-Progress Current Grant - Fall/2024
- Proposed New Grant - Winter/2024 (9.3ha)
- Provincial Park Lands







July 30, 2024

Sherry Norton  
Forest Resource Improvement Association of Alberta  
Box 11094, Main Office  
Edmonton, AB T5J 3K4

RE: Town of Canmore, Forest Resource Improvement Association of Alberta (FRIAA) FireSmart, Request for Proposals (RFP), September 2024

Dear Ms. Norton,

Please accept this letter of support confirming that the town of Canmore has reached out to Forestry and Parks and FireSmart Alberta regarding their FireSmart legislation project, which they intend to submit under the September 16, 2024, RFP intake.

I am writing to express my strong support for the proposed FireSmart legislation review project for the town of Canmore. The town intends to complete a review of all planning, landscaping, and engineering documents to develop recommendations that align more closely with FireSmart best practices.

As we continue to witness the increasing impact of wildfires in Alberta and Canada, it is imperative that we take proactive measures to enhance our resilience and preparedness. The FireSmart program has proven effective in mitigating wildfire risks through education, community involvement, and the implementation of best practices.

We ask that the town of Canmore continue to work with Laura Stewart, Provincial FireSmart Liaison, to coordinate FireSmart brand use approvals through the Canadian Interagency Forest Fire Centre (CIFFC).

Thank you for your continued support.

If you have any further questions, please do not hesitate to contact me at 587-985-2095.

Thank you,

A handwritten signature in black ink, appearing to be "Laura Stewart", written over a faint, illegible printed name.

Laura Stewart  
Provincial FireSmart Specialist  
FireSmart Canada Provincial Liaison  
Wildfire Management Branch  
Ministry of Forestry and Parks  
[laura.a.stewart@gov.ab.ca](mailto:laura.a.stewart@gov.ab.ca)  
587-985-2095 (mobile)



August 28, 2024

Caitlin Miller,  
Manager of Protective Services  
902-7 Ave,  
Canmore, AB.

Dear Ms. Miller,

**Subject: 2025 FRIAA FireSmart RFP Proposals**

I am writing on behalf of Alberta Forestry and Parks, Forestry Division, Calgary Forest Area in support of the FRIAA Request for Proposals for FireSmart legislation planning projects in Town of Canmore.

The proposed project:

Legislation Review:

Review and analysis of the Town of Canmore's Land Use Bylaw, Municipal Development Plan, Engineering Design and Construction Guidelines, Open Spaces and Trail Plan, and other legislation to develop recommendations for amendments that better align with FireSmart objectives.

The town of Canmore has been actively working with its residents to implement FireSmart projects within the Municipality. These proposals will enhance the FireSmart program within the municipality to ensure that integration of FireSmart in legislation and planning remains an important component of the municipality's wildfire prevention initiatives.

Forestry Division is pleased to support and endorse the development of the proposed legislation review and looks forward to reviewing the plans once they have been drafted.

If you require anything further, please let me know.



Richard Paton  
Wildfire Technologist / FireSmart Co-ordinator  
Calgary Forest Area  
Forestry Division  
8660 Bears paw Dam Road NW  
Calgary, AB, T3L 1S4  
Phone: 403 355-4072  
**E-mail:** [richard.paton@gov.ab.ca](mailto:richard.paton@gov.ab.ca)

August 26, 2024

Forest Resource Improvement Association of Alberta  
Box 11094  
Main Post Office  
Edmonton, Alberta

To Whom It May Concern:

Subject: Letter of Support – Town of Canmore WUI Field Exercise

I am writing on behalf of Alberta Agriculture and Forestry in support of the Town of Canmore – WUI Exercise grant application to conduct a wildland/urban interface field exercise under the Forest Resource Improvement Association FireSmart grant program.

This project would allow the Bow Valley emergency response partners to:

- Work together as inter-agency partners
- Evaluate progress on recommendations from the 2022 exercise
- Test the updated 2024 Wildfire Preparedness Guide/Structure Protection Plan, mutual-aid radio communications plan, and the Bow Valley wildland/urban interface mutual-aid partners resource list
- Evaluate the effectiveness of the newly constructed 2024-25 Bow Valley fireguards

Emergency exercises have been identified in the Town of Canmore Wildfire Mitigation Strategy and would provide an excellent opportunity for all mutual-aid agencies to train together on a high priority hazard in the Bow Valley.

If you require anything further, please do not hesitate to contact me.

Yours truly,



Richard Paton  
Wildfire Technologist / FireSmart Co-ordinator  
Calgary Forest Area  
Forestry Division  
8660 Bearspaw Dam Road NW  
Calgary, AB, T3L 1S4  
Phone: 403 355-4072  
**E-mail:** [richard.paton@gov.ab.ca](mailto:richard.paton@gov.ab.ca)



**Wildfire Management Branch  
Calgary Forest Area**  
8660 Bears Paw Dam Rd NW  
Calgary, Alberta T3L1S4  
Canada  
Telephone: 403-297-8828

February 8, 2023

Forest Resource Improvement Association of Alberta  
Box 11094  
Main Post Office  
Edmonton, Alberta

To Whom It May Concern:

**Subject: Letter of Support – Town of Canmore Larch FireSmart Vegetation Management**

I am writing on behalf of Alberta Forestry, Parks and Tourism in support of the Town of Canmore grant application to complete the FireSmart Vegetation Management in and around the Larch subdivision area under the Forest Resource Improvement Association FireSmart grant program.

The Town of Canmore Vegetation Management Plan Update (2023) identifies this area as Priority A for both existing block maintenance and new block completion and the 2022 Georgetown Field Exercise showed the need for additional FireSmart vegetation management actions on Provincial and Municipal lands to reduce the threat of wildfire to life and property including critical infrastructure, the Bow Valley Seniors home, and the residential dwellings.

If you require anything further, please do not hesitate to contact me.

Yours truly,

A handwritten signature in black ink, appearing to read "Richard Paton".

Richard Paton  
FireSmart Co-ordinator  
Alberta Forestry, Parks and Tourism  
Wildfire Management Branch  
Calgary Forest Area