



TOWN OF CANMORE
AGENDA
Regular Meeting of Council
Council Chamber at the Civic Centre, 902 – 7 Avenue
Tuesday, April 1, 2025 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 April 1, 2025 Regular Meeting of Council
- B. PUBLIC HEARINGS – none**
- C. DELEGATIONS**
- 9:05 – 9:35 1. Rotary Club of Canmore – The Trail Project: Stage 2
- 9:35 **D. APPROVAL OF MINUTES**
- 1. Minutes of the March 4, 2025 Regular Meeting of Council
 - 2. Minutes of the March 11, 2025 Special Meeting of Council
- E. BUSINESS ARISING FROM THE MINUTES – none**
- F. UNFINISHED BUSINESS – none**
- G. BYLAW APPROVAL**
- 9:35 – 10:35 1. **Connect Downtown: Planning a Vibrant Town Centre**
 Recommendation:
 1) That Council give first reading to Town Centre Area Redevelopment Plan Bylaw 2025-05.
 2) That Council give first reading to Revised Land Use Bylaw Amendment 2025-13 – Changes to Variance Powers.
 3) That Council schedule a single public hearing for Bylaws 2025-05 and 2025-13 for May 6, 2025.
- 10:35 – 10:50 **Meeting Break**
- 10:50 – 11:20 2. **Silvertip Block 9 Residential Development**
 Recommendation:
 1) That Council give first reading to Municipal Development Plan Bylaw Amendment 2024-39 – Silvertip Block 9 Residential Development.
 2) That Council give first reading to Silvertip Area Structure Plan Bylaw Amendment 2024-40 – Block 9 Residential Development.
 3) That Council give first reading to Revised Land Use Bylaw Amendment 2024-20 – Silvertip Block 9 Residential Development.
 4) That Council schedule a single public hearing for Bylaws 2024-39, 2024-40, and 2024-20 for May 6, 2025.

11:20 – 11:30

3. 2025 Borrowing Bylaws

Recommendation:

- 1) That Council give second reading to Borrowing Bylaw 2025-10 for Ladder Truck Replacement.
- 2) That Council give third reading to Borrowing Bylaw 2025-10 for Ladder Truck Replacement.
- 3) That Council give second reading to Borrowing Bylaw 2025-11 for Snow Management Facility.
- 4) That Council give third reading to Borrowing Bylaw 2025-11 for Snow Management Facility.
- 5) That Council give second reading to Borrowing Bylaw 2025-12 for WTP 1-Chlorine Gas Upgrade.
- 6) That Council give third reading to Borrowing Bylaw 2025-12 for WTP 1-Chlorine Gas Upgrade.

11:30 – 12:00

4. Procedural Bylaw Amendment and Council Code of Conduct Bylaw Amendment – Conflict of Interest

Recommendation:

- 1) That Council give first reading to Procedural Bylaw Amendment 2025-16 – Conflict of Interest.
- 2) That Council give second reading to Procedural Bylaw Amendment 2025-16 – Conflict of Interest.
- 3) That Council give leave to go to third reading of Procedural Bylaw Amendment 2025-16 – Conflict of Interest.
- 4) That Council give third reading to Procedural Bylaw Amendment 2025-16 – Conflict of Interest.
- 5) That Council give first reading to Council Code of Conduct Bylaw Amendment 2025-17 – Conflict of Interest.
- 6) That Council give second reading to Council Code of Conduct Bylaw Amendment 2025-17 – Conflict of Interest.
- 7) That Council give leave to go to third reading of Council Code of Conduct Bylaw Amendment 2025-17 – Conflict of Interest.
- 8) That Council give third reading to Council Code of Conduct Bylaw Amendment 2025-17 – Conflict of Interest.

H. NEW BUSINESS

12:00 – 12:05

1. Repeal Vehicle Replacement Policy PW-002

Recommendation: That Council repeal Vehicle Replacement Policy PW-002.

12:05 – 12:10

2. Repeal Three Sisters Resort Core and Stewart Creek Municipal Reserves Policy PD-011

Recommendation: That Council repeal Three Sisters Resort Core and Stewart Creek Municipal Reserves Policy PD-011.

I. REPORTS FROM ADMINISTRATION – none

J. NOTICES OF MOTION – none

K. CLOSED SESSION – none

12:10

L. ADJOURNMENT

Agenda prepared by: Ben Stiver, Municipal Clerk

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—●> THE TRAIL, STAGE 2
Presentation to the
Canmore Council

April 1st, 2025

Greg Birch and Carol Poland



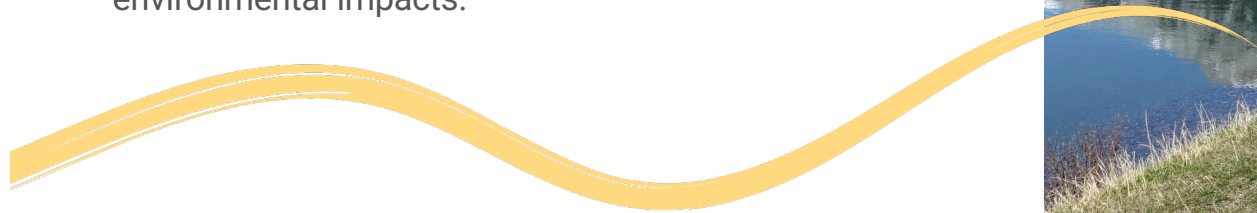
Contents

- > The Opportunity
- > Bringing The Trail Stage 2 to Life
- > Next Steps

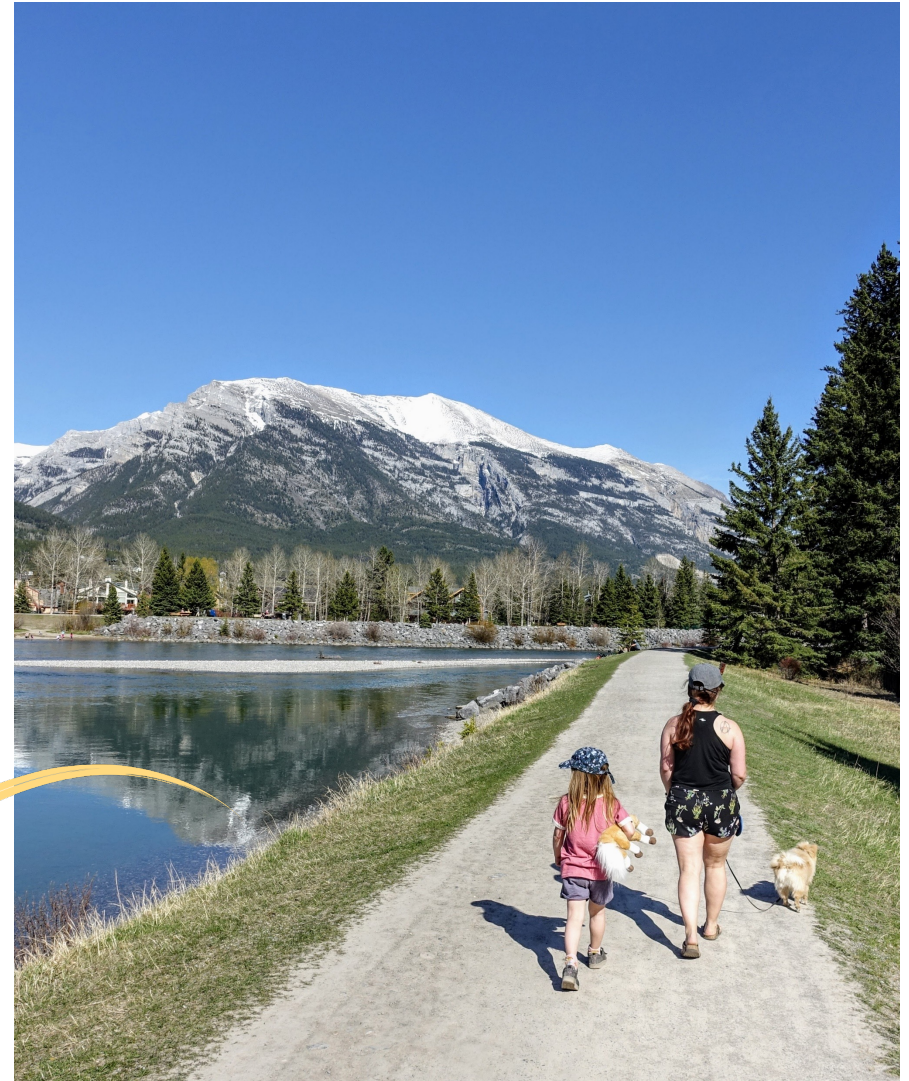
Investing in our future

The Trail is a once in a lifetime Alberta project to connect the City of Calgary to the Town of Canmore.

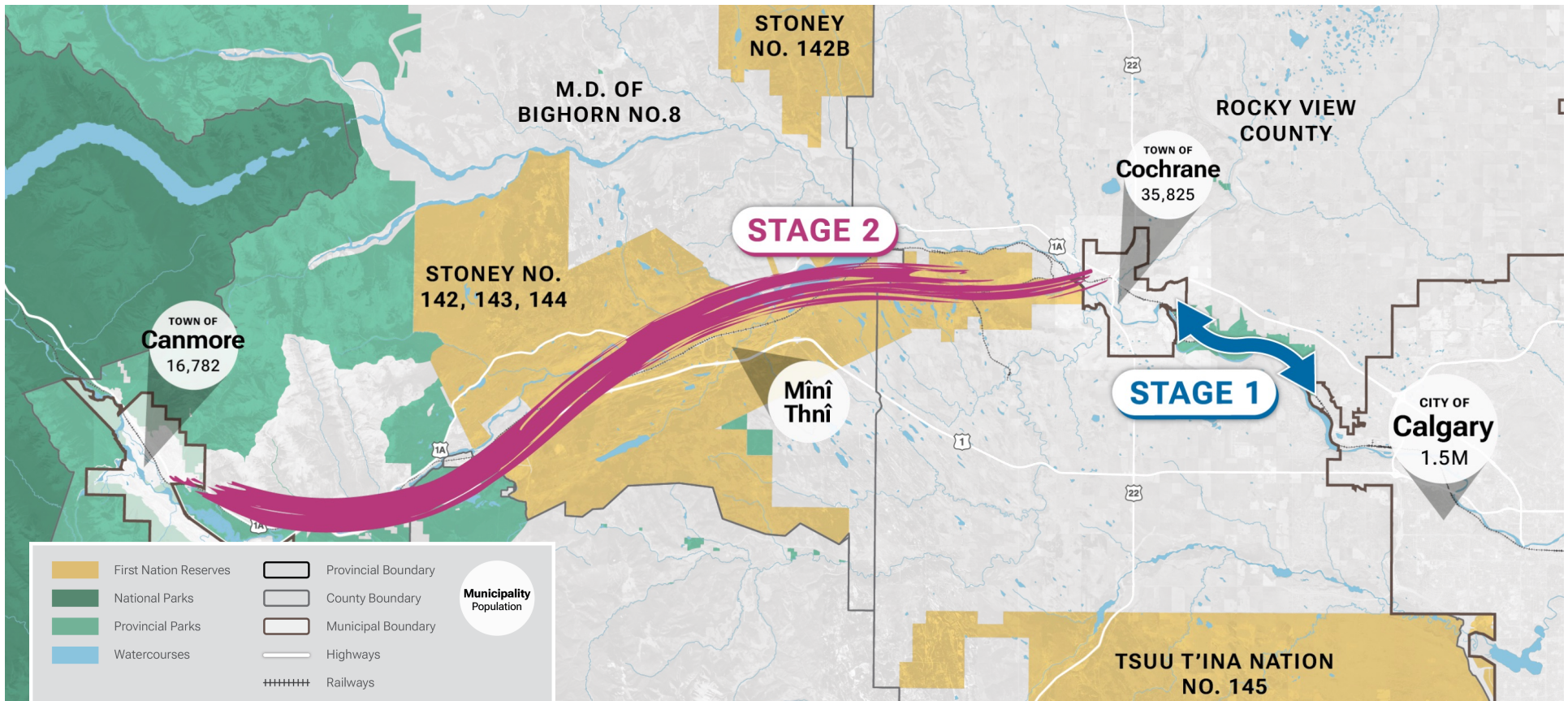
The Trail (Stage 1 and Stage 2) will become part of the 28,000-kilometre Trans Canada Trail Network and add to the existing network of trails benefiting Albertans through public health, economic and environmental impacts.



—●► Bringing The Trail, Stage 2 to Life

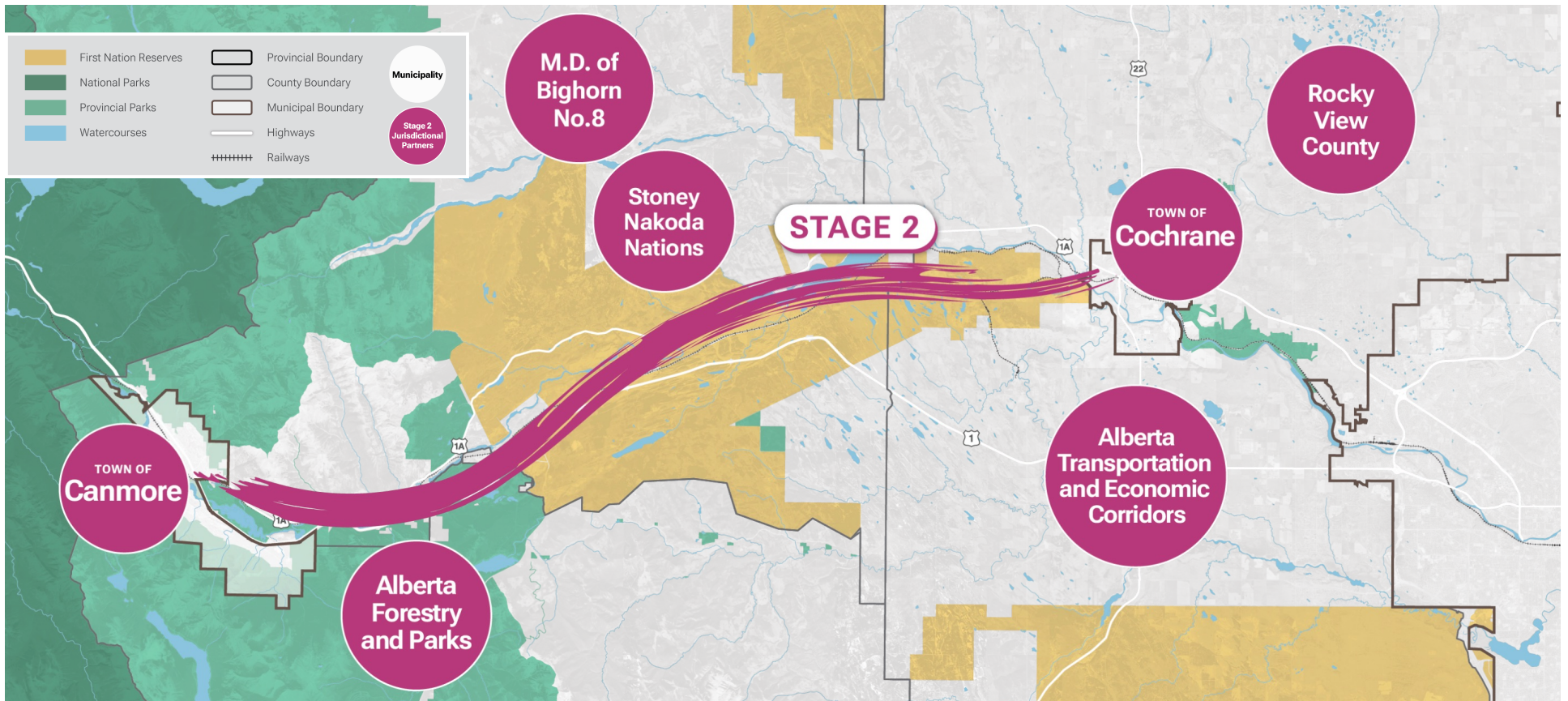


A Trail in Two Stages

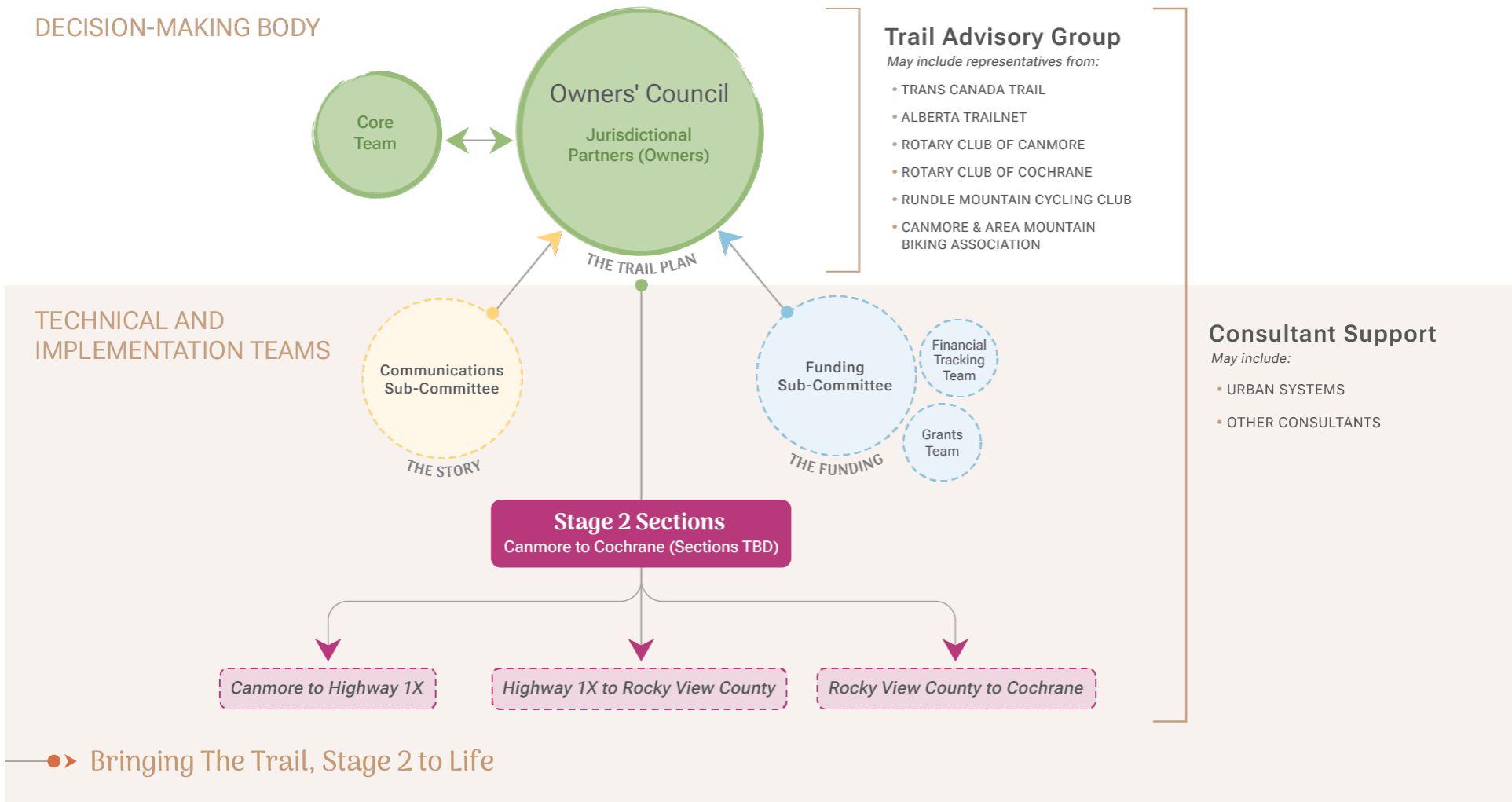


—●➤ Bringing The Trail, Stage 2 to Life

Stage 2 Potential Jurisdictional Partners



—●— The Opportunity



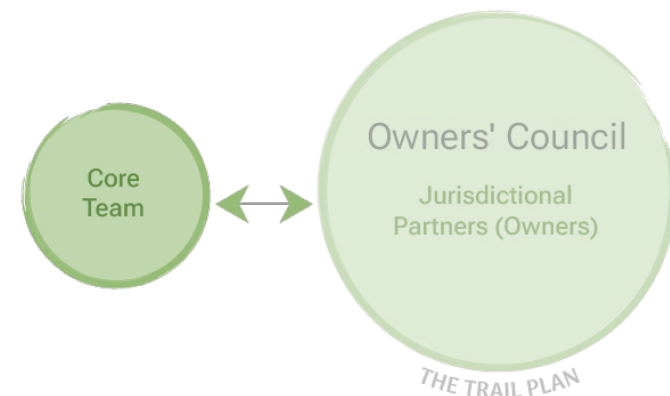
The Core Team

Authority:

- Grassroots drivers and community champions of The Trail, Stage 2 process.
- The Core Team to Chair the Owners' Council as stewards of the project and pursue funds to support the development of The Trail Plan, Stage 2 process.
- No decision-making authority over work completed for The Trail Plan.

Membership:

- Comprised of volunteer representatives from local organizations, which may include:
 - Rotary Club of Canmore (RCC)
 - Rundle Mountain Cycling Club (RMCC)
 - Canmore & Area Mountain Biking Association (CAMBA)



—●> Bringing The Trail, Stage 2 to Life

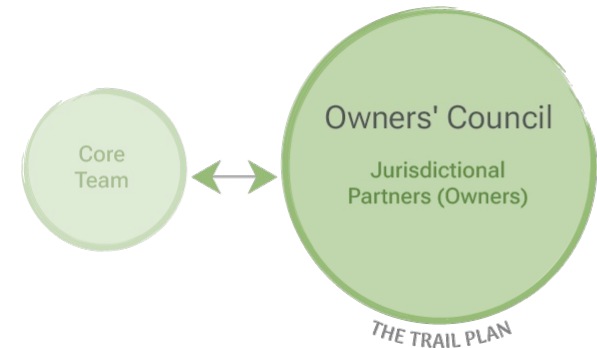
Owners' Council

Authority:

- Hold decision-making authority on the development, approval, and coordination of all work required to complete The Trail Plan, Stage 2.

Membership:

- Comprised of jurisdictional partners that will be the future owners and operators of The Trail.
- Voting membership dependent by section



Potential Owners' Council Members by Section: ✓ = Voting Member

Canmore to Highway 1X

- ✓ Town of Canmore
- ✓ M.D. of Bighorn
- ✓ Alberta Forestry and Parks
- ✓ Alberta Transportation and Economic Corridors

Highway 1X to Rocky View County

- ✓ Stoney Nakoda Nations
- ✓ M.D. of Bighorn
- ✓ Alberta Forestry and Parks
- ✓ Alberta Transportation and Economic Corridors

Rocky View County to Cochrane

- ✓ Stoney Nakoda Nations
- ✓ Rocky View County
- ✓ Town of Cochrane
- ✓ Alberta Transportation and Economic Corridors

—●➤ Bringing The Trail, Stage 2 to Life

Trail Advisory Group

Authority:

- Provide support and resource mechanism for Owners' Council.
- No decision-making authority over work completed for The Trail Plan—limited reporting function required from the Owners' Council.

Membership:

- Comprised of representatives from groups, or individuals who have:
 - skills related to trail planning and development
 - experience working with/connections to government (all levels)
 - expertise in fund raising

Trail Advisory Group

May include representatives from:

- TRANS CANADA TRAIL
- ALBERTA TRAILNET
- ROTARY CLUB OF CANMORE
- ROTARY CLUB OF COCHRANE
- RUNDLE MOUNTAIN CYCLING CLUB
- CANMORE & AREA MOUNTAIN BIKING ASSOCIATION

—●▶ Bringing The Trail, Stage 2 to Life

The Current Status: Stage 1 (Calgary to Cochrane)

Memorandum of Understanding #1, Signed August 30th, 2023

- Commit with other jurisdictional partners to develop a Trail plan from Calgary to Cochrane

Memorandum of Understanding #2, Signed January 31st, 2025

- Collaborate to delivering Stage 1 of the Trail Plan
- Assist in securing the capital funds
- Make decisions around the long-term stewardship of the Trail

Jurisdictional Partners include:

- The City of Calgary
- The Town of Cochrane
- The Ministry of Forestry and Parks
- The Rotary Club of Cochrane

—●➤ Bringing The Trail, Stage 2 to Life

The Current Status: Stage 2 (Canmore to Cochrane)

- **Core team established for Stage 2 of the Trail, Spring, 2023**
- **Funding received from Trans Canada Trail to investigate the feasibility of a Stage 2 Trail, Oct 1, 2024**
 - Hired Urban Systems to support the effort
 - Rotary Club of Canmore acts as contracting vehicle (100% pass-through)
- **Concept of the Trail worked into the Canmore Area Trail Strategy (CATS)**
- **Identifying and meeting with jurisdictional partners interested in participating in the investigation and ultimate delivery and operation of the Trail, Stage 2**

—●► Bringing The Trail, Stage 2 to Life

The Ask of Jurisdictional Partners along The Trail, Stage 2

Determine level of interest to participate in exploring The Trail, Stage 2

Confirm if jurisdiction is willing to participate in process (i.e., Owners' Council) to develop a Trail Plan for The Trail, Stage 2

Agree to terms of Memorandum of Understanding

Commit to working with other jurisdictional partners to develop The Trail Plan, Stage 2 and make available staff, information and technical resources

Develop The Trail Plan, Stage 2

Meet regularly with Owners' Council to draft and finalize The Trail Plan, Stage 2

WINTER 2024 / 2025

SPRING 2025

1-2 Year Process

(AS FUNDING IS OBTAINED)

—●> Next Steps

**TOWN OF CANMORE
MINUTES**

Regular Meeting of Council
Council Chamber at the Civic Centre, 902 – 7 Avenue
Tuesday, March 4, 2025 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

Joanna McCallum	Councillor
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ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Whitney Smithers	General Manager of Municipal Infrastructure
Scott McKay	General Manager of Municipal Services
Cheryl Hyde	Manager of the Municipal Clerk's Office
Ben Stiver	Municipal Clerk (recorder)
Greg Burt	Municipal Enforcement Supervisor
Harry Shnider	Manager of Planning and Development
Jennica Collette	Development Planner
Felix Camire	Project Engineer
Chelsey Gibbons	Manager of Finance
Caitlin Miller	Manager of Protective Services
Michael Bourgon	Deputy Fire Chief
Trevor Thorsteinson	Acting Manager of Information Technology / Senior Systems Administrator

Mayor Krausert called the March 4, 2025 regular meeting to order at 9:00 a.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

- 1. Land Acknowledgement**
- 2. Agenda for the March 4, 2025 Regular Meeting of Council**

40-2025

Moved by Mayor Krausert that Council approve the agenda for March 4, 2025 regular meeting as presented.

Minutes approved by: _____

- 40A-2025 Moved by Mayor Krausert that Council amend motion 40-2025 by adding:
“amended by adding the following items:
- Assessment Review Board Public Member Appointments as item H6, and
 - Purchase Policy Exception – ShareGate by Workleap as item H7.”

CARRIED UNANIMOUSLY

- 40-2025 The vote followed on motion 40-2025, that Council approve the agenda for March 4, 2025 regular meeting amended by adding the following items:
- Adding Assessment Review Board Public Member Appointments as item H6, and
 - Adding Purchase Policy Exception – ShareGate by Workleap as item H7.

CARRIED UNANIMOUSLY

B. PUBLIC HEARINGS

1. Steep Creek Updates to the Municipal Development Plan Bylaw Amendment 2024-23 and Revised Land Use Bylaw Amendment 2024-24

(1) Call to order

Mayor Krausert called the public hearing to order for Municipal Development Plan Bylaw Amendment 2024-23 – Steep Creek and Revised Land Use Bylaw Amendment 2024-24 – Steep Creek at 9:05 a.m.

(2) Administration Summary

Administration provided a verbal briefing on the proposed Municipal Development Plan Bylaw Amendment 2024-23 – Steep Creek and Revised Land Use Bylaw Amendment 2024-24 – Steep Creek.

(3) Public Submissions

In favour

Name	Verbal	Written
Dennis Breymann	X	

Neutral or Unstated – none

Opposed

Name	Verbal	Written
Dan Sparks	X	

(4) Public Written Submissions

There were no written submissions provided for this public hearing.

(5) Closing Comments from Administration

Administration did not provide any closing comments.

(6) Council Questions of Administration

Administration addressed questions of clarification from Council.

Minutes approved by: _____

(7) Adjournment of the Public Hearing

Mayor Krausert adjourned the public hearing at 9:38 a.m.

Meeting Break 9:39 a.m. – 9:45 a.m.

2. Palliser Lane Perpetual Affordable Housing Direct Control District Bylaw Amendment 2024-37

(1) Call to order

Mayor Krausert called the public hearing to order for Palliser Lane Perpetual Affordable Housing Direct Control District Bylaw Amendment 2024-37 at 9:46 a.m.

(2) Administration Summary

Administration provided a verbal briefing on the proposed Palliser Lane Perpetual Affordable Housing Direct Control District Bylaw Amendment 2024-37.

(3) Public Submissions

In favour

Name	Verbal	Written
Dan Sparks	X	

Neutral or Unstated – none

Opposed

Name	Verbal	Written
O'Rourke, Kay		X

(4) Public Written Submissions

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

(5) Closing Comments from Administration

Administration did not provide any closing comments.

(6) Council Questions of Administration

Council did not have any further questions of administration.

(7) Adjournment of the Public Hearing

Mayor Krausert adjourned the public hearing at 9:57 a.m.

Meeting Break 9:58 a.m. – 10:15 a.m.

C. DELEGATIONS – none

Minutes approved by: _____

D. APPROVAL OF MINUTES

1. Minutes of the February 4, 2025 Regular Meeting of Council

41-2025 Moved by Mayor Krausert that Council approve the minutes of the February 4, 2025 regular meeting as presented.

CARRIED UNANIMOUSLY

2. Minutes of the February 11, 2025 Special Meeting of Council

42-2025 Moved by Mayor Krausert that Council approve the minutes of the February 11, 2025 special meeting as presented.

CARRIED UNANIMOUSLY

E. BUSINESS ARISING FROM THE MINUTES – none

F. UNFINISHED BUSINESS – none

G. BYLAW APPROVAL

1. Steep Creek Updates to the Municipal Development Plan and Land Use Bylaw

43-2025 Moved by Mayor Krausert that Council give second reading to Town of Canmore Municipal Development Plan Bylaw Amendment 2024-23 – Steep Creek.

CARRIED UNANIMOUSLY

44-2025 Moved by Mayor Krausert that Council give third reading to Town of Canmore Municipal Development Plan Bylaw Amendment 2024-23 – Steep Creek.

CARRIED UNANIMOUSLY

45-2025 Moved by Mayor Krausert that Council give second reading to Land Use Bylaw Amendment 2024-24 – Steep Creek.

CARRIED UNANIMOUSLY

46-2025 Moved by Mayor Krausert that Council give third reading to Land Use Bylaw Amendment 2024-24 – Steep Creek.

CARRIED UNANIMOUSLY

47-2025 Moved by Mayor Krausert that Council direct administration return to Council during the 2026 budget amendment process with information about the cost and timing of a potential capital project to do a revised risk assessment for the Cougar Creek area to determine the appropriateness of the residual hazard zone restrictions in the area.

CARRIED UNANIMOUSLY

2. Palliser Lane Perpetual Affordable Housing Direct Control District Bylaw Amendment 2024-37

48-2025 Moved by Mayor Krausert that Council give second reading to Revised Land Use Bylaw Amendment 2024-37 – Palliser Lane Perpetual Affordable Housing Direct Control District.

CARRIED UNANIMOUSLY

Minutes approved by: _____

49-2025 Moved by Mayor Krausert that Council give third reading to Revised Land Use Bylaw Amendment 2024-37 – Palliser Lane Perpetual Affordable Housing Direct Control District.

CARRIED UNANIMOUSLY

3. 2025 Borrowing Bylaws

50-2025 Moved by Mayor Krausert that Council give first reading to Borrowing Bylaw 2025-10 for Ladder Truck Replacement.

CARRIED UNANIMOUSLY

51-2025 Moved by Mayor Krausert that Council give first reading to Borrowing Bylaw 2025-11 for Snow Management Facility.

CARRIED UNANIMOUSLY

52-2025 Moved by Mayor Krausert that Council give first reading to Borrowing Bylaw 2025-12 for WTP 1 - Chlorine Gas Upgrade.

CARRIED UNANIMOUSLY

H. NEW BUSINESS

1. Capital Budget Amendment – CAP 7386 Community Fireguard Construction

53-2025 Moved by Mayor Krausert that Council approve a capital budget amendment for CAP 7386 – Community Fireguard Phase 2 - Construction to reflect an increase in funding of \$580,000 from the Forest Resource Improvement Association of Alberta (FRIAA) and \$357,500 in other revenue making the total capital project value \$1,687,500.

CARRIED UNANIMOUSLY

2. 2025 Capital Project – CAP 7390 Bow Valley Evacuation Modelling and Plan

54-2025 Moved by Mayor Krausert that Council approve a new 2025 capital project for the Bow Valley Evacuation Modelling and Plan project funded by the Alberta Community Partnership grant in the amount of \$150,000.

CARRIED UNANIMOUSLY

3. FRIAA Grant Application – Community Fireguard Canmore Nordic Centre East and West Phase 2: Construction

55-2025 Moved by Mayor Krausert that Council approve the submission of a Request for Proposals in the FRIAA Community Fireguard Program for Canmore Nordic Centre East and West Phase 2: Construction.

CARRIED UNANIMOUSLY

4. FRIAA Grant Application – Canyon Ridge FireSmart Vegetation Management Project

56-2025 Moved by Mayor Krausert that Council approve the submission of an Expression of Interest for the 2025 Forest Resource Improvement Association of Alberta (FRIAA) grant for vegetation management in the Canyon Ridge area.

CARRIED UNANIMOUSLY

Minutes approved by: _____

57-2025 **5. Community Grants Selection Committee Public Member Appointment**
Moved by Mayor Krausert that Council appoint Catherine Tetreault to the
Community Grants Selection Committee for a term ending at the 2025 annual
organizational meeting of council.

CARRIED UNANIMOUSLY

58-2025 **6. Assessment Review Board Public Member Appointments**
Moved by Mayor Krausert that Council close the meeting to the public at 11:04 a.m.
to prevent the disclosure of personal information in accordance with section
17(4)(g) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

Administration present at the closed session: Sally Caudill, Whitney Smithers, Scott
McKay, Cheryl Hyde, Ben Stiver, Trevor Thorsteinson

59-2025 Moved by Mayor Krausert that Council return to the public meeting at 11:12 a.m.

CARRIED UNANIMOUSLY

60-2025 Moved by Mayor Krausert that Council appoint Lori Hogarth, John Pedwell,
Christoph Braier, and Laura Clippingdale to the Assessment Review Board for terms
ending on December 31, 2027.

CARRIED UNANIMOUSLY

61-2025 **7. Purchase Policy Exception – ShareGate by Workleap**
Moved by Mayor Krausert that Council authorize administration to enter a 3-year
contract with Workleap for ShareGate for the Town of Canmore.

CARRIED UNANIMOUSLY

I. REPORTS FROM ADMINISTRATION – none

J. NOTICES OF MOTION – none

K. CLOSED SESSION

1. Assessment Review Board Public Member Appointments
Addressed during item H6.

62-2025 **L. ADJOURNMENT**
Moved by Mayor Krausert that Council adjourn the March 4, 2025 regular meeting
at 11:21 a.m.

CARRIED UNANIMOUSLY

Sean Krausert
Mayor

Ben Stiver
Municipal Clerk

Minutes approved by: _____

**TOWN OF CANMORE
MINUTES**

Special Meeting of Council
Council Chamber at the Civic Centre, 902 – 7 Avenue
Tuesday, March 11, 2025 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Dustin Schinbein	General Manager of Corporate Services
Cheryl Hyde	Manager of the Municipal Clerk's Office
Ben Stiver	Municipal Clerk (recorder)
Harry Shnider	Manager of Planning and Development
Chelsey Gibbons	Manager of Finance

Mayor Krausert called the March 11, 2025 regular meeting to order at 9:00 a.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

- 1. Land Acknowledgement**
- 2. Agenda for the March 11, 2025 Special Meeting of Council**

63-2025

Moved by Mayor Krausert that Council approve the agenda for March 11, 2025 special meeting as presented.

CARRIED UNANIMOUSLY

B. PUBLIC HEARINGS

1. Removing Tourist Homes as a Use in Various Land Use Districts

- **Bow Valley Trail Area Redevelopment Plan Bylaw Amendment 2025-02 – Removal of Tourist Homes**
- **Teepee Town Area Redevelopment Plan Bylaw Amendment 2025-03 – Removal of Tourist Homes**
- **Revised Land Use Bylaw Amendment 2025-04 – Removal of Tourist Homes**

(1) Call to order

Mayor Krausert called the public hearing to order for Removing Tourist Homes as a Use in Various Land Use Districts Bylaws 2025-02, 2025-03, and 2025-04 at 9:02 a.m.

(2) Administration Summary

Administration provided a verbal briefing on the proposed Removing Tourist Homes as a Use in Various Land Use Districts Bylaws 2025-02, 2025-03, and 2025-04.

(3) Public Submissions

In favour – none

Neutral or Unstated

Name	Verbal	Written
Wilson, Philip		X
McArdle, Kevin	X	
Nygren, James	X	X
Sime, Sharon	X	
Steel, Stephen	X	

Opposed

Name	Verbal	Written
Bentley-Bergh, Candice	X	
Colwell, Richard and Dallas		X
Fang, Bob		X
Frost, Ashley		X
Glahome, Charles		X
Hazzard, Jonathan	X	
Lee, Mai		X
Rostek, Cheryl		X
Rostek, Teryn		X
Soin, Jasminder		X
Tulik, Rajka		X
Ward, Jane		X
Wilson, Kennedy	X	
Zoller, Alex		X

Minutes approved by: _____

(4) Public Written Submissions

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

(5) Closing Comments from Administration

Administration did not provide any closing comments.

(6) Council Questions of Administration

Administration addressed questions of clarification from Council.

(7) Adjournment of the Public Hearing

Mayor Krausert adjourned the public hearing at 9:44 a.m.

C. DELEGATIONS – none

D. APPROVAL OF MINUTES – none

E. BUSINESS ARISING FROM THE MINUTES – none

F. UNFINISHED BUSINESS – none

G. BYLAW APPROVAL

1. Removing Tourist Homes as a Use in Various Land Use Districts

64-2025 Moved by Mayor Krausert that Council give second reading to Bow Valley Trail Area Redevelopment Plan Bylaw Amendment 2025-02 – Removal of Tourist Homes.

CARRIED UNANIMOUSLY

65-2025 Moved by Mayor Krausert that Council give third reading to Bow Valley Trail Area Redevelopment Plan Bylaw Amendment 2025-02 – Removal of Tourist Homes.

CARRIED UNANIMOUSLY

66-2025 Moved by Mayor Krausert that Council give second reading to Teepee Town Area Redevelopment Plan Bylaw Amendment 2025-03 – Removal of Tourist Homes.

CARRIED UNANIMOUSLY

67-2025 Moved by Mayor Krausert that Council give third reading to Teepee Town Area Redevelopment Plan Bylaw Amendment 2025-03 – Removal of Tourist Homes.

CARRIED UNANIMOUSLY

68-2025 Moved by Mayor Krausert that Council give second reading to Revised Land Use Bylaw Amendment 2025-04 – Removal of Tourist Homes.

Minutes approved by: _____

68A-2025

Moved by Mayor Krausert that Council amend motion 68-2025 by adding: amended by inserting the following as section 4 and renumbering the subsequent sections as required:

4. The following is added after subsection 1.16.0.6:

1.16.0.7 An existing Tourist Home shall be allowed to continue to operate in the following Land Use Districts, unless a Certificate of Conformance has been issued in accordance with Section 1.9.0.1 (x):

- i. Teepee Town Comprehensive Redevelopment District (TPT-CR)
- ii. Town Centre Land Use District (TC)
- iii. Gateway Commercial District (GD)
- iv. Gateway Commercial District with Automotive Uses (GD-2)
- v. Bow Valley Trail Commercial District (BVT-C)
- vi. Bow Valley Trail Teepee Town Commercial District (BVT-T)
- vii. Bow Valley Trail General District (BVT-G)
- viii. Town Centre 1 Creekside DC District Direct Control District
- ix. Canmore Hotel Direct Control District.

CARRIED UNANIMOUSLY

68-2025

The vote followed on motion 68-2025: that Council give second reading to Revised Land Use Bylaw Amendment 2025-04 – Removal of Tourist Homes, amended by inserting the following as section 4 and renumbering the subsequent sections as required:

4. The following is added after subsection 1.16.0.6:

1.16.0.7 An existing Tourist Home shall be allowed to continue to operate in the following Land Use Districts, unless a Certificate of Conformance has been issued in accordance with Section 1.9.0.1 (x):

- i. Teepee Town Comprehensive Redevelopment District (TPT-CR)
- ii. Town Centre Land Use District (TC)
- iii. Gateway Commercial District (GD)
- iv. Gateway Commercial District with Automotive Uses (GD-2)
- v. Bow Valley Trail Commercial District (BVT-C)
- vi. Bow Valley Trail Teepee Town Commercial District (BVT-T)

Minutes approved by: _____

vii. Bow Valley Trail General District (BVT-G)

viii. Town Centre 1 Creekside DC District Direct Control District

ix. Canmore Hotel Direct Control District.

CARRIED UNANIMOUSLY

69-2025

Moved by Mayor Krausert that Council give third reading to Revised Land Use Bylaw Amendment 2025-04 – Removal of Tourist Homes.

CARRIED UNANIMOUSLY

2. Canmore Community Housing 100 Palliser Lane Loan Bylaw 2025-07

70-2025

Moved by Mayor Krausert that Council give second reading to Canmore Community Housing 100 Palliser Lane Loan Bylaw 2025-07.

CARRIED UNANIMOUSLY

71-2025

Moved by Mayor Krausert that Council give third reading to Canmore Community Housing 100 Palliser Lane Loan Bylaw 2025-07.

CARRIED UNANIMOUSLY

H. NEW BUSINESS – none

I. REPORTS FROM ADMINISTRATION – none

J. NOTICES OF MOTION – none

K. CLOSED SESSION – none

L. ADJOURNMENT

72-2025

Moved by Mayor Krausert that Council adjourn the March 11, 2025 special meeting at 10:21 a.m.

CARRIED UNANIMOUSLY

Sean Krausert
Mayor

Ben Stiver
Municipal Clerk

Minutes approved by: _____



Request for Decision

DATE OF MEETING: April 1, 2025 **AGENDA #:** G 1

TO: Council

SUBJECT: Connect Downtown: Planning a Vibrant Town Centre

SUBMITTED BY: Joshua Cairns, Senior Policy Planner

RECOMMENDATION: That Council give first reading to Town Centre Area Redevelopment Plan Bylaw 2025-05.

That Council give first reading to Revised Land Use Bylaw Amendment 2025-13 – Changes to Variance Powers.

That Council schedule a single public hearing for Bylaws 2025-05 and 2025-13 for May 6, 2025.

EXECUTIVE SUMMARY

In this report, we present information on the third and final public-facing phase of the *Connect Downtown: Planning a Vibrant Town Centre* (“Connect Downtown”) planning process and introduce the resulting Town Centre Area Redevelopment Plan (ARP) Bylaw 2025-05 and a supporting amendment to the Land Use Bylaw (Bylaw 2025-13) for Council’s consideration. The Town Centre ARP is the result of extensive community and interest holder engagement and will support the continued evolution of downtown in a manner that aligns with Council and community priorities over the next 25 years.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The Town Centre ARP was informed by various approved or accepted plans, policies, and bylaws, including: Municipal Development Plan; Integrated Transportation Plan; Integrated Parking Management Plan; Climate Emergency Action Plan; Council Strategic Plan; Cultural Master Plan; Human-Wildlife Coexistence Implementation and Action Plan; Open Space and Trails Plan; Recreation Master Plan; Utility Master Plan; and Wildfire Mitigation Strategy.

DISCUSSION

Since its founding in 1883 as a rail hub, Canmore has continually reinvented itself—first as a coal mining town, then an Olympic host, and now as a growing community and recreation destination. Today, Canmore faces a pivotal moment as we respond to new challenges, including pressure on a fixed transportation network, increased visitation, a housing crisis, the impacts of climate change, and shifting perceptions and priorities.

In October 2023, “Connect Downtown” was launched—a planning process to create an Area Redevelopment Plan (ARP) for the Town Centre to guide future change in the area in a way that responds to and overcomes these new challenges. Connect Downtown involved three public-facing phases of work

spanning nearly 18 months. Each phase offered a distinct purpose and engagement strategy to ensure the ARP would be shaped by the perspectives of the community and interest holders. In February 2025, the draft Town Centre ARP was released for public review.

Plan Highlights

The ARP is a visionary 25-year plan that charts a pathway to a vibrant downtown. While it guides growth and change, it does so in a way that ensures we continue to recognize the heart of our downtown by aligning with our community values, reflecting and respecting our culture and environment, and honouring our storied past.

The ARP envisions a vibrant community that offers an attractive and functional mix of jobs, shops, homes, amenities, and facilities. Building heights are generally limited to 3 and 4 storeys, supporting compact building forms that complement the existing character and retain a sense of openness and connection to the mountains while allowing the neighbourhood to incrementally evolve over time and be more responsive to local needs. Contemporary alpine or mountain architecture will be encouraged, along with a material palette that encourage designers to use materials and colours that reflect the surrounding natural environment and reinforce a distinct sense of place in Canmore.

Town-owned land will be used to provide affordable housing and create resilient, year-round, community spaces, with a focus on further establishing a prominent pedestrian- and community-oriented “Civic Corridor” along 9th Street anchored by a new central plaza. A year-round, pedestrianized Main Street that can accommodate more people and support a reconfiguration of the surrounding street network will help vehicular flow and enhance the experience for all users. Improvements to parks and open spaces will ensure people have places to gather and celebrate in all four seasons and that more diverse programming and events can be hosted in the heart of the community.

The key policies and directions of the ARP generally align with one or more big ideas—transformative concepts that will shape the future downtown in a way that aligns with the community’s vision and values for the area. A summary of the ARP’s highlights in Table 1 is organized according to the big idea they most closely align with to understand how the policies of the plan will help shape the gradual evolution of the area.

Table 1: Notable Highlights of the ARP

Big Idea	Highlights of the Plan
Embrace Nature and Mountain Views	<ul style="list-style-type: none"> • Limits building heights to three storeys along key corridors and public spaces • Introduces design guidelines to further preserve and frame mountain views • Incorporates functional natural elements and materials into public spaces
Make Main Street a Great Street	<ul style="list-style-type: none"> • Proposes a year-round, fully pedestrianized Main Street • Identifies land uses and provides design guidelines to support a vibrant commercial area
From the Creek to the Bow	<ul style="list-style-type: none"> • Connects the core of downtown to the Bow River with a new multi-use pathway and by permitting commercial uses on west of 8 Avenue on 8 Street • Proposes updates to wayfinding and signage to improve connectivity to these areas
Make Downtown Year-Round	<ul style="list-style-type: none"> • Prioritizes new housing for permanent residents through controls on visitor accommodation and use of Town land for affordable housing • Provides design guidelines and proposes improvements that will support winter use and year-round vibrancy • Proposes new plazas and open spaces capable of supporting year-round events • Directs the use of Town land in the Civic Corridor for community-oriented uses that can provide a year-round destination and benefit residents
Repurpose Underused Spaces	<ul style="list-style-type: none"> • Proposes an intercept parking facility • Enables residential uses on the unused public utility lot next to Veterans' Park • Identifies an expansion to Riverside Park to address growing community needs
More Accessible and Adaptable Spaces	<ul style="list-style-type: none"> • Provides guidance on the design of public spaces and trail network with a focus on accessibility and four-season use • Encourages accessible, ground floor units with direct access to the street • Supports more accessible units by incentivizing apartment buildings
Housing for a More Diverse Population	<ul style="list-style-type: none"> • Allows new housing opportunities in residential areas • Supports the creation of affordable housing on Town land and through density bonusing • Proposes additional controls to ensure more appropriate or attainable housing (e.g., increased minimum unit densities) • Proposes changes to parking regulations to support redevelopment (e.g., changes to cash-in-lieu of parking)
Create a Neighbourhood Heart	<ul style="list-style-type: none"> • Proposes a new central plaza in the heart of downtown • Creates a more integrated commercial area through consistent, high-quality streetscape improvements • Supports redevelopment of Town land in the Civic Corridor for community-oriented uses
A Distinct Character	<ul style="list-style-type: none"> • Encourages contemporary alpine architecture and provides a material palette unique to downtown • Identifies strategic opportunities for public art and provides guidance on intent • Creates focal points at key entrances downtown to create a sense of welcome • Retains key historical assets and supports their enhancement or integration • Supports an expanded presence of Indigenous culture through placenaming
A Low-impact Community	<ul style="list-style-type: none"> • Commits Town and Canmore Community Housing developments to strive for near zero emissions • Proposes incentivizing private development to achieve higher levels of energy efficiency • Prioritizes the use of Low Impact Development (i.e., green infrastructure) • Directs development to implement FireSmart best practices

Implementation

Although the ARP provides a clear vision of the future and set of policies to inform development in the Town Centre, we expect change to happen gradually over time. The redevelopment of private property depends on the decisions and actions of property owners, while improvements to Town land will be undertaken as feasible with consideration for budgeting, resourcing, and priority. To increase transparency and provide further clarity on how change is expected to occur, we provide an implementation framework in the ARP that defines key activities for the Town, along with estimates of when they should happen.

Should Council adopt the Town Centre ARP, implementation will begin as generally summarized in the implementation framework. Priority implementation actions include:

- preparing zoning amendments and rezoning properties in accordance with the ARP;
- updating the density bonus regulations of the Land Use Bylaw;
- preparing and implementing a strategy to equitably finance growth; and,
- preparing amendments to other policy and regulatory documents as necessary.

Further community and interest holder engagement will occur as appropriate during implementation of the plan.

Land Use Bylaw Amendment

Although implementation of the ARP will include zoning changes and amendments to regulatory documents to bring them into alignment with the ARP, these actions will take time and applicants may, in the interim, continue to submit proposals for redevelopment under existing land use designations.

Administration have prepared an amendment to the Land Use Bylaw (Bylaw 2025-13) to address this transition period. Land Use Bylaw Amendment 2025-13 clarifies the Town's authority to attach conditions to development permits that require a development to be brought into alignment with applicable provisions of statutory plans, including ARPs. As this amendment provides important clarity and helps ensure that development(s) being considered after adoption of the ARP will adhere to the ARP's policies, we are recommending this amendment proceed concurrently with consideration of the Town Centre ARP (Bylaw 2025-05).

ANALYSIS OF ALTERNATIVES

Council could propose amendments to the draft Town Centre ARP or refer the plan back to Administration with clear direction on change(s) for further investigation.

Administration is recommending the draft Town Centre ARP be adopted as presented. The ARP is the result of extensive research, analysis, community and interest holder engagement. The vision and policies of the ARP align with Council-approved plans, policies, and bylaws. Delays to adoption of the ARP will result in delays to other planning projects (either underway or preparing to launch) and may result in significant developments moving forward without being subject to the guidance provided in this plan.

FINANCIAL IMPACTS

There are no immediate financial implications. The ARP includes direction for improvements that the Town should consider and implement over time, which may be funded through a variety of sources including external grants, developer contributions, and capital budget. Any improvement would be subject to appropriate budgeting cycles and procedures and be considered based on opportunity, priority, and available funds. As part of implementation, Administration will develop a strategy to finance growth to ensure future improvements are equitably and adequately funded.

COMMUNITY ENGAGEMENT

The draft Town Centre ARP is the result of one of our largest and most innovative engagement processes ever, where we received over 4,622 responses over three engagement periods.

The approach emphasized reaching underrepresented voices by complementing traditional methods with innovative tactics to inspire a diverse cross-section of the community to participate in the process. Our slate of opportunities included virtual and in-person workshops, digital tools, three online surveys, a three-week drop-in engagement in the Elevation Place atrium, a classroom activity, and our flagship event – *The Warm Up*, presented in partnership with the Canmore Folk Music Festival which ran both 2024 and 2025. We raised awareness about open opportunities to get involved via our engagement platform (mycanmore.ca/connectdowntown), direct email, newsletters, signage, postcards, radio and print ads, and social media.

Engagement took place during three periods:

- **Visioning (November 2023 to March 2024 engagement):** Conducted broad community and interest holder engagement and research to understand the current experience downtown, what people value, and aspirations for what a future downtown could be.
- **Options (July to August 2024 engagement):** Gathered broad input and feedback from the community and interest holders to refine potential policy strategies to advance the vision for downtown and inform the drafting of the plan.
- **Draft Plan (February to March 2025 engagement):** Informed the public and interest holders about the draft plan and assessed level of support for the draft plan. During this period, we shared the draft plan with the community as a “pulse-check” to give Council a sense of overall sentiment for the plan and its key elements. *The full results of the draft plan survey are attached to this report (Attachment 4).*

To ensure transparency, we published a comprehensive What We Heard report after both the “Vision” and “Options” phases of work, detailing engagement tactics and results. These reports were presented to Council and made available on our online engagement hub at mycanmore.ca/connectdowntown.

Input from the community during the Vision and Options phases helped shape the final draft ARP. Some of the notable concerns from the recent Options phase of engagement that are addressed or further clarified in the ARP are summarized in Table 2.

Table 2: Responses to Concerns from Previous Engagement

Concern	Action
Repurposing Eklof Park for residential uses	Removed Eklof Park from the “Residential” land use designation and maintained its status as Municipal Reserve.
Impacts on vehicle movement / congestion	Identified improvements to the street network, including changes to vehicle routing to improve flow (intersection of 6 Ave / Main St). The plan also provides strong policy direction to make it easier to walk, bike, or take transit—to make sure the road network is better able to manage increasing vehicle demand over time.
Reductions in available parking	Added policy for the Town to consider parking demand when redeveloping any Town properties, which allows for the retention or creation of public parking on those sites if necessary at time of development. The plan also proposes an intercept parking facility to reduce downtown congestion and provide a convenient parking option. Further policy direction was added for on-street parking to ensure our approach to parking is responsive to shifting demands over time.
Improvements will draw more visitors to the area	ARP policies prioritize a downtown that works for residents. Town-owned land will be used for community-oriented uses and affordable housing. Open spaces will be adaptable and programmed for the community. While improvements may attract visitors, the primary focus is enhancing livability for residents.
Building heights of 4-5 storeys	The ARP proposes limiting most residential areas to a maximum three storeys in permitted height through zoning. Height limits on Main Street (3 storeys), 10 Street (3 storeys), and Railway Avenue (4 storeys) are also proposed to be generally maintained through zoning. The ARP restricts the application of density bonusing incentives and ensures they cannot result in more than one additional storey beyond what the ARP proposes.
Pedestrianized Main Street	Although concerns were raised by some (e.g., accessibility, cost), a majority of residents and interest holders that we heard from support year-round pedestrianization. Redesign would occur when the underground utilities are at end of life and the street would require replacement. Year-round pedestrianization will allow for improved winter activation and enable changes to the transportation network, like modifying the 6 Ave/Main St intersection to improve vehicle flow.
Cost / funding / impact on taxes	The ARP is a 25-year vision that will guide development, Town investment and decision-making. Change will be incremental. Should Council adopt the ARP, we would begin development of an equitable financing strategy so costs are not disproportionately borne by residents. Potential funding sources include grants, developer contributions, off-site levies, and other tools like local improvement taxes. Improvements will be subject to capital planning and will proceed only when funding is secured and they are a priority.

At a high-level, **61.7%** of respondents to our survey on the draft plan agreed or felt neutrally that the proposed Area Redevelopment Plan for Downtown Canmore meets the needs of the community today and into the future, while **63.1%** agreed or felt neutrally that the proposed Area Redevelopment Plan aligns with our values and aspirations as community. Further, depending on the topic area (e.g., land use, transportation), between **60.8%** and **84.9%** of respondents agreed or felt neutrally that the key policies of the ARP are appropriate for downtown.

Following conversations with the community and interest holders during the recent Draft Plan period of engagement, we made minor edits to the ARP that generally focused on improving clarity as well as supporting policy interpretation and implementation of the plan. Notably, in response to community concern, we removed reference in Section 8.2.2 to future changes to the free resident parking program. Although this reference was originally included for transparency that future changes to on-street parking will be required to

maintain availability of parking—which may include changes to the free resident parking program and other regulations—its inclusion caused concern that the program would be terminated by adoption of the ARP. Although on-street parking will be continuously monitored and regulations will need to be expanded over time to maintain parking availability, changes to regulations will be contemplated when necessary and the appropriate scope of changes would be determined at that time.

ATTACHMENTS

- 1) Town Centre Area Redevelopment Plan Bylaw 2025-05
- 2) Revised Land Use Bylaw Amendment 2025-13 – Changes to Variance Powers
- 3) Revised Land Use Bylaw 2018-22 – Redline Excerpt
- 4) Granicus Survey Results – February/March 2025

AUTHORIZATION

Submitted by:	Joshua Cairns Senior Policy Planner	Date: <u>March 3, 2025</u>
Approved by:	Harry Shnider, RPP, MCIP Manager, Planning and Development	Date: <u>March 5, 2025</u>
Approved by:	Whitney Smithers General Manager, Municipal Infrastructure	Date: <u>March 13, 2025</u>
Approved by:	Scott McKay Acting Chief Administrative Officer	Date: <u>March 25, 2025</u>



BYLAW 2025-05

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
ADOPT THE TOWN CENTRE AREA REDEVELOPMENT PLAN**

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

TITLE

- 1 This bylaw shall be known as the “Town Centre Area Redevelopment Plan Bylaw 2025-05.”

PROVISIONS

- 2 Town Centre Area Redevelopment Plan Bylaw 2025-05 as set out as Schedule A of this bylaw is hereby adopted.

ENACTMENT/TRANSITION

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

FIRST READING:

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



connect downtown

Town Centre Area Redevelopment Plan

DRAFT - February 2025

Publishing Information

Title

Town Centre Area Redevelopment Plan
Bylaw 2025-05

Status

Draft - March 2025

Author

This plan was prepared by the following staff on behalf of the Town of Canmore:

- Josh Cairns, Senior Policy Planner (Lead)
- Nathan Grivell, Senior Development Planner
- Brian Kinzie, Municipal Engineer
- Claire Ellick, Transportation Engineer
- Eleanor Miclette, Manager of Economic Development
- Riley Welden, Parks Planner
- Caitlin Van Gaal, Environment and Sustainability Supervisor
- Caitlin Miller, Manager of Protective Services
- Tara Gilchrist, Family and Community Support Services Supervisor
- Caroline Hedin, Communications Advisor

Acknowledgments

The Town of Canmore would like to thank the contributions of the community, interest holders, and partners that participated in the Connect Downtown process and the development of this plan.

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1. Administration

1. Administration

The Town Centre Area Redevelopment Plan (ARP) provides a framework to guide the continued growth, change, and evolution of Canmore’s downtown over the next 25 years. This plan articulates a clear vision for the future of downtown, supported by a land use concept, policies, and implementation framework.

Acknowledging the unique character and function of downtown, this plan aims to strike a balance by allowing new housing and commercial opportunities to support a vibrant and inclusive community while respecting the area’s important connection to the mountains and nature.

The *Town Centre ARP* was adopted by the Town of Canmore on [date], 2025 and replaces guidance in the *Town Centre Enhancement Concept Plan* (1998) for lands within the plan area (Figure 2.1).

This chapter provides information relating to the administration of the plan, including direction for its interpretation and the supporting studies that helped inform it.

Authority

We prepared this plan in accordance with the provisions of the *Municipal Government Act* (MGA) and policy requirements established by the Town of Canmore’s *Municipal Development Plan* (MDP) *Bylaw 2016-03*.

Timeframe

This plan provides a vision for the future of downtown to the year 2050, reflecting a reasonable time horizon for the plan’s relevancy and the key components of the plan within the Town of Canmore’s control to be implemented. While we expect the overall vision and direction of this plan to remain relevant for the next 25 years, it’s important to consider this plan as a living document—one that should be periodically reviewed and updated as necessary to remain aligned with community priorities and broader economic, social, and environmental changes.

Limitations

ARPs are long-term plans that provide a vision and policy direction for a specified area. Detailed site conditions will be assessed through the appropriate processes, including land use redesignation, development permit, and building permit. The regulatory landscape may continue to evolve during the applicable timeframe of this plan.

Amendments

It may be necessary to amend this plan to respond to changing conditions, circumstances, and priorities. Amendments that fundamentally alter the purpose and intent of this plan must be approved by bylaw in accordance with the *Municipal Government Act*. The development authority will be responsible for amending this plan.

Interpretation

Maps, graphics, images, and other visuals are for supplemental information and should be considered in relation to written policy. Locations of boundaries, symbols, or other identifying markers may be reasonably considered approximate by the development authority unless stated or implied otherwise.

Policy has been articulated to an extent deemed appropriate for an ARP and in relation to the applicable plan area (Figure 2.1). Where necessary, a reasonable interpretation of policy should be made with consideration for the plan's vision, goals, and policies as well as Town of Canmore bylaws, plans, and strategies.

Policy is considered mandatory. Where words such as "should" or "encourage" are used, the policy is still considered mandatory except in circumstances where the development authority deems such a requirement is not applicable, unreasonable, unattainable, irrelevant, or where alternatives are satisfactory.

Where policies or regulations between the ARP or other documents provide direction on the same subject matter, dual compliance is expected. Where dual compliance is impossible, the development authority should take reasonable steps to exercise discretion and resolve the conflict by amending the appropriate document(s).

Requirements may be deferred to other stages in the approvals process as deemed appropriate by the development authority.

Throughout this plan, the 'Town' and the 'Town of Canmore' are used interchangeably to refer to the municipal government of Canmore.

Terms defined in the Appendix are underlined when they appear in policy for convenience.

Supporting Documents

This plan was informed by the *Municipal Development Plan*; various plans, strategies, policies, and bylaws in place at the time of preparing this plan; and other studies and reports with information deemed relevant.

Notable studies and reports prepared in support of this plan include:

- Environmental Impact Statement - Downtown Canmore Area Redevelopment Plan (Management and Solutions in Environmental Science)
- Connect Downtown - Stormwater Management Feasibility Study (ISL Engineering and Land Services Ltd.)
- Connect Downtown ARP Servicing Study (CIMA+)
- Downtown Transit Terminal Assessment and Conceptual Design (Mobycon)
- Canmore Connect Downtown Mobility Assessment - Transportation Impact Assessment (WSP Canada Inc.)
- Connect Downtown Test Fit Studies (Shugarman Architecture and Design Inc.)

2. Context





2. Context

Location


Overview

Downtown is Canmore's vibrant Town Centre, anchored by Main Street and 10 Street—two walkable commercial streets that offer shops and services for residents and a major draw for visitors. Nestled at the valley bottom between the Bow River and Policeman's Creek, downtown offers abundant access to nature, recreation, and community amenities within short walking distance, including Riverside Park, Millenium Park, and Elevation Place.

Plan Area

The plan area refers to the area of focus for Connect Downtown and defines the geographic area where the policies of this plan apply. It includes the commercial areas of Main Street, 10 Street, and Railway Avenue, as well as the adjacent residential areas.

It is bounded by major community or natural assets including the Bow River to the west, the Spur Line Trail to the north, and Centennial Park to the south. The full extent of the plan area is provided on the following page in Figure 2.1.

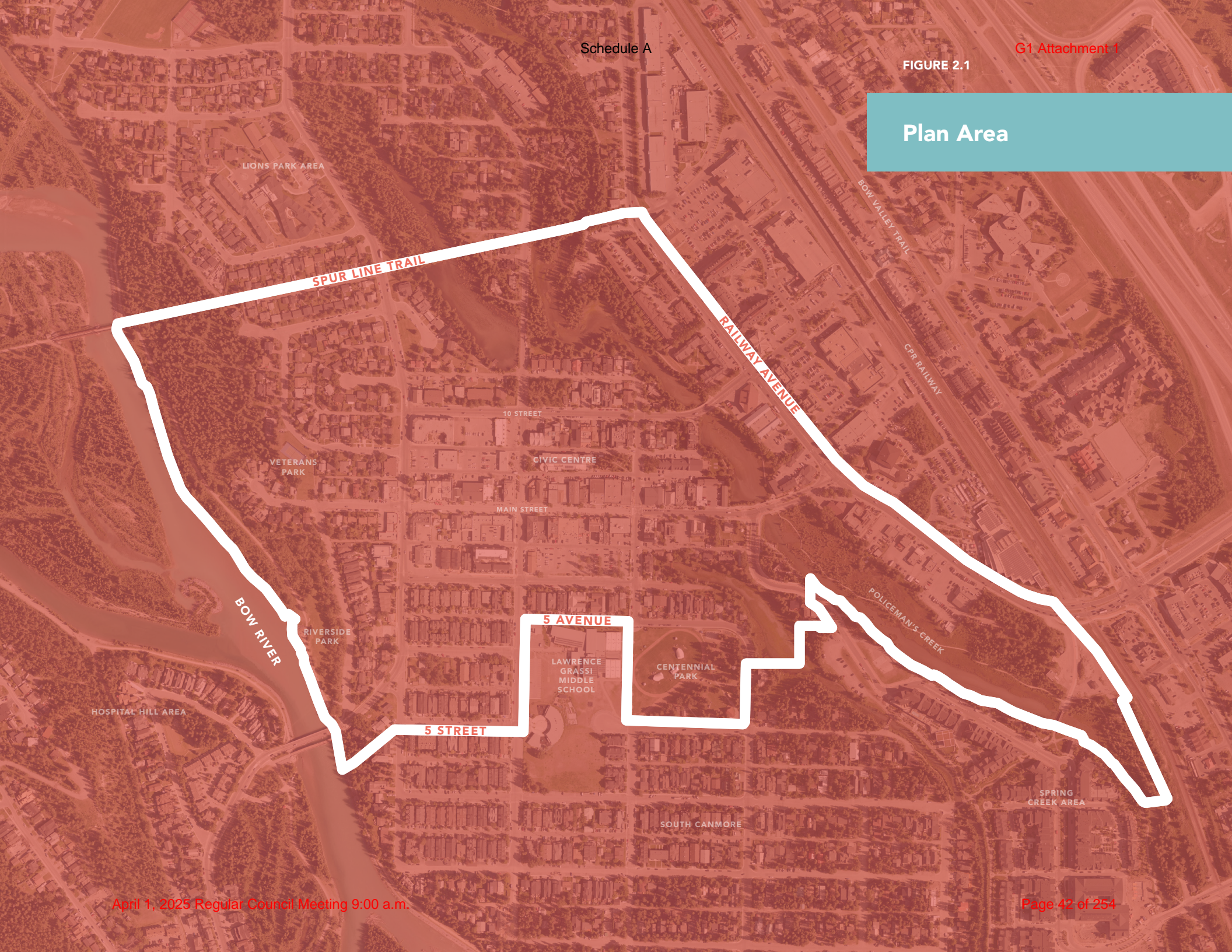


The Town Centre [...] serves as the commercial core of Canmore with 179,362 sq. ft. of retail-specific floorspace. It boasts a dense and walkable urban form, with a strong concentration of retail, accommodations, food services and many local businesses.

- Canmore Retail Gap Analysis (2023)

FIGURE 2.1

Plan Area



Development of Downtown

Downtown Canmore is located on the traditional lands of Indigenous Peoples. Historically, there is a long-standing connection to the Bow Valley around Canmore for many Indigenous nations, including Stoney Nakoda, Blackfoot, Tsuut'ina, Ktunaxa, Secwépemc, Dene, Mountain Cree, and Métis. The valley bottom, where downtown is located, and the Bow River also form part of these important lands.

The information on the following pages focuses on and summarizes the development of the downtown area since the establishment of Canmore (1884) to provide context for this plan.

The Town of Canmore is located within Treaty 7 region of southern Alberta, the traditional Treaty 7 territory, and oral practices of the Îyârhe Nakoda (Stoney Nakoda) — comprised of the Bearspaw First Nation, Chiniki First Nation, and Goodstoney First Nations — as well as the Tsuut'ina First Nation and the Blackfoot Confederacy comprised of the Siksika, Piikani, Kainai.

The information in this chapter is adapted from "Uncovering Canmore's Heritage", a Historical Context Paper prepared for the Canmore Museum and used with permission in this plan.

We would also like to acknowledge the work of Francisco Alaniz Uribe, Bitá Hatami and Vy Vu (The Urban Lab at the University of Calgary) and their analysis of the historic development pattern of the commercial area of downtown, as summarized in their report "Canmore Downtown Study" prepared for the Downtown Canmore Business Improvement Area.

Early Settlement & Growth

The formal development of Canmore began in the late 1800s when the Canadian Pacific Railway (CPR) was building its transcontinental railway across Canada and through the Bow Valley. The area that would later become Canmore was selected as a railway divisional point—a major hub along the railway to refuel and maintain locomotives and crews.

The first train passed through the area in 1884 and coincided with prospectors seeing the potential of untapped coal seams in the Rocky Mountains—kicking off interest in an industry that would drive much of the social and economic development of Canmore for the following century.

The first commercial area began to emerge by 1886 along the north side of the railway tracks. Main Street (located in the centre what is now downtown) would quickly follow. The Canmore Hotel (Main St & 7 Ave) was constructed in 1890 and is the oldest remaining building of this early settlement period today. Further developments emerged along Main Street in the years that immediately followed.

An influx of residents occurred in the early 1900s due to the growing mining economy and the closure of nearby neighbouring mines, resulting in the outward expansion of development into the areas adjacent to Main Street.

As Canmore's mines and economy continued to grow through the first half of the 20th century, so too did its population. A more complete development pattern would emerge downtown, with most lots along 6, 7 and Main Streets and the north side of 10 Street fully developing between 1926 and 1952. This included the establishment of more prominent storefront shopping environments that featured commercial businesses and shops down Main Street.



PHOTOGRAPHS FROM THE EARLY SETTLEMENT AND GROWTH PERIOD



Ralph Connor Church
(n.d.)

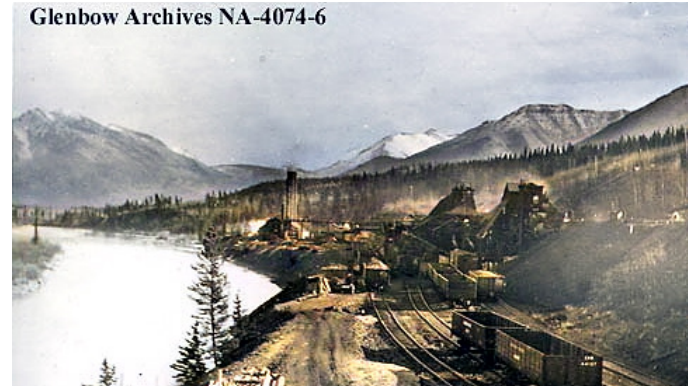


Glenbow Archives NA-3106-11

No. 1 Mine
(1913-1920)

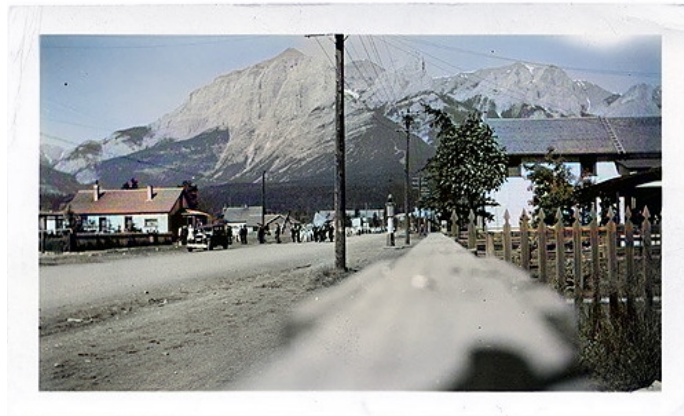


Miners Union Hall
(n.d.)



Glenbow Archives NA-4074-6

No. 2 Mine
(1920)



Main Street,
looking west
(1924)

Images have been colourized. Original images obtained from the Glenbow Library and Archives, Provincial Archives of Alberta, and Canmore Museum.

Rise of Tourism and Redevelopment Downtown

The period of early growth and expansion downtown in the late 19th and early 20th century was contrasted by the subsequent decline of the coal industry in the second half of the 20th century and the closure of the last mine in 1979. However, Canmore's economy had diversified by that point and the rise of tourism promised new sources of revenue and investment in the region.

The 1988 Winter Olympics marked a major turning point for Canmore that would put the town on the world stage for the first time. Hosted by Calgary, the Olympics drove significant visitation to Canmore due to its close proximity, accessibility, and its hosting of the Olympics' nordic events at the newly constructed Nordic Centre facility.

The rising awareness of Canmore as an emerging tourist and recreation destination resulted in significant investment and expansion in the early 1990s, both into the surrounding areas such as Bow Valley Trail as well as through the redevelopment of aging or underdeveloped properties in downtown Canmore.

Several area plans were approved by the Town of Canmore during this period, including the *Hyatt Regency Canmore Master Plan* (1990), *Indian Flats Area Structure Plan* (1994), *Eagle Terrace Area Structure Plan* (1996), and, to guide the urban design of the commercial area downtown, the *Town Centre Enhancement Concept Plan* (1998).



Downtown Today

Today, downtown Canmore is a developed area that has become an important place for residents and visitors alike. Few developable parcels remain vacant, with the exception of a few surface parking lots owned by the Town of Canmore. The development pattern is characterized by its mix of single-family homes, newer duplexes or multiplexes to the south, and older 1- to 3-storey commercial buildings in the commercial core.

A mix of older 3-storey apartment buildings, low density commercial uses, and surface parking line the western side of Railway Avenue, while newer, higher-density developments have occurred on the eastern side of Railway Avenue just outside the plan area.



This orthophoto (2022) shows what downtown looks like today, with its mix of lower density development, commercial areas, and abundant outdoor amenities.

DOWNTOWN TODAY



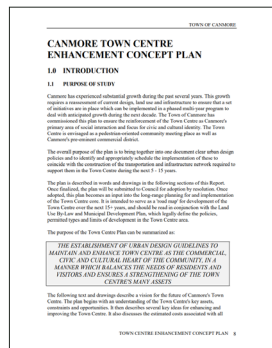
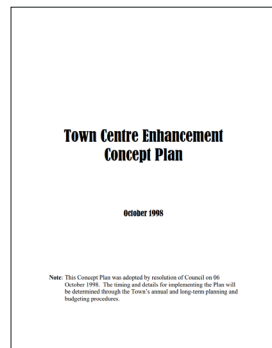
Policy Context

Town Centre Enhancement Concept Plan

The Town of Canmore commissioned the *Canmore Town Centre Enhancement Concept Plan* (TCECP) in 1998 in response to the rapid growth and rising pressure for redevelopment downtown.

The intent of the *TCECP* was to provide general urban design guidelines that would maintain and enhance the Town Centre as the commercial, civic, and cultural heart of the community in a manner which balanced the needs of residents and visitors. Importantly, the *TCECP* was not a statutory plan and its vision and recommendations were only partially realized. Further, the *TCECP* was limited to the commercial areas downtown and east of Railway Avenue.

Although Canmore continued to grow since the *TCECP* was prepared, downtown has managed to retain its function as Canmore’s Town Centre. However, rising unaffordability, lack of housing diversity, increasing tourism pressures, and the emergence of other commercial areas highlighted the need to replace the *TCECP* with a statutory plan that was capable of guiding the next period of change downtown. This need was amplified with the emergence of the COVID-19 pandemic as people changed the ways they moved, gathered, and interacted with downtown.



Town Centre Area Redevelopment Plan

In 2023, following Council’s approval of budget for the creation of an Area Redevelopment Plan (ARP) for the downtown area, we began scoping “Connect Downtown”—an 18 month planning process that would provide a future vision for downtown to the year 2050 and a framework to guide the area’s growth and change.

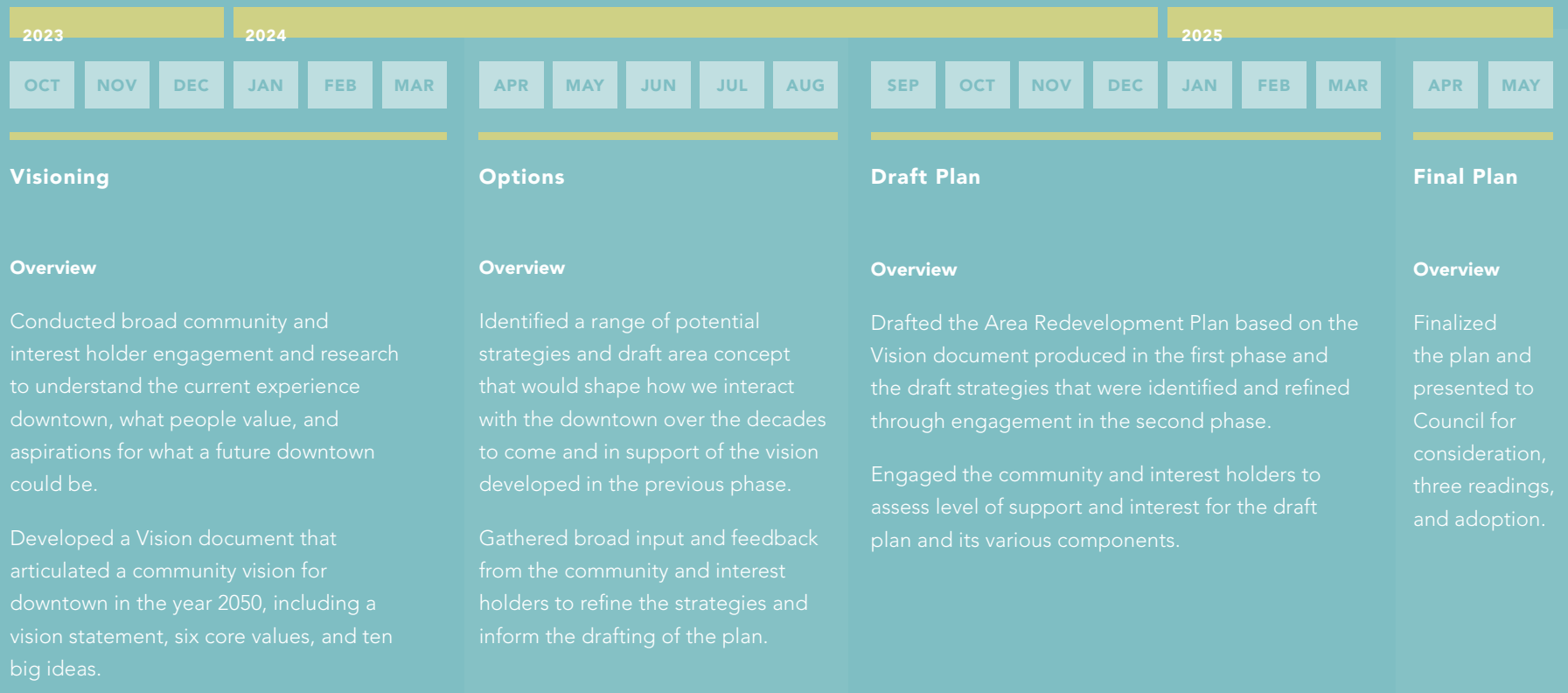
The project’s full name, “Connect Downtown: Planning a Vibrant Town Centre”, reflected the intent of the planning process: to reimagine how people can access, gather, and interact with a network of public spaces to support a thriving mixed-use area over the long term.

The following pages provide an overview of the Connect Downtown planning process and public engagement that occurred throughout.

Planning Process

The planning process for Connect Downtown publicly launched in October 2023 and spanned 18 months from launch to first reading by Council.

The process was broken into four distinct periods, each with opportunities for community members and interest holders to participate, share their perspectives, and contribute to the direction of the plan.



Public Engagement

How We Listened

To ensure transparency, we published a comprehensive What We Heard report after the Visioning and Options phases, detailing tactics and results. These reports were presented to Council and made available on our online engagement hub at mycanmore.ca/connectdowntown.

Through one of our largest and most innovative engagement processes ever, we received over 4,600 responses from the community. Our approach emphasized reaching underrepresented voices by complementing traditional methods with innovative engagement tactics and events to inspire a diverse cross-section of the community to participate in the process.

Engagement Approaches

Flagship Events

Our flagship event was The Warm Up—a community-oriented concert series in downtown businesses in partnership with Canmore Folk Festival. The Warm Up took place during the Visioning and Draft Plan phases, and paired engagement with a vibrant community event to draw new audiences into the process and spark imagination about the future of downtown.

EXCERPT OF VISION DOCUMENT (VISIONING PHASE)

Vision
In the year 2050, downtown Canmore stands as a leading example of sustainable mountain living, defined by its ability to seamlessly connect people and nature.
It has a unique character—distinguished by a relationship to the natural landscape, an industrial past, and the diverse cultures that shape it.
Its residents move using safe and accessible connections, enjoying views of the mountains along the way. Visitors are welcomed and come downtown to experience a thriving mixed-use Town Centre in one of Canada's most beautiful settings.
In the year 2050, downtown is celebrated as Canmore's vibrant and resilient year-round community hub.

Core Values
To create a vision for the future of downtown, we need to understand what the community values for our Town Centre.
Values often serve as guiding principles and standards for the future and can help us understand what we want to see in the future. They can also help us understand what we need to do to get there.

- Distinct**
- Connected**
- Vibrant**
- Accessible**
- Inclusive**
- Resilient**

Big Ideas
The following ten big ideas represent transformative concepts that will guide the future evolution of downtown in support of the six core values. The first Area Redevelopment Plan will provide a first and ongoing transportation network and supporting infrastructure to guide the implementation of Big Ideas.

- Enhance nature and mountain views**
- Make Main Street a Great Street**
- From the Creek to the Bow**
- Make downtown year-round**
- Repurpose underused spaces**
- Create accessible and vibrant spaces**

Online Engagement Tools

Our engagement hub served as a centralized platform for information and feedback, featuring surveys, interactive mapping, idea submissions, and Q&A opportunities with the planning team.

Drop In Engagement

For three weeks in summer 2024, we hosted a temporary pop-up at Elevation Place, with staff present on market days to answer questions and gather input. We also attended a Canmore Young Adult Network pasta night to connect with Canmore's younger residents.

Workshops & Exercises

We conducted public and targeted workshops, including in-person sessions with key organizations like the Bow Valley Builders and Developers Association (BOWDA) and the Downtown Canmore Business Improvement Area, as well as virtual workshops with a diverse range of interest holders representing everything from accessibility to the environment.

We also involved middle school students through classroom exercises, fostering fresh perspectives from younger voices who will be the ones engaging with the downtown of the future.

EXCERPT OF WHAT WE HEARD REPORT (OPTIONS PHASE)

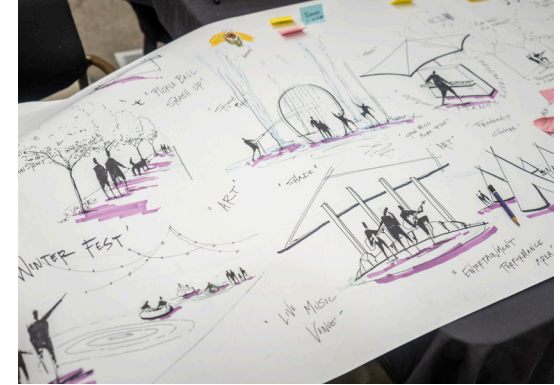
connect downtown
Options Phase - What We Heard
2050

Who We Heard From
The following provides an overview of who we heard from in the survey, broken down by age group and gender. The numbers in the bars represent the number of responses received. The numbers in the bars represent the number of responses received. The numbers in the bars represent the number of responses received.

Age	Gender	Count
18-24	Male	12
18-24	Female	15
25-34	Male	20
25-34	Female	25
35-44	Male	30
35-44	Female	35
45-54	Male	40
45-54	Female	45
55-64	Male	50
55-64	Female	55
65+	Male	60
65+	Female	65

Repurpose Underused Spaces
Results from the survey indicate that respondents are interested in repurposing underused spaces in downtown Canmore. The most common responses were related to repurposing vacant buildings and underutilized spaces for community use.

"THE WARM UP" FLAGSHIP EVENT



Engagement Timeline



How We Shared

We used a variety of paid and unpaid channels to promote engagement opportunities, including:

Direct mailouts

Website

- Blog posts on canmore.ca
- Front page features on canmore.ca
- Clickable banners to direct visitors to engagement
- Information and engagement on mycanmore.ca

Social media (Facebook, X)

Newsletters

Newspaper advertisements (Rocky Mountain Outlook)

Radio advertisements (Mountain FM)

Large signage installed at key community locations

Pamphlets distributed from downtown businesses

Who We Heard From

We received over 4,600 inputs from a diverse representation of individuals, community organizations, industry associations and businesses—including more than 2,800 responses to our three online surveys.

Community

Across three surveys, over 90% of respondents identified as Canmore residents, with respondents aged 45 and under comprising an average of approximately 40% of the total participants. Canmore business owners and operators accounted for approximately 23% of survey participants.

Interest Groups

We heard from 14 organizations representing a diverse range of sectors, including the environment, affordability, social services, tourism, building and development, and arts and culture. Representation included Downtown Canmore Business Improvement Area, Bow Valley Builders & Developers Association, Rocky Mountain Adaptive, Canmore Community Childcare, Tourism Canmore Kananaskis, Canmore Museum, Banff Canmore Foundation, Community Cruisers, Bow Valley Immigration Partnership, Canmore Young Adult Network, artsPlace (Canadian Mountain Arts Foundation), Bow Valley Climate Action, Homelessness Society of the Bow Valley, and Bow Valley Food Alliance.

Indigenous Communities

We extended invitations to the Stoney Nakoda Nations and the Métis Nation of Alberta Region 4 to provide input throughout the process.

What We Heard

During public engagement, we heard how central our downtown is to our community, and by and large, we saw a cohesive vision for its future emerge across the feedback we received, with some specific areas of disagreement related to specific elements such as building heights, the green space referred to as Eklof Park, and lifting parking minimums.

Community feedback underscored the centrality of downtown as a vibrant, walkable, and sustainable space.

Key themes included:

- A year-round, vibrant downtown
- Walkability and a focus on people
- Maintaining a strong sense of place and mountain-town character
- Opportunities to gather and connect with nature
- Leadership in sustainability
- Diverse retail and service offerings
- Moving people and vehicles efficiently

3. Vision



3. Vision

In the first phase of Connect Downtown, we engaged the community to create a shared vision for the future of downtown.

The vision was first created to provide a clear and inspiring direction for the planning process by articulating a shared perspective on what the future downtown should look and feel like. It provided a set of goalposts that informed the development of the initial concept and strategies for the area, ensuring they aligned with and contributed to the downtown we all want to see.

Now, the vision serves as a guiding framework, providing context for the plan that can help us make some big decisions as we implement the plan and ensure projects contribute to shared long-term goals for downtown.

Components of the Vision

The vision consists of three elements: a vision statement, core values, and big ideas. We describe each of these key pieces on the following pages of this chapter.



Vision Statement

The vision statement is a forward-looking description of the future state of downtown in the year 2050. It describes how downtown should look and feel, focusing on the experience of the place. The vision statement serves as both a map and compass, helping us set our sights on where we are headed so we can take the necessary steps and decisions to get there.

“

In the year 2050, downtown Canmore stands as a leading example of sustainable mountain living, defined by its ability to seamlessly connect people and nature in an urban setting.

It has a unique character—distinguished by a relationship to the natural landscape, an industrial past, and the diverse cultures that shape it.

Its residents move using safe and accessible connections, enjoying views of the mountains along the way.

Visitors are welcomed and come downtown to experience a thriving mixed-use Town Centre in one of Canada’s most beautiful settings.

In the year 2050, downtown is celebrated as Canmore’s vibrant and resilient year-round community hub.

”

Core Values

To create a vision for the future of downtown, we needed to understand what the community values for our future Town Centre.

We identified six core values as part of the same engagement process that lead to the creation of the vision statement and big ideas. The six values are based on community and interest holder engagement, research and analysis, and with consideration for Council-approved bylaws, plans, and strategies.

The direction of this plan and the policies within it align with one or more of these core values.

Values reflect our core principles, priorities, and beliefs—they define what we care about most and helped guide the overall direction of the plan for downtown.

The Six Core Values

Value	In 2050...	Value	In 2050...
01 Distinct	Downtown embraces a unique character that reflects its geographic setting and status as Canmore’s Town Centre.	04 Accessible	Downtown works for people of all ages, incomes, backgrounds, and mobilities.
02 Connected	Downtown is easy to navigate and offers convenient connections to key destinations, amenities, and communities.	05 Inclusive	Downtown fosters a sense of belonging and is welcoming to a diversity of residents, visitors, and businesses.
03 Vibrant	Downtown is lively and active all day, every day, and every season.	06 Resilient	Downtown is adaptable and can withstand climate impacts and other changes that emerge over time.

Big Ideas

While the vision statement and core values define the future downtown experience and the values it should reflect, the big ideas represent the transformative concepts that will shape downtown in support of those two elements.

We identified and refined ten big ideas with the community. The overall area concept and policies reflect each of the big ideas to ensure change supports these transformative ideas.



1 Embrace Nature and Mountain Views

Distribute and design buildings and public spaces in ways that embrace nature and mountain views as defining elements.



2 Make Main Street a Great Street

Redesign Main Street as a pedestrian-oriented, year-round public space for gathering and activity.



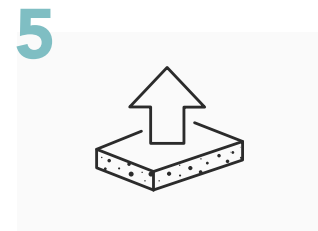
3 From the Creek to the Bow

Provide efficient connections and linkages that make the Bow River and Policeman's Creek part of downtown.



4 Make Downtown Year-Round

Provide spaces and land uses that support street activation and welcome people day and night, rain or shine.



5 Repurpose Underused Spaces

Develop underutilized or vacant land to address gaps and enhance vibrancy.



6 Create Accessible and Adaptable Spaces

Design buildings and public spaces that welcome everyone and can adapt to a changing environment and community.



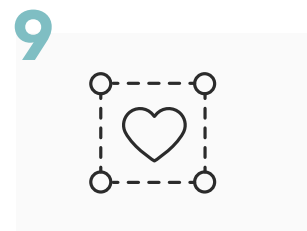
7 Housing for a More Diverse Population

Provide more housing opportunities in residential areas that can meet the needs of a diverse population.



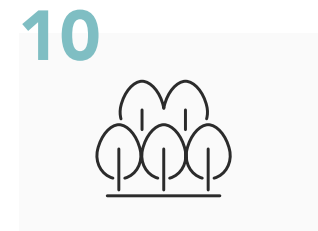
8 A Distinct Character

Create a special and unique sense of place that distinguishes downtown from other areas and celebrates its connection to nature, the mountains, and its rich history.



9 Create a Neighbourhood Heart

Establish a pedestrian-focused corridor anchored by a central plaza and captivating spaces for the community.



10 A Low-Impact Community

Design downtown in a way that fosters sustainable development and minimizes impacts on the environment.

Achieving the Big Ideas

We prepared the plan’s policies and directions to align with the big ideas, ensuring they are achievable actions rather than just hopeful ambitions.

The following table highlights key policies or directions of the plan that contribute to one or more of the big ideas. The table is for information purposes only and is not an exhaustive list of all relevant policy. For each highlight, we have provided the corresponding section of the plan where you can find more information.

Big Idea	Highlights of the Plan
<p>1 Embrace Nature and Mountain Views</p>	<ul style="list-style-type: none"> Limits building heights to three storeys along key corridors and adjacent to public spaces (Figures 4.1, 4.2) New design guidelines that will help further preserve and frame mountain views (Sections 4.1.4, 4.2.5) Incorporates functional natural elements and materials into the design of parks and open spaces (Section 7.1.1)
<p>2 Make Main Street a Great Street</p>	<ul style="list-style-type: none"> Envisions Main Street as a year-round, fully pedestrianized public space that features quality streetscape materials, public art, and winter-friendly design (Figure 8.1, Section 8.1.2) Identifies appropriate land uses and provides new design guidelines that will support a vibrant Commercial Core (Sections 4.1.4, 4.2)
<p>3 From the Creek to the Bow</p>	<ul style="list-style-type: none"> Extends the mixed-use area one block west to connect downtown to an expanded Riverside Park and the Bow River (Figures 4.1, 4.7) Identifies a new pathway adjacent to Veterans’ Park that connects the heart of downtown to the Bow River (Figure 8.1) New wayfinding and signage program to improve connectivity to these spaces (Section 4.2.6)
<p>4 Make Downtown Year-Round</p>	<ul style="list-style-type: none"> Prioritizes new housing for permanent residents through controls on visitor accommodation in certain areas and using Town land for affordable housing (Sections 4.1.1, 4.1.3) New design guidelines support winter use, including continuous weather protection in commercial areas (Sections 4.1.4, 4.2) Emphasizes the role of lighting to increase safety in the evenings and to foster a sense of warmth and welcome in public spaces (Section 4.2.6) Proposes new plazas and public spaces that will provide infrastructure capable of supporting year-round programming and events (Section 7.2) Identifies the use of Town land in the Civic Corridor for community-oriented uses that can provide a year-round destination or benefit to residents (Section 4.1.4) Requires street-activating commercial uses on the ground floor throughout mixed-use areas and encourages second-floor commercial to further enliven the public realm (Section 4.1.4)

Big Idea	Highlights of the Plan
<p>5 Repurpose Underused Spaces</p>	<ul style="list-style-type: none"> Proposes the creation of an intercept parking facility to improve accessibility and support redeveloping surface parking lots for other uses, such as affordable housing (Section 8.2.1) Enables residential uses on the unused public utility lot next to Veterans’ Park (Figure 4.1, Section 7.1.3) Identifies an expansion to Riverside Park to the Town parcel to the north to address growing community needs (Section 7.1.2)
<p>6 More Accessible and Adaptable Spaces</p>	<ul style="list-style-type: none"> Focuses on improving the accessibility of the overall trail network through pedestrian-scale lighting, paving high-volume routes, and providing accessible grades and ramps (Section 8.3.1) Provides guidance on the design of public spaces with focus on winter-friendly design and adaptability (Section 7.2) Encourages accessible, ground floor units with direct access to the street (Section 4.1.4) Allows for more accessible units by incentivizing apartment buildings through density bonusing (Section 4.1.2)
<p>7 Housing for a More Diverse Population</p>	<ul style="list-style-type: none"> Allows new housing opportunities in residential areas (Figure 4.1, Section 4.1.4) Supports the creation of affordable housing on Town land and through density bonusing (Sections 4.1.2, 4.1.3) Proposes additional controls to ensure more appropriate or attainable housing choices, including minimum unit densities (Section 4.1.4) Proposes changes to the regulatory approach to parking requirements, including changes to the <i>Parking Cash-in-Lieu Policy</i> to support redevelopment downtown (Section 8.2.1)
<p>8 Create a Neighbourhood Heart</p>	<ul style="list-style-type: none"> Proposes a new central plaza in the centre of the Commercial Core to accommodate large events and programming (Section 7.2.2) Creates a more integrated commercial core by requiring a consistent, high-quality streetscape treatment throughout the Commercial Core and Civic Corridor areas (Section 4.2.6)
<p>9 A Distinct Character</p>	<ul style="list-style-type: none"> Encourages contemporary chalet architecture and provides a material and colour palette unique to downtown (Sections 4.2.2, 4.2.3) Identifies strategic opportunities for public art and provides additional direction to inform their design or function downtown (Section 5.1.2) Creates gateways or focal points at key entrances downtown to create a sense of welcome and place (Section 4.2.4) Retains key historical assets or features and supports opportunities for their enhancement (Section 5.1.1) Supports an expanded presence of Indigenous cultures downtown through placenaming and public art initiatives (Section 5.1.2)
<p>10 A Low-impact Community</p>	<ul style="list-style-type: none"> Commits the Town and Canmore Community Housing to strive for near net zero emissions in new developments (Section 6.2.1) Proposes incentivizing private development to achieve levels of energy efficiency that exceed the building code through density bonusing (Sections 4.1.2, 6.2.1) Prioritizes the use of Low Impact Development tools (green infrastructure) as a means to capture and treat stormwater runoff (Section 9.1.1) Directs all development to implement FireSmart best practices (Section 6.2.2) Implements the recommendations of the Environmental Impact Statement that was completed for this plan (Sections 6.1, 6.2)

What It Could Look Like

This illustration shows what the future downtown area could look like if evolves in a way that aligns with the draft plan.

Change will take place gradually over several decades. Redevelopment of private property will be the result of decisions of private property owners.

The improvements included in this plan would be paid for using different funding sources, such as developer contributions, grants, the Town's budget, or other tools as needed.



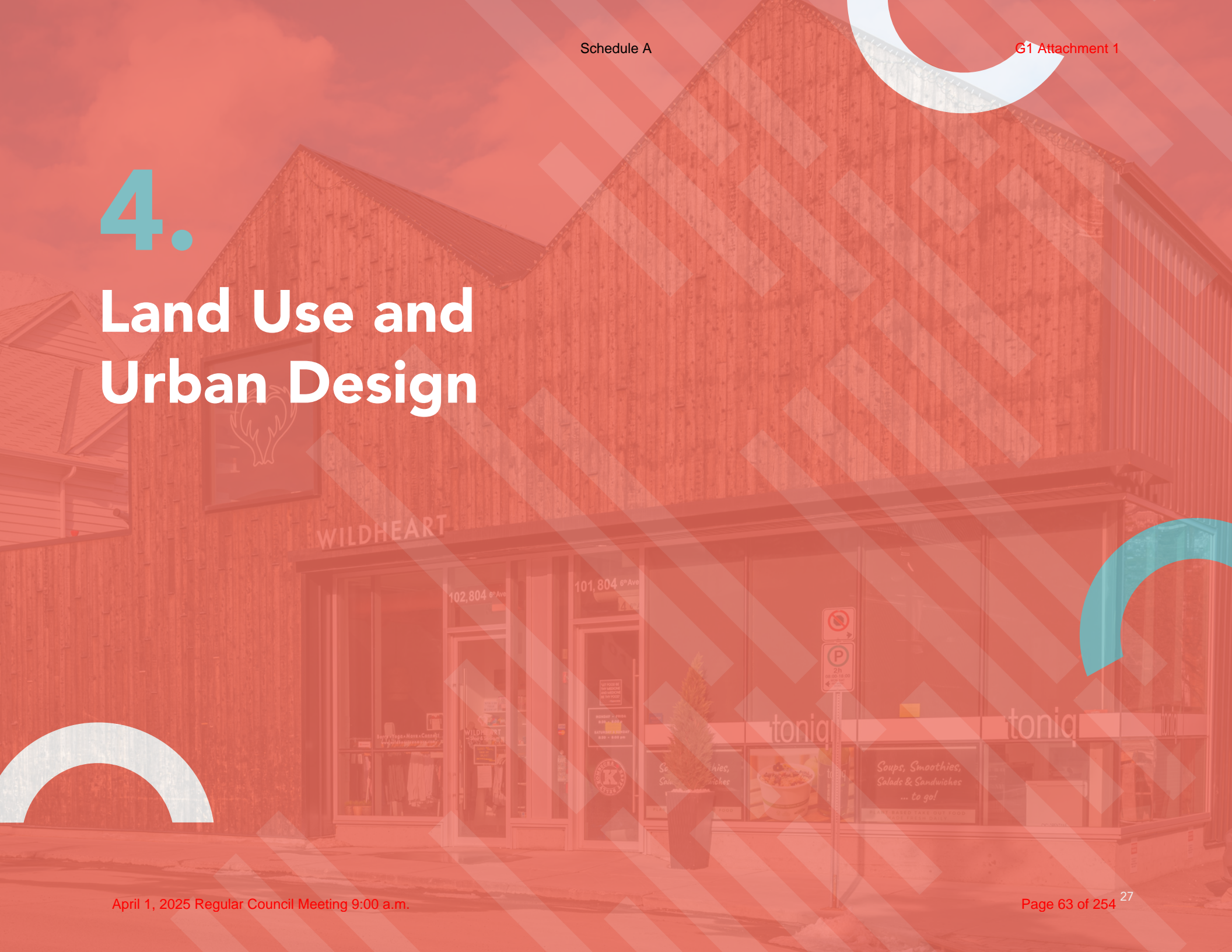
KEY HIGHLIGHTS

Here are some of the key highlights of the vision for downtown. We identified some of them on the illustration to show you what we mean.

- 1** New large, central plaza for gathering and events of varying sizes
- 5** Transportation improvements to support vehicle movement
- 9** New commercial opportunities to connect Main Street to Riverside Park
- 2** Redesigned Main Street for pedestrians and to support year-round vibrancy
- 6** Distinct streetscape treatments to visually connect the commercial areas of Main Street and 10 Street
- 10** New and improved multi-use pathways and trails to make it easier to get around
- 3** New park along Policeman's Creek with amenities for different users
- 7** More diverse housing choices compatible with residential areas
- 11** Improvements to existing parks and open spaces
- 4** New connections that better link downtown to the Bow River
- 8** Use of Town land for affordable housing and community-oriented uses
- 12** An expansion of Riverside Park uses

4.

Land Use and Urban Design



4. Land Use and Urban Design

Downtown functions as the heart and soul of our community, offering an abundance of amenities and services for residents while functioning as a major destination for visitors. Downtown is, however, at a critical juncture where its land use and urban design must adapt to meet the evolving needs of the community while preserving what makes the area special.

Downtown is characterized by a mix of lower density residential and commercial development, framed against the dramatic rise of the Rockies and anchored by Main Street. Increasing population growth, rising housing costs, visitation, and intensifying competition from other commercial nodes have highlighted the need for a more strategic approach to urban development to ensure downtown evolves in a way that is more equitable, inclusive, and in the broader public interest—ensuring the Town Centre remains the focal point of the Canmore community.

Decisions around land use and urban design are key factors for achieving this future vision. Gentle densification and the development of underused spaces will help provide adequate housing choices, commercial space, and amenities that respond to the growing needs of current—and future—

residents. Thoughtful urban design will help ensure downtown remains a place where people want to live, work, and visit. The design of public spaces, streetscapes, and buildings will balance aesthetic appeal and functionality, promoting walkability, connectivity, community interaction, and connection to the natural landscape.

This chapter provides a series of aligned policies for land use and urban design that will guide decisions around growth, investment, and development moving forward.

You can read more about our broader vision for these topics, including other applicable policies or guidelines, in the **Municipal Development Plan (MDP)** and **Land Use Bylaw (LUB)**.

Objectives

- Improve the integration of Main Street and 10 Street
- Foster a distinct character that differentiates downtown
- Effectively utilize land and make efficient use of infrastructure
- Increase housing choice to support a diverse, year-round population
- Provide opportunity for affordable housing throughout the area
- Retain mountain views from key public spaces and corridors
- Support economic investment and the viability of commercial space
- Adapt to a changing climate and improve the resilience of downtown

4.1 Land Use

Intent: Provide a balanced mix of land uses that allow for greater housing choice for residents, accommodate growing demand for services and amenities, maintain the area's connection to the mountains, and support greater year-round vibrancy in the Commercial Core.

Policy

The policies in this section provide area-specific guidance relating to land use and development. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

4.1.1 General Policy

1. Land uses and building heights should be consistent with the Land Use Concept (Figure 4.1) and the policies provided in this chapter.
2. Uses that provide a community or public benefit (e.g., childcare, arts or cultural facilities, staff accommodation, seniors or affordable housing, or transportation terminals) should be permitted broadly throughout the plan area. Relaxations or variances may be considered when necessary to support the provision of these benefits and, where appropriate, the benefits will be secured through a legal mechanism or agreement.
3. Visitor accommodation uses should be limited to the Commercial Core and Gateway character areas in accordance with the policies in Section 4.1.4.
4. The use of Direct Control (DC) districts should be discouraged outside of the Civic Corridor (Section 4.1.4) except where the development

authority determines that their use is necessary.

5. Development proposals that exceed the height limits contemplated in this plan should generally not be supported except:
 - where specified otherwise within this plan; or,
 - where the height limits of this plan would unreasonably impact a particular development due to circumstances or site-specific constraints that may not have been reasonably foreseen or contemplated in the preparation of this plan.





4.1.2 Density Bonusing

6. Additional height or density shall be enabled through density bonusing regulations in the *Land Use Bylaw (LUB)*.
7. The density bonusing regulations in the *LUB* should allow additional height and/or density in exchange for one or more of the following:
 - energy efficient buildings that significantly exceed the Alberta Building Code;
 - non-market affordable housing; or,
 - cash-in-lieu for affordable housing.
8. Density bonusing within the area covered by this plan shall be limited to the areas shown in Figure 4.2 to preserve mountain views from key corridors and public spaces.
9. Development(s) participating in density bonusing within the plan area should be limited to one storey of additional height, regardless of the amount of bonus density or height a development is eligible to receive.
10. The density bonusing regulations in the *LUB* should be updated to generally align with the policies of Section 4.1.2.

FIGURE 4.1

Land Use Concept

LEGEND

-  MIXED USE (UP TO 4 STOREYS)
-  MIXED USE (UP TO 3 STOREYS)
-  RESIDENTIAL (UP TO 3 STOREYS)
-  PARK, OPEN SPACE, NATURAL AREA, OR MUNICIPAL RESERVE

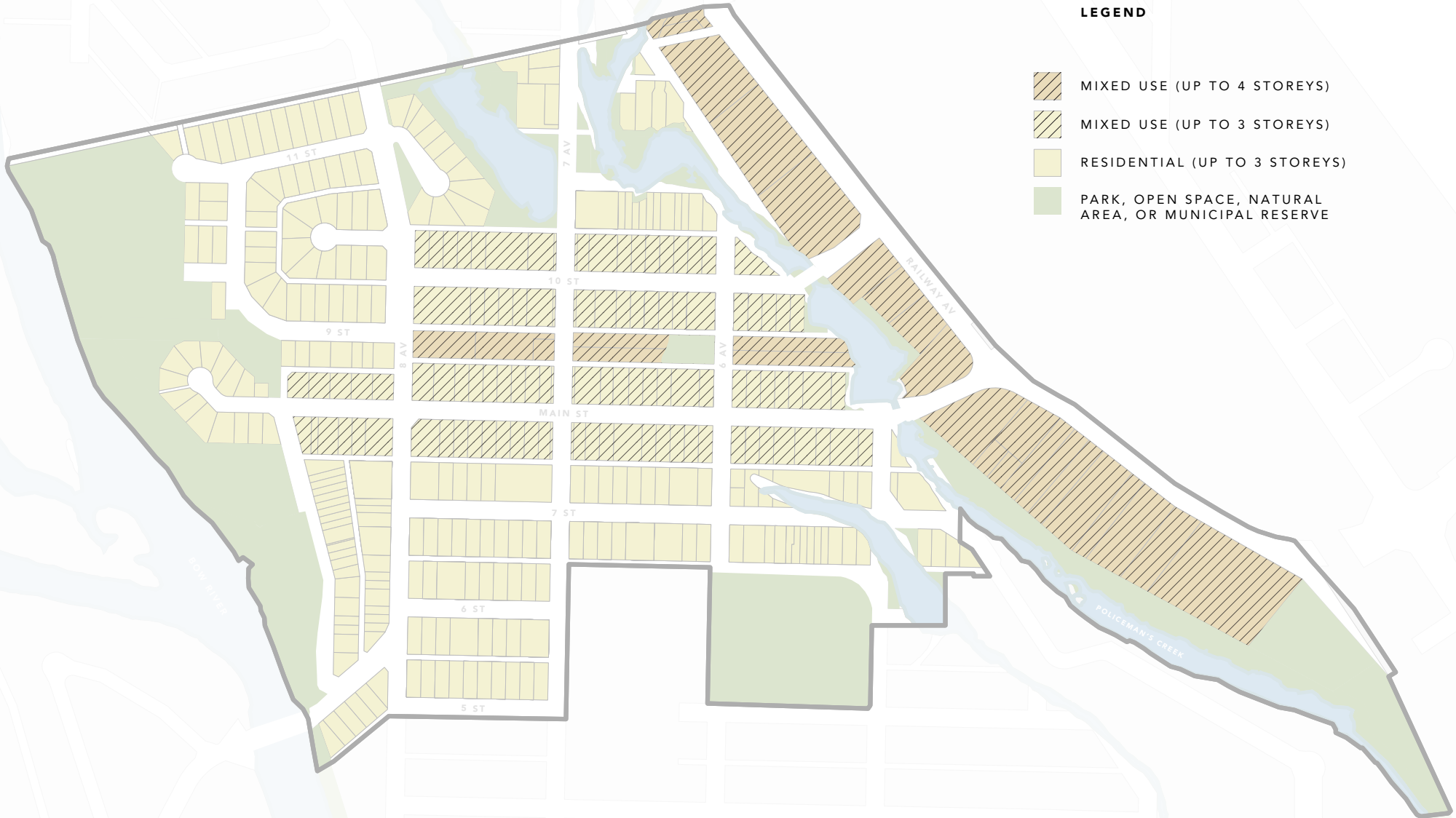
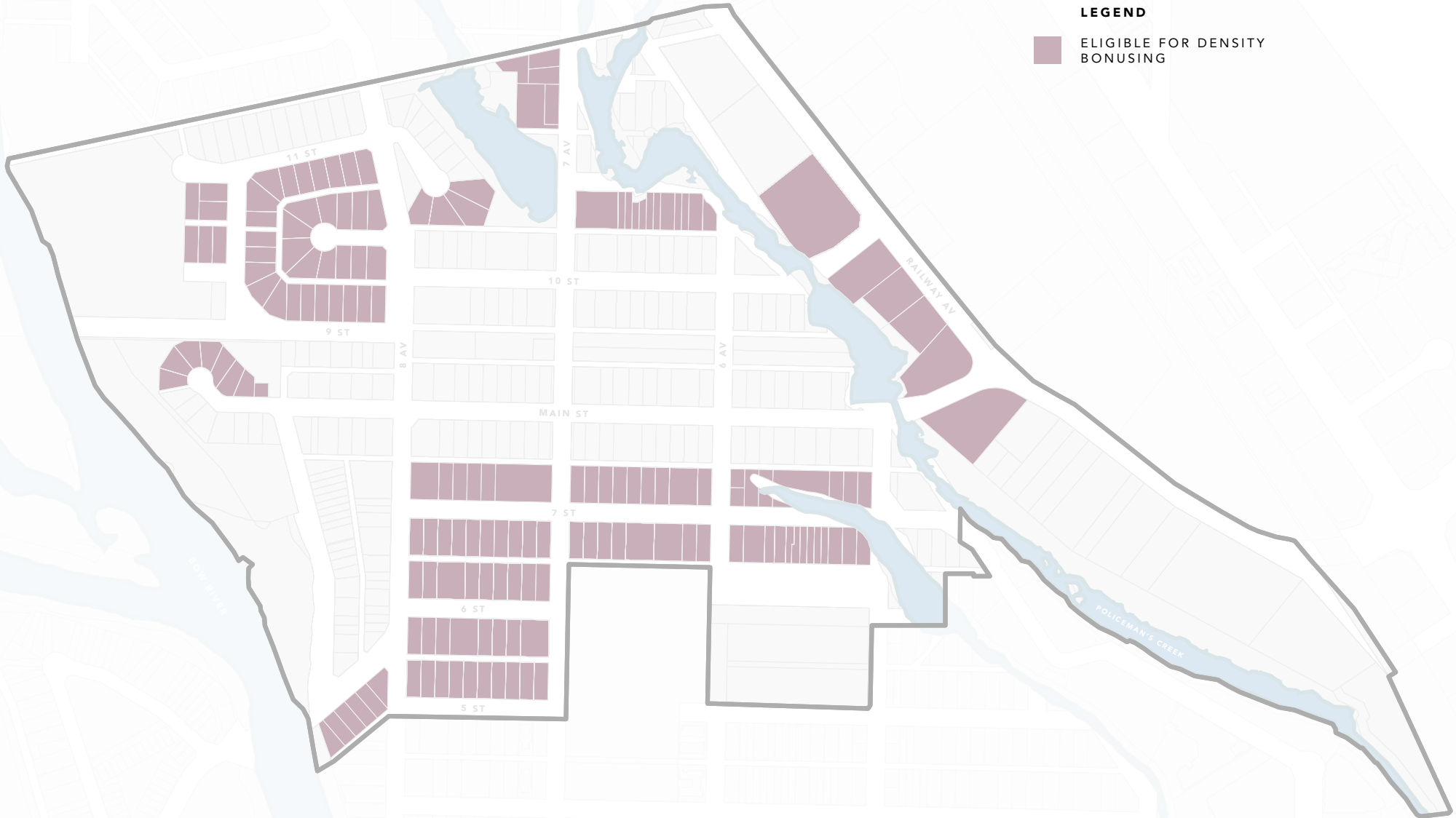


FIGURE 4.2

Density Bonusing

LEGEND

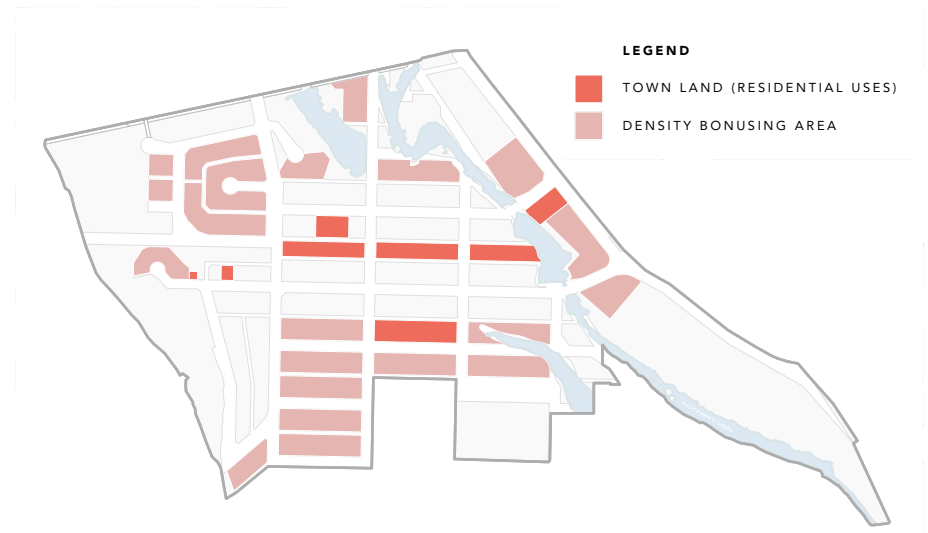
 ELIGIBLE FOR DENSITY BONUSING



4.1.3 Housing

1. A mix of unit types and sizes should be provided throughout the plan area and within larger developments to support a diverse population and provide options for families.
2. All development(s) proposing market residential units should include a mix of two- and three-bedroom units.
3. Regulatory tools, such as minimum unit densities, should be implemented in zoning to encourage smaller units, more attainable housing choices, and greater utilization of the land.
4. Affordable housing will be encouraged through density bonusing (Figure 4.2) and development of Town land (identified for convenience in Figure 4.3).
5. The Town should consider the viability of providing affordable housing as part of any development on Town land in accordance with the Land Use Concept (Figure 4.1) and policies from the corresponding character area (Section 4.1.4). Relaxations or variances may be considered when necessary to facilitate the provision of affordable housing as part of development on Town land.
6. Relaxations or variances may be considered when affordable housing is proposed outside of the areas identified in Figure 4.3 and the potential adverse impacts of any relaxation or variance is mitigated to the satisfaction of the development authority.
7. Purpose-built market rental housing should be incentivized through Town-wide policy, if applicable. No further incentives for market rental housing are contemplated in this plan.
8. Affordable housing may be considered on vacant or underutilized lands not contemplated for development in the Land Use Concept (Figure 4.1).

FIGURE 4.3 - AFFORDABLE HOUSING FOCUS AREAS



4.1.4 Character Areas



The land use concept has been divided into five character areas, each with a distinct purpose and intended built form character (Figure 4.4). Policy direction specific to each character area is provided on the following pages.

FIGURE 4.4

Character Areas

LEGEND

- A GATEWAY
- B CIVIC CORRIDOR
- C COMMERCIAL CORE
- D TRANSITION
- E RESIDENTIAL

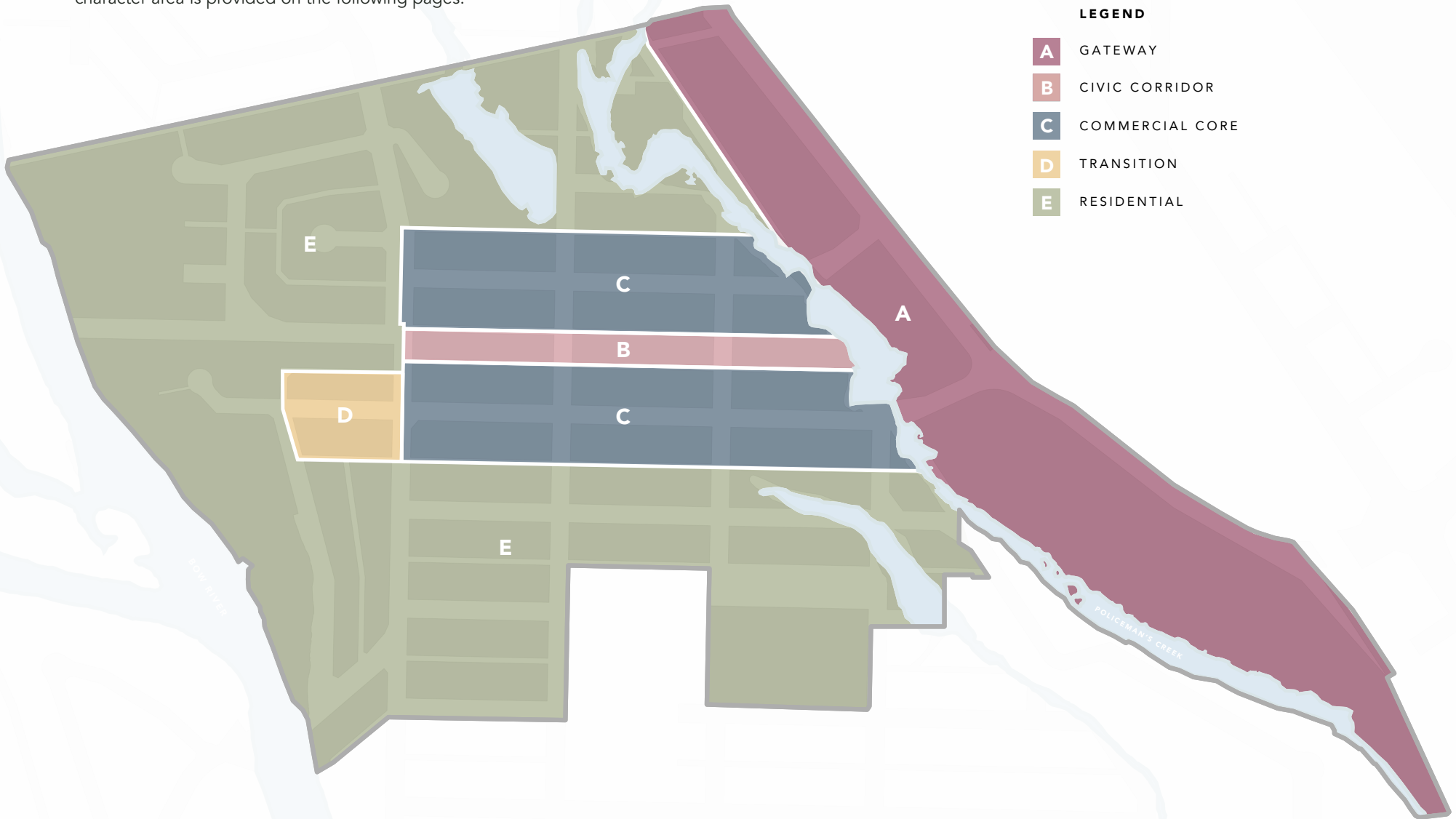
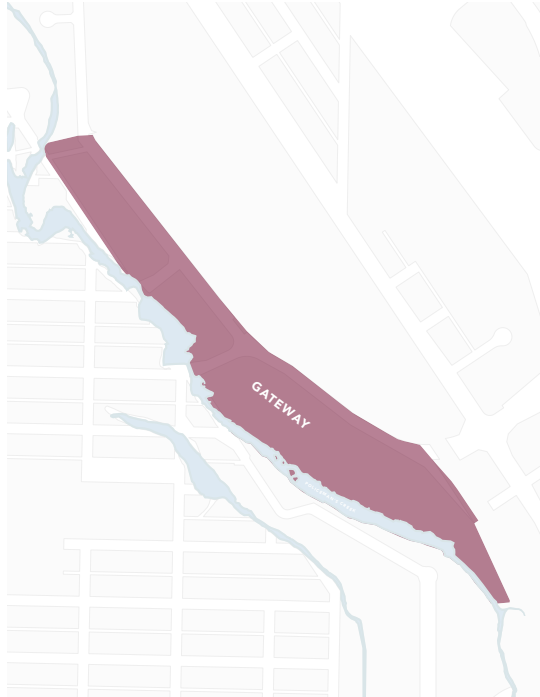


FIGURE 4.4 - GATEWAY AREA



Artist interpretation of what buildings in this area could look like.

Gateway

The intent of this area is to allow for higher density, mixed-use developments that provide significant commercial space, residential units, and reflect the area's prominence as a gateway to downtown.

Uses

1. Residential and a variety of commercial, institutional, arts, cultural, or convention uses should be permitted.
2. Entertainment (excluding adult entertainment) uses compatible with residential should be permitted.
3. Residential uses should be strongly encouraged on the upper floors.
4. Visitor accommodation should be a discretionary use and considered when:
 - the proposal is for a hotel use that features a staffed lobby or prominent entryway on the ground floor;
 - other commercial uses, such as retail, café, or restaurant, are provided on the ground floor and activate the majority of the street;
 - a public benefit deemed desirable by the development authority, such as a day care facility, plaza, open space, public pathway, or public art is provided that is not otherwise required;
 - an exceptional standard of design is achieved; and,
 - the development aligns with the vision and policies of this plan.
5. Other uses may be considered by the development authority if they align with the vision of this plan and intent of the Gateway area.

Building Design

6. Properties within the Gateway character area and with consideration for the Land Use Concept (Figure 4.1) should be zoned Gateway District (GD) or similar.
7. Ground floors should be universally accessible, at grade or minimally raised above finished grade, and designed to activate Railway Avenue using strategies

such as significant glazing, commercial units, entryways, and public or patio seating.

8. Corner lots should treat Railway Avenue, 8 Street, and 10 Street as equally important front facades with a continuous commercial frontage on both adjoining streets.
9. The rear of sites fronting Policeman's Creek and the current or future active transportation network should be animated with commercial uses, patio space, or other active uses.
10. Public access should be provided from the street(s) to the rear of the site to connect to the existing or future active transportation network.
11. Buildings with long frontages should incorporate a high degree of articulation, ground-floor visual permeability, and/or recessed setbacks to break up expanses of wall planes on Railway Avenue.
12. Upper storeys should be designed to reduce apparent massing and minimize shadowing on the public realm on Railway Avenue, 8 Street, and 10 Street. Terraced step backs are encouraged for portions of buildings facing Policeman's Creek.
13. Vehicle access should be in accordance with Section 8.2.1. For sites with property frontages less than 20 metres and where a parking structure is accessed directly from Railway Avenue, the parking structure(s) should be set back at least 5.5 metres from the nearest edge of sidewalk.
14. One expanded side yard setback of at least 7.5 metres should be provided on properties with frontages 20 metres or greater on Railway Avenue to improve pocket views of the mountains and solar exposure on the sidewalk. Private driveways or lanes may be located within this setback. Corner properties with dual street frontages may be exempt from this requirement.
15. For development(s) receiving additional height or density through density bonusing, design measures should be implemented to reduce the apparent massing of the building and impacts on the public realm. Building heights should not exceed 16.0 metres and five storeys.
16. Existing mature trees with trunks located within or near required setbacks should be retained with consideration of FireSmart principles. Relaxations to front or rear yard setbacks should be considered to support tree retention.

FIGURE 4.5 - CIVIC CORRIDOR



Artist interpretation of what this area could look like (looking northwest from the intersection of 9 St W and 7 Ave).

Civic Corridor

The intent of this area is to use Town land to create a prominent pedestrian-oriented corridor in the heart of downtown, anchored by a new central plaza at the intersection of 7 Avenue and 9 Street / 9 Street W. A range of community-oriented uses should be provided to support year-round activity and attractions, facilities, amenities, or services for residents.

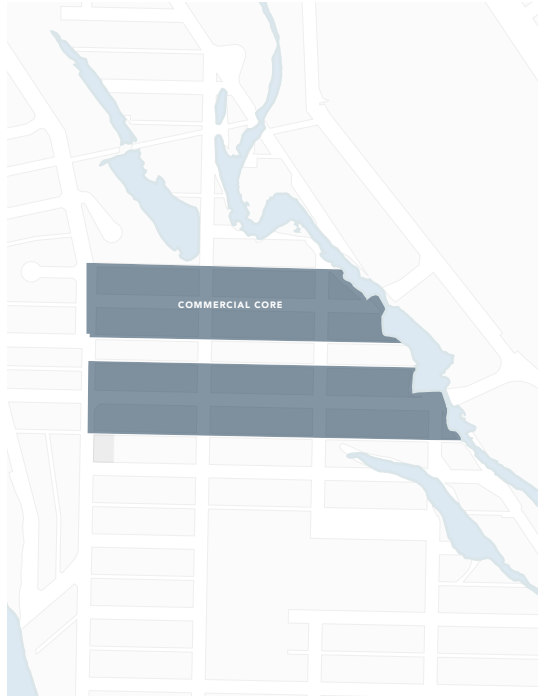
Uses

1. Uses that provide civic, arts, cultural, recreational or other community-oriented functions or spaces should be permitted and encouraged.
2. Uses that support year-round demand and interest should be encouraged, such as an indoor market hall, event space, or recreation facility.
3. Affordable housing should be integrated on the upper floors where feasible and with consideration for other Town priorities or needs.
4. Appropriate zoning should be determined for each development on a site-by-site basis and should align with the vision and policies of this plan.
5. Multiple uses or facilities should be integrated within and/or between storeys.
6. Demand for and potential to incorporate other public benefits or amenities within the development, such as daycare facilities, should be considered.
7. A transportation terminal and public washroom is anticipated on the block west of 7 Avenue and should be integrated into the design of any future development.
8. Buildings should be designed for multiple frontages and strive to activate all fronting streets and lanes.
9. North-south pedestrian connectivity should be supported within sites through publicly accessible entryways or mid-block connections (Section 8.3.1).

Building Design

10. Buildings should activate the proposed central plaza (Section 7.2) with entryways, patio space, and ground floor uses that encourage high levels of pedestrian activity and use of the outdoor space.
11. Buildings should step back the upper floors, provide visual breaks (e.g., glazing, articulation, breezeways), or use other design strategies to support views from and solar exposure on the activated lanes to the extent possible.
12. Continuous weather protection (e.g., awnings) should be provided along the 9 Street and 9 Street W frontages to support pedestrian movement and year-round usage.
13. Buildings should be designed and shaped to mitigate prevailing winter winds, particularly in the central plaza.
14. A significant outdoor public or semi-private open space should be provided adjacent to Policeman's Creek.
15. Consideration should be given to the incorporation of shared waste facilities within development(s) to serve the Civic Corridor and Commercial Core.
16. Soft, dark-sky lighting should be used to gently illuminate the activated lanes and encourage evening usage.

FIGURE 4.6 - COMMERCIAL CORE



Artist interpretation of what buildings in this area could look like (looking southeast from 10 Street).

Commercial Core

The intent of this area is to allow for compact commercial or mixed-use developments that unify Main and 10 Streets, activate the streetscape, protect mountain views, foster activity, and support all-day, year-round vibrancy downtown.

Uses

1. Residential and a diverse range of commercial uses should be permitted in either commercial or mixed-use buildings.
2. Commercial uses that activate the street and encourage high foot traffic volumes, such as retail, restaurant, or entertainment (excluding adult entertainment) uses, shall be provided on the ground floor.
3. Visitor accommodation should be a discretionary use and only considered when:
 - other commercial uses, such as retail, café, or restaurant, are provided on the ground floor and activate the majority of the street;
 - an exceptional standard of design is achieved; and,
 - the development aligns with the vision and policies of this plan.
4. Accommodations, other than lobbies, or uses that do not contribute to vibrancy or activate the street (e.g., medical clinics) shall be limited to the second and third storeys.
5. Certain uses—such as office, liquor store, cannabis store, or financial institution—should be discretionary uses to limit their presence on the ground floor and minimize adverse impacts on the streetscape.

Building Design

6. Properties within the Commercial Core should be zoned Town Centre (TC) District.
7. To preserve solar exposure, views of the mountains, and maintain a sense of openness, development(s) shall not exceed 11.0 metre building heights and should reduce massing of the third storey through stepbacks or other design measures.
8. Development(s) with residential uses should

support the creation of more attainable and diverse residential units. A minimum density of 68 units/hectare should be provided in support of this objective.

9. The minimum density permitted in the Town Centre (TC) District should be reduced from the current requirement of 1.25 FAR to allow for single-storey commercial development(s).
10. Commercial units should feature human-scale design and contribute to the distinct character of downtown. Measures should include reduced commercial unit frontages (e.g., less than 15 metres in width) and floor areas (e.g., less than 350 square metres per unit).
11. Development(s) on an activated lane (Figure 8.1) shall provide dual frontages that achieve a similar standard of design. The rear of the site fronting an activated lane shall be animated with building entrances, commercial uses, strong pedestrian features, and a pedestrian-scale design.
12. Buildings should exemplify an exceptional standard of design, acknowledging the significance of the area and its role as an economic driver and destination for residents and visitors.
13. Continuous weather protection or awnings should span the entire width of building frontages and, at minimum, the depth of the front yard setback. Such structures may

encroach in the street right-of-way, at the discretion of the development authority, to ensure adequate sheltering of pedestrian infrastructure.

14. Patio space for commercial uses, such as restaurants, should be encouraged on the upper storeys to further enliven the street and on activated lanes (Figure 8.1).
15. Ground floors should not be raised above finished grade to support accessibility, permeability, and an attractive and functional interface with the street.
16. Small encroachments into the maximum building height for safety and egress elements—such as railings, guardrails, and access structures—should be permitted to encourage rooftop patios or terraces.
17. Development(s) on 10 Street should reinforce the street's distinct character through:
 - variation in building design to create visual interest; and,
 - facade articulation to allow space for patios, landscaping, and tree retention.
 Variation in setbacks and facade articulation should be accommodated by providing a front yard setback of 3.0 to 4.0 metres for approximately 20-40% of a building's frontage on 10 Street. The rear yard setback may be reduced to 1.0 metre for the same percent of frontage to offset loss of buildable area.

18. Tree retention is a priority for 10 Street. Mature trees located within required setbacks should be retained with consideration of FireSmart principles. Relaxations to front or rear yard setbacks beyond those specified in this section should be considered to support tree retention.



Above: Artist interpretation of what the rear of buildings along activated lanes could look like with and without off-street parking (looking northeast from 9 St).

FIGURE 4.7 - TRANSITION AREA



Artist interpretation of what buildings in this area could look like (looking southwest from 8 Street).

Transition

The intent of this area is to allow for contextually appropriate mixed-use developments that provide a sensitive transition from the Commercial Core to the Residential character area and support a visible, intuitive connection to Riverside Park and the Bow River.

Uses

1. Residential and small-scale, pedestrian-oriented commercial uses (e.g., cafés, boutique retail, barbers, etc.) should be permitted within mixed-use developments.
2. Commercial unit(s) shall be provided on the ground floor.
3. Alternative uses that offer community-oriented benefits, amenities, or functions should be considered for the Scout Hall site (914 Main Street).
 - provide commercial uses on the ground floor that occupy between 40% and 80% of the street frontage; and,
 - provide landscaping along at least 50% of the front facade and at least 25% of the site area.
6. Development(s) should provide minimum setbacks of:
 - 1.5 metres for side yards or 3.0 metres for side yards on the street side of corner sites;
 - 5.5 metres for rear yards; and,
 - 6.0 metres for front yards.

Building Design

4. Development(s) should generally be compatible with the Residential Medium Density (R4) District.
5. To achieve the intent of this area and its function as a transition from the Commercial Core to Residential character area, development(s) should:
 - achieve a minimum density of 76 units

Reduced front yard setbacks or encroachments should be permitted for commercial uses to a minimum setback of 3.0 metres to create an attractive interface with the street.

7. Patios and terraces associated with commercial uses should be permitted to fully encroach into front yard setbacks.
8. Ground floors should be accessible and create a functional interface with the street.
9. Development(s) should create an attractive interface with the lane that mitigates impacts on adjacent residential areas.
10. Mature trees located within required setbacks should be preserved where possible and with consideration of FireSmart principles. To support tree retention, variances to front or rear yard setbacks may be considered.

FIGURE 4.8 - RESIDENTIAL AREA



Artist interpretation of what buildings in this area could look like.

Residential

The intent of this area is to provide a variety of residential buildings, greater housing choices for residents, and to encourage the development of affordable housing.

Uses

1. Residential uses should be permitted.
2. Small-scale, neighbourhood-oriented commercial uses should be allowed as discretionary uses on the ground floor.
3. Sites with existing non-residential uses (834 7 Street and 901 8 Avenue) may retain their existing zoning (TC). However, rezoning these properties in alignment with the Residential character area should be encouraged.
 - enclosing parkades with garage doors;
 - orienting units to maximize privacy with consideration for full build out of the Residential character area;
 - limiting ground floor residential units to be at a maximum of 1.0 metre above the finished grade; and,
 - avoiding the use of false eavelines.
6. Development(s) should support the creation of more attainable and diverse residential units. A minimum density of 68 units/ hectare should be provided in support of this objective.

Building Design

4. Properties within the Residential character area should be zoned Residential Medium Density (R4) District, which may be amended to align with the vision of this plan.
5. Buildings shall be designed to contribute to a residential neighbourhood character, which should include measures such as:
 - providing ground floor residential units with outdoor space and direct access to the street;
7. Reduced rear yard setbacks and landscaping requirements from current R4 requirements should be supported to allow for more design flexibility and residential units while retaining space for a laneway driveway and garage. Rear yard setbacks should be a minimum 5.5 metres and at least 30% of the site area should be landscaped.

8. More varied or dynamic roof designs should be encouraged through an alternative height calculation, where height is defined from the top of the parapet or the midpoint of a sloped roof.
9. Development(s) receiving bonus height or density and proposing a fourth storey (Section 4.1.2) should:
 - limit building heights, provide setbacks to the upper storeys, and employ other design measures to reduce building massing and minimize shadowing to the satisfaction of the development authority;
 - maintain a sense of openness to the mountains from the street to the extent possible, consistent with the intent of Section 4.1.2; and,
 - provide a minimum rear yard setback of 3.5 metres.
10. An expanded setback shall be provided on the southeast corner of 1 Riverview Place and on the northwest corner of 917 Main Street to facilitate a strong visual connection from the Transition Area to the future northern extent of Riverside Park.
11. Consideration should be given to allowing additional height or density on 1 Riverview Place where land along the eastern property line is proposed to be dedicated to the Town to facilitate a strong connection to Riverside Park.
12. Mature trees located within required setbacks should be preserved where possible. To support tree retention, relaxations to front or rear yard setback requirements may be considered.

TABLE 4.1 - ZONING RECOMMENDATIONS FOR EACH CHARACTER AREA¹

AREA	ZONING	STOREYS ²	DENSITY ³	SAMPLE USES ⁴
Gateway	GD - Gateway Commercial District (with amendments)	Up to 4 storeys (zoning)	0.50 - 2.00 FAR	<i>Athletic and Recreational Facilities Convention Facility Cultural Establishment Day Care Eating and Drinking Establishment Entertainment Establishment</i> <i>Financial Institution Liquor or Cannabis Retail Store Medical Clinic Office Residential Dwelling Units (above ground floor) Visitor Accommodation</i>
Civic Corridor	Site-specific (appropriate zone to be determined for each development)	Up to 4 storeys	Appropriate density to be determined for each development	<i>Arts and Craft Studios Athletic and Recreational Facilities Cultural Establishment Day Care Eating and Drinking Establishment</i> <i>Perpetually Affordable Housing Public and Quasi-Public Buildings Seniors Housing / Supportive Living Facilities Transportation Terminal</i>
Commercial Core	TC - Town Centre District (with amendments)	Up to 3 storeys	0.75 - 2.00 FAR	<i>Arts and Crafts Studio Cultural Establishment Eating and Drinking Establishment Entertainment Establishment</i> <i>Perpetually Affordable Housing Residential Dwelling Units (above ground floor) Retail Sales (small scale) Visitor Accommodation (above ground floor)</i>
Transition	New District based off of R4 (with amendments)	Up to 3 storeys	Min. 76 units/ha.	<i>Eating and Drinking Establishments Day Care Perpetually Affordable Housing</i> <i>Residential Dwelling Units Retail Sales (small)</i>
Residential	R4 - Residential Medium Density District (with amendments)	Up to 3 storeys (zoning)	Min. 68 units/ha.	<i>Bed and Breakfast Day Care Home Occupation (Class 1 and 2)</i> <i>Perpetually Affordable Housing Residential Dwelling Units</i>

1. The table summarizes zoning recommendations for each area to support plan implementation. Items within the table may be subject to change.
2. Maximum storeys should align with the Land Use Concept (Figure 4.1) and Density Bonusing (Figure 4.2).
3. Density ranges are suggestions for the proposed zoning and do not reflect density bonusing.
4. Sample uses reflect some of the appropriate uses envisioned for the area and are provided to assist with implementation and zoning. The list of uses should not be considered exhaustive or as outright indications of support. Permitted and discretionary uses shall be determined with consideration for the vision and policies of this plan and specified in the corresponding land use district.



4.2 Urban Design

Intent: Ensure development and improvements downtown are complementary and contribute towards a distinct identity for the area—reflective of downtown’s status as the Town Centre and the stunning mountain setting it is situated within.

Policy

The policies in this section provide area-specific guidance relating to urban design. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

4.2.1 General Policy

1. Development shall adhere to the area-specific policy directions of the applicable character area as provided in Section 4.1.4.
2. Except where specified otherwise in this plan, developments shall adhere to the Town-wide architectural guidelines. Where guidance in this plan and the Town-wide architectural guidelines conflict, or where dual compliance is not possible, the guidance within this plan should take precedence.
3. Development shall adhere to a higher standard of design and finishings that are reflective of the significance of downtown as Canmore’s Town Centre.



4.2.2 Architectural Style

1. Contemporary alpine architecture, as generally shown in the images on this page, should be used to distinguish downtown from other areas and support more energy efficient buildings. This architectural style combines some of the basic elements of traditional mountain architecture with more modern aesthetics, clean lines, reduced ornamentation, and a focus on quality material selection and natural elements to provide definition and contrast.
2. Boomtown architecture that resembles mining or railway buildings at the turn of the 20th century should be discouraged. References to Canmore's mining history should be achieved primarily through retention of historic resources, public realm elements, and selective use of particular materials (e.g., weathered or dark, powder-coated steel).
3. Materials and finishes of buildings, infrastructure, and public spaces should take inspiration from the proposed palette for downtown (Section 4.2.3).

4.2.3 Palette

A range of unifying elements are intended to be expressed in both buildings and public spaces that reflect the area’s mountain setting, natural environment, and industrial past. A neutral, earthy palette should dominate the built environment, as generally shown and described in this section.

Rock

Use of materials that reflect the general lithology of the area (e.g., slate, dolomite, limestone) or the coal mining history of Canmore (e.g., charcoal). Natural stone in medium or dark grey hues or finishing colours that reflect the reference materials should be prevalent. Simulated stone is discouraged.

Wood

Use of natural or engineered materials that reflect the forested surroundings and predominant tree species of the area, which consist primarily of lighter toned woods (e.g., pine, spruce). Materials reflective of medium or darker toned woods may also be used.

Coal

Use of dark, powder-coated steel as a subtle nod to the industrial, coal-mining history of Canmore or weathered (corten) steel to highlight the intersect of past and present, industry and nature. These materials may be used sparingly on buildings as an accent feature, preserving greater use for public spaces and infrastructure.

This palette is intended to challenge designers to find expression through diverse materiality and technologies—taking inspiration from the reference materials provided—while still unifying the character of the area. Natural or locally sourced materials should be incorporated into the detailing of buildings to preserve the area’s authentic character. Additional muted earth tones not shown here may be used as subtle accents.

Reference Material

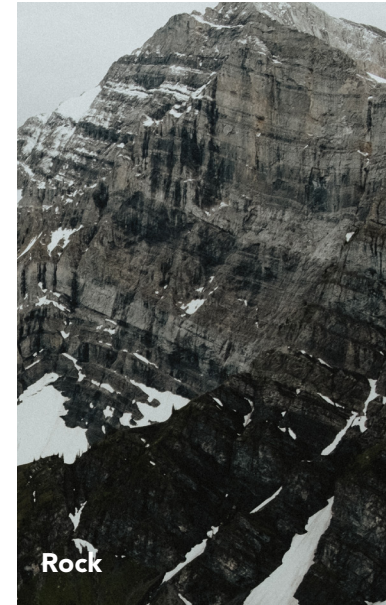
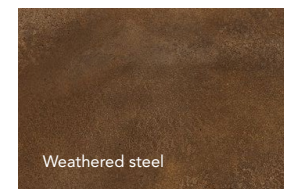
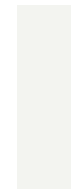
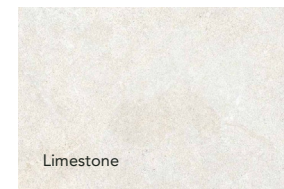
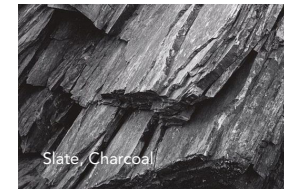
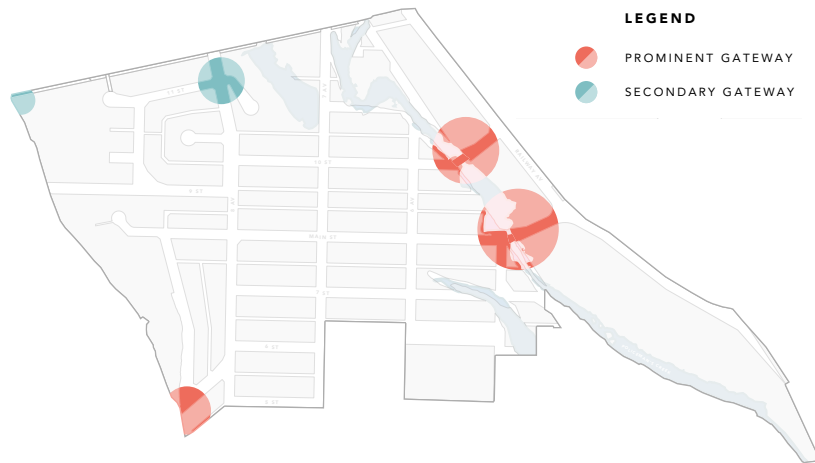


FIGURE 4.10 - GATEWAY LOCATIONS



4.2.4 Gateways

Downtown is embedded within the larger urban fabric of Canmore and has multiple entry points. Gateways serve as important access points for pedestrians, bikes, and vehicles, and can establish a sense of welcome, a sequence of focal points, and a distinct identity to an area of significance.

1. A series of prominent gateways that feature visual enhancements in the public and private realm should be established at key points of arrival in the areas generally shown in Figure 4.10.
2. Enhancements in the public realm should respond to the area's intended function and context:
 - **Prominent gateways** should feature more intensive enhancements, such as custom lighting, architectural features, landscaping, road narrowing, landscaped central medians, public spaces, landscape features, or public art.
 - **Secondary gateways** should feature smaller-scale enhancements, such as public art, signage, or landscaping elements.
3. Buildings should respond to their unique setting in gateway areas (Figure 4.10) and activate the street through various strategies, including a higher standard of design, expanded setbacks, public/private patio space, and/or hosting public art.
4. Development(s) on Railway Avenue with additional frontage on 8 Street or 10 Street should provide a minimum 6.0 metres setback on the ground floor along both street frontages to create a sense of openness, visual connection to the Commercial Core, space for seating and patios, and an expanded public realm.

4.2.5 Views

Views of the mountains, particularly towards the south and southwest, are and will continue to define the downtown experience. This plan prioritizes preserving a strong visual connection to the mountains—along with fostering a general feeling of openness from a pedestrian perspective—rather than preserving only select views or vantage points.

1. In accordance with the Land Use Concept (Figure 4.1) and Density Bonusing (Figure 4.2), buildings should generally be limited to 3 storeys along key corridors and adjacent to public spaces to maintain a sense of openness and connection to the mountains.
2. Development(s) on select corner lots, as identified in Figure 4.11, shall further reduce building massing and preserve mountain views by:
 - providing a minimum 2.0 metres terraced stepback on the second floor along the frontages identified in Figure 4.11; and,
 - providing a view study at time of rezoning and/or development permit and demonstrating how the design of the entire development maintains a sense of openness and mitigates impacts on views to the mountains. Additional design controls may be required, such as reducing heights or storeys, changing roof slope or orientation, increasing setbacks or stepbacks.
3. Despite 4.2.5(2), alternative solutions may be considered where the development authority is satisfied that the proposed design would achieve a similar or superior outcome with respect to the intent of Section 4.2.5.
4. Pocket views from Railway Avenue shall be created through expanded sideyard setbacks, consistent with Section 4.1.4.

FIGURE 4.11 - ADDITIONAL REQUIREMENTS TO PRESERVE VIEWS



5. Public spaces should be designed to maintain or frame mountain views. The selection, design, or placement of infrastructure, amenities, and landscaping features should minimize impacts on views where possible.

4.2.6 Urban Elements

Lighting

1. The lighting strategy for downtown should utilize site-specific, unique lighting as highlight elements within the standard lighting framework specified in the *Engineering Design and Construction Guidelines*.
2. Site-specific lighting should be used to create an intriguing, gentle, multi-level layering of light in the following areas:
 - in enhanced open spaces to convey the public nature of the space, support evening use, enhance safety, reflect the significance of the Town Centre;
 - along activated laneways to encourage pedestrian use of the lanes and improve safety;
 - at gateways to create a feeling of welcome and special sense of place; and,
 - at key destinations or points of interest to convey a sense of significance.
3. Key sections of pathways and trails should incorporate soft, ground-oriented, directional lighting to promote extended hours of use and safety while minimizing impacts on wildlife.
4. The following street lights should be used as the standard for specified areas downtown:
 - **Main vehicle thoroughfares:** Galleon LED luminaire.
 - **Mixed-use streets:** Domus light to create an intimate environment and distinct character that differs from other commercial areas.
 - **Pedestrianized sections of the Commercial Core:** A unique pedestrian-oriented light or the mixed-use street standard.
5. All light poles and supporting arms should be black in colour. Tenon arms should feature right angles and defined edges. Scrolls or similar decorative elements should be avoided.
6. Along lanes or private driveways, lights may need to be mounted on lane light poles or attached to buildings as a condition of development.
7. New poles and light standards shall be required, where appropriate, as part of frontage improvements at the time of redevelopment.
8. Lighting should be dark-sky compliant and pedestrian-oriented wherever conditions allow.



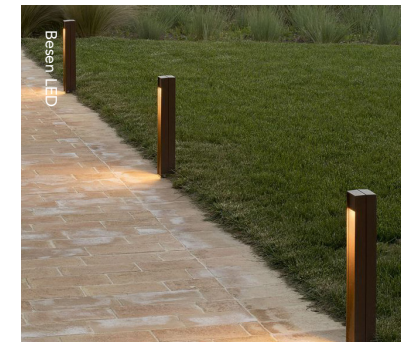
Domus light standard



Sample layering of site-specific lighting



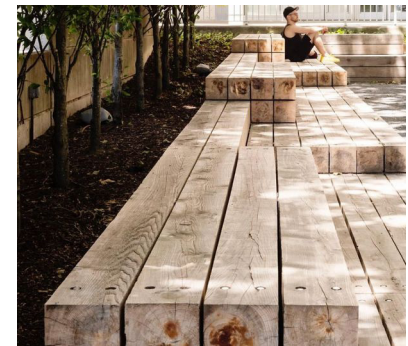
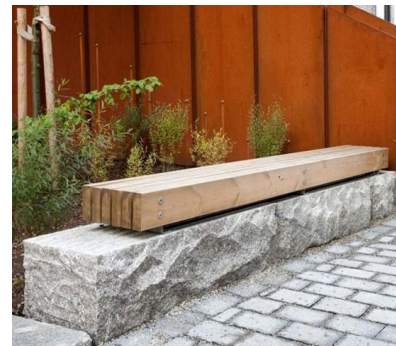
Site-specific, dark sky lighting along a pedestrian crossing



Sample of soft, dark sky pathway lighting

Seating

9. Permanent seating in both the private and public realm should align with the vision of this plan and reinforce the distinct identity of downtown.
10. Custom seating is encouraged in parks, enhanced open spaces, and other public spaces where placemaking is a priority.
11. Custom seating should:
 - be durable with consideration for maintenance, winter use, and snow accumulation and removal;
 - be designed as a key element of the public realm and as a placemaking feature; and,
 - be integrated into the overall design and intent of the public space.
12. Custom seating should depend on the site-specific context and intended function of the area:
 - In commercial areas, seating should feature flat top boulders or cast-in-place concrete with wood elements that relate to standalone benches.
 - In less urban settings, such as parks or natural plazas, seating should incorporate natural materials with lower maintenance needs, such as unstained wood and boulders. Cast-in-place concrete may also be used to provide more defined edges or functional seating where desired (e.g., amphitheatres).
13. Where standalone benches are used, the benches should feature contemporary design with straight lines and natural materials that offer reduced environmental impact and low maintenance requirements (e.g., alaskan yellow cedar).
14. Standalone benches should feature backrests in parks and along trails (e.g., CPL Series B bench in lifetime cedar finish). Benches without backrests may be used in constrained areas or urban settings where flexible seating options and maintaining sightlines are desired (e.g., CPL Series D bench in lifetime cedar finish).





Above: Examples of surface treatments that could be appropriate for the Commercial Core and Civic Corridor featuring subtle variations in tone, size, texture, or placement.

Streetscape Materials

15. Higher quality finishings and materials should be used throughout the plan area, reflective of downtown’s role as the Town Centre and a hub of economic and social activity. Material choice should generally align with, reflect, or complement the palette for downtown (Section 4.2.3).
16. Wherever possible, natural materials with reduced environmental impact and relation to Canmore’s unique geographic setting should be used.
17. Except as specified otherwise in this plan, existing standards for surface materials as specified in the *Engineering Design and Construction Guidelines* should be used for multi-use pathways and other dedicated pedestrian and cycling facilities.
18. A distinct surface treatment (e.g., paving stones, concrete with decorative banding or saw cuts, stamped concrete) should be used for sidewalks and public spaces within the Commercial Core and Civic Corridor to provide an enhanced public realm and to unify Main Street and 10 Street with a coherent identity.
 The treatment should:
 - feature subtle tonal, sizing, texture, and/or pattern variation to provide an organic, natural character;
 - have reasonably smooth surfaces to support accessibility and maintenance; and,
 - extend to building faces and mid-block connections.
19. Demarcations should be used to separate different types of spaces or buffer areas (e.g., exposed aggregate strips, coloured bands, or alternative paving stones).
20. Property lines should be consistent in treatment and not marked by a material change.
21. Black bollards should be used to create protective or architectural perimeters where necessary. Cast-in-place concrete or large boulders may be strategically used in place of or to complement bollards.

Wayfinding & Signage

22. Wayfinding and signage should be key elements of downtown's public realm, contributing to the area's identity, navigability, and overall user experience.
23. Hanging or blade signs shall be provided for each ground floor commercial unit in the Commercial Core, Civic Corridor, and Transition area to create a pedestrian-oriented streetscape and support the distinct character of the area.
- 23.1. Hanging and blade signs should share a cohesive design language by:
- using materials and colours that align with the palette for downtown (Section 4.2.3);
 - prioritizing simplicity and legibility, such as through the use of negative space; and,
 - avoiding excessive decorative elements and avoiding script or cursive fonts.
- 23.2. Applicants shall demonstrate the locations for hanging and blade signage at the development permit stage to ensure they can be accommodated and complement the development.
24. All other building signage should adhere to the signage regulations of the *Land Use Bylaw*.
25. The Town's standard navigational street-oriented signage should be used to communicate destinations and points of interest both within and beyond the plan area.

Below: Examples of hanging/blade signs along commercial unit frontages.

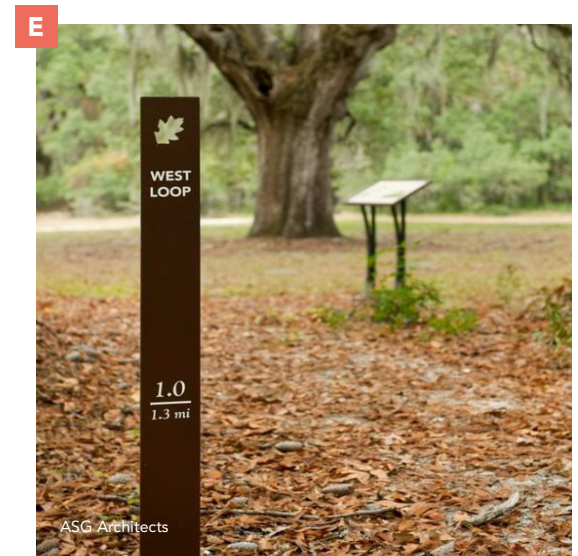


26. The Town's trail signage program should be updated to improve user experience and align with the palette for downtown (Section 4.2.3).
27. A hierarchy of wayfinding signage should be developed and installed to convey varying levels of information tailored to the user based on their location in the overall trail network.

The hierarchy should incorporate at least three levels of signage, including:

- **Network signage:** provides information on the broader trail network and highlights key points of interest and trail loops on a map. Educational or interpretive information may also be incorporated that relates to the area. Network signage should be installed at key decision points and major network intersections.
- **Directional signage:** provides simplified information to help orient the user and direct them towards points of interest. Directional signage should be installed where trails intersect or meet other transportation infrastructure.
- **Trail markers:** provides a consistent marker to reaffirm a user's location in the network without requiring stopping. Trail markers should be visually discrete and distributed along trail segments.

Samples of a hierarchy of trail wayfinding signage, including network signage (A,B), directional signage (C,D), and trail markers (E,F).



Landscaping

28. Except as provided otherwise in this plan, landscaping should align with the *Engineering Design and Construction Guidelines* and *Land Use Bylaw*.
29. Landscaping should reflect the surrounding natural landscape and incorporate multiple species to balance wildfire risk with objectives of preserving mountain views, introducing seasonal colour, supporting summer shading/winter daylighting, and ensuring year-round greenery. Further policy on landscaping is provided in Chapter 6 (Environment, Climate Change, and Resilience).
30. For constrained sites, the selection of plant species should prioritize creating an attractive public realm and reducing wildfire risk.

Bike Racks

31. Staple or Inverted-U bike racks in a black finish should be used throughout the plan area.
32. Public bike racks should be provided at parks, plazas, other points of interest, and throughout the Commercial Core and Gateway area to facilitate access to the commercial areas. Further direction is provided in Chapter 8 (Transportation and Mobility).

Washrooms

33. Public washrooms should be provided at convenient and visible locations in the plan area where significant pedestrian volumes are anticipated.
34. Priority areas for public washrooms include regional parks and the replacement of the existing washroom facility at 7 Avenue and 9 Street, the latter which should be integrated into the future redevelopment of the site.

Public Art

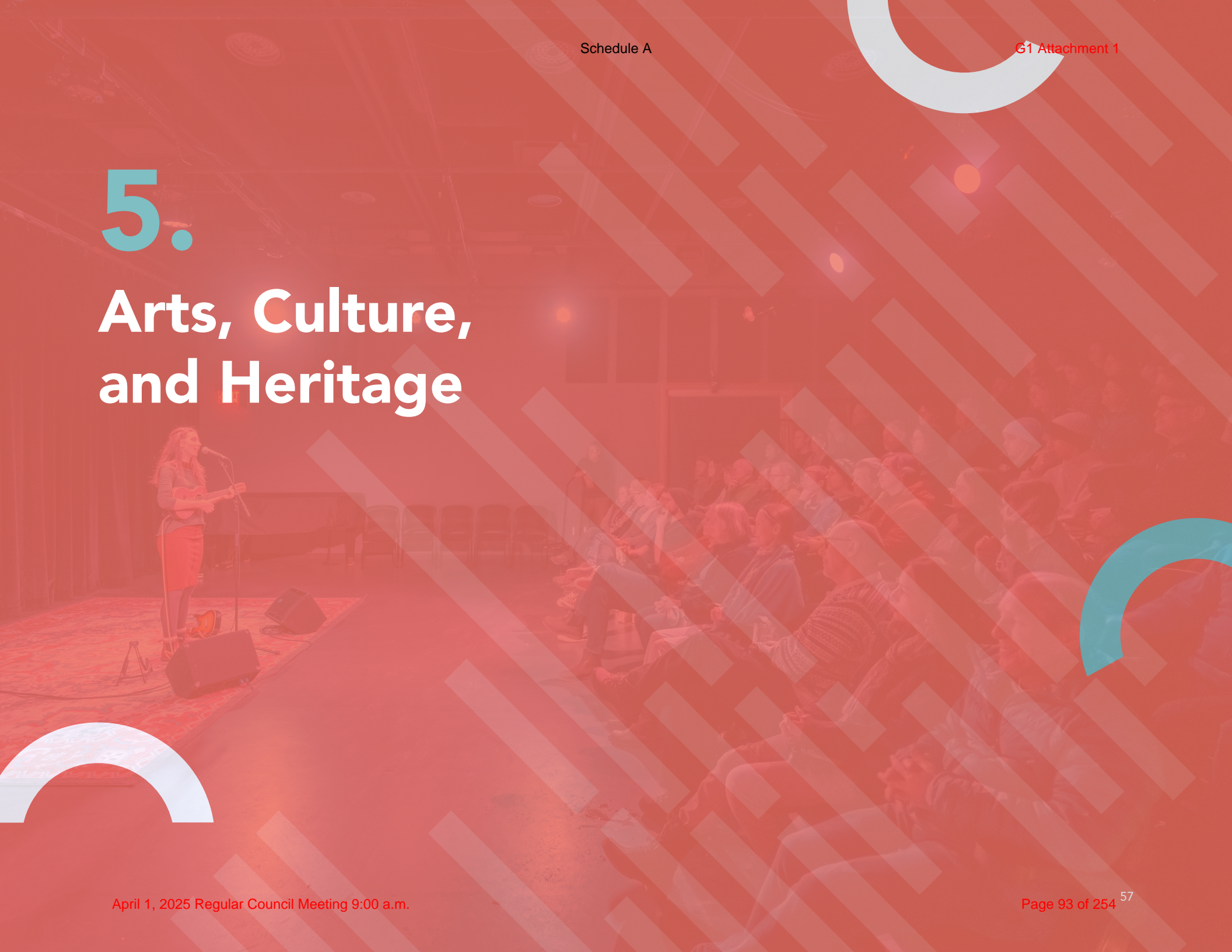
35. Public art should be used to enrich the private and public realm and contribute to the identity of downtown. Policy direction for public art is provided in Chapter 5 (Arts, Culture, and Heritage).
36. Development in the Commercial Core shall provide construction hoarding that functions as public art and features storytelling or interpretive elements related to downtown or surrounding area(s). Applicants shall consult the development authority on the proposed design of the hoarding.



Above: Examples of construction hoarding with public art or placemaking functions.

5.

Arts, Culture, and Heritage



5. Arts, Culture, and Heritage

Canmore lies in the heart of the Bow River Valley within Treaty 7 Territory, known in Stoney Nakoda as “Chuwapchîpchîyan Kudebi” (“shooting at the willows”). It is located within the traditional territories of the Îyârhe Nakoda (Stoney Nakoda), Tsuut’ina First Nation, the Blackfoot Confederacy (Siksika, Piikani, Kainai), and Rocky View Métis District 4.

Established in 1883 as a major railway point, Canmore’s early settler economy was fueled by locally mined coal. Over a century later, after hosting the 1988 Winter Olympics, Canmore gained global recognition and evolved from a small coal-mining town into a thriving community.

Now home to over 16,000 permanent residents, Canmore is a vibrant hub of adventurers, creators, and innovators, with a strong local economy, diverse amenities, and world-class recreational opportunities that continue to draw people for a day or for a lifetime.

The downtown area—with its mix of both recent development and structural reminders of our community’s history—provides a unique opportunity to elevate and celebrate arts, culture, and heritage as defining elements of the Town Centre.

This chapter outlines policies for ensuring that arts, culture, and heritage remain foundational components of downtown. It emphasizes the importance of providing arts and cultural spaces, preserving or integrating historical resources, and incorporating Indigenous perspectives. By doing so, Canmore can ensure that the future downtown respects the past while supporting new ways of creativity and inclusion.

You can read more about our broader vision for these topics, including other applicable policies or guidelines, in the **Cultural Master Plan** and **Canmore Public Art Policy**.

Objectives

- Allow for land uses that will support Canmore’s arts and culture scene
- Identify key opportunity areas for public art to support placemaking
- Celebrate Canmore’s culture while embracing its modern identity
- Conserve or enhance historic resources
- Support vibrancy and the creation of a sense of place

FIGURE 5.1

Future Arts, Culture, and Heritage Assets

LEGEND

- A PUBLIC ART OPPORTUNITY AREA*
- HISTORIC RESOURCE (PROTECTED)
- HISTORICAL PROPERTY OF INTEREST (PROTECT OR INTEGRATE)

* Locations are approximate. Areas not shown are not precluded from public art.



5.1 Arts, Culture, and Heritage

Intent: Support the continued evolution of downtown in a manner that celebrates its past, present, and future through intentional placemaking and support for arts and culture facilities.

Policy

The policies in this section provide area-specific guidance relating to arts, culture, and heritage. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

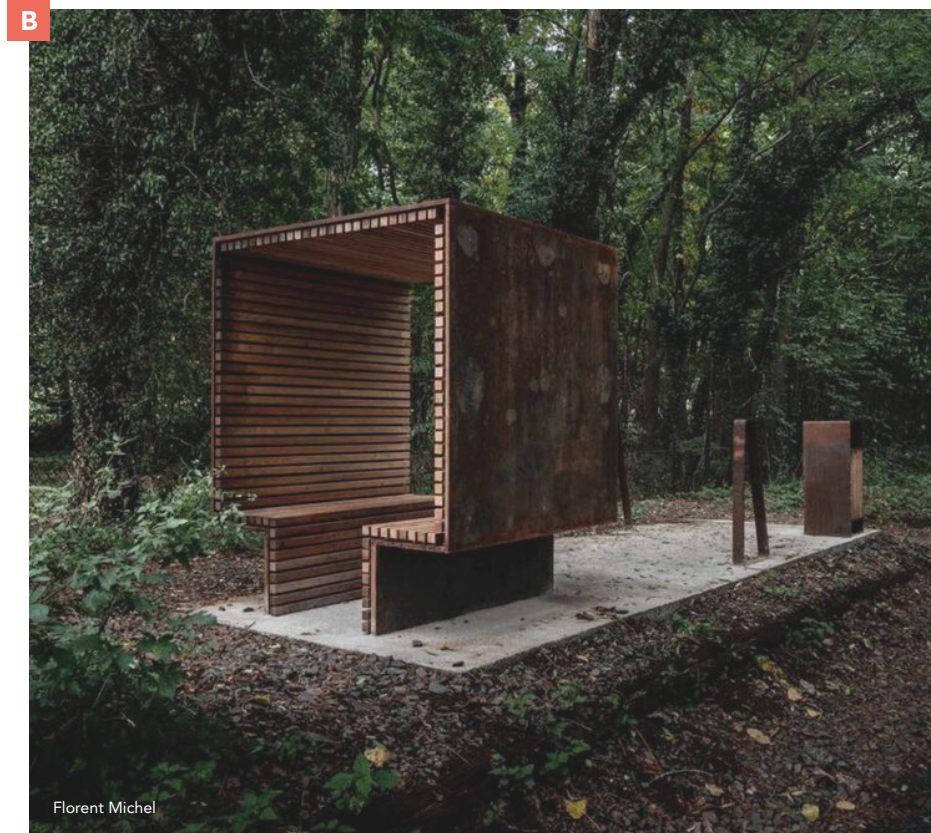
5.1.1 Land Use and Development

1. The conservation and preservation of historic resources and historic properties of interest are regulated through the Heritage Resources Overlay in the *Land Use Bylaw*. The overlay should generally align with the properties shown in Figure 5.1.
2. The Town should retain the Miner's Union Hall (738 7 Street) or integrate the structure into future development.
3. The Town should engage the Province and explore potential improvements to the greenspace on and adjacent to the historic N.W.M.P. Barracks site, consistent with Section 7.2.
4. Despite Section 4.1, consideration may be given to alternative building heights, uses, densities, or setbacks for development(s) with historic resources or features of interest.
5. Arts and culture uses, including live/work studios, should be encouraged and broadly permitted in land use districts downtown.

6. Relaxations or variances to maximum building heights, densities, or uses may be considered where a development proposes arts or culture space(s) that would be owned and operated by the Town or a non-profit organization and where the development authority is satisfied the arts or culture space(s) would benefit the public.
7. The potential for expanding arts and culture facilities downtown should be considered as part of the future redevelopment of Town-owned land(s) in conjunction with other community needs and priorities, such as affordable housing or recreation space.
8. The installation of mural(s) on the exposed portions of firewalls are encouraged and should be considered as part of any variance request when the applicant has secured an agreement from the adjacent property owner to allow access for future maintenance.

5.1.2 Public Art and Placemaking

9. Except where specified otherwise in this plan, the location and provision of public art downtown should generally be guided by Town policies and plans related to public art, including the *Public Art Policy*.
10. Figure 5.1 identifies opportunity areas where public art should be considered or retained based on land ownership, the intended function of public spaces, or future improvements as contemplated in this plan. The opportunity areas are intended to supplement locational criteria in the *Public Art Policy* and do not preclude areas not shown from featuring public art.
11. Public art downtown should be designed to:
 - be multi-purpose;
 - be engaging and interactive;
 - contribute to a high quality public realm; and,
 - serve a storytelling purpose for the area.



A B C

Samples of public art (A), as well as custom furnishings (B) and sidewalk tiles (C) that provide a secondary function as art, with opportunities for interaction, use, or education.

D

Public art that can also function as a place of gathering and play.

E

Entry or gateway signage that provides multiple functions, welcoming residents and visitors, creating a sense of place, and acting as a significant public art installation in a prominent location.

F

Sample of how the design of public spaces, including simple material choices and patterns, can contribute to the public realm and public art inventory.

Examples of what public art could look like downtown are provided on page 61.

12. The design of infrastructure and public spaces should contribute to a sense of place and provide a secondary function as public art. This could include custom lighting or engravings integrated into furniture or public spaces, or the strategic design and placement of certain materials or landscaping elements.
13. The presence or acknowledgment of Indigenous culture should be expanded by:
 - supporting Indigenous art in prominent locations or incorporated into development(s) on Town land; and,
 - incorporating Indigenous language, symbols, or designs in the names or signage of public spaces, buildings, and other facilities.
14. Wherever possible, public space elements should be added to support public enjoyment, use, and interaction with historic resources (e.g., educational signage, directional lighting, public seating, or open space enhancements).
15. Third-party signage, particularly those with promotional or advertising purposes, should not be permitted within street rights-of-way or interfere with public art, open spaces, or infrastructure.
16. Parks and open spaces should be designed to support community events and cultural activities, as outlined in Chapter 7 (Parks, Open Spaces, and Recreation).



Seating playing a subtle public art or placemaking function.



The Miners' Union Hall building in downtown Canmore, established in 1913.

6. Environment, Climate Change, and Resilience

6. Environment, Climate Change, and Resilience

Nestled between the Bow River, Policeman’s Creek, and surrounded by Provincial parks and wildlife habitat, the evolution of downtown will need to reflect—and respect—its unique setting as an urban area in an extraordinary environmental setting.

Balancing the need for housing, jobs, transportation, and amenities with the need to maintain the health of the environment and ecosystems requires careful planning and conscious effort from all actors involved in shaping the area. The importance of these efforts is amplified due to the increasing effects being witnessed from climate change, characterized by the increasing severity of storms, precipitation patterns, extreme heat, and wildfire risk.

Through the *Climate Emergency Action Plan*, we have committed to increasing our community’s resilience to a changing climate and reducing greenhouse gas emissions to net-zero by 2050.

This chapter provides policies for downtown that will ensure the area evolves in a way that strives to balance the demands of a growing population with the need for increasingly sustainable, resilient, and contextual design—while making progress towards our net-zero commitments.

You can read more about our broader vision for these topics, including other applicable policies or guidelines, in the **Climate Emergency Action Plan, Wildfire Mitigation Strategy, Canmore Human-Wildlife Coexistence Implementation and Action Plan, and Municipal Development Plan.**

Objectives

- Demonstrate leadership in sustainable community design and human-wildlife coexistence
- Design for resilience and the ability to adapt to future conditions
- Protect environmentally sensitive areas
- Reduce the impacts of wildfire, flooding, and extreme weather events
- Reduce air pollution and greenhouse gas emissions
- Create buildings and public spaces that respond to the area’s natural setting

6.1 Environment & Wildlife

Intent: Mitigate environmental and ecological impacts commonly associated with growth by implementing a series of policies that will work together to protect natural areas, water resources, and wildlife habitats—while supporting human-wildlife coexistence and addressing and responding to climate change.

Policy

The policies in this section provide area-specific guidance relating to environment and wildlife. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

6.1.1 General Policy

1. Human-wildlife coexistence and reducing human-wildlife conflicts remain priorities downtown. Actions should be taken in support of these objectives in a manner consistent with the *Canmore Human-Wildlife Coexistence Implementation and Action Plan*.

6.1.2 Water Resources

1. Natural waterbodies, watercourses, and riparian areas should remain in a generally natural state. Disturbances to these areas from human activity should be minimized to the extent possible with respect to the vision and policies of this plan and applicable Provincial or Federal regulations.

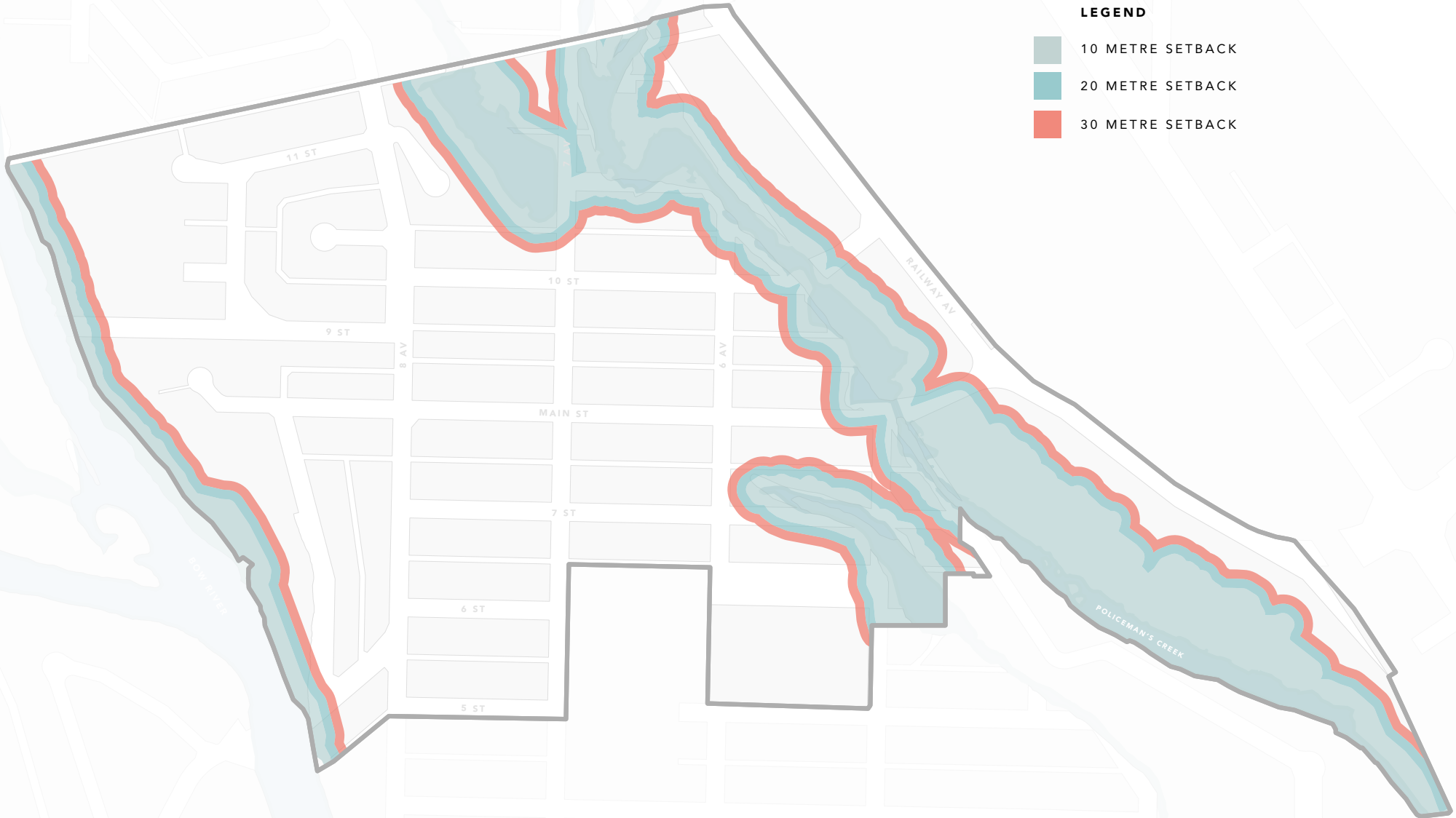
2. In accordance with the recommendations of the *Environmental Impact Statement - Downtown Canmore Area Redevelopment Plan*, buildings and structures (as specified in the *Land Use Bylaw*) within the plan area shall be set back from Spring Creek, Policeman's Creek, Bow River, and all other naturally occurring watercourses and waterbodies.
 - 2.1. The minimum setback shall be 30 metres or, where an easement is provided or land is dedicated to the Town for the area within the setback to ensure its long-term preservation, 20 metres measured from the top of bank.
 - 2.2. Setbacks below 20 metres should be considered when an easement is provided and the development authority deems the site to be unreasonably constrained by the setback and an Environmental Impact Statement, prepared in accordance with the applicable Town policies and with regard to the Provincial "*Stepping Back from the Water*" guidelines, assesses and supports the reduced setback.
 - 2.3. Setbacks should remain in a natural state or returned to a natural state to the extent possible and with consideration for enhancement or protection measures that may be necessary to protect from erosion.
 - 2.4. The placement and design of necessary public infrastructure within setbacks, such as trails or public roadways, should assess and mitigate impacts on the water resource. Private parking structures should generally not be permitted within setbacks.
 - 2.5. Setbacks from the presumed top of bank are provided in Figure 6.1. Applicants may be required to submit a land survey to establish the legal top of bank from which setbacks may be measured.

FIGURE 6.1

Setbacks from Presumed Top of Bank

LEGEND

- 10 METRE SETBACK
- 20 METRE SETBACK
- 30 METRE SETBACK



3. Low Impact Development (LID) infrastructure or other design measures should be implemented between constructed surfaces—including buildings, roads, paved pathways, and other hardscaped surfaces—and waterbodies or watercourses to capture and treat stormwater runoff and reduce discharge into aquatic ecosystems. More policy guidance for LID is provided in Section 9.1.1.

6.1.3 Wildlife, Habitat, and Ecology

4. Grazing habitat should be limited. This may include the installation of wildlife exclusion fences around parks and open spaces.
5. Natural materials, such as wood and stone, should be used in exterior furnishings (e.g., benches) and landscaping (e.g., paving stones) in place of human-made materials.
6. Development(s) with commercial uses shall provide dedicated waste rooms within the building envelope to limit wildlife access.
7. Development(s) should incorporate measures that reduce avian window strikes, such as:
- adjusting glass to create visual barriers;
 - using fritted or ultra-violet patterned glass;
 - reducing the window-to-wall ratio;
 - avoiding glass corners; and/or,
 - minimizing the extent and luminance of exterior lighting.
8. Educational signage and spatial buffers should be provided where trails and pathways intersect ecologically sensitive areas, with particular consideration for areas along the Bow River and Policeman's Creek.
9. Potential impacts on wildlife habitats as well as native upland and wetland vegetation should be mitigated to the extent possible through strategies that may include:
- limiting the zone of disturbance from construction activities;
 - limiting the widths and lengths of new pathways and trails; and/or,
 - limiting the extent of vegetation removal to facilitate new or improved public amenities or infrastructure.
10. Development(s) on properties that are adjacent to or abut natural areas, waterbodies, watercourses, or ecologically sensitive areas should:
- incorporate light screening techniques to limit light from penetrating these areas;
 - use informal, naturalistic planting along the interface with the ecological area; and,
 - implement mitigative measures identified in any environmental assessment.
11. Surveys should be completed for the forested area adjacent to Riverside Park and the fen along Policeman's Creek, in accordance with the *Environmental Impact Statement - Downtown Canmore Area Redevelopment Plan*, to inform the design of adjacent parks and open spaces.



Downtown Canmore is near several important natural areas, including a large habitat patch (shown above) that extends throughout the Bow Valley.

6.2 Climate and Resilience

Intent: Support the creation of a more sustainable, resilient, and adaptive downtown where new buildings and infrastructure are designed to withstand external stressors, reduce environmental impacts, and contribute to the long-term health and safety of the community.

Policy

The policies in this section provide area-specific guidance relating to sustainability and resilience. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

6.2.1 Building and Site Design

1. Energy efficient buildings that exceed *Alberta Building Code* requirements should be incentivized through tools such as density bonusing, consistent with Section 4.1.2.
2. Development(s) should select building materials with lower levels of embodied carbon wherever possible.
3. In alignment with the recommendations of the *Climate Emergency Action Plan*, municipal and non-market affordable housing buildings should:
 - achieve near net zero emissions or a similar high green building standard, with consideration for the short- and long-term affordability of any residential units; and,
 - be constructed to be solar ready with building and roof orientations suitable for rooftop and siding solar options where feasible.
4. Buildings shall be designed to support widespread electric vehicle (EV) adoption, including the pre-wiring of parking spaces for EV charging in accordance with Section 8.2.1.
5. Applicants should incorporate climate resilience into planning and design of development(s), considering future climate projections and local environmental conditions. This may include:
 - minimizing urban heat island through shade trees and softscaping;
 - designing buildings and landscapes to minimize risks related to fire, flooding, wind, and extreme temperatures;
 - orienting and designing buildings for passive solar heating in winter and passive cooling in summer to reduce energy demand and dependency on mechanical HVAC systems; and,
 - using air source heat pumps, geocooling, or district heating/cooling.
6. Misting stations and/or interactive, seasonal water features should be considered in the design of plazas and other public spaces to support summer use and resiliency to extreme heat.



6.2.2 FireSmart and Wildfire Risk

1. Development(s) should implement best practices for FireSmart design.
2. All landscaping in the public or private realm should use plant species and materials with greater resilience to wildfire. Cedar, spruce, juniper, pine, and tall grasses should generally be avoided.
3. Deciduous trees are encouraged due to their relatively lower wildfire risk, contribution to seasonal colour, and ability to allow for solar exposure in the winter and shade in the summer.
4. Coniferous trees may be selectively used in low densities to complement deciduous plantings and provide year-round greenery downtown where adequate crown spacing (3 metres or greater) can be provided and fire risk is managed.
5. Rock or stone mulch shall be used in place of bark mulch or other woody debris to reduce fire risk and align with the palette for downtown (Section 4.2.3).
6. Spatial buffers should be maintained between natural landscaping and all critical infrastructure to allow for defensible tactics in the event of a wildfire.
7. The expansion of Riverside Park provides an opportunity to reduce wildfire risk in the area through selective tree thinning and removal. The benefit of tree thinning and removal for FireSmart purposes should be balanced with environmental considerations, including those outlined in the *Environmental Impact Statement - Downtown Canmore Area Redevelopment Plan*, aspirations to incorporate natural materials into downtown, and the provision of landscaped buffers between adjacent residential areas.
8. Publicly accessible fire pits should generally be located in areas with access to fire hydrants and where adequate distances can be maintained from highly combustible materials.

6.2.3 Emergency Management and Response

1. The design of transportation infrastructure should consider safe and effective evacuation and/or emergency response, including traffic flows, bus routing, emergency vehicle access, removable or retractable bollards, wayfinding, and any other measures that may be necessary to support emergency management.
2. The Town should examine the viability of incorporating a resilient community space into a comprehensive development on one or more of the Town parcels in the Civic Corridor to provide a suitable space for people to gather in the event of an evacuation or need to shelter in place.

7.

Parks, Open Spaces, and Recreation

7. Parks, Open Spaces, and Recreation

Our parks and open spaces are integral to Canmore's identity and essential to the health and well-being of the community. These spaces not only provide areas for recreation, relaxation, and connection to nature, they also foster Canmore's social and cultural fabric by providing places to gather, connect, and celebrate community events.

Downtown is the heart of the community and provides unparalleled access to parks, open spaces and natural areas. As downtown continues to grow, the thoughtful design of parks, open spaces, and the preservation of natural areas will become increasingly important in improving quality of life and ensuring the health and well-being of the community and environment.

This chapter focuses on the provision and design of parks, open spaces, and the protection of natural landscapes in Canmore's downtown. The direction promotes a balanced approach of preserving natural areas, while meeting the long-term recreational needs of the community. Our goal is to create vibrant, functional parks and public spaces that are adaptable to future growth and environmental changes. With this in mind, emphasis is placed

on ensuring spaces are accessible and well connected, incorporate natural materials, designed for year-round use and function, include public art and cultural elements, and are resilient to climate change.

The improvements identified in this chapter are aspirational, intended to demonstrate what is possible for parks, open spaces, and recreation downtown in a way that would align with the vision for this area. Improvements shall be subject to capital planning and budgeting processes and considerations.

You can read more about our broader vision for parks, open spaces, and recreation, including other applicable policies or guidelines, in the **Open Space and Trails Plan, Recreation Master Plan, and Municipal Development Plan.**

Objectives

- Accommodate increasing demand for parks, open spaces, and recreation amenities
- Improve accessibility to and within downtown
- Connect downtown to the Bow River
- Allow for expanded use in all four seasons and inclement weather
- Support expanded programming and events
- Balance the provision of these spaces with environmental and ecological considerations

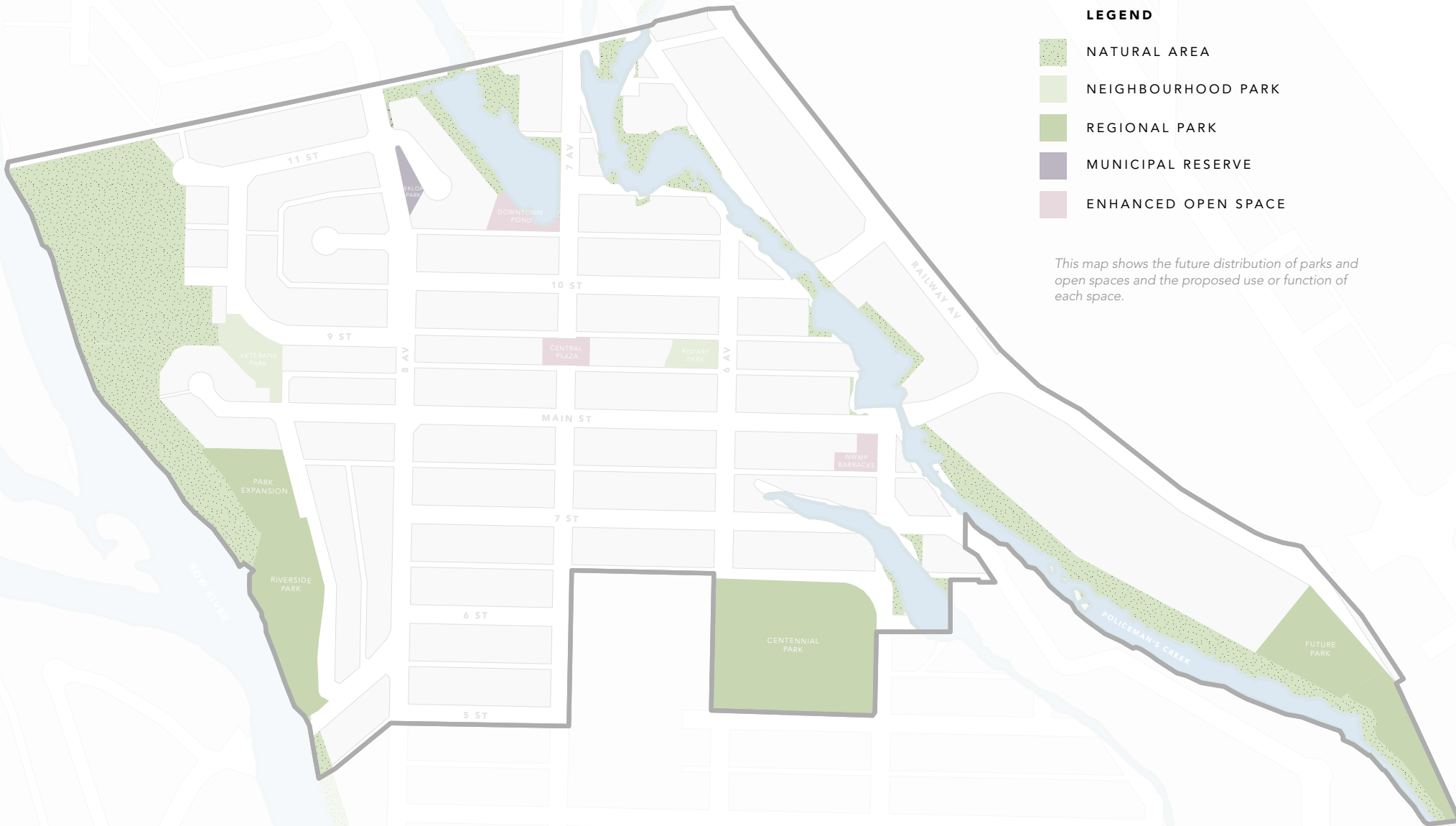
FIGURE 7.1

Future Parks and Open Spaces Network

LEGEND

-  NATURAL AREA
-  NEIGHBOURHOOD PARK
-  REGIONAL PARK
-  MUNICIPAL RESERVE
-  ENHANCED OPEN SPACE

This map shows the future distribution of parks and open spaces and the proposed use or function of each space.



7.1 Parks & Recreation

Intent: Enhance the parks and recreation facilities to accommodate higher levels of usage and a broader diversity of users and programming—while strengthening the facilities' connection to downtown and the surrounding natural landscape.

Policy

The policies in this section provide area-specific guidance relating to parks, recreation, natural areas, and municipal reserve lands. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

7.1.1 General Policy

1. Undevelopable and/or environmentally sensitive lands should be acquired and/or designated for conservation or environmental reserve where feasible and appropriate.
2. Parks and recreation facilities should be created or expanded where a community benefit can be provided or service gaps can be reduced.
3. Park spaces in the downtown area should:
 - incorporate windbreaks (e.g., through landscaping) and weather protection features (e.g., canopies, shade structures) to facilitate year-round use and respond to a changing climate;
 - use dark sky, site-specific lighting features to animate the space, improve safety, and encourage evening and winter use;
 - integrate functional natural elements and materials reflective of Canmore's environment, such as rock boulders or logs that can be used for rest or play;

- provide amenities that may be adaptable and address community interests and needs in all four seasons;
- contain features appropriate to their classification as a regional or neighbourhood park;
- provide infrastructure and hookups, where feasible, to support programming, activation, or commercial operations; and,
- avoid the use of plastic or artificial furnishings where practical.

4. Except where specified otherwise in this plan, the provision of recreation infrastructure and services should generally be guided by the *Recreation Master Plan*.



Above: Example of how natural materials reflective of local environments can be incorporated into parks and recreation spaces.



Above: Centennial Park has become an important recreational space that also hosts major community events, such as the Highland Games and the Canmore Folk Festival.

7.1.2 Regional Parks

“Regional parks provide recreation opportunities for several neighbourhoods. They allow for a variety of different activities in one location, and the hosting of community events, structured sport activities, as well as unstructured play, relaxing, and socializing. They may be primarily for structured recreation, or be largely natural areas. Features should include washrooms, tables/benches, waste bins, dog bags, and may include recreational facilities, playgrounds, and off-street parking. Regional parks which are used for hosting events should have access to power and potable water.”

— Open Space and Trails Plan (2021)

Centennial Park

1. Centennial Park should provide active recreational and community event opportunities for residents and visitors. Future improvements should consider:
 - expanding the playground area and equipment to provide greater variety and opportunities for children to play;
 - relocating the fitness equipment outside of the park;
 - retaining and improving the concert stage and washrooms to facilitate large community events such as Canmore Folk Festival and the Highland Games;
 - retaining and improving the sports field for active recreational/ sports use and larger events; and/or,
 - managing existing vegetation and planting new deciduous trees in strategic locations to ensure adequate shade is provided.
2. Limited short-term parking should be provided in the vicinity.

Riverside Park

3. Riverside Park should provide year-round passive, non-intensive recreational amenities for both residents and visitors. Features and amenities may include:
 - open areas for passive use;
 - natural plazas that emphasize softscaping, natural materials (e.g., boulders, logs) and opportunities for people to sit, gather, picnic, or connect with nature and scenery;
 - space for small-scale commercial uses or structures (e.g., cafés, food trucks) to animate the space and provide opportunity for local business;
 - small ice skating area with skating trails, fire pits, and crokicurl sheets in the winter;
 - seasonal facilities, such as skate or sports equipment rentals;
 - small natural or constructed amphitheatre or stage for performance opportunities;
 - public art installations;
 - opportunities for learning (e.g., indigenous culture, natural history); and/or,
 - drinking water and public washroom facilities.
4. Riverside Park should be expanded to include the Town parcel to the north to accommodate future growth and improve integration with the Commercial Core, as generally shown in Figure 7.1. The design should be informed, in part, by the completion of an assessment as outlined in the *Environmental Impact Statement - Downtown Canmore Area Redevelopment Plan*.
5. Existing trees should only be removed to the extent necessary to facilitate the desired park design and to reasonably manage wildfire risk. A landscaped buffer should be provided along the northern boundary in areas adjacent to residential uses as identified in the Land Use Concept.
6. Non-vehicular modes of transportation, such as walking and cycling,

should be prioritized for future park access. A sidewalk should be provided along 8 Street and River Road to improve access to the park.

7. Seasonal or year-round food truck opportunities should be considered on River Road.
8. Limited short-term parking should be provided in the vicinity.

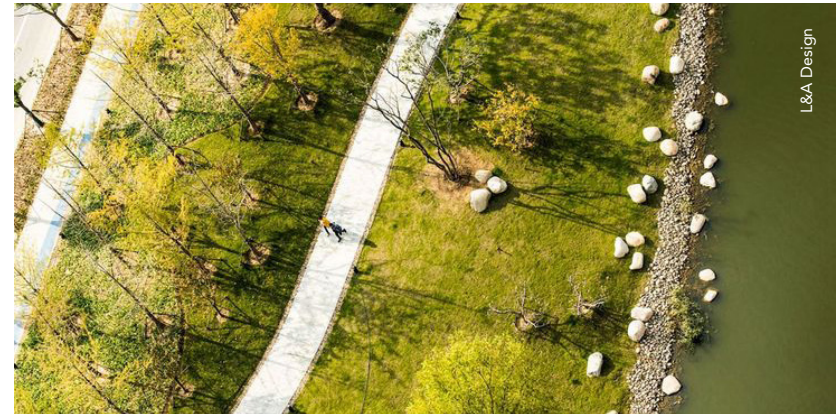


FIGURE 7.2 - AREAS OF FUTURE REGIONAL PARK



Above: Example of park space that provides multiple amenities for different users, passive spaces, and retains mature trees.

Future Regional Park

The Town owns two parcels (Figure 7.2) in the southeastern extent of the plan area. The following guidance provides direction for the future of these two sites.

9. A new regional park should be created in the area generally shown as Areas A and B in Figure 7.2. The park should be concentrated in Area A and make effective use of the available space. Amenities suitable for a variety of users should be provided, which could include:
 - a large multi-age playground;
 - pump track or skate park;
 - small-scale recreational uses;
 - passive green space; and/or,
 - sheltered picnic areas.
10. Children play structures, green space, and picnic areas should be located toward the south of the site, screened from Railway Avenue and sited to take advantage of Policeman's Creek and mountain views.
11. A new dog run or dog park should be considered for Area B.
12. Existing multi-use pathways or trails should be retained and incorporated into the park's design.
13. The park should be designed to minimize impacts to the riparian area.
14. Healthy, mature trees should be retained to the extent possible while facilitating the provision of adequate park space and infrastructure.
15. The park should feature a prominent public art installation and incorporate Indigenous place naming.

7.1.3 Neighbourhood Parks

“Neighbourhood parks serve the immediate neighbourhood, ideally within a 5 minute walk (400-500 m). They provide a small, safe, attractive space for those living in close proximity. Common features include a playground, a turf rink, benches/tables, waste bins, and dog bags. They may have extra facilities where convenient. It must be considered that tot lot playgrounds may limit the range of users and only meet neighbourhood needs in a limited way.”

— Open Space and Trails Plan (2021)



Friendship Park

1. Friendship Park should continue to function as a passive recreation area that provides space for rest, respite, and connection to nature in the heart of downtown. Future improvements should consider:
 - preserving the existing trees and replacing when necessary with a mix of deciduous and coniferous trees (with consideration for Section 6.2.2) that provide shade in the park area;
 - retaining the boardwalk and adding picnic tables, other forms of seating, and permanent string lighting within the park;
 - retaining and expanding interpretive elements with updated design that aligns with Section 4.2 for consistency; and,
 - adding new public art installations.

Veterans Park

2. Veterans Park should provide active recreation services for the downtown area. Future improvements should consider:
 - retaining the existing community court;
 - accommodating the fitness equipment currently located in Centennial Park;
 - constructing a new multi-use pathway linking River Road, 9 Street, and the Bow River;
 - adding deciduous trees to provide seasonal shade within the park while retaining views; and/or,
 - allocating an unused portion of the park to support redevelopment of the adjacent public utility lot for affordable housing (Figure 4.3).

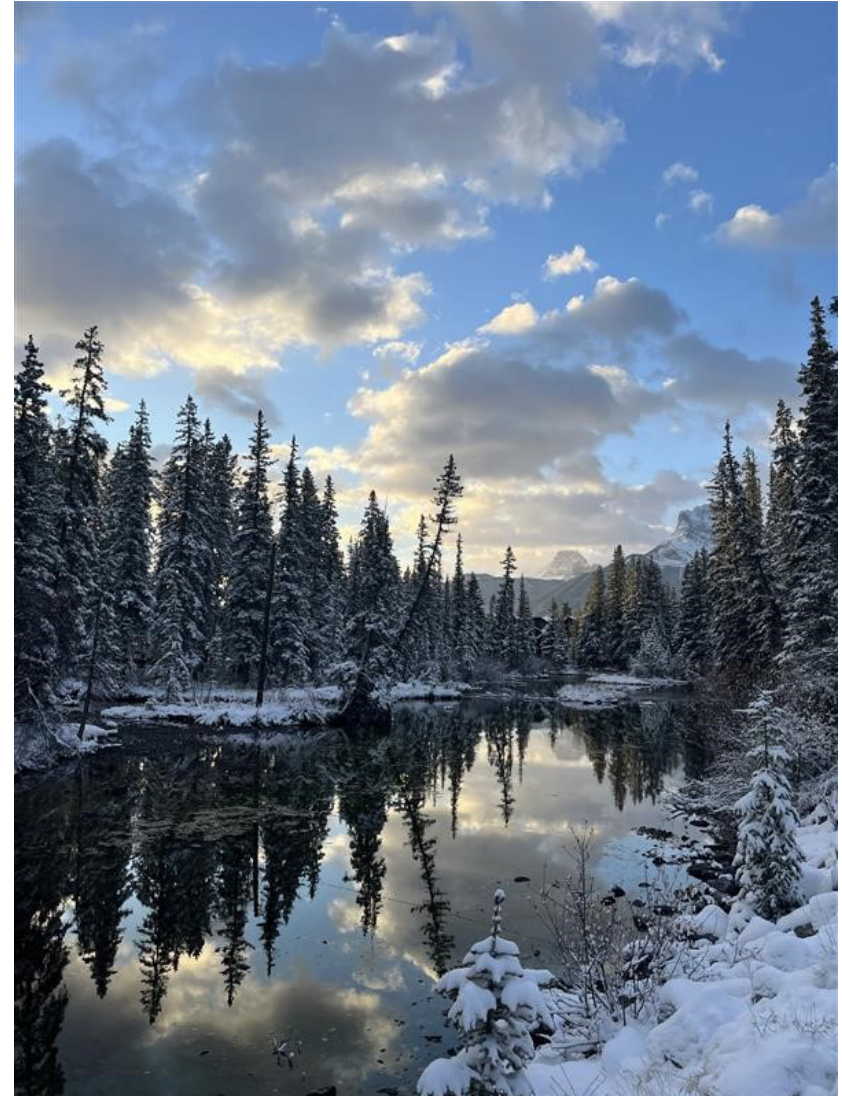
7.1.4 Natural Areas

“Natural areas maintain the aesthetics of community by retaining natural features, mature and diverse landscapes. They protect environment quality by erosion control, watershed and groundwater protection, and noise abatement. They contribute to physical, emotional, and spiritual well-being of residents and visitors by providing areas of respite from the built environment. No other man-made components are necessary, although amenities such as washrooms, trail signs, interpretive signs, benches, trash bins, dog bags are possible.”

— Open Space and Trails Plan (2021)

1. Unless specified otherwise in this plan, all natural areas, including land identified as Conservation in the *Municipal Development Plan* and/or designated Conservation of Wildlands District or Environmental District in the *Land Use Bylaw*, should generally remain in a natural state.

New trails or improvements to existing trails may be permitted within natural areas in accordance with Figure 8.1. Trails should be designed to minimize impact on the natural area to the greatest extent possible.
2. Construction in or adjacent to natural areas should use mitigative measures to minimize disturbance or impact to the natural areas.



7.1.5 Municipal Reserves

There are several parcels in the plan area designated as Municipal Reserve (MR). This section provides policy direction for MR land that is not designated, or proposed to be designated, for uses specified in the *Open Space and Trails Plan*.

MR land refers to land collected and designated as MR through subdivision in accordance with the *Municipal Government Act*. MR land is generally intended to provide parkland, parks and trails, or space for schools or recreational facilities. MR lands may also be disposed of for other purposes in accordance with the *Municipal Development Plan*.

Eklof Park

Eklof Park is a Community Reserve parcel located at the corner of Mount Rundle Place and Fairholme Drive that is currently zoned for residential uses. The site is unidentified in the *Open Space and Trails Plan* and has been functioning as informal green space.

1. The Community Reserve designation shall be subject to regulations and guidance for Municipal Reserve, consistent with applicable legislation and guidelines for interpretation.
2. The parcel's size, shape, and location between roadways limits the recreational uses and types of facilities that can be accommodated. Although this parcel may continue to function as informal green space, the Town should consider changes that may reduce maintenance expenditures and upkeep requirements.
3. Other uses for this site may be considered by the Town in a manner that is consistent with the vision of this plan and the *Municipal Development Plan's* directions regarding MR land.

Future Municipal Reserves

4. As the plan area consists of previously subdivided and developed lands, the potential to acquire further MR land through subdivision is limited. Should subdivision occur within the plan area, the dedication of land as MR or collection of cash-in-lieu shall be determined in accordance with the *Municipal Development Plan*.

7.2 Enhanced Open Spaces

Intent: Expand the parks and open spaces network through the creation of social focal points that provide more defined urban spaces for gathering and activation. Enhanced open spaces includes both urban plazas (predominantly hardscaped and designed to accommodate programming and events) and natural plazas (incorporate more softscaping and support passive gathering and smaller-scale programming).

Policy

The policies in this section provide area-specific guidance relating to the open space network downtown. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

7.2.1 General Policy

1. A network of enhanced open spaces should be established as generally shown in Figure 7.1.
2. Enhanced open spaces should be designed to:
 - create a sense of place that is reflective of Canmore's history, character, values, and/or physical environment;
 - prioritize the use of natural materials reflective of the surrounding landscape;
 - be universally accessible;
 - be easily accessed by sidewalks, trails, or other active transportation infrastructure;

- be animated and include elements that promote vibrancy and facilitate four-season use, with special consideration for winter and evening use; and,
- align with the broader vision for downtown as provided in this plan.

3. Privately owned open spaces that allow for public access and use on private property—such as plazas, expanded streetscapes, green spaces, and pedestrian connections—should be strongly encouraged as part of new development. Relaxations or variances should be considered to facilitate their provision.



Above: Example of a privately owned open space that is situated on private property but open to the public and contributes to the public realm.



Above: Existing Civic Centre plaza, which would form one part of the larger central plaza (Section 7.2.2).

FIGURE 7.3 - CONCEPTUAL ALLOCATION OF SPACE FOR THE CENTRAL PLAZA

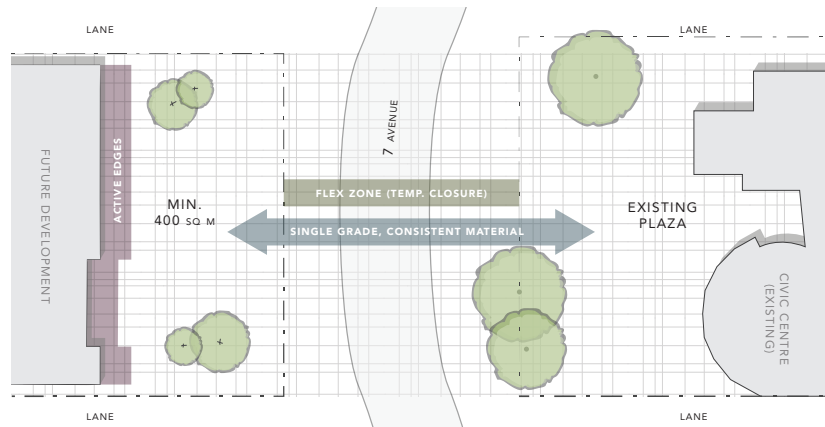


FIGURE 7.4 - ARTISTIC INTERPRETATION OF THE CENTRAL PLAZA AND CIVIC CORRIDOR (LOOKING SW)



7.2.2 Plazas

Central Plaza

1. A large, centrally located plaza should be provided in the heart of downtown in the area generally shown in Figures 7.1 and 7.3. The intent of the plaza is to provide a major gathering and celebration space with the capability of hosting small- and large-scale events.
2. The plaza should exceed 1,250 sq. metres in total area, consisting of:
 - the space dedicated to the existing plaza on 902 7 Avenue;
 - street right-of-way between 902 and 907 7 Avenue; and,
 - 400 to 600 sq. metres on 907 7 Avenue.
3. The plaza should:
 - use high-quality streetscape treatments (Section 4.2.6) for the full plaza extent including the street right-of-way;
 - maintain a consistent grade to support accessibility, adaptability, and the ability to temporarily close the street right-of-way to accommodate events and expand the functional plaza space; and,
 - provide public space elements, such as integrated seating; landscaping and LID tools to provide greenery, shading, and stormwater management; public art; bike parking; site-specific lighting; flexible programming space; and infrastructure to accommodate a range of activities, such as hosting events (e.g., opening/closing and awards ceremonies, civic and cultural celebrations, concerts, theatre, markets, etc.)
4. Adjacent building frontages should provide weather protection and active edges to animate the space (e.g., commercial unit entrances, patio space, seating, lighting).



Midtown Centre Plaza by SCAPE Studio, SHoP Architects, WDG Architects, and Tri-Lox

This 1,400 sq. m (15,000 sq. ft.) plaza—although in a more urban context than downtown Canmore—demonstrates design features that would be appropriate for the envisioned central plaza. Hardscaped areas occupy the majority of the space, capable of accommodating large volumes of pedestrians and offering capacity for events and programming. Paving stones and gentle, integrated lighting features are used to provide texture and warmth to the space.

Softscaping is strategically used to complement the space, with landscaped areas that create depth and intrigue, frame movement corridors, and define the space without compromising its function or capacity.

Mixed-use buildings line the edges to activate the space and provide a draw for people.

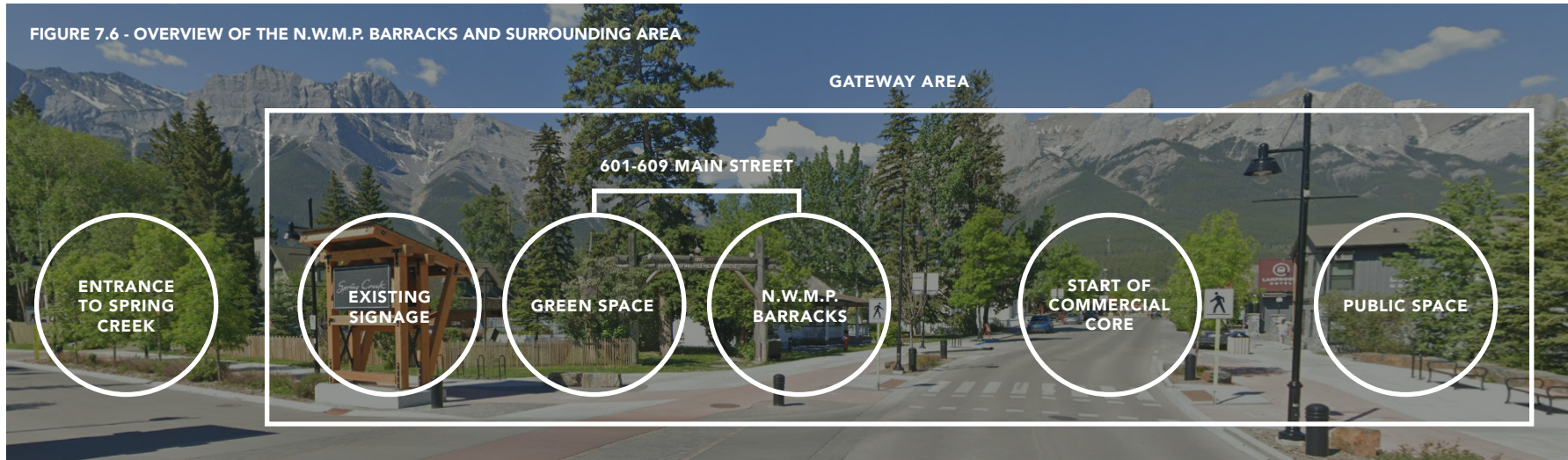
Downtown Pond

5. The existing open space and waterbody at the northeast corner of Mallard Alley and 7 Avenue (Figure 7.5) is envisioned to become an enhanced open space that:
 - features a natural public plaza that is better integrated with the waterbody and provides sheltered areas that act as a public gathering space for passive recreational purposes (rest, repose, and gathering);
 - utilizes expanded terraced features to provide seating options, slope management, and an attractive interface and space for interaction with the pond; and,
 - incorporates fire pits, gentle lighting, or other amenities to enhance year-round usability of the space.
6. Improvements should be made to the bank to reduce erosion and define the open space.
7. The natural ice surface should continue to operate as a seasonal skating rink to support vibrancy and year-round activity downtown. Improvements that may support seasonal reliability of the ice surface should be considered.
8. The open space should be officially named to support public awareness, usage, and allow for proper signage.
9. Access to the area should be improved with clear wayfinding, trail upgrades, and transportation improvements as outlined in this plan.

FIGURE 7.5 - GENERAL AREA OF DOWNTOWN POND & OPEN SPACE



Example of terraced features that can provide seating and respond to changing water levels.



N.W.M.P. Barracks (601-609 Main Street)

These properties are owned by the Town and feature the North West Mounted Police (N.W.M.P.) Barracks (609 Main Street), constructed in 1893, along with public green space (601-609 Main Street). 609 Main Street features heritage resources that are provincially designated. The Town engaged the Province in the preparation of this plan to explore the potential for future open space improvements to the area.

Figure 7.6 highlights the current state of the site and its broader context as a gateway into downtown that could feature extensive improvements. More direction on gateways is provided in Chapter 4 - Land Use and Urban Design.

10. Given the gateway location and function of the site, improvements should be made to enhance use and accessibility while providing prominence to the barracks.
11. Improvements should include the conversion of the existing green space into an urban or natural plaza, designed to:
 - function as a gateway into downtown and place of welcoming;
 - reduce physical and visual barriers in the public/private interface;
 - support public access and increased use of the space;
 - complement and highlight the barracks, preserve the character-defining elements, and ensure new features are visually and physically compatible, subordinate to, and distinguishable from the site and barracks structure; and,
 - incorporate public art or interpretive features that highlights the history of the area or celebrates Indigenous connection to land and place.
12. Improvements to 609 Main Street shall be undertaken in consultation with the Province and adhere to the *Standards and Guidelines for the Conservation of Historic Places in Canada* and align with the site's heritage value.
13. Development of 601 Main Street may be considered in accordance Section 4.1 and where the development mitigates impacts on the designated heritage resources.

8. Transportation and Mobility

8. Transportation and Mobility

As a key destination for both residents and visitors, downtown serves as an important link that connects people with Canmore and both sides of the Bow Valley. It plays a vital role in providing access to recreational opportunities, essential services, businesses, public amenities, and residential neighbourhoods.

Downtown's location in the valley bottom poses unique challenges for accommodating higher levels of vehicle usage. People trying to access areas of west Canmore and beyond—including Quarry Lake, Grassi Lakes, and the recreational opportunities off Highway 742—have traditionally driven through downtown and used Bridge Road to get there, adding significant volumes to a roadway network with constrained rights-of-way and limited capacity. As more people call Canmore home or come to visit, we will need to accommodate more trips through walking, cycling, and transit to maximize the capacity of downtown's limited mobility corridors.

This chapter outlines a series of comprehensive strategies in alignment with the *Integrated Transportation Plan (ITP)* that will ensure people can continue to efficiently access, move through, and navigate downtown. The strategies are aimed at transforming downtown Canmore into a more accessible,

inclusive, and people-friendly environment that can overcome its current constraints. It envisions a pedestrianized Main Street that can accommodate more people and support a reconfiguration of the surrounding street network in accordance with the *ITP*—improving vehicular flow and enhancing the experience for all users. It proposes a shift away from dispersed parking and towards a centralized intercept facility, offering more convenient access and reducing congestion on downtown streets. Critical improvements to walking and cycling infrastructure are also identified, encouraging more trips by modes that will maximize the number of trips that can be accommodated within a constrained roadway network.

You can read more about our broader vision for transportation, including other applicable policies or guidelines, in the **Integrated Transportation Plan (ITP)**, **Integrated Parking Management Plan (IPMP)**, and **Engineering Design and Construction Guidelines (EDCG)**.

Objectives

- Integrate transportation and land use planning
- Improve the accessibility of downtown for all user groups
- Support the mode shift targets identified in the *ITP*
- Maintain vehicular movement through downtown
- Support a vibrant public realm
- Right-size parking
- Support climate change adaptation and resiliency

Travel Mode Targets

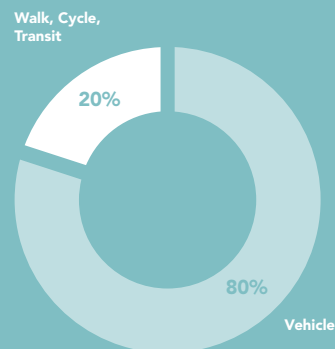
Fundamental changes in travel patterns and demands are needed to accommodate a significant portion of trips by walking, cycling and transit in downtown Canmore. This mode shift will also provide the added benefit of enhanced liveability, sustainability, resilience, and vibrancy of the area.

In 2018, we adopted an updated *Integrated Transportation Plan (ITP)*, which looked at how best to accommodate projected levels of growth and visitation within constrained rights-of-way throughout town on a 2030 horizon. The *ITP* identified the need for roadway designs that better reflect their intended functions and to facilitate mode shift away from the private automobile—by creating a connected network of high quality walking and cycling infrastructure and transit service.

We undertook an updated study as part of the creation of this plan, looking at a 2050 horizon, which incorporated the proposed changes to the network—such as the pedestrianization of Main Street and the densification envisioned for the area.

The results of this study reaffirmed the directions in the Integrated Transportation Plan (ITP) and the need for significant mode shift in order for the transportation network to function.

2017 Mode Share (Observed)



2030 Mode Share (2018 ITP)

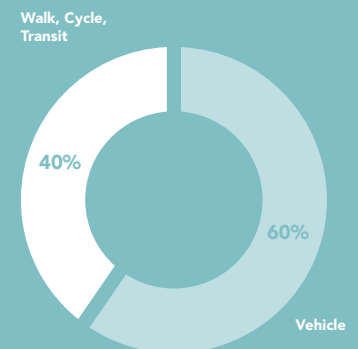


FIGURE 8.1

Active Transportation Network

LEGEND

- █ ACTIVITY STREET (PEDESTRIANIZED)
- █ PHYSICALLY SEPARATED CYCLING FACILITY
- █ SHARED ON-STREET CYCLING FACILITY
- ACTIVATED LANE
- MEWS LANE
- MID-BLOCK CONNECTION
- MULTI-USE PATH (PAVED)
- MULTI-USE PATH (GRAVEL)
- BOARDWALK
- T EXPANDED TRANSIT TERMINAL

Locations may be considered approximate and subject to change.

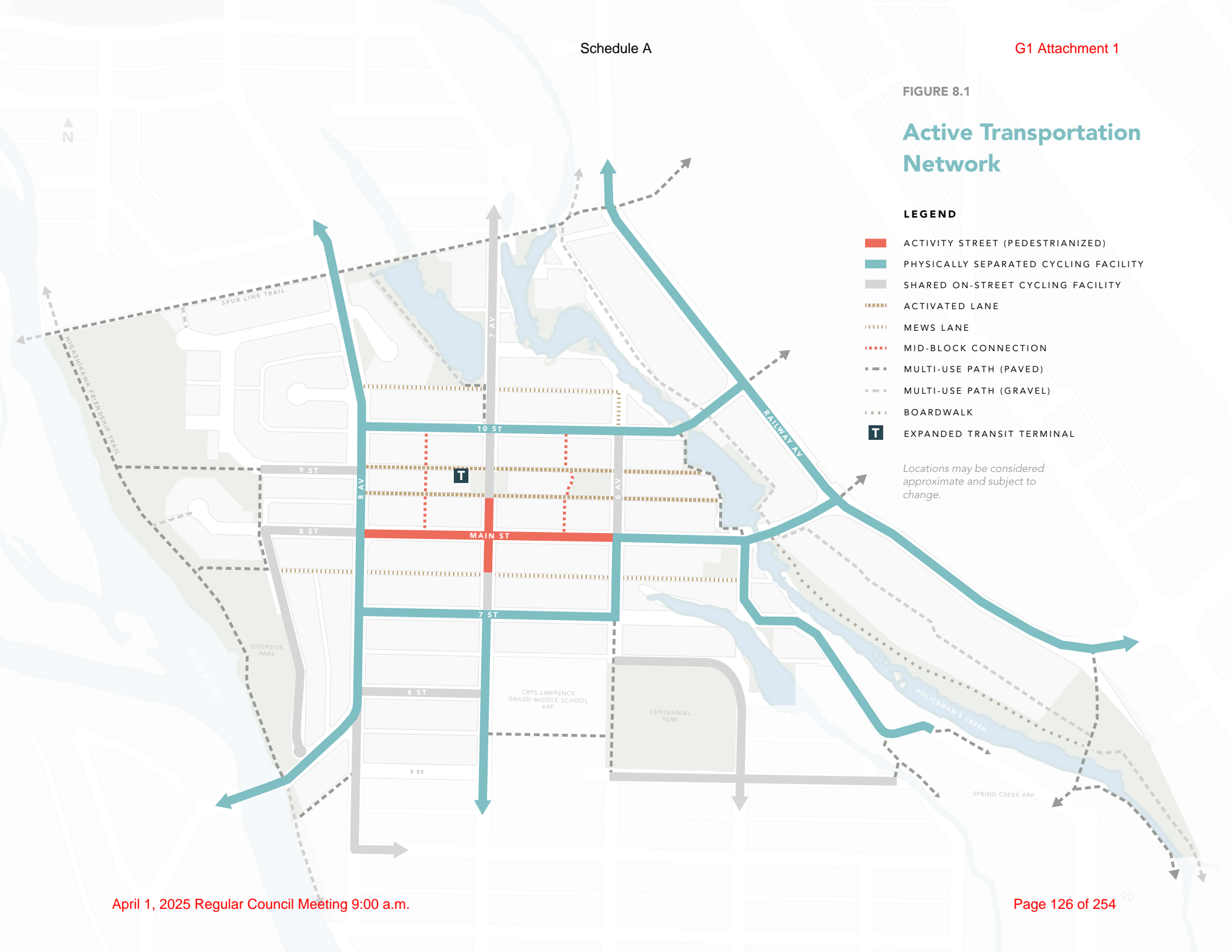


FIGURE 8.2

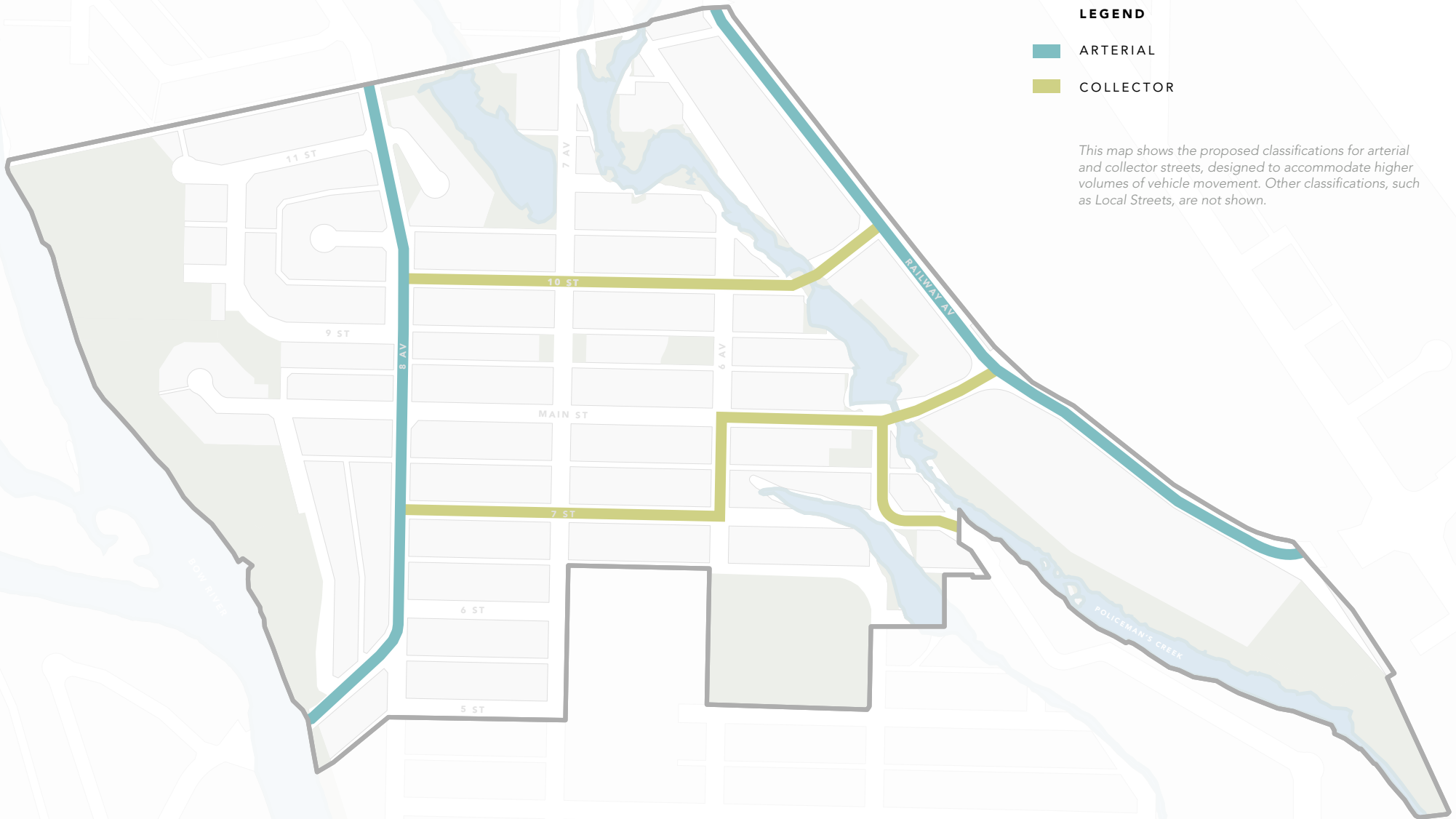
Major Street Network

LEGEND

ARTERIAL

COLLECTOR

This map shows the proposed classifications for arterial and collector streets, designed to accommodate higher volumes of vehicle movement. Other classifications, such as Local Streets, are not shown.



8.1 Streets

Intent: Provide an improved street network that can accommodate the diverse needs of its users, support accessibility, achieve mode shift targets, and maintain vehicular movement through the valley bottom.

Policy

The policies in this section provide area-specific guidance relating to streets and related transportation infrastructure. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

8.1.1 General Policy

1. The future transportation network should generally align with Figures 8.1 and 8.2.
2. Except where specified otherwise in this plan, street planning and design should be undertaken in a manner that is consistent with the *Integrated Transportation Plan*.

8.1.2 Street Design

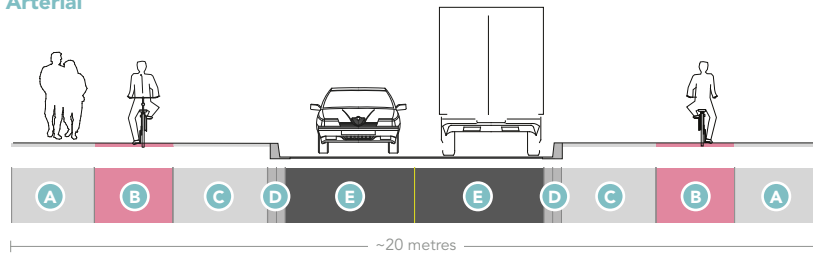
1. Streets and sidewalks should be designed to support the goal of universal accessibility through measures outlined in the *Engineering Design and Construction Guidelines*.

2. Street trees should be prioritized in the design of streets downtown. Where the right-of-way is constrained, changes to typical street cross-sections and the acquisition of pocket easements should be considered to facilitate the provision of trees and landscaping.
3. Traffic calming measures, such as curb extensions and raised crosswalks, should be integrated in local streets and residential areas where appropriate to promote lower vehicle speeds and improve safety for all street users.
4. Where appropriate, streets should be designed as flexible, shared spaces that can be adapted for different uses, including public events and temporary closures.
5. Road closure(s) may be considered where there is unused or excess rights-of-way and where the Town deems the land would be better suited for alternative purposes.
6. Accommodating further growth within the plan area requires improvements to the transportation network and achieving significant mode shift. Development(s) may be required to reconstruct their frontage(s) at time of development to align with the desired future street cross-section(s) or provide an equivalent cash contribution at the discretion of the development authority.

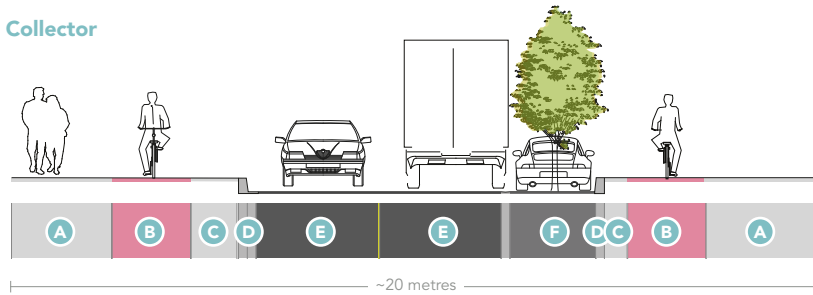
Conceptual street cross-sections for typical conditions within the plan area are provided for each street classification in Figure 8.3. Actual designs may vary.

FIGURE 8.3 - CONCEPTUAL CROSS-SECTIONS FOR TYPICAL CONDITIONS

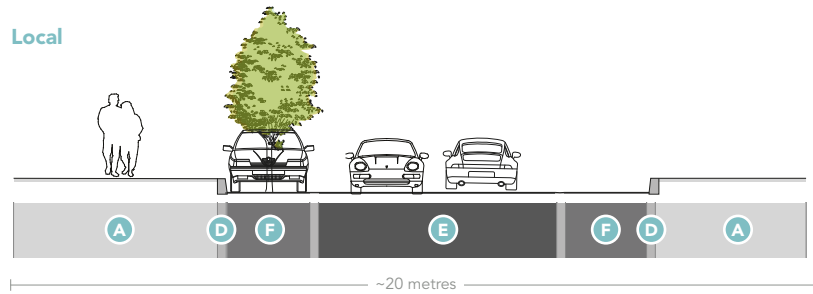
Arterial



Collector



Local

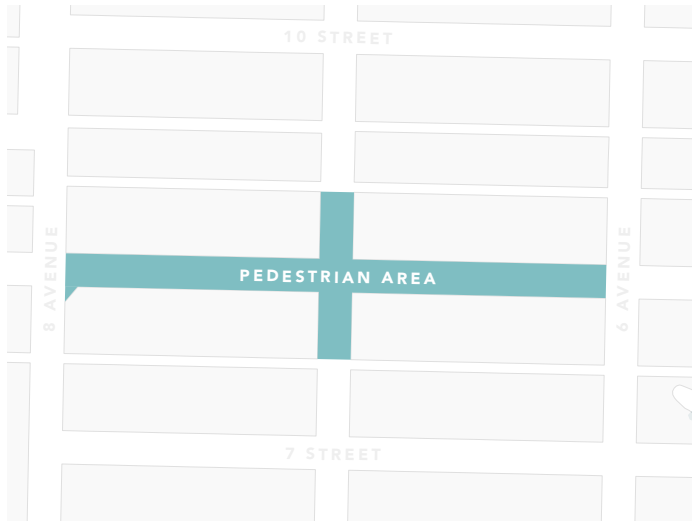


LEGEND

(A) Sidewalk	(D) Curb
(B) Cycle path	(E) Travel lane
(C) Landscaping / furnishing zone	(F) Parking, in bays



FIGURE 8.4 - PROPOSED EXTENT OF PEDESTRIAN AREA



Main Street during seasonal (summer) pedestrianization.

Main Street

With the underground facilities on Main Street reaching their theoretical end of life in the 2030s and requiring replacement, there is a rare opportunity to redesign the street into a unique public space that can support year-round vibrancy, economic activity, and distinguish itself from other commercial areas.

7. Main Street shall be redesigned and constructed as a permanent, fully pedestrianized public space closed to vehicles year-round. The design should:
 - provide a winding pedestrian movement corridor to reflect the area's natural setting, allow for intimate gathering and patio space, and create a distinct character with a village-like feel;
 - incorporate plantings that provide a mix of year-round greenery and seasonal colour with varied placement to create intrigue and a natural character;
 - prioritize the creation of a vibrant and functional public space by considering reduced widths for emergency access in consultation with emergency services;
 - maintain a continuous grade to support permeability and accessibility;
 - prioritize and allocate space for patios, programming, and landscaping within the right-of-way;
 - incorporate infrastructure to support year-round use and programming, including electrical hookups;
 - support winter use with consideration for solar exposure and wind breaks; and,
 - use high quality streetscape materials consistent with Section 4.2.6.
8. The seasonal pedestrianization of Main Street should continue until the redesign is completed.

FIGURE 8.5 - ARTISTIC INTERPRETATION OF A PEDESTRIANIZED MAIN STREET



This illustration demonstrates what Main Street could look like in the future with abundant patio space, landscaping, and space for people and gathering.



Example of an activated lane.



Example of what material differentiation could look like in a mews lane.

8.1.3 Lanes

1. Lanes should be considered critical components of the public realm and designed as multi-purpose public spaces that maintain necessary access and service functions while supporting increased pedestrian activity, safety, and a broader range of uses.
2. Landscaping, soft lighting, and attractive material treatments should be used on private property to create an attractive public/private realm interface along the lane. Blank walls should be avoided.
3. Loading/unloading for non-residential uses should be limited to lanes, private driveways, or, where necessary, the lesser street classification. Additional requirements, such as time restrictions, may be required to mitigate impacts on the transportation network and/or public realm.
4. Two types of enhanced lanes, activated and mews lanes, shall be established in the locations shown in Figure 8.1 and designed to a higher standard than conventional lanes.

Activated Lanes

5. Activated lanes are located where commercial uses front the lane and high levels of activation and vibrancy are desired (Figure 8.1). Activated lanes should include:
 - a continuous, barrier-free walking space of at least 1.8 metres featuring paving stones or other material treatments to delineate the space;
 - soft, dark-sky, pedestrian-scale lighting;
 - a high standard of design and activation from adjacent development(s), including dual commercial frontages for properties in the Commercial Core (Section 4.1.4).
6. Developments adjacent to activated lanes should consolidate parking facilities and their access, consistent with Section 8.2 to minimize interruption of the lane.

Mews Lanes

7. Mews lanes are located along desire lines where accommodating pedestrian movement is necessary (Figure 8.1). Mews lanes should include:
 - material differentiation along lane edges to establish walking space for pedestrians; and,
 - soft, dark-sky, pedestrian-scale lighting installed on adjacent development(s) to gently illuminate the lane.

8.2 Parking

Intent: Create a balanced approach to parking that employs more effective demand management strategies, reduces public subsidy of parking, and supports the land use and transportation objectives of this plan.

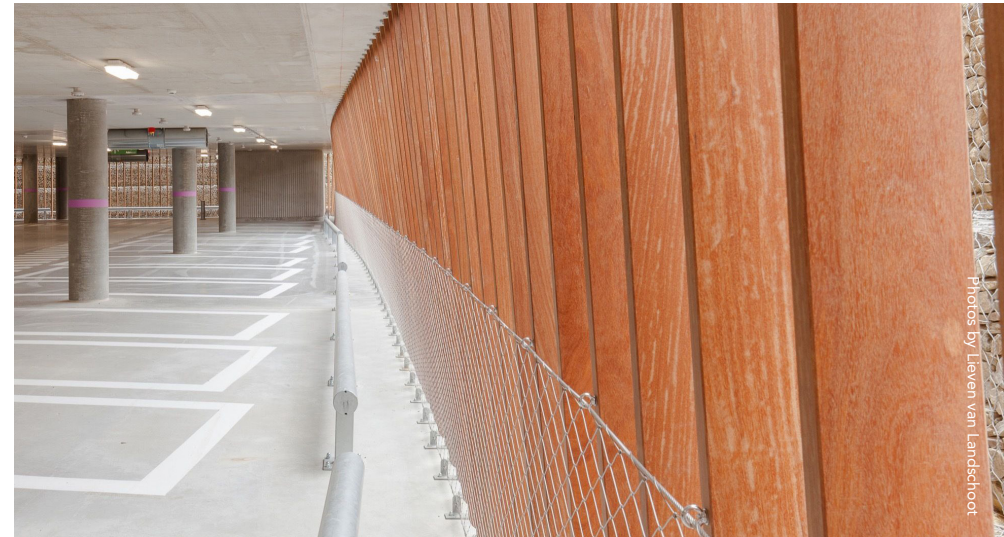
Policy

The policies in this section provide area-specific guidance relating to parking. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

8.2.1 Off-street parking

1. An intercept parking facility should be provided to reduce vehicle congestion, enhance the pedestrian experience, and promote walking, cycling, and transit within the downtown core. The facility should:
 - be located for downtown visitation (e.g., 700-800 Railway Ave);
 - provide parking spaces to address long-term parking demand;
 - prioritize accessibility with convenient pedestrian and transit access to downtown and nearby points of interest;
 - incorporate exterior dark-sky lighting;
 - incorporate design features, landscaping, and other screening that visually soften its appearance and complement the natural and architectural aesthetic of downtown; and,
 - facilitate the redevelopment of the existing surface parking lots downtown for higher and better uses.

Consideration should be given to the potential for shared parking arrangements with development(s) downtown.



Above: Examples of how a parking facility, such as an multi-level intercept parkade, can incorporate materials, landscaping, or other screenings to enhance its appearance.

2. The need to incorporate public parking facilities into future developments on Town land should be considered by the Town at the time of development.
3. Active transportation options and transit connections should be integrated with public parking facilities within and/or near downtown.
4. Off-street parking regulations, including parking minimums, should be regularly reviewed and updated support redevelopment and ensure parking supply can be responsive to changing market conditions and demand over time.
5. The existing *Parking Cash-in-lieu Policy* should be updated to encourage broader uptake, support redevelopment, ensure function of the transportation network, and to adequately fund parking facilities.
Updates should consider:
 - reducing the per stall cash-in-lieu fee;
 - further reducing or waiving the cash-in-lieu fee for development(s) that provide a desired mid-block connection (Section 8.3.1) or non-market affordable housing;
 - expanding the policy's applicability to the entire plan area; and,
 - requiring development(s) in the Commercial Core with frontage on an activated lane to participate in the cash-in-lieu program.
6. To avoid spillover and demand for on-street parking and residential parking permits, applicants should consider projected parking demand in their calculation and provision of off-street parking as part of any development(s).
7. 100% of parking spaces for residential, visitor accommodation, and hostel uses and 20% of parking spaces for all other uses shall be pre-wired for electric vehicle chargers.
8. Parking should be accessed from lanes or private driveways. Where a

lane or private driveway does not exist, access should be provided from the lesser street classification or the creation of a new lane or private driveway at the discretion of the development authority.

9. The provision of and access to off-street parking along activated lanes (Section 8.1.3) shall not compromise or come at the expense of the design or function of the private/public realm, the intent of activated lanes, or the provision of attractive, animated, and functional commercial units and frontages on the activated lane in the Commercial Core.

The development authority may require cash-in-lieu of parking to achieve the intent of activated lanes, dual frontages, and to support the construction of off-street parking facilities.

10. Shared parking agreements between businesses, institutions, and developments should be used to maximize the use of existing parking facilities, particularly during off-peak hours.
11. To maintain the function of Railway Avenue and minimize points of conflict between users, parking access along Railway Avenue shall be managed as follows:
 - development(s) with frontages of 20 metres or greater on Railway Avenue shall provide parking access from the side of the building via private driveways;
 - development(s) with frontages less than 20 metres on Railway Avenue should provide parking access from the side of the building via private driveways;
 - where private driveways are constructed, agreements should be registered to ensure future development(s) on adjacent properties can use the private driveway for their parking access;
 - where an adjacent property has provided a private driveway and agreement for access, developments shall provide access to their parking via the existing private driveway; and,

- land assemblies are encouraged to facilitate consolidated access.

Alternative solutions may be considered at the discretion of the development authority.

12. Development(s) in the Gateway, Commercial Core, or Civic Corridor character area (Section 4.1.4) should locate parking within building envelopes and incorporate garage doors, landscaping, or other design interventions to visually screen parking and create an attractive interface with the adjacent spaces.
13. Below-grade parking should not encroach in required building setbacks to ensure adequate space and soil volume for trees and stormwater management. Relaxations may be considered if the applicant can demonstrate that encroachment is necessary and would not adversely impact the ability to manage stormwater on-site or maintain the health of existing or future street trees.
14. Structured parking should not raise the finished grade of a development along the street frontage(s) or activated lane to the extent it adversely impacts the creation of an attractive private/public interface or conflicts with the vision or intent of this plan.
15. Private parking stalls should be unbundled from residential units, ensuring that parking is offered separately from the purchase or rental of housing units.

8.2.2 On-street parking

1. Parking supply and demand should be regularly monitored by the Town. Regulations should be adjusted as necessary to achieve a target peak occupancy of 80-90% and ensure continued alignment with the *Integrated Parking Management Plan*.
2. On-street parking regulations should be continuously expanded or increased over time to promote efficient use of parking, maintain function of the transportation network, and manage demand that may result from population growth and visitation. Measures should include:
 - expanding the application or pricing of paid parking;
 - transitioning to a zone-based permitting system;
 - expanding permitting areas;
 - pricing parking permits at rates that increase over time up to, and potentially exceed, cost recovery; and,
 - reducing the number of parking permits to one per residential unit.
3. Long-term parking spaces in high-demand areas should be limited to encourage turnover and availability of stalls for short-term visitors and access to commercial uses.
4. Accessible parking spaces that meet accessibility standards should be prioritized in locations that provide convenient access to points of interest, the Civic Corridor, and the Commercial Core.
5. On-street parking spaces equipped with electric vehicle (EV) chargers should be increased to support the growing adoption of electric vehicles and reduce carbon emissions.

8.2.3 Bicycle parking

1. Bicycle parking should be prioritized as a foundational design consideration for all development(s) to ensure it is accessible, easy to use, and offers convenient access to the street with minimal doorways or other physical barriers as identified in the *Engineering Design and Construction Guidelines*.
2. Development(s) should exceed the minimum requirements of the *Land Use Bylaw* for long-term bicycle parking stalls to support mode shift targets and reduce demand for private vehicle use.
3. Convenient, secure, short-term bicycle parking should be provided close to main entrances of residential and commercial uses as per the requirements of the *Engineering Design and Construction Guidelines*.
4. A publicly accessible secure bicycle facility should be created to serve the Commercial Core and provide access to transit.
5. Adequate bicycle parking should be provided at or within close proximity to parks, open spaces, and at strategic locations along pathways (e.g., near points of interests such as the Engine Bridge).



8.3 Mobility

Intent: Provide a safe, accessible, and connected network of walking, cycling, and transit infrastructure that makes it convenient for people of all ages and mobilities to access and move downtown—and, in doing so, reducing pressure on the road network to ensure those that need to drive are able to.

Policy

The policies in this section provide area-specific guidance relating to mobility. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

8.3.1 Active Transportation

Street Network and Design

1. The future active transportation network should generally align with Figure 8.1.
2. Active transportation infrastructure should feature accessible grades and barrier-free movement wherever possible.
3. Streets should be designed to provide a high quality of experience for walking and cycling in support of the mode shift targets required to maintain function of the street network.

Design features should include:

- high-quality design and materials to create an interesting streetscape that encourages people to engage with and move through the space;

- adequate infrastructure to support the safety and comfort of people walking and cycling (e.g., signage, weather protection, benches, tree canopy, washrooms);
 - dark-sky, pedestrian-scale lighting where appropriate; and,
 - adequate space within the boulevard to support public uses and infrastructure where adequate rights-of-way exists.
4. A series of designated walking and cycling loops should be created to encourage active transportation and physical activity. These loops should be regularly reviewed and updated as infrastructure improvements are made and should be designed to:
 - connect points of interest;
 - be universally accessible;
 - be distinctly named;
 - be identifiable via wayfinding, signage, or other markings; and,
 - be easy to navigate and appealing to use.

Multi-use Pathways and Trails

5. Recommendations from the *Open Space and Trails Plan* for downtown were considered in the preparation of this plan and remain appropriate for implementation. Implementation priorities include:
 - paving the Spur Line Trail and Higashikawa Friendship Trail, as generally shown in Figure 8.1;
 - upgrading the trail on the west side of the Downtown Pond and the unofficial trail on the east side of Riverside Park to gravel standard;
 - installing pedestrian-level lighting on main commuter pathways in the downtown area; and,
 - facilitating stronger downtown cycling network connections.
6. The Commercial Core and Civic Corridor should be connected to the



Bow River and the Higashikawa Friendship Trail through a new east-west multi-use pathway along the existing unused right-of-way.

7. Access points to the Bow River from the Higashikawa Friendship Trail between Riverside Park and the Engine Bridge should be consolidated into a single access point to balance access and restoration of the natural area.
8. Signage or placard(s) should be installed along the Higashikawa Friendship Trail to provide information on the name and the Town's relationship with its sister city, Higashikawa.w
9. Unauthorized trails should be decommissioned to reduce wildlife impacts and support restoration of previously undisturbed or natural areas.
10. The existing multi-use pathway along the eastern edge of Policeman's Creek should be extended to the southeast to support mode shift and connect to the future regional park. The pathway should be gravel or, with consideration for policy 6.1.2(2.4), paved. The pathway should be located within the setbacks specified in Section 6.1.2.
11. Safety and accessibility improvements should be made to the trail network including the provision of accessible grades, ramps, and gentle pedestrian-scale lighting where appropriate.
12. Small-scale placemaking along pathways and trails should be implemented over time with seating, art, lighting, or other features to create more intimate spaces for people to enjoy and connect with the area.
13. The Spur Line Trail should be managed as a key recreational feature and attraction downtown by adding various placemaking element(s) and improvements, such as:
 - plantings to increase tree canopy and provide shade;
 - pedestrian-level lighting;
 - a public art walkway or the installation of educational placards; and/or,
 - maintenance of portions of the trail for ice skating in the winter and connecting from the Downtown Pond.
14. Multi-use pathways and trails should provide a hierarchy of wayfinding signage consistent with Section 4.2.6.



Mid-block Connections

15. Publicly accessible mid-block connections will form part of the active transportation network downtown, promoting permeability, accessibility, and supporting mode shift targets and the function of the transportation network. Mid-block connections should be provided in the locations generally shown on Figure 8.1. The exact location of the mid-block connections may vary depending on lot assemblies and timing of development.
16. Mid-block connections should:
 - provide public access between lanes and/or streets at all times;
 - exceed 3.0 metres in width;
 - be located outside, within a breezeway, or through interior pedestrian malls;
 - be designed to ensure safety, accessibility, and aesthetic appeal;
 - provide lighting that promote extended hours of use; and,
 - have activated edges with patios, entrances, or other features.

Mid-block connections, such as those shown above, can provide functional linkages between key streets or public spaces and support accessibility by reducing travel distances between places.

17. Mid-block connections should be provided through development. Consolidation of lots should be strongly encouraged to facilitate the provision of mid-block connections.
18. Relaxations or incentives, including variances to height, density, setbacks, and/or waiving of parking cash-in-lieu fees should be considered for development(s) providing a mid-block connection.

8.3.2 Transit

1. Transit services should be expanded over time to meet increasing demand. Routing should be periodically reviewed and adjusted to improve overall service of the network.
2. Streets should be designed to accommodate and support increased transit ridership. This may include the allocation of space within the right-of-way for transit infrastructure, integration of bike lanes with transit stops, expanded sidewalks to promote connectivity and access to transit, transit-priority signals, accessibility improvements, or restricted sections of streets or lanes.
3. An expanded transit terminal should be incorporated into a future comprehensive development on Town land in or near the Civic Corridor or Commercial Core. Potential locations include 907 7 Avenue-950 8 Avenue (recommended) or 702-738 7 Street.
 - 3.1. The transit terminal should seamlessly integrate into the design of the comprehensive development and public washrooms, enhance the public realm, and align with the broader vision for downtown.
 - 3.2. The transit terminal should be sited and designed to minimize interference or disruption of public spaces or community-oriented uses or facilities.
4. Transit facilities should be designed for year-round usability and comfort, with particular consideration for weather and wind protection.
5. Transit stops should be located in areas that contribute to the overall accessibility of downtown, including the Commercial Core, Civic Corridor, and key destinations such as Riverside Park and Centennial Park.
6. Transit should be considered or integrated into the design of the future intercept parking facility to support efficient connections and the accessibility of downtown.



Photo by Opta About

9. Servicing

9. Servicing

The continued redevelopment of downtown presents an opportunity to modernize aging deep utility infrastructure while addressing the challenges of increased demand and environmental sustainability. As the number of residents increases, so too will the strain on water, sanitary, and stormwater systems—necessitating strategic upgrades to support future growth.

Our *Utility Master Plan* identifies much of the water and sanitary infrastructure, originally installed in the 1960s, as nearing the end of its service life. These systems require systematic replacement and upsizing to reliably meet the needs of downtown’s future population.

Stormwater management presents additional challenges due to the area’s flat valley-bottom topography, shallow water table, and proximity to the Bow River. As a result of these challenges, there are few piped stormwater systems in the valley bottom. Instead, our *Engineering Design and Construction Guidelines* mandate a “treat, then infiltrate” approach, utilizing natural vegetative systems to filter runoff before infiltrating it directly into

the ground. Modernization of the existing stormwater system is necessary to enhance water quality, accommodate increased imperviousness caused by redevelopment, and mitigate more intense rainfall caused by climate change.

This section outlines strategies to modernize and adapt downtown’s deep utility infrastructure. It aims to ensure the reliability and capacity of water and sanitary systems while integrating innovative stormwater solutions that align with environmental stewardship and climate resilience.

You can read more about our broader vision for these topics, including other applicable policies or guidelines, in the **Utilities Master Plan, Master Drainage Plan, and Engineering Design and Construction Guidelines.**

Objectives

- Accommodate future redevelopment
- Extend the lifecycle and capacity of utility infrastructure
- Mitigate flood risks through strategic stormwater management
- Protect water quality with advanced treatment methods
- Ensure resilience to the impacts of climate change

9.1 Stormwater

Intent: Improve stormwater management practices to provide an appropriate level of flood protection, protect watercourses and groundwater from contamination, respect sensitive environmental areas, enhance resilience, and provide co-benefits for the community.

Policy

The policies in this section provide area-specific guidance relating to stormwater management. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

9.1.1 Stormwater Management

1. Development(s) shall manage stormwater on site by capturing, retaining, and infiltrating runoff up to and including the 1:5 year storm event at minimum.
2. Development(s) on parcels identified in Figure 9.1 that are adjacent to the 1:100 year stormwater trap lows shall comply with the minimum building opening elevations specified in Figure 9.1.
3. Any modifications to existing grades shall accommodate existing overland flow routes, as shown in Figure 9.2.
4. Low Impact Development (LID) infrastructure should:
 - be installed adjacent to asphalt pathways which abut natural watercourses to improve water quality, reduce runoff temperatures, and reduce environmental and ecological impacts;
 - be utilized within street cross sections wherever feasible at the locations conceptually identified in Figure 4.3 and Section 4.5 of the *Stormwater Management Feasibility Study*; and,
 - be implemented where overland spill locations discharge directly into natural watercourses, as illustrated in Figure 4.2 of the *Stormwater Management Feasibility Study*.
5. Naturalized methods of LID infrastructure with surface expression, such as natural wetlands and bioswales, should be prioritized where feasible to provide co-benefits and contribute to the desire to integrate nature into the public realm.
6. Overland spill locations that discharge across private lands should be rerouted onto public land, if possible; otherwise, they should be formalized via overland drainage rights-of-way.



Example of LID infrastructure installed within street cross sections to manage stormwater runoff.

FIGURE 9.1

Stormwater Trap Lows

LEGEND

- # 1:100 YEAR TRAP LOW ELEVATION (INCLUDING 300MM FREEBOARD)
- PARCELS ADJACENT TO 1:100 YEAR TRAP LOW (WITHIN 5 M)

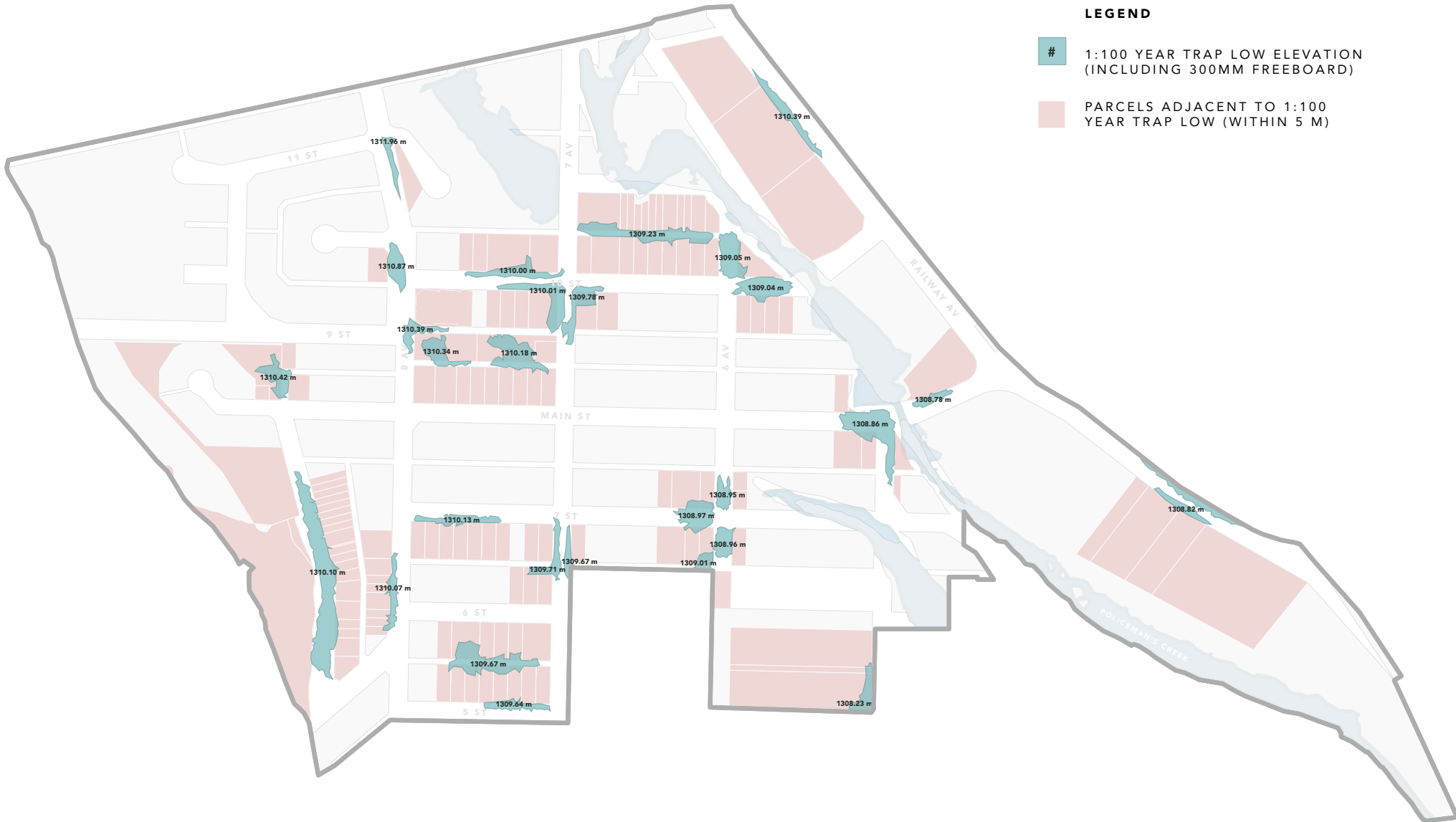


FIGURE 9.2

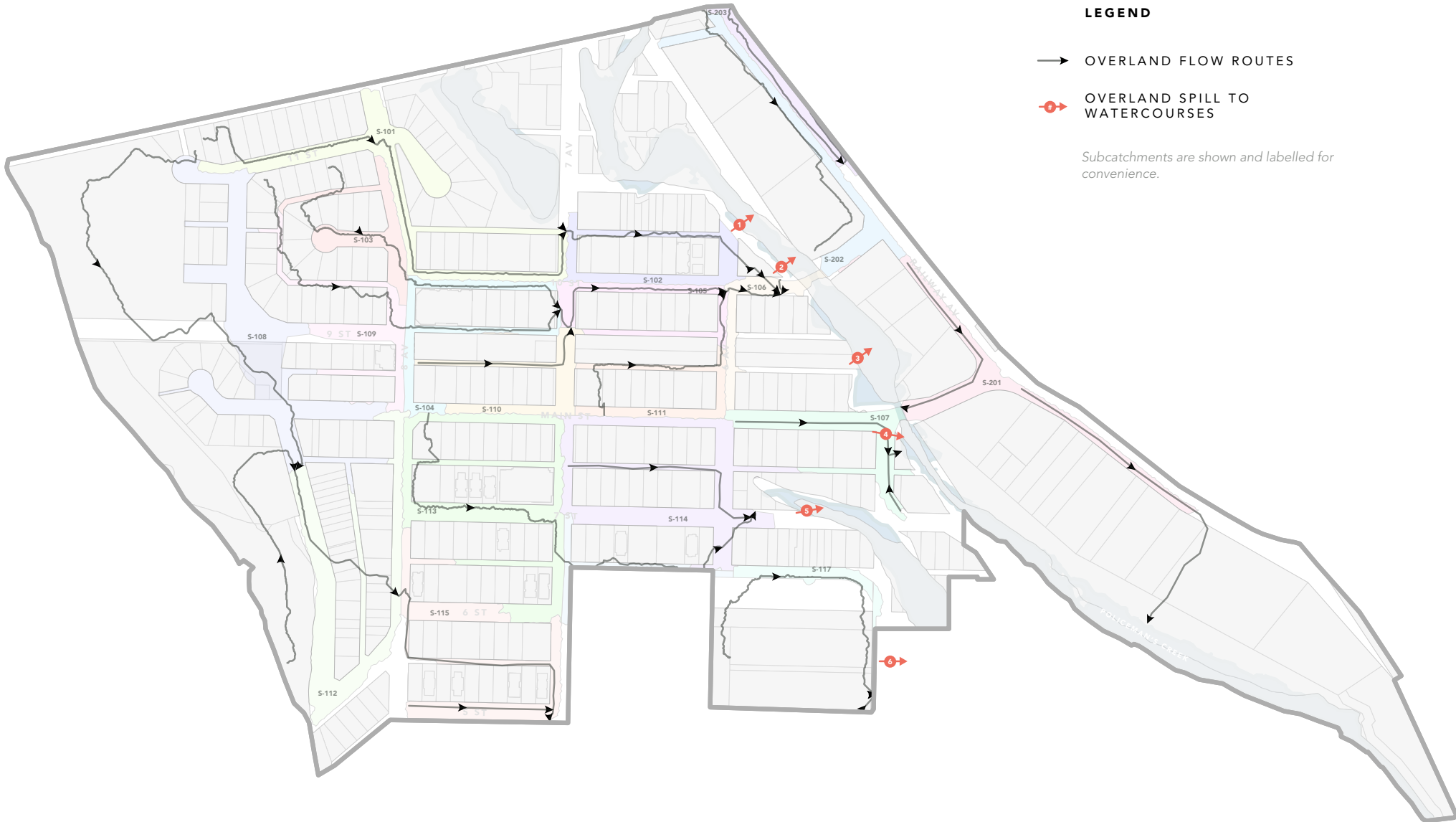
Overland Flow Routes

LEGEND

→ OVERLAND FLOW ROUTES

➔ OVERLAND SPILL TO WATERCOURSES

Subcatchments are shown and labelled for convenience.



9.2 Utilities

Intent: Maintain or improve water and sanitary systems in alignment with the Utility Master Plan while accommodating continued growth and change downtown.

Policy

The policies in this section provide area-specific guidance relating to utilities. Guidance provided in other plans, policies, or bylaws as adopted or amended from time to time may also apply.

9.2.1 General Policy

1. Utility rights-of-way, easements, and public utility lots should be provided to accommodate municipal utilities where appropriate.
2. Development(s) within the plan area shall be serviced with municipal water, sanitary sewer, and stormwater utilities.
3. Development(s) on lots with existing water and sanitary services will require replacement of services to the public mains at the expense of applicants, in accordance with the *Engineering Design and Construction Guidelines*.

9.2.2 Water

1. Watermains in the plan area will require lifecycle replacement. At time of replacement, the capacity of certain mains will be increased to provide fire flow requirements appropriate for the planned density and land use.

2. Additional hydrants will be required to provide an appropriate level of fire protection in alignment with the proposed density and land use. New hydrants shall be installed as a condition of development or by the Town during lifecycle replacement projects.

9.2.3 Sanitary

1. Sanitary mains in the plan area will require lifecycle replacement. At time of replacement the capacity of certain mains will be increased to accommodate the planned density and land uses.
2. For development(s) connecting to the Railway Avenue sanitary sewer, applicants shall provide independent hydraulic analysis to assess the potential surcharge elevation at their service tie-in location and demonstrate through design a minimization of risk to property. Service design should, at minimum, have a tie in elevation higher than the hydraulic grade line and service connections should be installed with backflow preventers.

9.2.4 Shallow Utilities

1. Consideration shall be given to burying aerial power and telecommunications lines in laneways with commercial activity.

10. Implementation

10. Implementation

This plan provides a forward-looking vision for downtown and a framework to guide growth, change, and investment over the next 25 years to the year 2050. But change won't happen overnight.

The Town of Canmore is just one of many actors involved in the evolution of downtown. Property owners, developers, builders, businesses, partners, interest groups, residents, and other levels of government all have a significant role to play to realize the vision of this plan.

As a majority of the land within the plan area is private property, development will occur at a rate and in a pattern that is influenced by the decisions of individual property owners.

Public realm improvements will occur gradually over time through a combination of Town-led capital projects (e.g., street renewals and the replacement of aging infrastructure), ongoing programs (e.g., public art), and developer-funded improvements required as a condition of rezoning or development. The timing of these improvements will depend on a variety of things, including availability of grants, the budget priorities of the Town, and the decisions of property owners and the resulting timing and scale of redevelopment.

Ensuring the vision is realized therefore requires careful consideration of the changes that need to happen in the both the near term and distant future. This chapter provides an implementation framework that will guide what happens next to put this plan into action.

Just a few of the many tools the Town relies on to implement Area Redevelopment Plans includes the **Municipal Development Plan, Land Use Bylaw, Engineering Design and Construction Guidelines**, and the **Budget**.

Objectives

- Provide transparency towards the community
- Establish clear actions and priorities
- Create a framework for coordination and implementation
- Identify estimated resource needs and funding sources
- Establish monitoring processes

10.1 Implementation Table

The Implementation Table is a guide to help the Town prioritize time and resources towards realizing the vision of this plan and to provide increased transparency to the community and interest groups around what actions need to happen and when they may occur. The table focuses on specific actions that the Town can take independently, but also includes those that may be taken alongside other organizations as well as actions that may be requested from others.

The actions in the table should not be considered an exhaustive list, as implementation of the plan may also entail other projects or initiatives that are dependent on external factors beyond the Town's control (e.g., private development) or are already underway, set to occur under another program, or are not initiated solely in response to this plan (e.g., public art installations, street renewals, replacement of underground utilities).

The information provided in this section is for information purposes only and shall not be interpreted as policy or commitments.

Understanding the Actions

This section outlines the symbols and terminology used in the Implementation Table to define each action.

Role

Defines the Town's responsibility in achieving the results of the stated action.

- **Act:** the Town has the tools and authority to complete the action.
- **Partner:** the Town has to work collaboratively with other organizations to complete the action.
- **Ask:** the Town does not have the tools or authority to complete the action, but may request or advocate for the action from others.

Lead

States the party or Town department(s) likely to be responsible for the action. For actions where the Town's role is identified as "Ask", the Lead is the representative that will be responsible for initiating the ask.

Timing

Identifies the anticipated timing for which the action will be initiated or work will commence.

- **Ongoing:** Action is already underway or is implemented gradually over time in a continual manner (e.g., street renewals).
- **Immediate:** Work will begin following Council adoption of this plan.
- **Short term:** Action will commence in the relatively near term (e.g., within 5 years).
- **Medium term:** Action will commence in a time frame that is longer than the short term (e.g., within 10 years)
- **Long term:** Action will commence in a time frame that extends beyond the medium term (e.g., greater than 10 years).

Cost

Estimates the approximate magnitude of cost to implement the action (estimated in 2024 Canadian Dollars). The action may be funded from a variety of sources depending on the action and may include contributions from other parties including grants, off-site levies, or other contributions.

- **0:** No expected cost to the Town
- **\$:** Under \$100,000
- **\$\$:** \$100,000 – \$1,000,000
- **\$\$\$:** More than \$1,000,000

These cost estimates are for information purposes only, are subject to change, and do not include staff resources within the existing administration. Cost estimates reflect the total anticipated cost and do not estimate the added cost that is resulting from a direction in this plan (e.g., certain infrastructure improvements may have occurred otherwise regardless of this plan).

Implementation of the plan may involve projects or initiatives that are dependent on external factors beyond the Town's control (e.g., private development) or are already underway, set to occur under another program, or are not initiated solely in response to this plan (e.g., public art installations, street renewals, replacement of underground utilities).

IMPLEMENTATION TABLE

ID	TASK	ROLE	LEAD	TIMING	COST
1	Decommission unauthorized trails within the plan area.	Act	Parks	Ongoing	\$
2	Implement parking management strategies (e.g., pricing adjustments, program expansions, updates to residential parking programs)	Act	Engineering, Planning	Ongoing	\$
3	Engage the Downtown Canmore Business Improvement Area (BIA) to explore opportunities to further enhance activation of the private and public realm in the Commercial Core.	Partner	Economic Development	Ongoing	0
4	Conduct analysis and prepare amendments to Section 12, Density Bonus Regulations, of the Land Use Bylaw.	Act	Planning	Immediate	\$
5	Prepare zoning amendments and initiate rezoning process in accordance with the land uses and policies in this plan.	Act	Planning	Immediate	0
6	Prepare and implement a strategy to finance growth to ensure successful and equitable implementation of the plan, which may include one or more of off-site levies, local improvement taxes, or other funding mechanisms.	Act	Engineering, Finance, Planning	Immediate	\$
7	Prepare amendments to other policy and regulatory documents as necessary, including the Land Use By-law (LUB) and Engineering and Design Construction Guidelines (EDCG), to be consistent with the vision and policies in this plan.	Act	Planning, Engineering, Parks	Immediate	0
8	Revise the 1:100 year design groundwater elevations based on updated groundwater modelling.	Act	Engineering	Immediate	\$
9	Review requirements for underground parkades with respect to protection from groundwater flooding.	Act	Engineering, Planning	Immediate	\$
10	Initiate process to develop a "Winter Strategy" that will inform the design and provision of year-round spaces and programming suitable to Canmore's climate.	Act	Economic Development, Parks, Streets and Roads	Short term	\$

IMPLEMENTATION TABLE (continued)

ID	TASK	ROLE	LEAD	TIMING	COST
11	Update the design of trail wayfinding signage and begin gradual implementation.	Act	Planning, Parks, Engineering	Short term	\$
12	Advocate for modernization of the Alberta Edition of the Building Code to allow for single-staircase, medium-density buildings to support viability of apartment buildings and small lot development.	Ask	Council	Short term	0
13	Engage Indigenous communities on placenaming major parks and public spaces downtown	Partner	Economic Development, Parks	Short term	0
14	Detailed planning and design for the future transit terminal	Act, Partner	Engineering, Planning, Facilities, Partner Organizations	Short term	\$
15	Review implementation of the plan, including pace of development, and determine if major amendments are necessary.	Act	Planning	Short term	0
16	Design and construct new Regional Park adjacent to Policeman's Creek	Act	Parks, Partner Organizations	Short term	\$\$
17	Design and construct an intercept parking facility	Act	Engineering	Medium term	\$\$\$
18	Install wildlife exclusion fencing around key parks and open spaces	Act	Parks, Sustainability	Medium term	\$\$
19	Redesign and reconstruction of Main Street when critical infrastructure requires replacement.	Act	Engineering	Medium term	\$\$\$
20	Improvements to Riverside Park (new infrastructure, four season recreation programming, small-scale commercial use opportunities etc.)	Act	Parks, Recreation, Economic Development	Medium term	\$\$
21	Improvements to Veterans Park	Act	Parks	Medium term	\$\$
22	Design and construct the central plaza	Act	Parks, Engineering, Economic Development	Medium term	\$\$\$
23	Improvements to Centennial Park	Act	Parks, Recreation, Economic Development, Facilities	Long term	\$\$

IMPLEMENTATION TABLE (continued)

ID	TASK	ROLE	LEAD	TIMING	COST
24	Expand Riverside Park to the adjacent Town parcel to the north	Act	Parks	Long term	\$\$\$
25	Open space improvements on the N.W.M.P. Barracks site	Act	Parks, Engineering, Facilities, Partner Organizations	Long term	\$\$\$
26	Improvements to Downtown Pond open space	Act	Parks	Long term	\$\$\$
27	Design and construct new multi-use pathway linking 9 Street to the Bow River	Act	Parks, Engineering	Long term	\$\$\$

A.

Appendix

A.1 Definitions

For convenience, terms defined in this section are underlined when they appear in policy in this plan.

The definitions below are provided for terms referenced within this plan that may not be defined in other statutory documents or in cases where the interpretation of the term in this plan warrants further explanation.

Terms

<u>Affordable housing</u>	As the context implies, affordable housing refers to either non-market or perpetually affordable housing as defined in the <i>Municipal Development Plan</i> .
<u>Applicant(s)</u>	A person, organization, entity, or their hired consultants seeking approval from the Town of Canmore for a development, subdivision, or other land use application, including but not limited to property owners, developers, or their representatives.
<u>Development authority</u>	As defined in the <i>Land Use Bylaw</i> .
<u>Exceptional standard of design</u>	Fully meets or exceeds the intent of the design requirements of this plan, the <i>Land Use Bylaw</i> , and any other design guidelines that may apply.
<u>Low Impact Development (LID)</u>	A set of design and management practices that aim to minimize the environmental impact of land development and improve the overall sustainability of the built environment. <u>LID</u> tools are designed to mimic the natural hydrologic functions of the site and promote the use of green infrastructure to manage stormwater runoff.
<u>Near net zero</u>	A building with low energy usage such that it approaches the annual energy consumption of Net Zero Energy buildings and, with additional measures, could produce nearly as much renewable energy as it uses on an annual basis. A <u>near net zero</u> building should meet or exceed Tier 4 (60% reduction in energy consumption) of the National Energy Code of Canada for buildings (2020) and be designed to be solar ready.
<u>Private realm</u>	The part of a community that is on privately owned land or where public access is not permitted.
<u>Public benefit</u>	A tangible or intangible improvement that the development authority determines will provide a significant contribution to the well-being of the community. Examples include day care facilities, public parks, affordable housing, transit facilities, community centres, public recreation facilities, or other community spaces.
<u>Public realm</u>	The part of a community that is publicly accessible, including including streets, plazas, parks and open spaces.





BYLAW 2025-13

**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 2025-13 – Changes to Variance Powers.”

INTERPRETATION

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

PROVISIONS

- 3 Revised Land Use Bylaw 2018-22 is amended by this bylaw.
- 4 Section 1.11.0.1 is amended by inserting “and any statutory plans” after “Where a Development Permit application does not demonstrate that the proposed development conforms to all the applicable requirements of this Bylaw”.

ENACTMENT/TRANSITION

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

FIRST READING:

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

01 ADMINISTRATION

- 1.10.5.5 The Development Officer shall not issue a Development Permit for a development that involves a land use that:
- a. Is designated “NA” in Table 1 of Subsection 7.5.7, or;
 - b. Is neither listed in Table 1 of Subsection 7.5.7 nor authorized under Subsection 1.10.5.3 or 1.10.5.4.
- 1.10.5.6 If a Development Permit application is made for a development that involves a land use that, in the opinion of the Development Officer, may attract birds or generate large amounts of smoke or dust or both, the Development Officer shall require the applicant to submit a report prepared by a qualified professional regarding the potential impacts of the proposed development on the operation of the heliport.

1.10.6 Development Permits for Historic Resources

- 1.10.6.1 Upon receipt of a Development Permit for a Historic Resource on the Inventory, if necessary the Development Authority will request an extension to the time period allowed for the review of a Development Permit contained in the Act. An additional review period of 45 days will be requested of the applicant, to allow for the conservation measures contained below to be evaluated to determine which may be appropriate to the application. During this period the Development Authority will work with the resource owner to encourage the preservation of the Historic Resource and its character defining elements.
- 1.10.6.2 The review period may be waived or reduced by the Development Authority in case of an emergency situation requiring immediate demolition for reasons of public safety, or where a professional structural engineer engaged by the resource owner or the applicant, confirms that the structure or historic resource cannot be reasonably maintained in its existing state.

1.11 CONDITIONS ATTACHED TO A DEVELOPMENT PERMIT

- 1.11.0.1 Where a Development Permit application does not demonstrate that the proposed development conforms to all the applicable requirements of this Bylaw **and any statutory plans**, the Development Authority may, as a condition of issuing the Development Permit, require that the applicant amend specific elements of the plans to conform with the applicable requirements.
- 1.11.0.2 The Development Authority may, as a condition of issuing a Development Permit for a Permitted or Discretionary Use, require the applicant to enter into an agreement with the Town to do any of the following:
- a. The construction or payment for the construction of a road required to give access to the development;
 - b. The construction or payment for the construction of a pedestrian walkway system to serve the development, and/or pedestrian walkways to connect the pedestrian walkway system serving the development with a pedestrian walkway system that serves or is proposed to serve an adjacent development;
 - c. The installation or payment for the installation of public utilities, other than telecommunications systems or works, that are necessary to serve the development;

Project Report

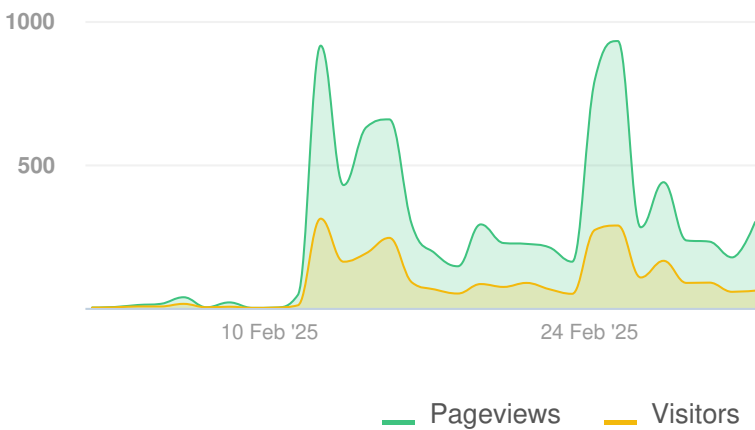
01 February 2025 - 02 March 2025

MyCanmore

Connect Downtown: Planning a Vibrant Town Centre



Visitors Summary

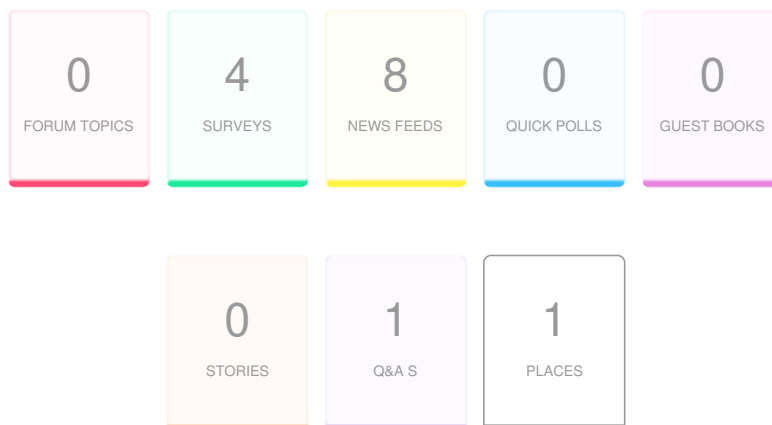


Highlights



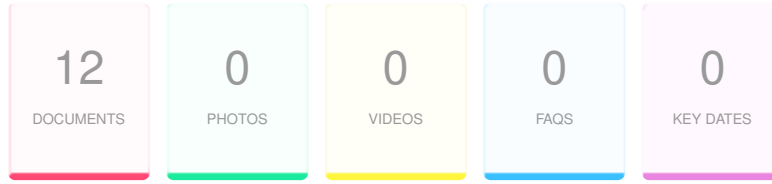
Aware Participants	2,221	Engaged Participants	623		
Aware Actions Performed	Participants	Engaged Actions Performed	Registered	Unverified	Anonymous
Visited a Project or Tool Page	2,221				
Informed Participants	1,524	Contributed on Forums	0	0	0
Informed Actions Performed	Participants	Participated in Surveys	6	0	622
Viewed a video		Contributed to Newsfeeds	0	0	0
0Viewed a photo	0	Participated in Quick Polls	0	0	0
Downloaded a document	1,061	Posted on Guestbooks	0	0	0
Visited the Key Dates page		Contributed to Stories	0	0	0
0Visited an FAQ list Page		Asked Questions	0	1	0
0Visited Instagram Page	0	Placed Pins on Places	0	0	0
Visited Multiple Project Pages	743	Contributed to Ideas	0	0	0
Contributed to a tool (engaged)	623				

ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Newsfeed	Tell us what you think about the draft ARP for Downtown C...	Published	27	0	0	0
Newsfeed	Save the Date for: The Warm Up - Catch Fresh Tracks Downt...	Published	7	0	0	0
Newsfeed	What We Heard Report - Options Phase	Published	4	0	0	0
Newsfeed	Vision Document and What We Heard Report Released	Published	3	0	0	0
Newsfeed	What's Your Big Idea for Downtown Canmore?	Published	1	0	0	0
Newsfeed	A Wrap on the Warm Up!	Published	0	0	0	0
Newsfeed	Close of Visioning Phase	Published	0	0	0	0
Newsfeed	Close of Options Phase	Published	0	0	0	0
Qanda	Ask a Question	Published	20	0	1	0
Place	Map Your Downtown	Archived	9	0	0	0
Survey Tool	Draft Plan Survey	Archived	1031	6	0	622
Survey Tool	Options Survey	Archived	6	0	0	0
Survey Tool	Visioning Survey	Archived	0	0	0	0
Survey Tool	test	Draft	0	0	0	0
Ideas	Your Big Ideas	Archived	5	0	0	0

INFORMATION WIDGET SUMMARY



Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Document	Connect Downtown - Draft ARP	883	1355
Document	Connect Downtown - Options Phase What We Heard Report	87	102
Document	Connect Downtown - Draft ARP Information Boards - What It Could Loo...	78	87
Document	Connect Downtown - Draft ARP Information Boards - Land Use, Charact...	72	74
Document	Connect Downtown - Draft ARP Information Boards - Urban Design.pdf	52	54
Document	Connect Downtown - Vision Document	50	64
Document	Connect Downtown - Draft ARP Information Boards - Parks, Open Space...	46	49
Document	Connect Downtown - Draft ARP Information Boards - Transportation.pdf	45	48
Document	Connect Downtown - Draft ARP Information Boards - Environment, Clim...	25	26
Document	Connect Downtown - Draft ARP Information Boards - Arts, Culture, He...	22	23
Document	Connect Downtown - Options - Information Boards	14	25
Document	deleted document from	3	3
Document	Connect Downtown - Visioning - Information Boards	1	3

QANDA

Ask a Question

Visitors 20	Contributors 1	CONTRIBUTIONS 1
--------------------	-----------------------	------------------------

No Responses

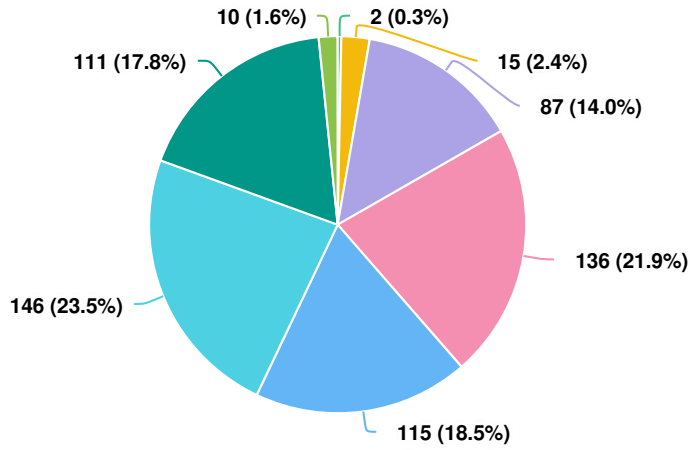
ENGAGEMENT TOOL: SURVEY TOOL

Draft Plan Survey

Visitors **1031**

CONTRIBUTIONS **622**

How old are you?



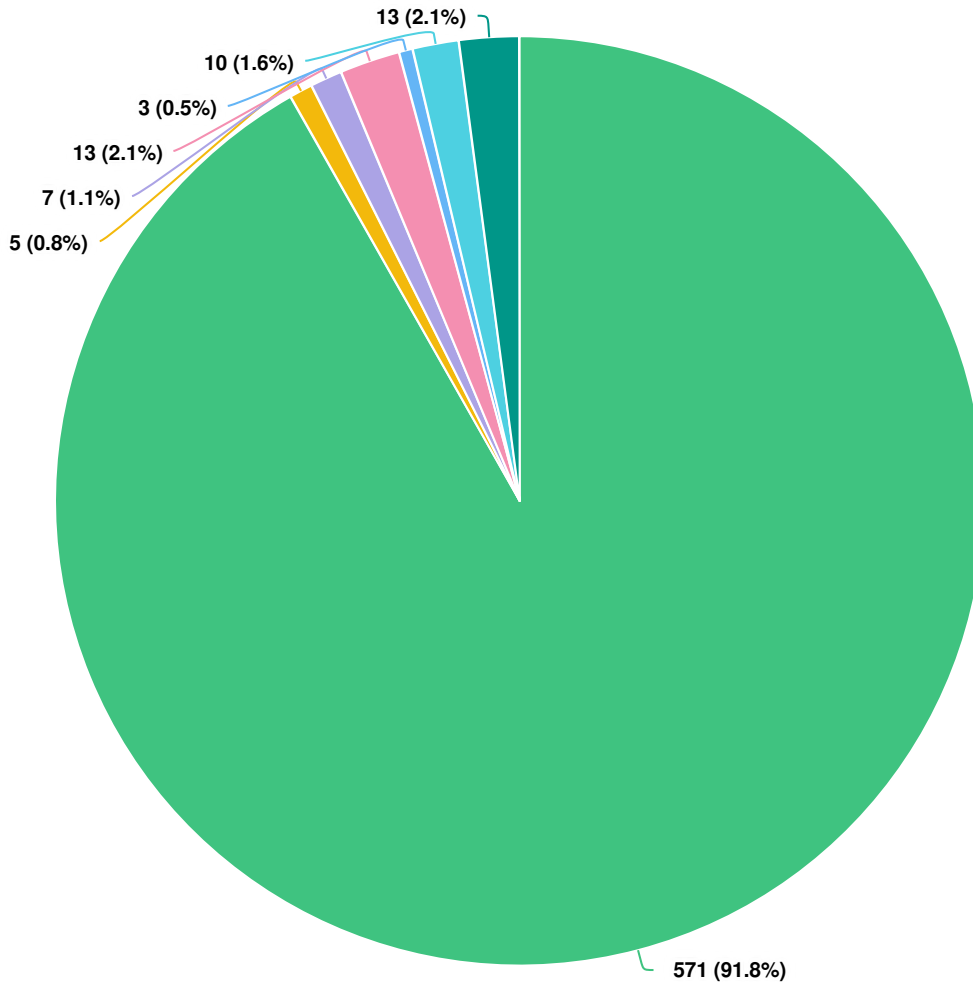
Question options

- Under 18
- 18-25
- 26-35
- 36-45
- 46-55
- 56-65
- 65+
- Prefer not to say

Mandatory Question (622 response(s))

Question type: Dropdown Question

Where do you call home?



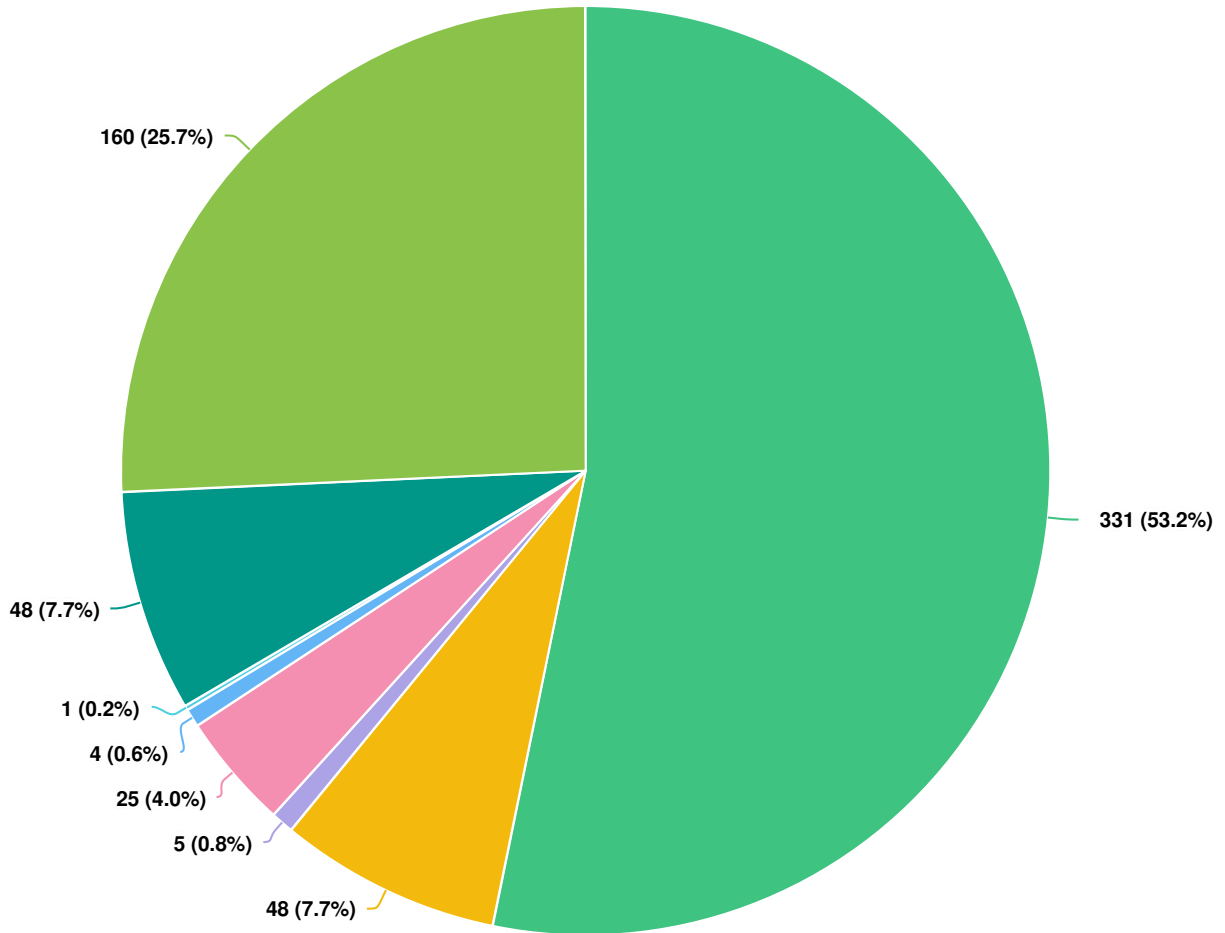
Question options

- Canmore
- Banff
- MD of Bighorn
- Calgary
- Cochrane
- Prefer not to say
- Other (please specify)

Mandatory Question (622 response(s))

Question type: Dropdown Question

Where do you work?



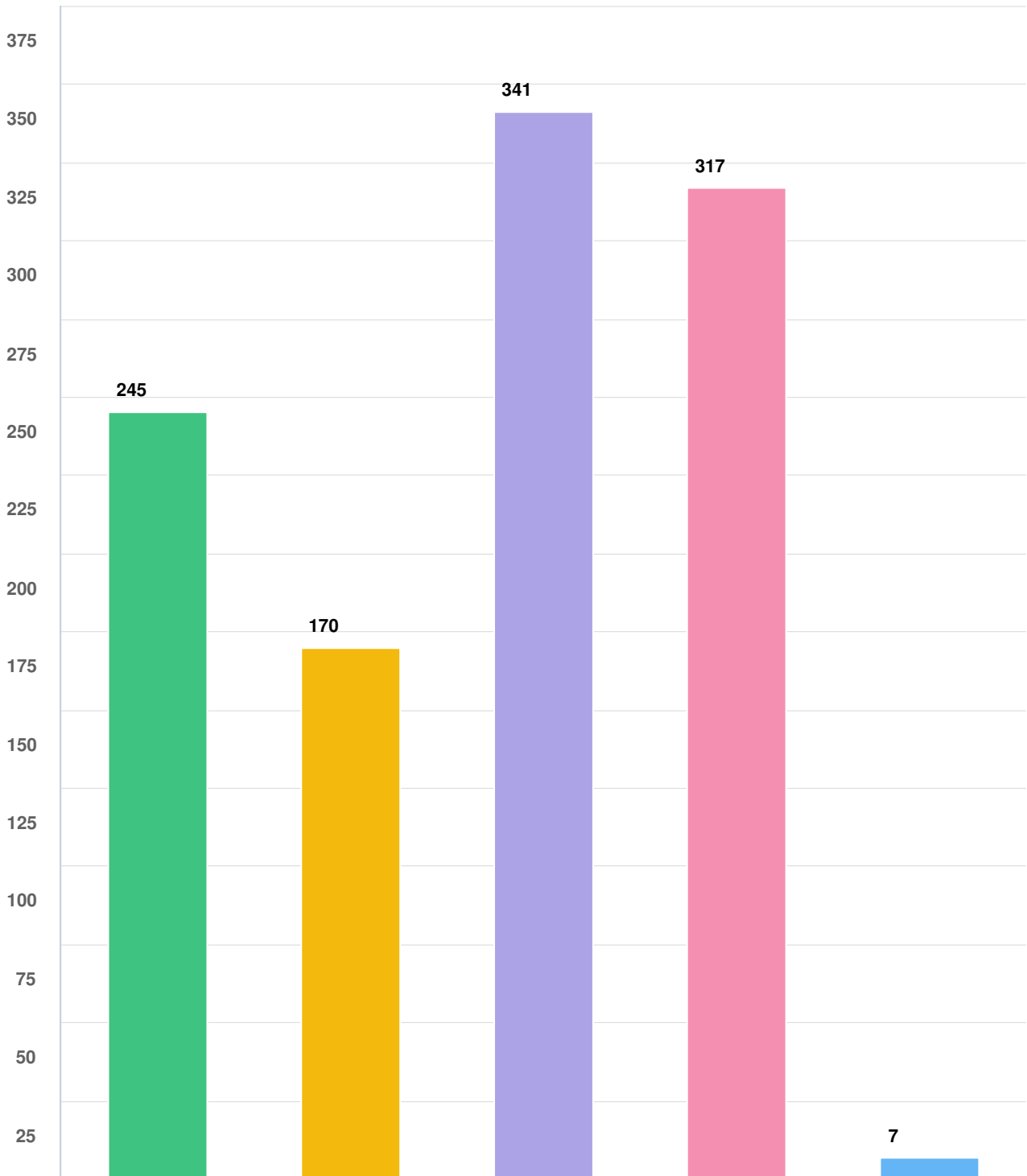
Question options

- Canmore
- Banff
- MD of Bighorn
- Calgary
- Mîni Thî
- Cochrane
- Prefer not to say
- Other (please specify)

Mandatory Question (622 response(s))

Question type: Dropdown Question

What is your relationship to Downtown Canmore? See the map for the area we are talking about. Select all that apply.



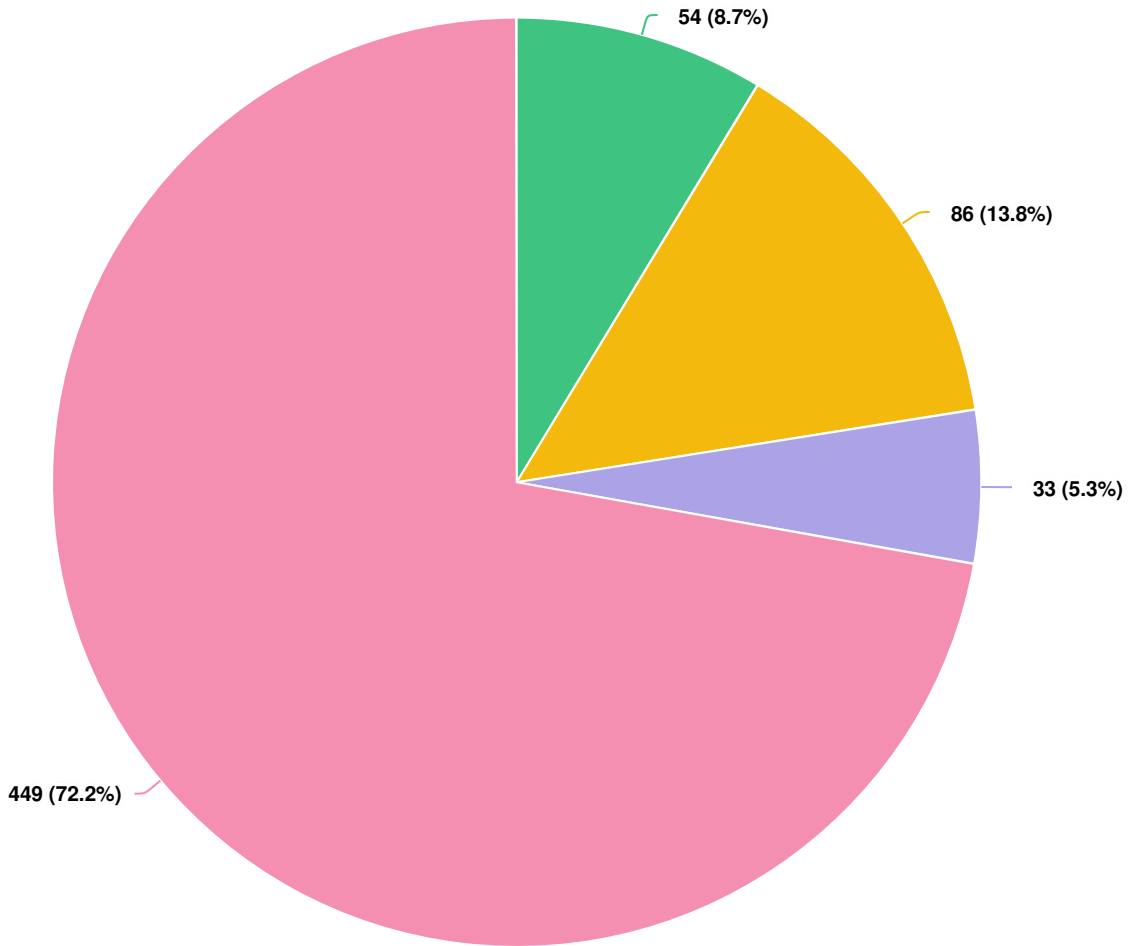
Question options

- I live here
- I work here
- I travel through here
- I visit here
- None of the above

Mandatory Question (622 response(s))

Question type: Checkbox Question

Do you own or operate a business?



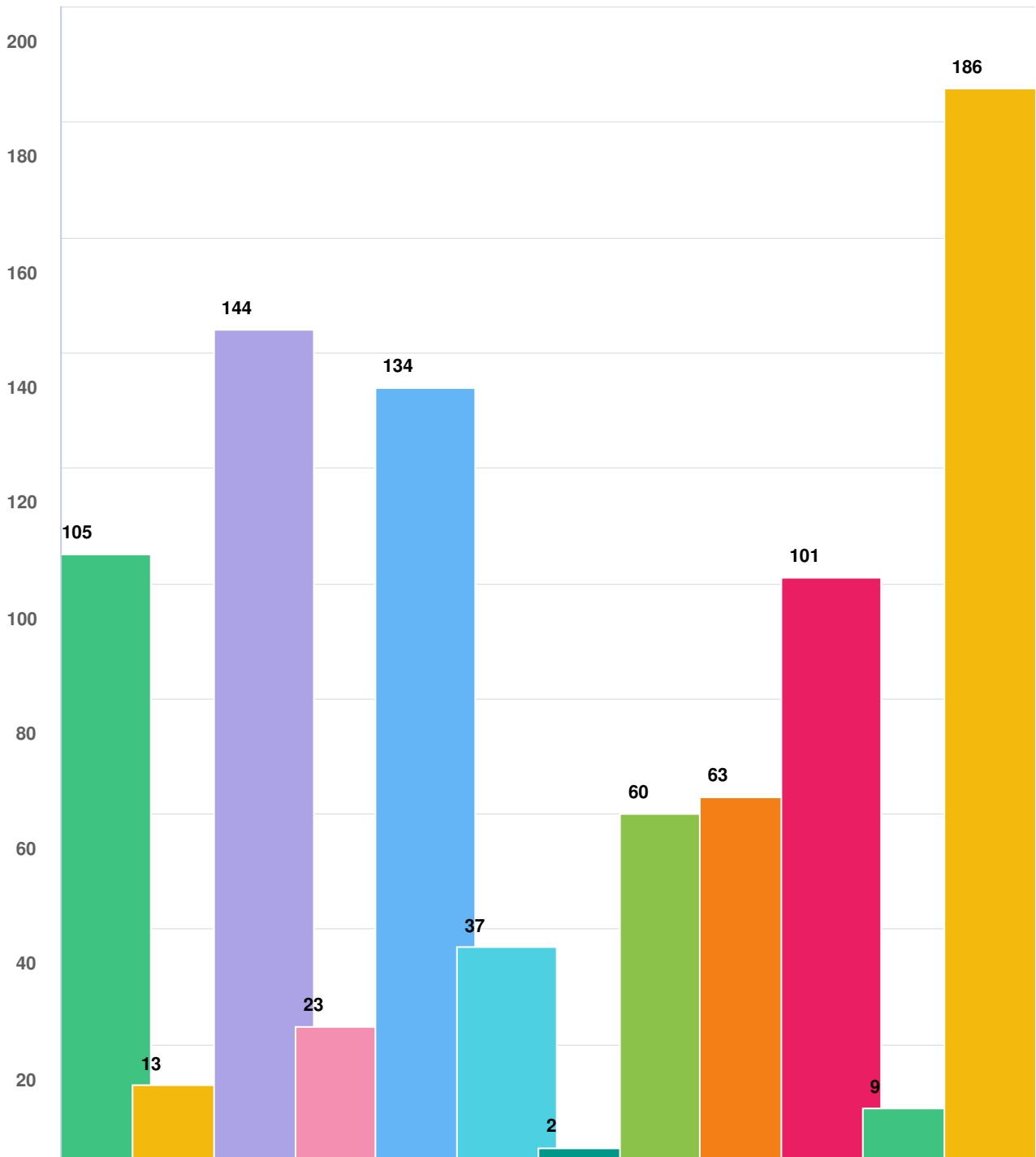
Question options

- Yes, within Canmore's downtown
- Yes, within Canmore, but outside the downtown
- Yes, but outside Canmore
- No, I do not

Mandatory Question (622 response(s))

Question type: Dropdown Question

How did you hear about this survey? Select all that apply



Question options

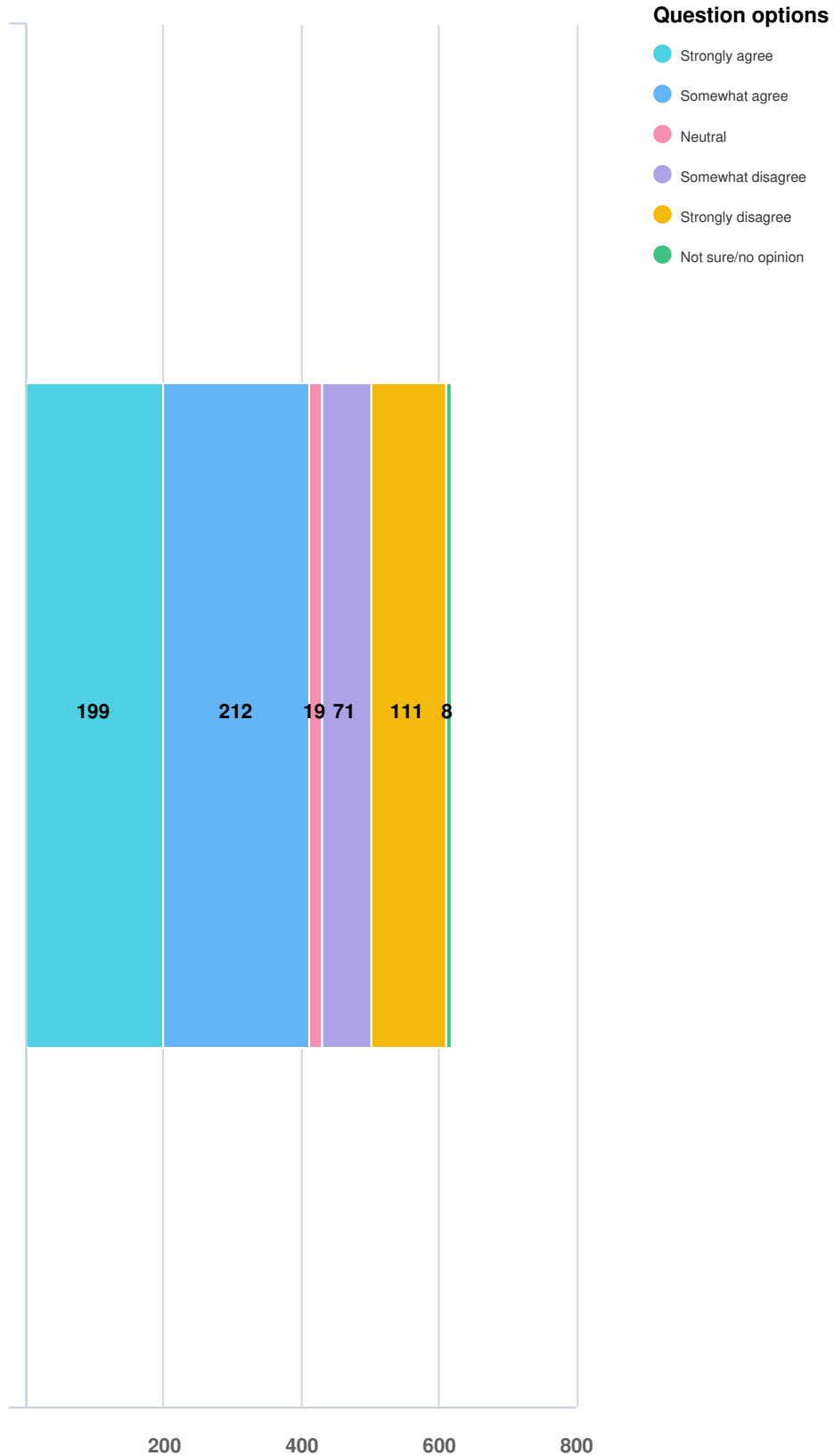
- MyCanmore
 ● Signage
 ● The Rocky Mountain Outlook
 ● Mountain FM
 ● Word of mouth
 ● Postcard
- Web search
 ● Town of Canmore website
 ● Newsletter
 ● Email
 ● The Warm Up
 ● Social media

Optional question (621 response(s), 1 skipped)

Question type: Checkbox Question

What do you think about this statement?

What do you think about this statement?
 In general, the actions outlined above are appropriate to address land use in Downtown Canmore.

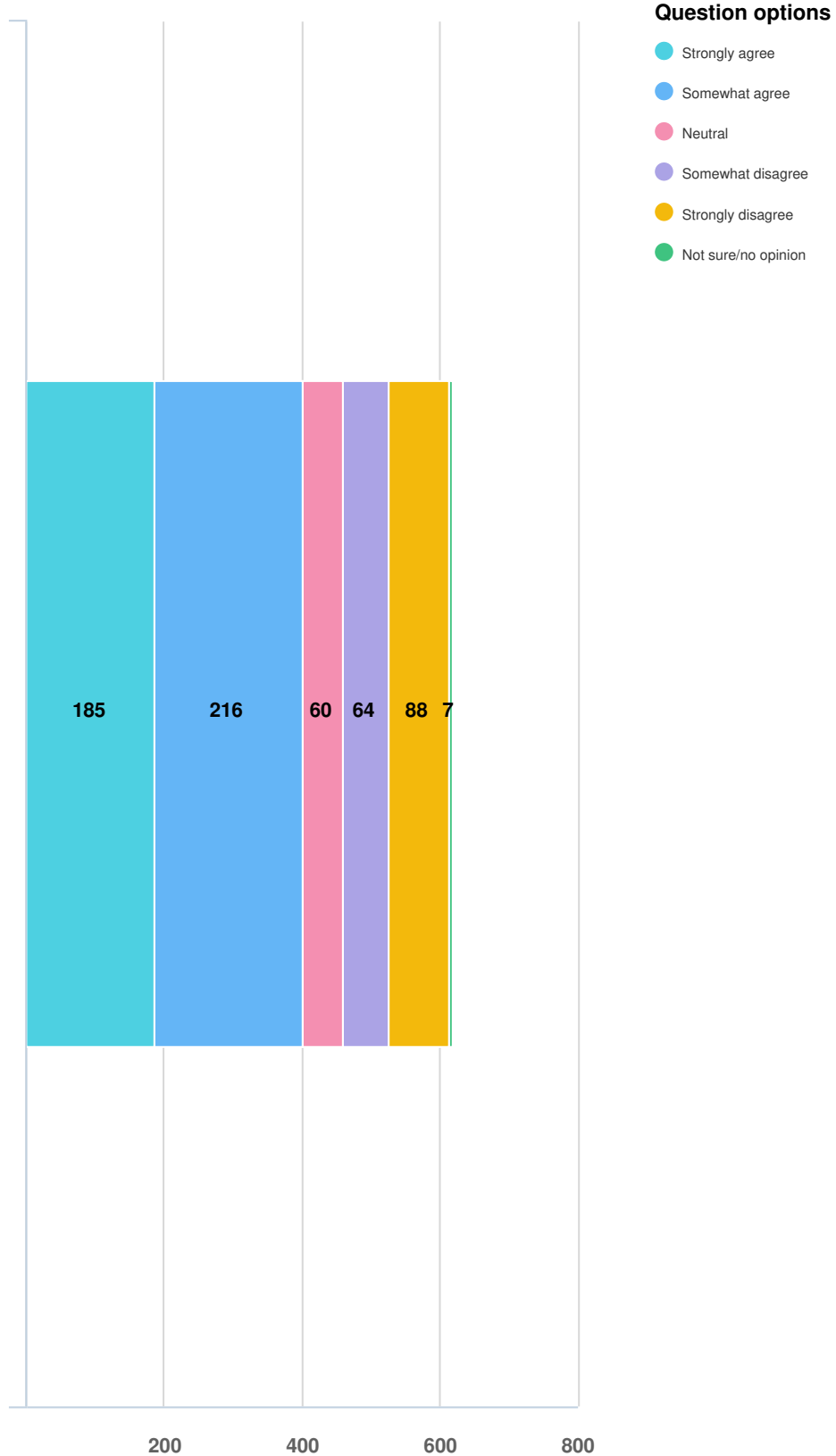


Optional question (620 response(s), 2 skipped)

Question type: Likert Question

What do you think about this statement?

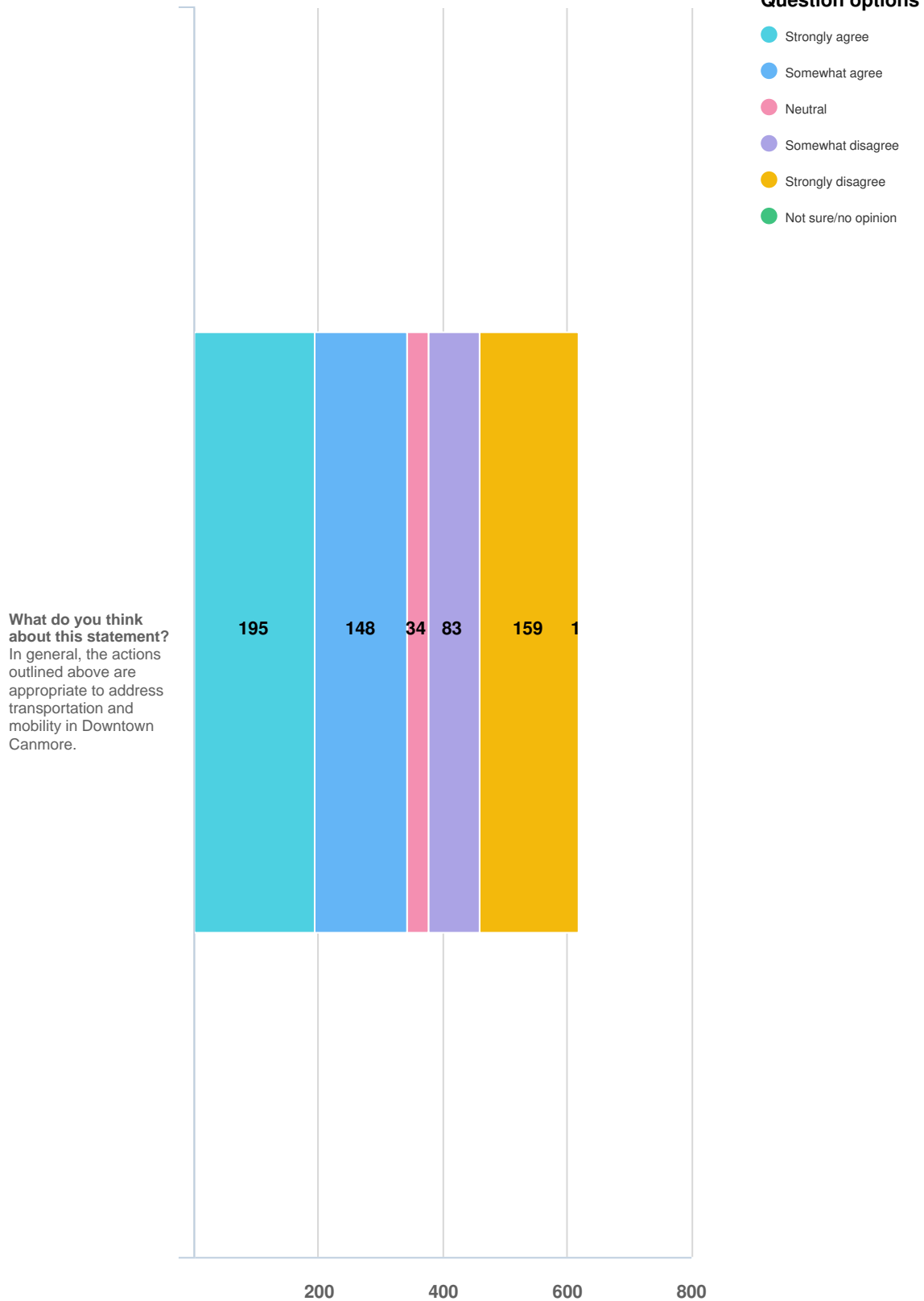
What do you think about this statement?
 In general, the actions outlined above are appropriate to address urban design in Downtown Canmore.



Optional question (620 response(s), 2 skipped)

Question type: Likert Question

What do you think about this statement?



Optional question (620 response(s), 2 skipped)

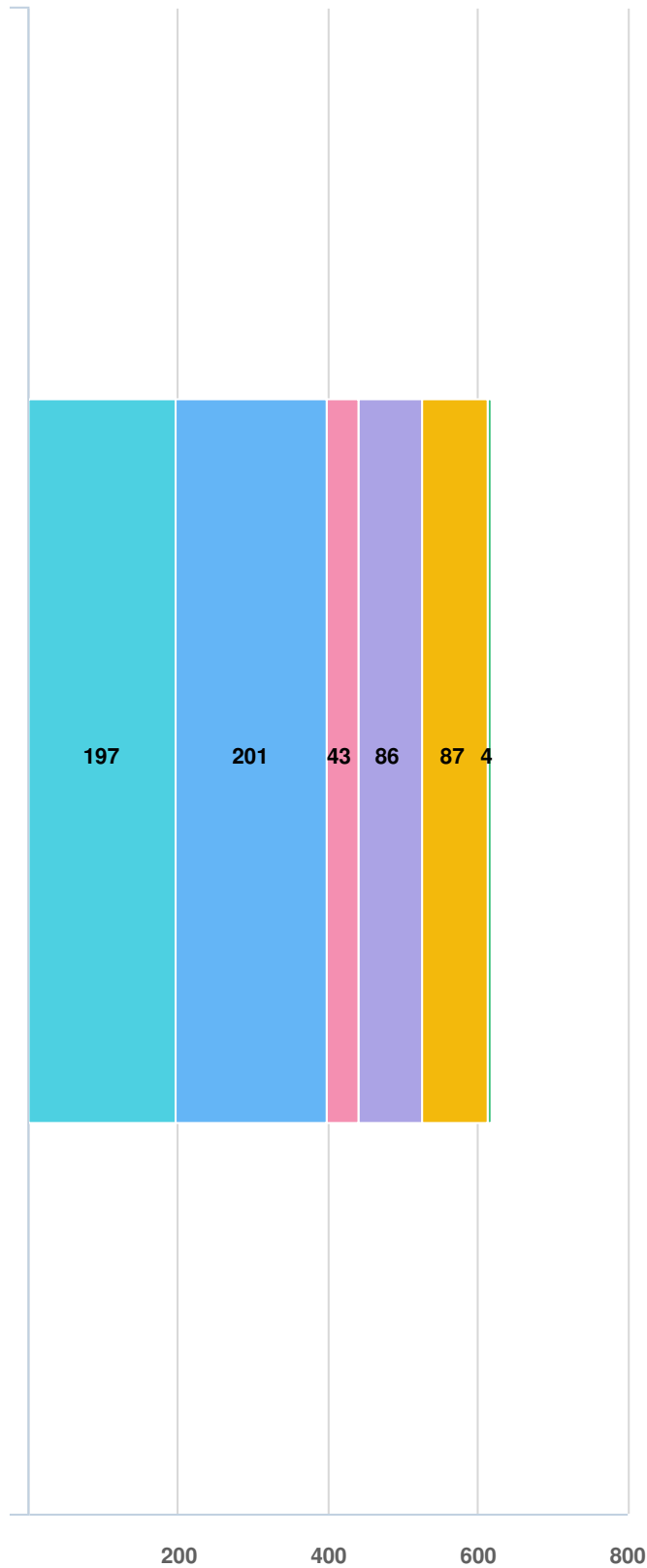
Question type: Likert Question

What do you think about this statement?

What do you think about this statement?
 In general, the actions outlined above are appropriate to address parks, open spaces, and recreation in Downtown Canmore.

Question options

- Strongly agree
- Somewhat agree
- Neutral
- Somewhat disagree
- Strongly disagree
- Not sure/no opinion

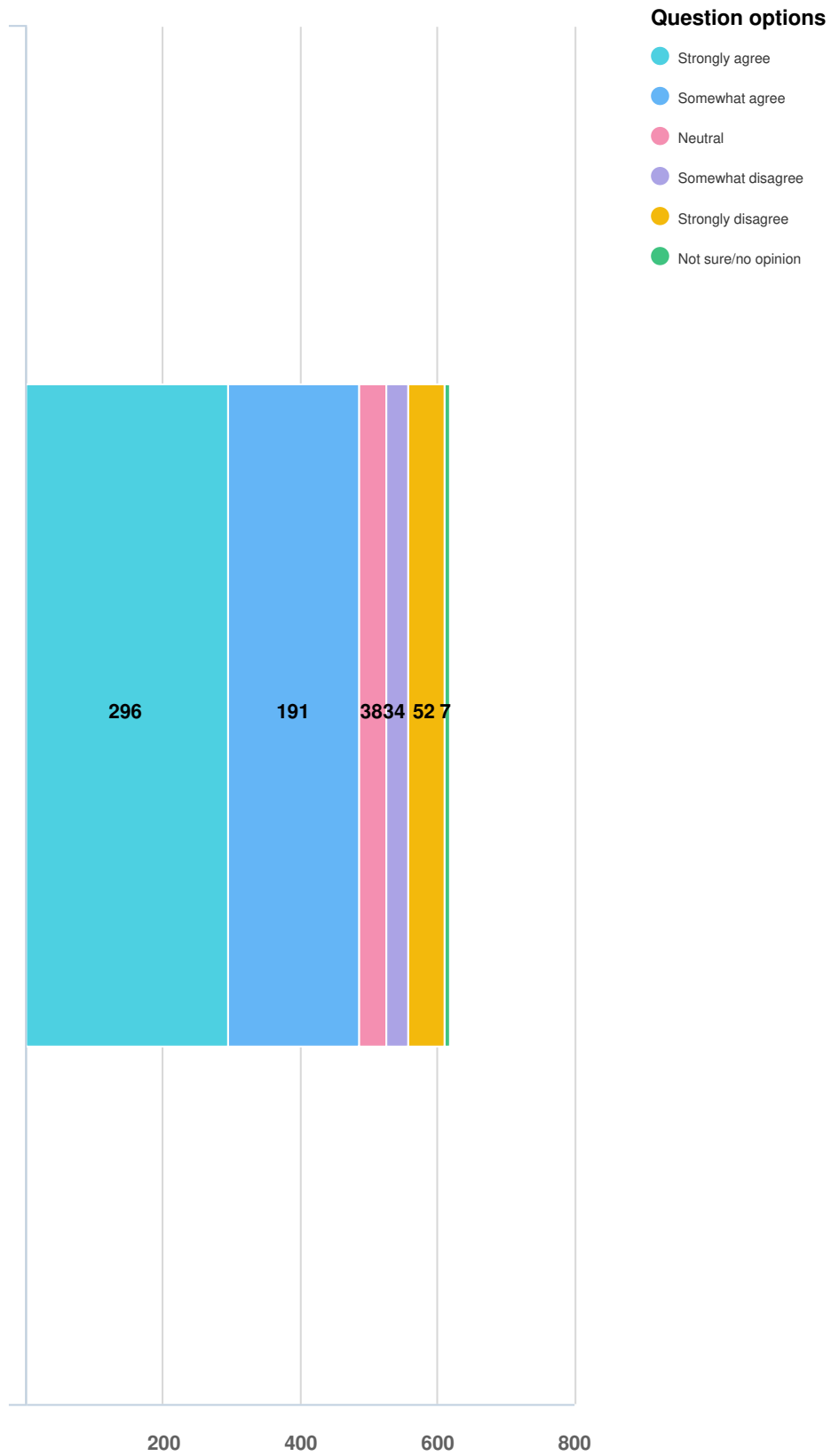


Optional question (618 response(s), 4 skipped)

Question type: Likert Question

What do you think about this statement?

What do you think about this statement?
 In general, the actions outlined above are appropriate to address environment, climate change, and resilience in Downtown Canmore.



Optional question (618 response(s), 4 skipped)

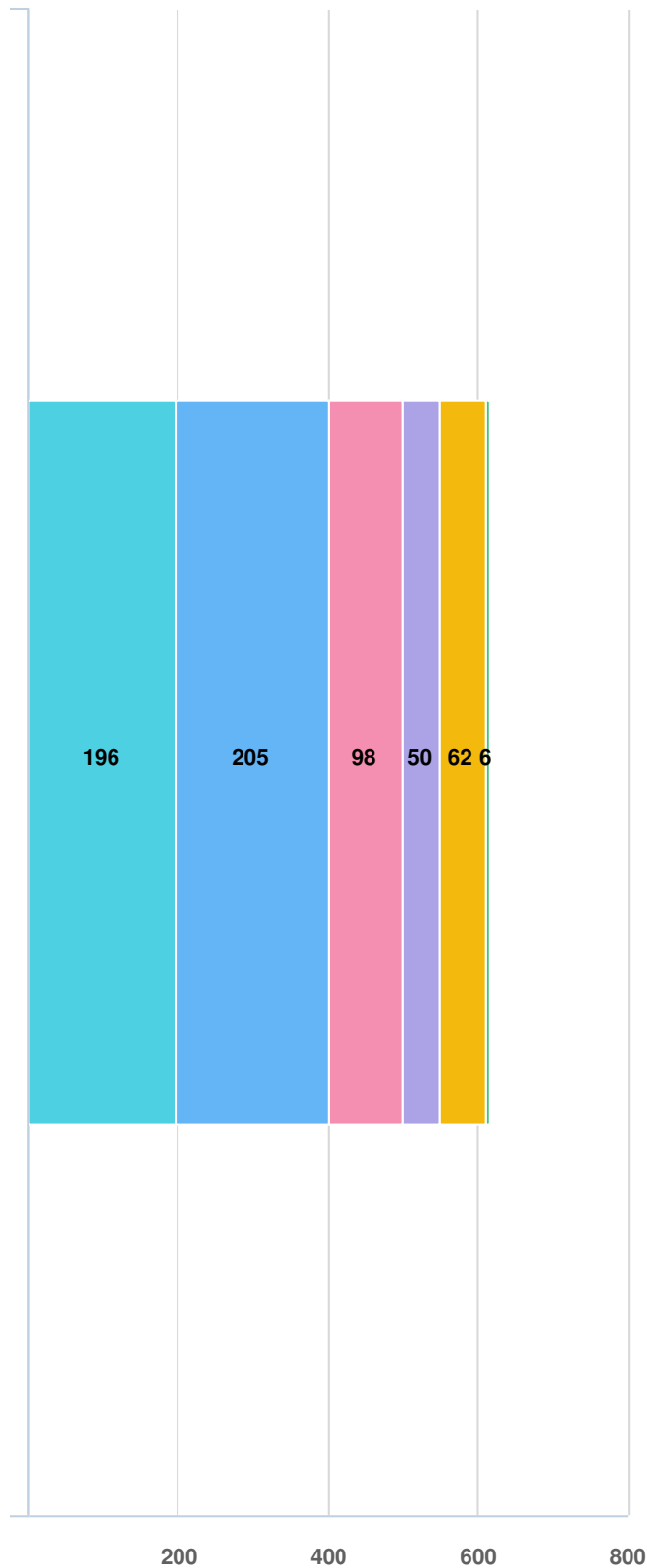
Question type: Likert Question

What do you think about this statement?

What do you think about this statement?
 In general, the actions outlined above are appropriate to address arts, culture, and heritage in Downtown Canmore.

Question options

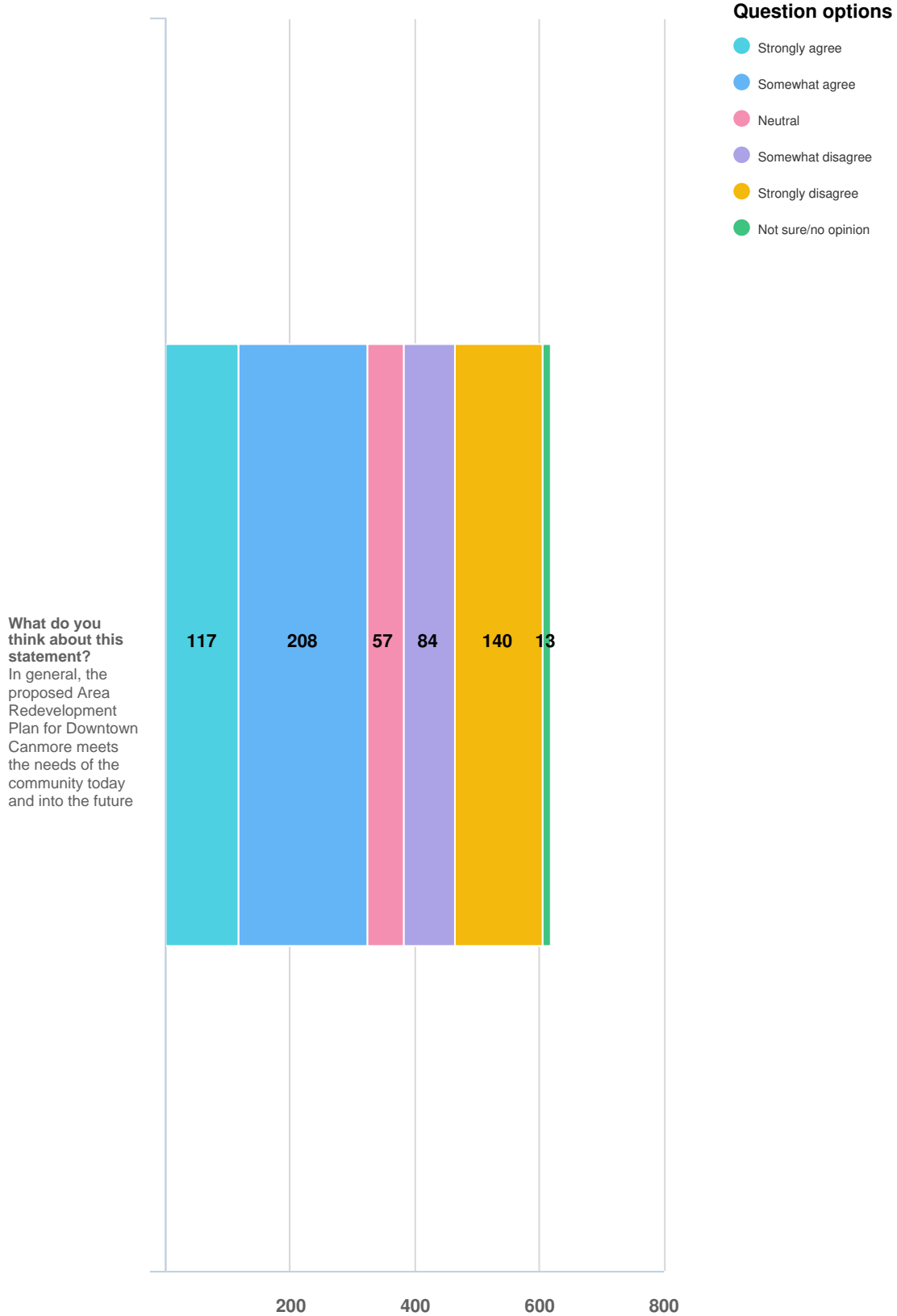
- Strongly agree
- Somewhat agree
- Neutral
- Somewhat disagree
- Strongly disagree
- Not sure/no opinion



Optional question (617 response(s), 5 skipped)

Question type: Likert Question

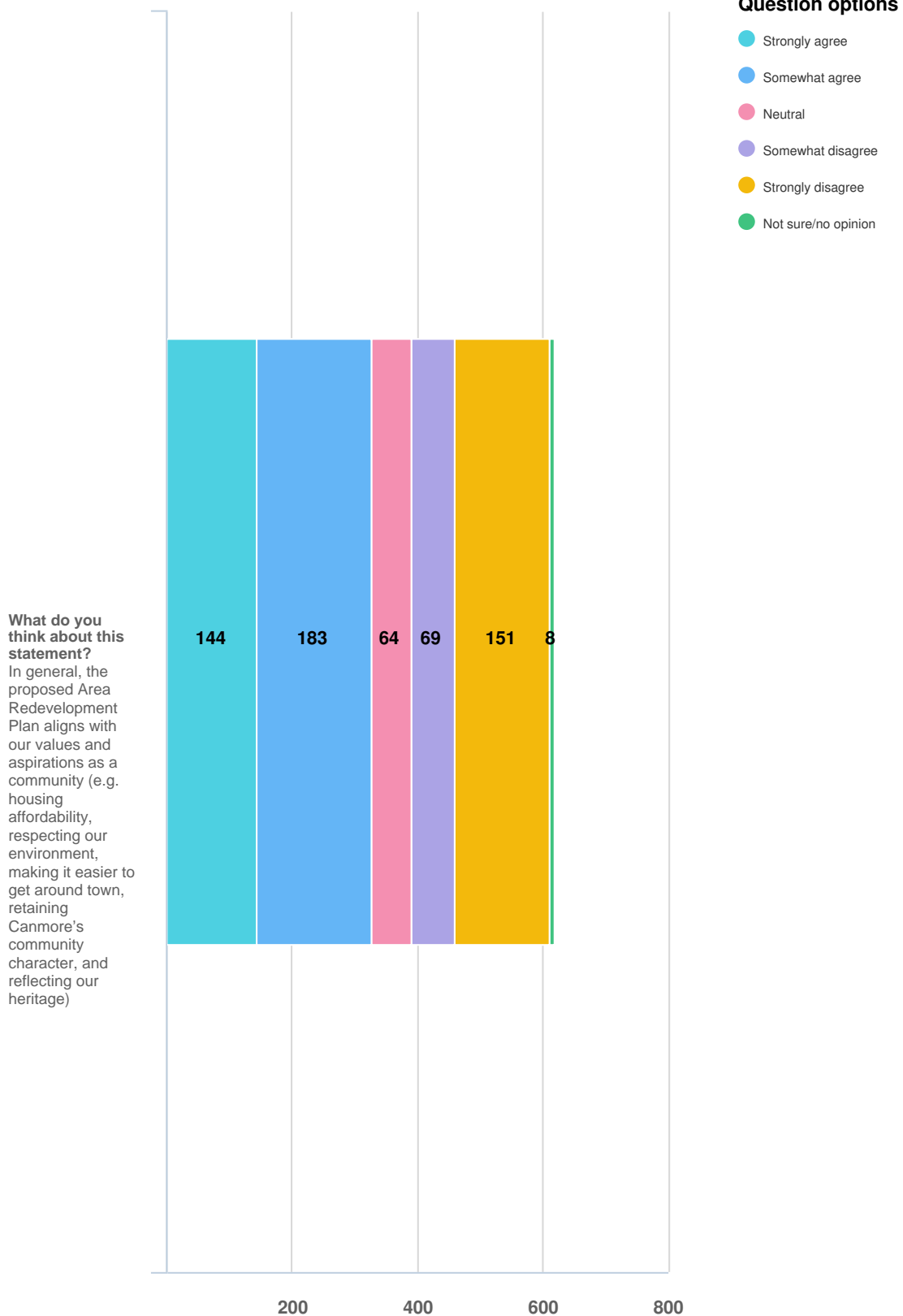
What do you think about this statement?



Optional question (619 response(s), 3 skipped)

Question type: Likert Question

What do you think about this statement?



Optional question (619 response(s), 3 skipped)

Question type: Likert Question



Request for Decision

DATE OF MEETING: April 1, 2025 **AGENDA #:** G 2

TO: Council

SUBJECT: Silvertip Block 9 Residential Development

SUBMITTED BY: Jennica Collette, Development Planner, Planning and Development

RECOMMENDATION: That Council give first reading to Municipal Development Plan Bylaw Amendment 2024-39 – Silvertip Block 9 Residential Development.

That Council give first reading to Silvertip Area Structure Plan Bylaw Amendment 2024-40 – Block 9 Residential Development.

That Council give first reading to Revised Land Use Development Bylaw Amendment 2024-20 – Silvertip Block 9 Residential Development.

That Council schedule a single public hearing for Bylaws 2024-39, 2024-40, and 2024-20 for May 6, 2025.

EXECUTIVE SUMMARY

The proposed amendment is intended to change the land use district of a parcel at 300 Mountain Tranquility Gate (the southeast corner of Silvertip Road and Mountain Tranquility Gate) to accommodate a property boundary adjustment and amend provisions within the STR-2 Silvertip Comprehensive Residential District. The proposed amendment will also consolidate the land use designation on the parcel from Silvertip Golf Course DC District [20(Z)93DC & 14(Z)95DC] to STR-2 Silvertip Comprehensive Residential District. It also amends section 3.17.3.5 of the STR-2 land use district to increase the building height for Apartment Buildings, Townhouses, and Stacked Townhouses from 12.0 m (39.3 ft.) with an eaveline height maximum of 9.5 m (31.2 ft.) to 22.32 m (73.2 ft.) with a minimum 5:12 roof slope replacing the eaveline height regulation. The proposed development includes map amendments to the Municipal Development Plan and Silvertip Area Structure Plan to align with the change in land use.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Canmore Municipal Development Plan (Bylaw 2016-03) – passed by Council September 27, 2016
Silvertip Area Structure Plan – passed by Council October 9, 2007

DISCUSSION

Stone Creek Properties Inc. has applied for amendments to the Land Use Bylaw, Silvertip Area Structure Plan, and Municipal Development Plan. The intent of these amendments is to make specific regulation changes governing the maximum height of apartment buildings, townhouses, and stacked townhouses for the STR-2 Comprehensive Residential District and re-designate the subject property, shown in Figure 1, from the Silvertip Golf Course DC District [20(Z)93DC & 14(Z)95DC] and to the STR-2 Silvertip Comprehensive

Residential District. The amendments also seek to harmonize the land use designation of a parcel of land consolidated into the subject parcel, from the golf course lands. The lands that were consolidated are shown in orange within Figure 1 below.

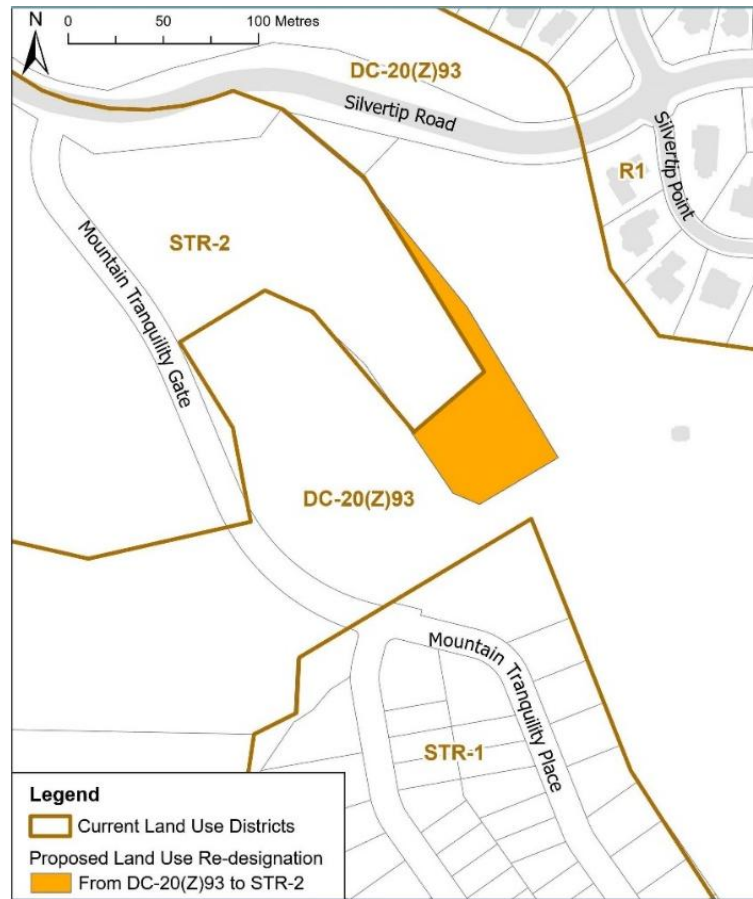


Figure 1: Subject Property showing Map Amendment to Land Use Bylaw

The text amendment to the STR-2 Silvertip Comprehensive Residential District of the Land Use Bylaw includes changes to section 3.17.3.5 to increase the maximum building height for apartment buildings, townhouses and stacked houses from 12.0m to 22.32m with a minimum 5:12 slope, and removing the 9.5 maximum eaveline height requirement. The increase in height would result in a change in building form from 3 storeys with a restrictive eaveline to approximately 5 storeys. The applicant notes that the 5:12 minimum roof slope is consistent with the intended look of residential buildings within the Silvertip Area Structure Plan, and the developer’s architectural guidelines.

The applicant’s primary justification for the change in height is to allow for a more efficient building design given the relatively steep slopes within Block 9, and to offer more variety in dwelling unit sizes to the Silvertip neighbourhood. The proposed increased height, coupled with underground parking (proposed for the apartment building) would also allow the developer to develop dwelling units within the expected densities of the Area Structure Plan, and retain more vegetation on site.

Presently, the applicant has plans to only develop the lot situated east Mountain Tranquility Gate, next to the golf course. Preliminary drawings for the site initially showed a four-storey apartment building 20.6 m in height, built at the entrance to the site at Mountain Tranquility Gate. The building would consist of 100

dwelling units, with 56 units less than 93 m² in size. The development would also have two levels of underground parking. The drawings also included four stacked townhouse dwellings varying between three and four storeys in height, however the developer has indicated that two storey dwelling units will be developed between the apartment building and the golf course. Site plans and proposed buildings will be conformed at the development permit stage, following Council's decision on these amendments.

Administration acknowledges that the applicant has requested a significant increase in building height. Given the sloping terrain on Block 9, administration is satisfied that the change in height will not impact views from nearby low density residential properties which have been developed at higher grade elevations. The removal of the eaveline height maximum will allow for greater flexibility for the developer to provide a design that has greater flexibility but still meets ASP architectural requirement. Further, Block 9 is a standalone area, and does not directly abut another residential area. The STR-2 district is limited to Block 9 only.

Administration notes that the various existing land use districts express one maximum height for low density dwellings (detached and duplex dwellings) and one for higher density development, where applicable. In this case, one building height is proposed for apartments, townhouses, and stacked townhouses, but it is unlikely that a townhouse or stacked townhouse would approach the proposed maximum height, unless there was a grade characteristic that needed to be accounted for. Administration is therefore in support of the proposed amendment to the land use bylaw.

The map amendment to the Land Use Bylaw (shown in Figure 1) accommodates the consolidation described previously in this report. The formal Land Use Bylaw Amendment (Bylaw 2024-20) is Attachment 3 to this report

The amendment to the Silvertip Area Structure Plan is to Map 7 Land Use and Unit Distribution. As shown in Figure 2, the map change is to remove the subject property from "Established Areas" to "Medium Density Residential". The Silvertip Area Structure Plan indicates the Established Areas includes the golf course, clubhouse, and ancillary facilities. This change adds the subject property to Medium Density Residential, which is the same as the rest of the lot. This portion of the Medium Density Residential area contemplates a minimum of 210 and maximum 285 residential units and will include a mix of duplexes, apartments, and townhomes with some single family. The change in land use does not affect the dwelling unit count as prescribed by the Silvertip Area Structure Plan. Therefore, Administration is in support of the Area Structure Plan amendment, as it mirrors the proposed map amendment to the Land Use Bylaw. The Area Structure Plan Amendment (Bylaw 2025-40) is Attachment 2 to this report.

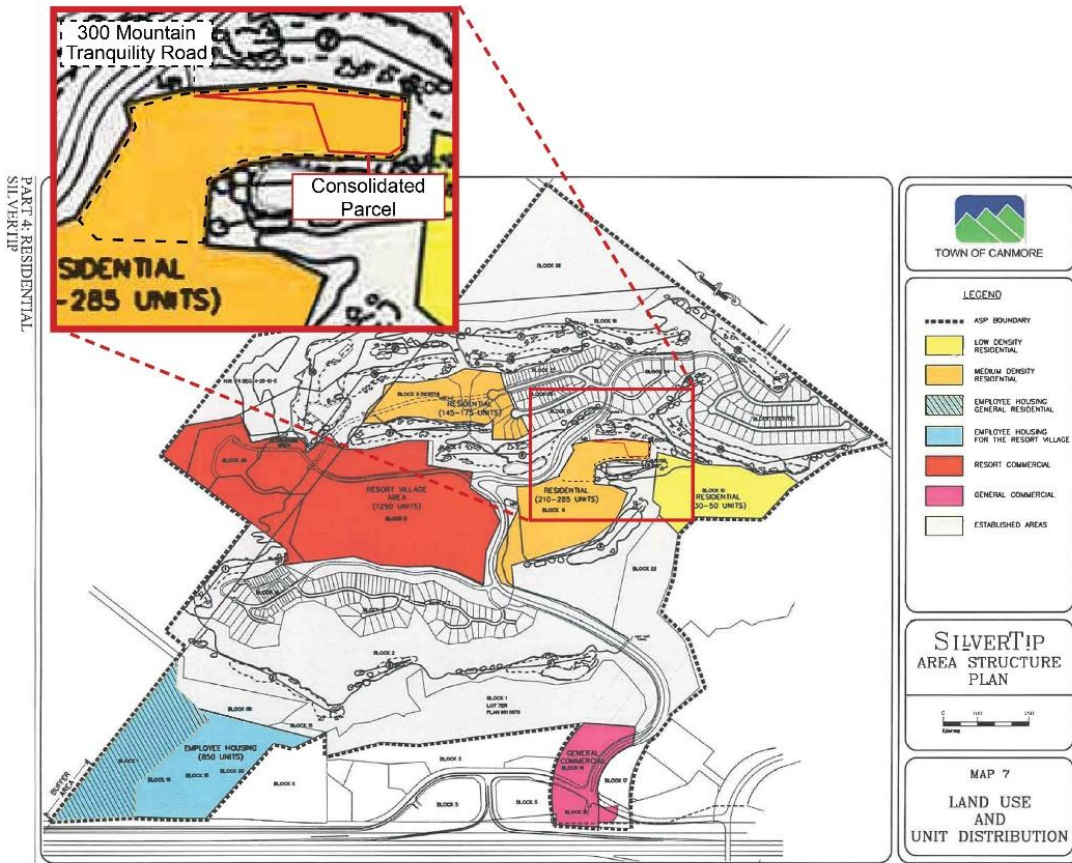


Figure 2: Silvertip Area Structure Plan Map 7 Proposed Change

The amendment to the Municipal Development Plan is to Map 2 Conceptual Land Use, shown in Figure 3, and changes the consolidated portion added to the subject property from “Private Recreation” to “Neighbourhood Residential”. The Private Recreation concept area is intended for commercial recreational and open space uses including golf courses. The Neighbourhood Residential concept area is intended to accommodate existing and future residential development. As the proposed amendment is to mirror the proposed map amendment to the Land Use Bylaw, Administration supports the proposed Municipal Development Plan amendment. The Municipal Development Plan Amendment (Bylaw 2024-39) is Attachment 1 to this report.

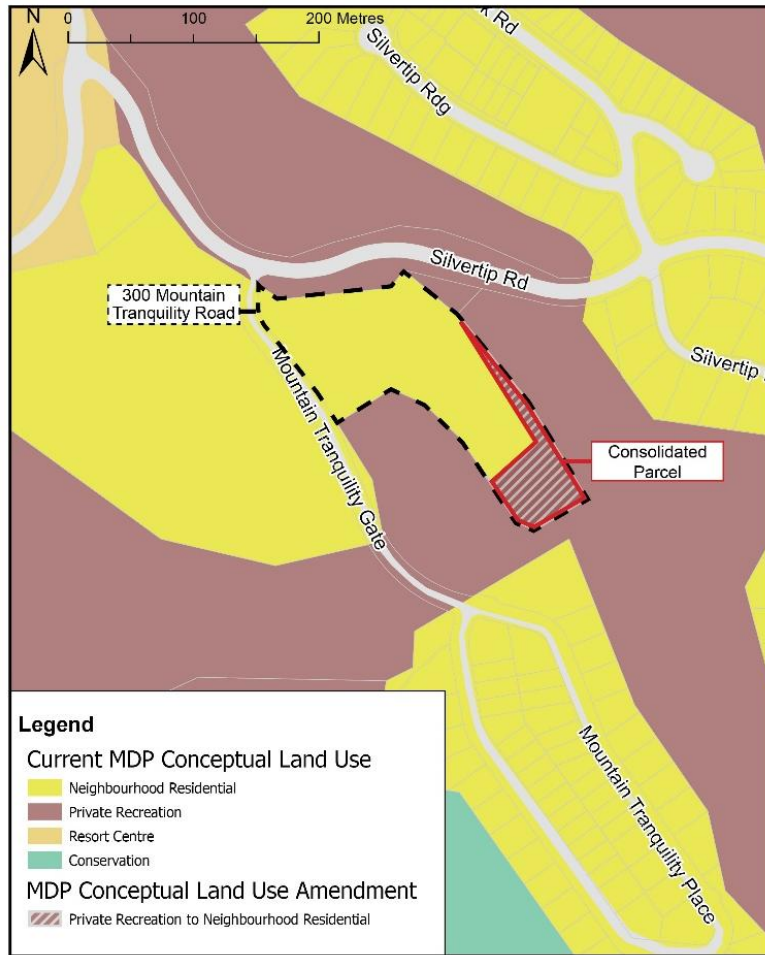


Figure 3: Municipal Development Plan Map 2 Proposed Change

ANALYSIS OF ALTERNATIVES

Council could choose to amend the Land Use Bylaw and limit the increased height maximum one or two of the three higher density uses within the STR-2 district. As an example, the amendment could apply to apartment buildings and stacked townhouses, but not townhouses. Administration notes that most of the existing land use districts do not differentiate between housing type and height, with the exception of the method of calculating height for low density residential. Administration supports the amendment as proposed.

FINANCIAL IMPACTS

There are no associated financial implications.

INTEREST HOLDER ENGAGEMENT

The applicant held a public information session on Wednesday December 18, 2024, at the Silvertip Resort. Approximately 30-35 people attended the event where boards were displayed and a live 3D visual model with proposed building massing to assist in understanding impacts to sightlines. Questions from the attendees focused on parking requirements, sightlines, population estimates, and increased residential development area.

Administration completed a circulation to landowners within 60m of the site and a notice of application was posted on the property. A summary of the feedback includes:

- **Residential Density:** Some residents expressed concern that the proposed amendments would result in an increase in residential density. Map 7 Land Use and Unit Distribution of the Silvertip Area Structure Plan limits the population density of the area referred to as ‘Block 9’ as providing a minimum of 210 residential units and a maximum of 285 residential units. This number would not change, but rather the boundaries of ‘Block 9’ would expand to increase the subject property.
- **Sightlines:** When referring to the proposed increase in building height, many residents were concerned of the impact future buildings would have on their sightlines, particularly those on Silvertip Point. The elevation of the subject property ranges from approximately 1435m to 1445m above sea level, and the properties that are on Silvertip Point range from 1460m to 1465m above sea level. This allows for an approximate change in elevation of 20m to 25m. The proposed maximum height increase to 22.32m would therefore have a minimal impact on sightlines for properties on Silvertip Point.

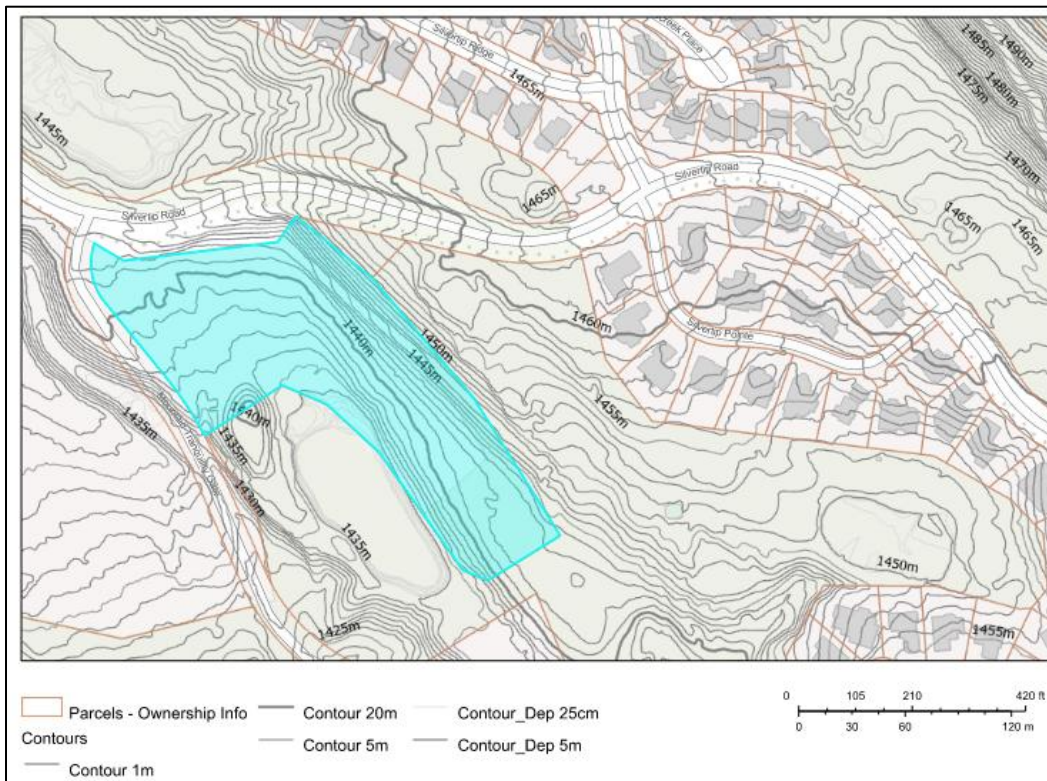


Figure 3: Contour Map of the Subject Property

- **Wildlife Corridor:** Some residents identified that the golf course serves as a wildlife corridor, particularly in winter. However, the nearest wildlife corridor is the Lower Silvertip Wildlife Corridor, located south of the site by over 150 metres. The area affected by these proposed amendments do not present a conflict with established wildlife corridors.

ATTACHMENTS

- 1) Town of Canmore Municipal Development Plan Amendment 2024-39
- 2) Silvertip Area Structure Plan Amendment 2024-40
- 3) Land Use Bylaw Amendment 2024-20
- 4) Revised Land Use Bylaw Amendment 2024-20 – Redline Excerpt

AUTHORIZATION

Submitted by:	Jennica Collette Development Planner	Date:	<u>March 5, 2025</u>
Approved by:	Harry Shnider, RPP, MCIP Manager of Planning and Development	Date	<u>March 5, 2025</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date:	<u>March 14, 2025</u>
Approved by:	Scott McKay Acting Chief Administrative Officer	Date:	<u>March 25, 2025</u>



BYLAW 2024-39

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
AMEND TOWN OF CANMORE MUNICIPAL DEVELOPMENT PLAN 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 “Municipal Development Plan Bylaw Amendment 2024-39 – Silvertip Block 9 Residential Development.”

INTERPRETATION

- 2 Words defined in Town of Canmore Municipal Development Plan Bylaw 2016-03 shall have the same meaning when used in this bylaw.

PROVISIONS

- 3 Town of Canmore Municipal Development Plan Bylaw 2016-03 is amended by this bylaw.
- 4 Map 2 Conceptual Land Use is amended by increasing the area of Neighbourhood Residential and decreasing the area of Private Recreation as seen in Schedule A.

ENACTMENT/TRANSITION

- 5 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 6 Schedule A forms part of this bylaw.
- 7 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:

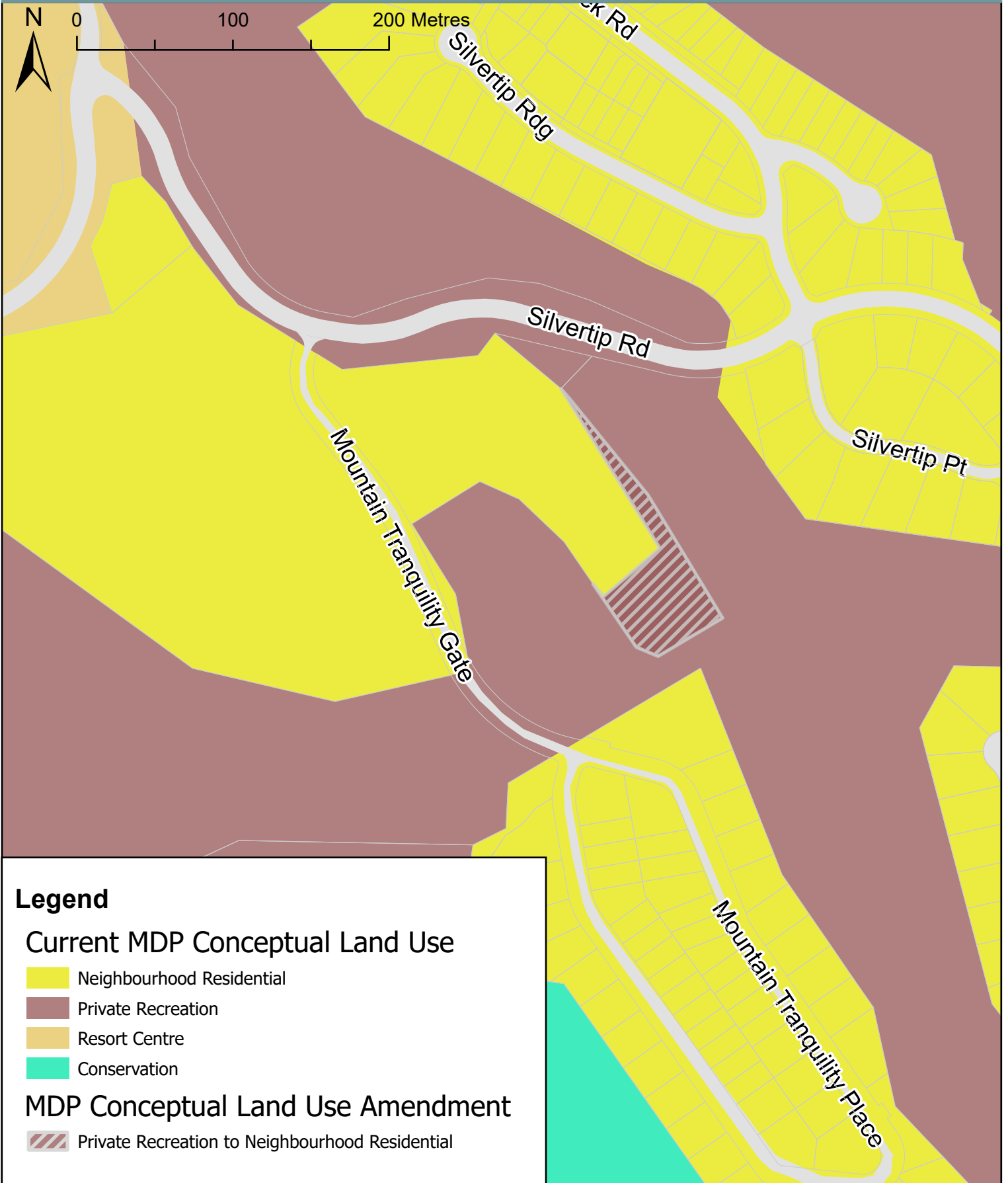
Sean Krausert
Mayor

Date

Cheryl Hyde
Manager, Municipal Clerk’s Office

Date

Schedule A: Bylaw 2024-39





BYLAW 2024-40

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
AMEND SILVERTIP AREA STRUCTURE PLAN BYLAW 38-2007**

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 “Silvertip Area Structure Plan Bylaw Amendment 2024-40 – Block 9 Residential Development”

INTERPRETATION

- 2 Words defined in Silvertip Area Structure Plan Bylaw 38-2007 shall have the same meaning when used in this bylaw.

PROVISIONS

- 3 Silvertip Area Structure Plan Bylaw 38-2007 is amended by this bylaw.
- 4 Strike out Map 7 “Land Use and Unit Distribution” and substitute Map 7 “Land Use and Unit Distribution” as seen in Schedule A.

ENACTMENT/TRANSITION

- 5 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 6 Schedule A forms part of this bylaw.
- 7 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:

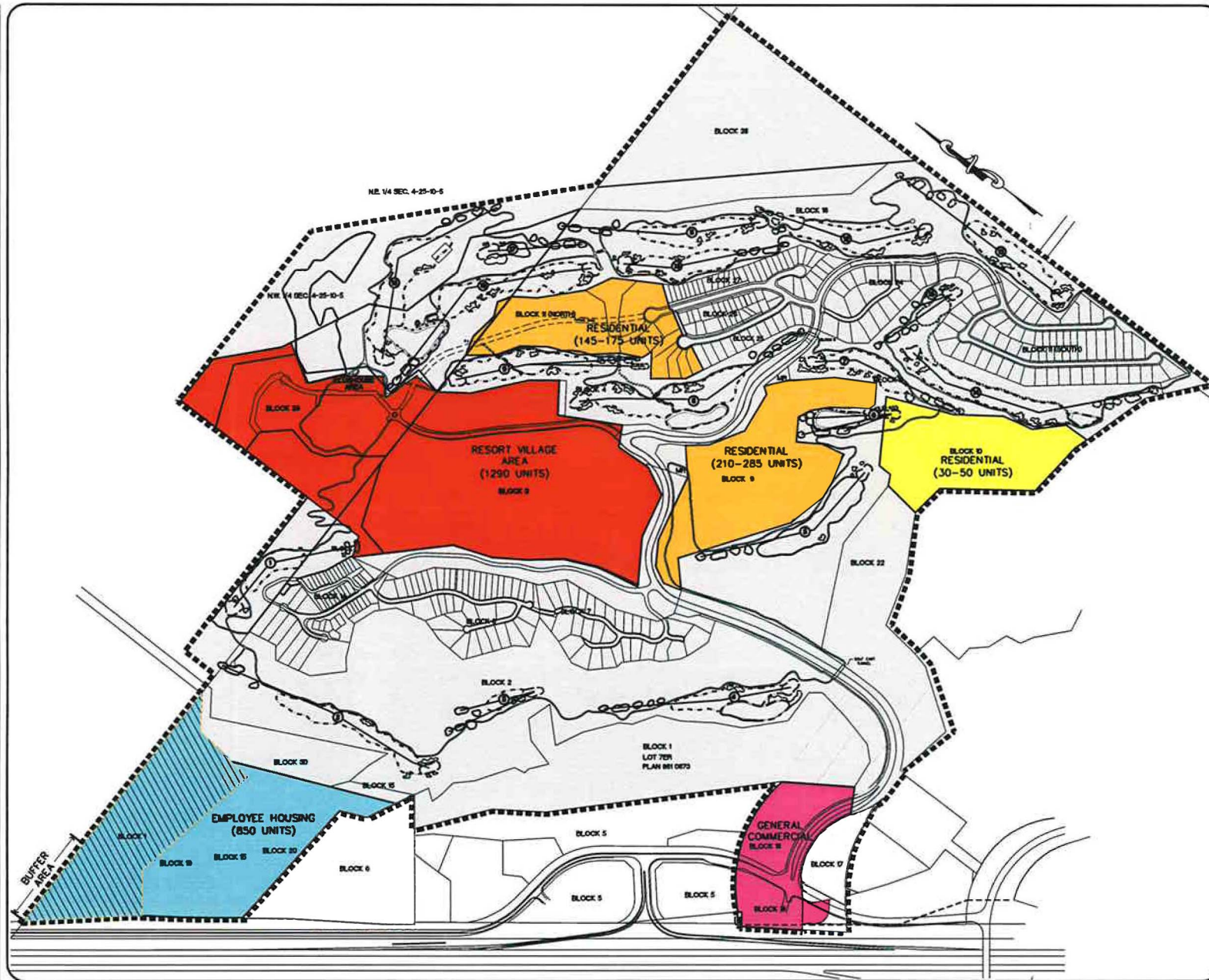
Sean Krausert
Mayor

Date

Cheryl Hyde
Manager, Municipal Clerk’s Office

Date

PART 4: RESIDENTIAL
SILVERTIP



TOWN OF CANMORE

LEGEND

- ASP BOUNDARY
- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- EMPLOYEE HOUSING GENERAL RESIDENTIAL
- EMPLOYEE HOUSING FOR THE RESORT VILLAGE
- RESORT COMMERCIAL
- GENERAL COMMERCIAL
- ESTABLISHED AREAS

SILVERTIP
AREA STRUCTURE
PLAN



MAP 7
LAND USE
AND
UNIT DISTRIBUTION



BYLAW 2024-20

**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 2024-20 – Silvertip Block 9 Residential Development.”

INTERPRETATION

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

PROVISIONS

- 3 Revised Land Use Bylaw 2018-22 is amended by this bylaw.
- 4 Section 3.17.3.5 is amended by striking out “12.0m not exceeding 9.5m at any eaveline.” and substituting “22.32m, with a minimum 5:12 slope.”
- 5 Section 3.17.3.5 is amended by adding “for basements or underground parking structures” after “and the ground elevation”

ENACTMENT/TRANSITION

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

FIRST READING:

PUBLIC HEARING:

SECOND READING:

THIRD READING:

Bylaw approved by: _____

Approved on behalf of the Town of Canmore:

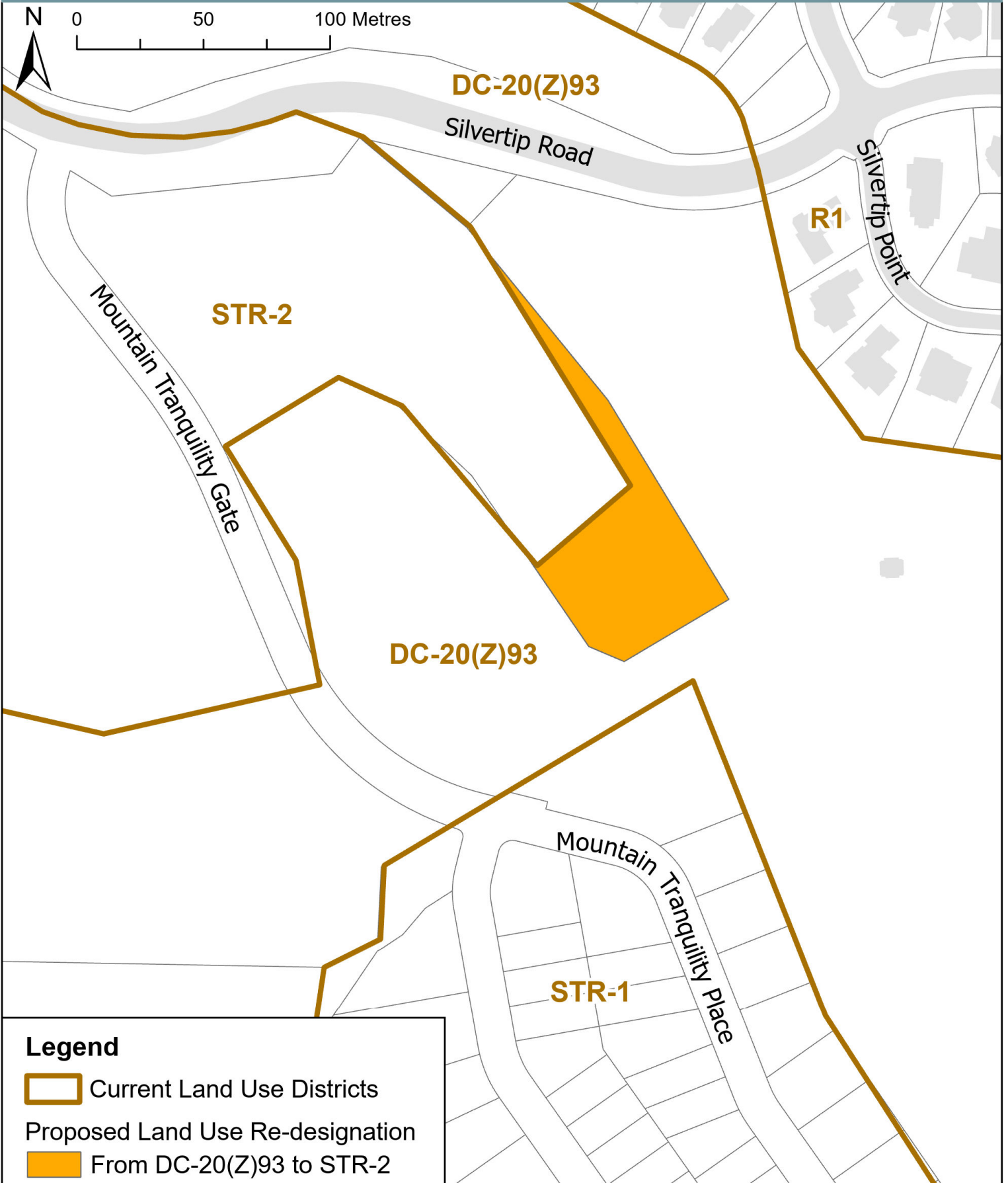
Sean Krausert
Mayor

Date

Cheryl Hyde
Manager, Municipal Clerk's Office

Date

Schedule A: Bylaw 2024-20



3.17 STR-2 SILVERTIP COMPREHENSIVE RESIDENTIAL DISTRICT

Purpose

To provide for comprehensive residential development, including a range of residential densities and a mix of housing types, and other compatible residential neighbourhood uses.

3.17.1 Permitted Uses

Accessory Building
Accessory Dwelling Unit, Attached
Accessory Dwelling Unit, Detached
Apartment Building
Detached Dwelling (with an Accessory Dwelling Unit)
Duplex Dwelling
Entry Level Housing
Entry Level Housing, Multi-Unit Residential
Home Occupation - Class 1
Open Space
Public Utility
Tourist Home
Townhouse
Townhouse, Stacked

3.17.2 Discretionary Uses

Administrative/Sales Office
Common Amenity Housing
Detached Dwelling
Logging Operation
Public Building

3.17.3 Regulations

- 3.17.3.1 The minimum front yard setback shall be 5.5 m.
- 3.17.3.2 The minimum side yard setback shall be 3.0 m. Where a common party wall has been constructed on a property line, the side yard setback shall be 0.0m. **[2023-18]**
- 3.17.3.3 The minimum rear yard setback shall be 5.5 m.
- 3.17.3.4 The maximum building height shall be as indicated on a development grading plan approved as part of a subdivision plan. In the absence of an approved development grading plan, the maximum building height for a Detached Dwelling and a Duplex Dwelling shall be 9.5 m, determined in accordance with Section 2, General Regulations. When the H_{max} formula is used, a building shall be a maximum of two (2) storeys plus a loft. When the envelope model is used, there is no maximum number of storeys.
- 3.17.3.5 The maximum building height for an Apartment Building, Townhouse, and Townhouse, Stacked development is ~~12.0 m~~ **22.32m, with a minimum 5:12 slope not exceeding 9.5 m at any eave line.** The building height shall be measured from the main floor of the apartment to the roof peak, with a maximum of up to 1.2 m allowed below the main floor and the ground elevation **for basements or underground parking structures.**

03 RESIDENTIAL LAND USE DISTRICTS

- 3.17.3.6 A minimum of 40% of the site area shall be landscaped.
- 3.17.3.7 The maximum site coverage for all Detached Dwelling and Duplex Dwelling developments shall be 40%.
- 3.17.3.8 The maximum site coverage for all Townhouse, Townhouse, Stacked, and Apartment Building developments shall be 45%.
- 3.17.3.9 The minimum driveway length shall be 6.0 m.

3.17.4 Entry Level Housing Units

- 3.17.4.1 A minimum proportion of 25% of all residential Dwelling Units approved and constructed within this district as part of any subdivision application approved by the Town of Canmore, shall be Entry Level Housing units, as defined by the Town of Canmore. Entry Level Housing units shall be included in the total maximum residential unit count described in the Silvertip ASP. However, where Entry Level units are accepted by the Town as PAH units, such units shall be exempted from the maximum residential units allowed for in the Silvertip ASP.
- 3.17.4.2 Within Lot 3, Block 9, Plan 041 1061, the number of Entry Level Housing units to be provided shall be determined at the time of a subdivision application for Lot 3, Block 9, Plan 041 1061, pursuant to Subsection 3.17.4.1 of this Bylaw.
- 3.17.4.3 In addition to those Entry Level Housing units required by Subsection 3.17.4.1 of this Bylaw, the required Entry Level Housing units deferred by approval from the Town of Canmore from Lot 1, Block 10, Plan 041 1061 shall be provided within this land use district within Lot 3, Block 9, Plan 041 1061.
- 3.17.4.4 Entry Level Housing units shall meet the following criteria as a minimum, or such alternate criteria as defined by the Town of Canmore:
 - a. Detached Dwelling with an Accessory Dwelling Unit, Attached [2020-16]
 - i. Unless otherwise specified herein, Entry Level Housing shall meet the requirements of the R1-B or R1-BE land use districts of this Bylaw;
 - ii. The average lot width within the entry level portion of the subdivision shall be no more than 13.0 m;
 - iii. Lots will be offered for sale for a selling period of 45 days to local residents of Canmore to criteria established in consultation with the Town of Canmore at the time of the review or approval of a tentative plan of subdivision by the Town;
 - iv. The sale of lots shall be accompanied by a commitment to build within six (6) months of a lot sale;
 - v. Entry level Detached Dwelling units shall comprise a primary unit of no more than 130 m² of GFA, and an Accessory Dwelling Unit, Attached of no more than 84 m² of GFA. The Accessory Dwelling Unit, Attached shall be constructed at the same time as the Detached Dwelling. [2020-16]
 - b. Entry Level Housing, Multi-Unit Residential
 - i. Multi-Unit Residential Entry Level Housing units approved by the Town of Canmore shall have a GFA of no less than 28 m² and no more than 93 m².

- ii. At the discretion of the Town, the Entry Level Housing units required to be provided as part of the development within Lot 3, Block 9, Plan 041 1061, may be deferred to another parcel or parcels outside of this land use district.
- iii. Any of the Entry Level Housing units required to be constructed within Lot 3, Block 9, Plan 041 1061, that have been deferred from Lot 1, Block 10, Plan 041 1061, may not be deferred pursuant to clause b(ii), above.
- iv. If Entry Level Housing units are deferred by approval of the Town of Canmore, these units should be deferred to the Employee Housing lands outlined in the Silvertip ASP.



Request for Decision

DATE OF MEETING: April 1, 2025 **AGENDA #:** G 3

TO: Council

SUBJECT: 2025 Borrowing Bylaws

SUBMITTED BY: Chelsey Gibbons, Manager of Finance

RECOMMENDATION: That Council give second reading to Borrowing Bylaw 2025-10 for Ladder Truck Replacement.

That Council give third reading to Borrowing Bylaw 2025-10 for Ladder Truck Replacement.

That Council give second reading to Borrowing Bylaw 2025-11 for Snow Management Facility.

That Council give third reading to Borrowing Bylaw 2025-11 for Snow Management Facility

That Council give second reading to Borrowing Bylaw 2025-12 for WTP 1-Chlorine Gas Upgrade.

That Council give third reading to Borrowing Bylaw 2025-12 for WTP 1-Chlorine Gas Upgrade.

EXECUTIVE SUMMARY

Borrowing Bylaws 2025-10 for Ladder Truck Replacement, 2025-11 for Snow Management Facility, and 2025-12 for WTP 1-Chlorine Gas Upgrade received first reading on March 4, 2025 and was advertised in the Rocky Mountain Outlook for two weeks.

Administration's analysis on this matter was presented at first reading of this bylaw. Please see Attachment 1 for the Request for Decision and related attachments presented at first reading.

ATTACHMENTS

- 1) RFD and attachments from the March 4, 2025 council meeting.

AUTHORIZATION

Approved by: Scott McKay
Acting Chief Administrative Officer Date March 24, 2025



Request for Decision

DATE OF MEETING: March 4, 2025 **Agenda #:** G 3

TO: Council

SUBJECT: 2025 Borrowing Bylaws

SUBMITTED BY: Chelsey Gibbons, Manager of Finance

RECOMMENDATIONS:

That Council give first reading to Borrowing Bylaw 2025-10 for Ladder Truck Replacement.

That Council give first reading to Borrowing Bylaw 2025-11 for Snow Management Facility.

That Council give first reading to Borrowing Bylaw 2025-12 for WTP 1 - Chlorine Gas Upgrade.

EXECUTIVE SUMMARY

As part of the 2025 budget, Council approved several capital projects that have debt financing as a source of funding. These were the Ladder Truck Replacement, Snow Management Facility, and WTP 1 – Chlorine Gas Upgrade projects.

The borrowing terms recommended for all the approved projects will exceed five years, therefore the proposed bylaws must be advertised between first and second readings for a period of two consecutive weeks followed by a fifteen-day petition period.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

- 2025-2026 Budget Process and Approval at the February 11, 2025 Special Council Meeting
- Government of Alberta Loan to Local Authorities Debenture Approval Process

DISCUSSION

The **Ladder Truck Replacement** project was approved by Council in the amount of \$3,100,000 with **\$1,500,000** in debenture financing, \$1,000,000 in allocated grant funding, and \$600,000 from the Asset Replacement/Rehabilitation Reserve. The project is to research, specify and procure a replacement for the 2003 Bronto Tower truck (Tower 1).

The **Snow Management Facility** project was approved by Council in the amount of \$3,000,000 with **\$1,500,000** in debenture financing, \$1,000,000 in allocated grant funding and \$500,000 from the General Municipal Capital Reserve. The project is to develop a snow management facility(s) for processing snow and street sweepings removed from roadways in a compliant manner.

The **WTP 1 – Chlorine Gas Upgrade** project was approved by Council in the amount of \$1,100,000 with **\$900,000** in debenture financing and \$200,000 from the Water Utility Reserve. This project will upgrade the chlorine handling and delivery system.

When a borrowing bylaw is approved, it ensures compliance with the Municipal Government Act and the Government of Alberta's lending policy, thus allowing the debenture borrowing to proceed. The projects cannot commence until the borrowing bylaws are approved by Council and valid. The debenture is not drawn until actual expenditures warrant the need for debt funding. Depending on the timing of projects, the actual debenture could be drawn in a subsequent year.

The debenture bylaw approval process has set timelines. To ensure a valid borrowing bylaw, the following process is being followed.

- **March 4th** – Bylaw First Reading
- **March 6th** – Advertised (week 1)
- **March 13th** – Advertised (week 2)
- **March 28th** – 15-day petition period deadline
- **April 1st** – Bylaw Second and Third Readings
- **May 1st** – Valid bylaw (if no application is made to Court of King's Bench)

ANALYSIS OF ALTERNATIVES

Rather than fund a portion of the project through debt financing, Council could direct Administration to fund the work through another funding source, such as reserve balances. This is not recommended as the costs of servicing the debt are matched with the use of that asset/facility, and careful consideration of projects and available funding sources was already completed as part of the recent capital budgeting process.

FINANCIAL IMPACTS

The Government of Alberta provides eligible local authorities with financing for capital projects and the loan terms allow for 3 – 30-year amortization, depending on asset life. While the useful life of these projects is expected to be longer, Administration does not recommend borrowing to the maximum allowable term and is instead recommending a term of 15 years for each of the three project debentures. The Loan to Local Authorities Indicative Interest Rate as of January 15, 2025, was 4.92% for a 15-year term, which will change depending on market rates at the time of the actual debenture draw.

INTEREST HOLDER ENGAGEMENT

N/A

ATTACHMENTS

- 1) Borrowing Bylaw 2025-10 Ladder Truck Replacement
- 2) Borrowing Bylaw 2025-11 Snow Management Facility
- 3) Borrowing Bylaw 2025-12 WTP 1 Chlorine Gas Upgrade

AUTHORIZATION

Submitted by:	Chelsey Gibbons Manager of Finance	Date: <u>February 12, 2025</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>February 24, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>February 24, 2025</u>

RFED Submitted
March 4, 2025



BYLAW 2025-10

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF UP TO \$1,500,000 FOR THE PURPOSE OF FINANCING A LADDER TRUCK REPLACEMENT

WHEREAS

The Council of the Town of Canmore has decided to issue a bylaw pursuant to the *Municipal Government Act* to authorize the financing, undertaking and completion of the capital project – Ladder Truck Replacement;

Plans and project details have been prepared and the total budget of the project is \$3,100,000. The project will be funded through a combination of debentures, grants and reserve. The Town of Canmore estimates the following contributions will be applied to the project:

Debentures	\$1,500,000
Grant Funding	1,000,000
Asset Replacement/Rehabilitation Reserve	600,000
 Total Cost	 \$3,100,000

In order to complete the project, it will be necessary for the Town of Canmore to borrow the sum of one million five hundred thousand (\$1,500,000) dollars for a period not to exceed fifteen (15) years, from the Government of Alberta, or another authorized financial institution by the issuance of debentures and on the terms and conditions referred to in this bylaw;

The estimated lifetime of the project financed under this bylaw is equal to or in excess of the fifteen (15) years;

The principal amount of the outstanding debt of the Town of Canmore on December 31, 2023, is \$37,312,622 and no part of the principal or interest is in arrears;

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Government of Alberta;

NOW THEREFORE the Council of the Town of Canmore, duly assembled, enacts as follows:

TITLE

- 1 This bylaw shall be known as “Borrowing Bylaw 2025-10 Ladder Truck Replacement”

PROVISIONS

- 2 That for the purpose of obtaining the Ladder Truck Replacement, the sum of one million five hundred thousand (\$1,500,000) dollars be borrowed from the Government of Alberta or another authorized financial institution by way of debenture on the credit and security of the Town of

Bylaw approved by: _____

Page 1 of 2

Canmore at large, of which amount the full sum of \$1,500,000 is to be paid by the Town of Canmore at large.

- 3 The proper officers of the Town of Canmore are hereby authorized to issue debenture on behalf of the Town of Canmore for the amount and purpose as authorized by this bylaw, namely the Ladder Truck Replacement
- 4 The Town of Canmore shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed fifteen (15) years calculated at a rate not exceeding the interest rate fixed by the Government of Alberta or another authorized financial institution on the date of borrowing and not to exceed ten (10.0) percent.
- 5 The Town of Canmore shall levy and raise municipal taxes, user fees and/or utility rates sufficiently to pay the indebtedness.
- 6 The indebtedness shall be contracted on the credit and security of the Town of Canmore.
- 7 The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

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 effect 30 days after the date of its final passing, provided no appeals are filed.

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: _____



BYLAW 2025-11

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF UP TO \$1,500,000 FOR THE PURPOSE OF FINANCING THE DEVELOPMENT OF A SNOW MANAGEMENT FACILITY

WHEREAS

The Council of the Town of Canmore has decided to issue a bylaw pursuant to the *Municipal Government Act* to authorize the financing, undertaking and completion of the capital project – Snow Management Facility;

Plans and project details have been prepared and the total budget of the project is \$3,000,000. The project will be funded through a combination of debentures, grant funding and reserve. The Town of Canmore estimates the following contributions will be applied to the project:

Debentures	\$1,500,000
Grant Funding	1,000,000
General Municipal Capital Reserve	500,000
 Total Cost	 \$3,000,000

In order to complete the project, it will be necessary for the Town of Canmore to borrow the sum of one million five hundred thousand (\$1,500,000) dollars for a period not to exceed fifteen (15) years, from the Government of Alberta, or another authorized financial institution by the issuance of debentures and on the terms and conditions referred to in this bylaw;

The estimated lifetime of the project financed under this bylaw is equal to or in excess of the fifteen (15) years;

The principal amount of the outstanding debt of the Town of Canmore on December 31, 2023, is \$37,312,622 and no part of the principal or interest is in arrears;

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Government of Alberta;

NOW THEREFORE the Council of the Town of Canmore, duly assembled, enacts as follows:

TITLE

- 1 This bylaw shall be known as “Borrowing Bylaw 2025-11 Snow Management Facility.”

PROVISIONS

- 2 That for the purpose of developing the Snow Management Facility, the sum of one million five hundred thousand (\$1,500,000) dollars be borrowed from the Government of Alberta or another authorized financial institution by way of debenture on the credit and security of the Town of

Bylaw approved by: _____

Page 1 of 2

Canmore at large, of which amount the full sum of \$1,500,000 is to be paid by the Town of Canmore at large.

- 3 The proper officers of the Town of Canmore are hereby authorized to issue debenture on behalf of the Town of Canmore for the amount and purpose as authorized by this bylaw, namely the Snow Management Facility.
- 4 The Town of Canmore shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed fifteen (15) years calculated at a rate not exceeding the interest rate fixed by the Government of Alberta or another authorized financial institution on the date of borrowing and not to exceed ten (10.0) percent.
- 5 The Town of Canmore shall levy and raise municipal taxes, user fees and/or utility rates sufficiently to pay the indebtedness.
- 6 The indebtedness shall be contracted on the credit and security of the Town of Canmore.
- 7 The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

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 effect 30 days after the date of its final passing, provided no appeals are filed.

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: _____



BYLAW 2025-12

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF UP TO \$900,000 FOR THE PURPOSE OF FINANCING WTP 1 – CHLORINE GAS UPGRADE

WHEREAS

The Council of the Town of Canmore has decided to issue a bylaw pursuant to the *Municipal Government Act* to authorize the financing, undertaking and completion of the capital project – WTP 1 – Chlorine Gas Upgrade;

Plans and project details have been prepared and the total budget of the project is \$1,100,000. The project will be funded through a combination of debentures and reserve. The Town of Canmore estimates the following contributions will be applied to the project:

Debentures	\$900,000
Water Utility Reserve	200,000
 Total Cost	 \$1,100,000

In order to complete the project, it will be necessary for the Town of Canmore to borrow the sum of nine hundred thousand (\$900,000) dollars for a period not to exceed fifteen (15) years, from the Government of Alberta, or another authorized financial institution by the issuance of debentures and on the terms and conditions referred to in this bylaw;

The estimated lifetime of the project financed under this bylaw is equal to or in excess of the fifteen (15) years;

The principal amount of the outstanding debt of the Town of Canmore on December 31, 2023, is \$37,312,622 and no part of the principal or interest is in arrears;

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Government of Alberta;

NOW THEREFORE the Council of the Town of Canmore, duly assembled, enacts as follows:

TITLE

- 1 This bylaw shall be known as “Borrowing Bylaw 2025-12 WTP 1 – Chlorine Gas Upgrade.”

PROVISIONS

- 2 That for the purpose of completing the WTP 1 – Chlorine Gas Upgrade, the sum of nine hundred thousand (\$900,000) dollars be borrowed from the Government of Alberta or another authorized

Bylaw approved by: _____

Page 1 of 2

financial institution by way of debenture on the credit and security of the Town of Canmore at large, of which amount the full sum of \$900,000 is to be paid by the Town of Canmore at large.

- 3 The proper officers of the Town of Canmore are hereby authorized to issue debenture on behalf of the Town of Canmore for the amount and purpose as authorized by this bylaw, namely the WTP 1 – Chlorine Gas Upgrade.
- 4 The Town of Canmore shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed fifteen (15) years calculated at a rate not exceeding the interest rate fixed by the Government of Alberta or another authorized financial institution on the date of borrowing and not to exceed ten (10.0) percent.
- 5 The Town of Canmore shall levy and raise municipal taxes, user fees and/or utility rates sufficiently to pay the indebtedness.
- 6 The indebtedness shall be contracted on the credit and security of the Town of Canmore.
- 7 The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

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 effect 30 days after the date of its final passing, provided no appeals are filed.

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: April 1, 2025 **AGENDA #:** G 4

TO: Council

SUBJECT: Procedural Bylaw Amendment and Council Code of Conduct Bylaw Amendments – Conflict of Interest

SUBMITTED BY: Cheryl Hyde, Manager of Municipal Clerks Office

RECOMMENDATION:

That Council give first reading to Procedural Bylaw Amendment 2025-16 – Conflict of Interest.

That Council give second reading to Procedural Bylaw Amendment 2025-16 – Conflict of Interest.

That Council give leave to go to third reading of Procedural Bylaw Amendment 2025-16 – Conflict of Interest.

That Council give third reading to Procedural Bylaw Amendment 2025-16 – Conflict of Interest.

That Council give first reading to Council Code of Conduct Bylaw Amendment 2025-17 – Conflict of Interest.

That Council give second reading to Council Code of Conduct Bylaw Amendment 2025-17 – Conflict of Interest.

That Council give leave to go to third reading of Council Code of Conduct Bylaw Amendment 2025-17 – Conflict of Interest.

That Council give third reading to Council Code of Conduct Bylaw Amendment 2025-17 – Conflict of Interest.

EXECUTIVE SUMMARY

The Council Code of Conduct Bylaw should be amended for consistency with new provisions in the Municipal Government Act respecting conflict of interest and perceived conflict of interest. Council has also indicated a wish to consider amendments to the Procedural Bylaw that address the same new provisions.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Council Code of Conduct Bylaw 2024-26, approved on October 1, 2024, contains provisions that are no longer consistent with conflict of interest provisions in the MGA.

Procedural Bylaw 2018-01, current as of June 8, 2023, could be amended to include procedures for disclosing conflict of interest and perceived conflict of interest at council meetings.

In February 2025, Council attended a workshop to learn about the new conflict of interest provisions. There was discussion about the subjective nature of the provision potentially causing members of council to disclose conflicts in error or to disclose a conflict only to avoid voting on a certain matter, and questions around if and how members of council could challenge a disclosure. There were also questions around a mechanism for a member of council to address lack of disclosure when they believe another councillor may have a conflict or perceived conflict. Administration was asked to bring recommended amendments to a Council meeting where Council could make resolutions and provide direction.

DISCUSSION

Conflict of Interest in the Municipal Government Act

On October 31, 2024, the Municipal Affairs Statutes Amendment Act amended the Municipal Government Act (MGA) to add conflict of interest provisions to the existing pecuniary interest provisions. The difference between the two is shown below:

Pecuniary interest and conflict of interest

170(1) Subject to subsection (3), a councillor has

(a) a pecuniary interest in a matter if

(i) the matter could monetarily affect the councillor or an employer of the councillor, or

(ii) the councillor knows or should know that the matter could monetarily affect the councillor's family,

and

(b) a conflict of interest in a matter if

(i) the matter could affect a private interest of the councillor or an employer of the councillor, or

(ii) the councillor knows or should know that the matter could affect a private interest of the councillor's family.

If a council member has a pecuniary interest in a matter before council, they must disclose the general nature of the matter, abstain from discussion and voting, and leave the council chamber during discussion and voting.

The provisions addressing conflict of interest and perceived conflict of interest are more subjective. The council member must believe they have a conflict or perceived conflict and have choices about how they address it.

Disclosure of conflict of interest or perceived conflict of interest

172.1(1) When a councillor believes the councillor may have a conflict of interest or perceived conflict of interest in a matter before the council, a council committee or any other body to which the councillor is appointed as a representative of the council, the councillor may disclose the general nature of the conflict of interest or perceived conflict of interest prior to or during any discussion of the matter.

- (2) If a councillor discloses a conflict of interest or perceived conflict of interest under subsection (1), the councillor may, if present, do any one or more of the following:
- (a) abstain from voting on any question relating to the matter;
 - (b) abstain from any discussion of the matter;
 - (c) leave the room in which the meeting is being held until discussion and voting on the matter are concluded.
- (3) The disclosure of a councillor's conflict of interest or perceived conflict of interest under subsection (1) and the abstention of a councillor under subsection (2) must be recorded in the minutes of the meeting.

Section 172.2 of the MGA further sets out a councillor cannot be disqualified under the MGA or found in breach of the Council Code of Conduct Bylaw for a decision to take or not take any actions ins 172.1(2) above.

Procedural Bylaw Amendments

Section 145 of the MGA authorizes Council to establish their own procedures, so Council can choose to add a conflict of interest disclosure process to the Procedural Bylaw as long as it doesn't conflict with any provisions in the MGA. One idea at the workshop was to provide council members with the opportunity to challenge a council member's decision around disclosure through a motion directing the council member to reconsider a disclosure they just made or consider making a disclosure that they haven't made. This is the approach that is set out in the attached Procedural Bylaw amending bylaw.

Allowing Council to make motions respecting a council member's disclosure or lack of disclosure will allow other councillors to speak to the matter with the goal of convincing the council member to reconsider their decision and will provide a record in the meeting minutes of whether or not a majority supports the council member's decision. The council member who is the subject of the motion is still authorized by MGA section 172 to act as they see fit, so even if a motion to reconsider a disclosure or consider a new one is successful, the member is not obligated to take this action.

Council Code of Conduct Bylaw Amendments

Prior to October 2024, the MGA did not address conflicts of interest that are not pecuniary. Because these types of conflict and perceived conflict still affect council members, Council addressed the matter in the Council Code of Conduct Bylaw. The attached Council Code of Conduct Bylaw amendment repeals the provisions for conflict of interest complaints because the MGA now provides councillors with discretion on whether or not to disclose conflicts and participate in a matter, and prohibits these decisions of the councillor from being considered in a finding of breach of the Code of Conduct. .

ANALYSIS OF ALTERNATIVES

Procedural Bylaw Amendments

1. An alternative for Council to consider is to set out requirements for disclosure as set out in section 74.1, but to allow for Council discussion without making any motions. The motion for this alternative is suggested as follows:

“That Council amend Bylaw 2025-16 section 4 by striking out sections 74.2, 74.3, and 74.4 and substituting the following:

74.2 When a Member discloses a conflict of interest or perceived conflict of interest, any other Member may ask questions about the disclosure and/or provide evidence consistent with section 74.1(a), (b) and (c) that the conflict or perceived conflict does not exist.”

74.3 When a Member believes another Member has a conflict of interest or perceived conflict of interest that they have not disclosed, that Member may, during debate on the matter in question, provide evidence of the conflict or perceived conflict consistent with section 74.1(a), (b) and (c).”

74.4 Notwithstanding any discussion resulting from sections 74.2 and 74.3, Members must act in accordance with the provisions of the Municipal Government Act.”

Providing an opportunity for discussions will allow other councillors to speak to the matter with the goal of convincing the council member to reconsider their decision but will not result in a record in the meeting minutes of whether or not a majority supports the council member’s decision.

2. Council may also choose not to make any amendments to the Procedural Bylaw. While Council is authorized to set procedures, there is no requirement to do so. So far there are no other municipalities in Alberta who have addressed conflict of interest procedures in their procedural bylaw.

Council Code of Conduct Bylaw Amendments

An alternative for dealing with the Code of Conduct is to allow complaints for non-pecuniary conflicts of interests, knowing that there will be no investigation findings or sanctions unless there is another offense under the Code in addition to the type of conflicts covered by the MGA. This was not recommended as it could be complicated to understand and manage.

FINANCIAL IMPACTS

None.

INTEREST HOLDER ENGAGEMENT

As mentioned earlier, recommendations to amend the Procedural Bylaw are a result of discussions that occurred at a council workshop.

ATTACHMENTS

- 1) Procedural Bylaw Amendment 2025-16 – Conflict of Interest
- 2) Procedural Bylaw 2018-01 REDLINE
- 3) Council Code of Conduct Bylaw Amendment 2025-17 – Conflict of Interest
- 4) Council Code of Conduct Bylaw 2024-26 REDLINE

AUTHORIZATION

Submitted by: Cheryl Hyde
Manager of Municipal Clerks Office Date: March 10, 2025

Approved by: Adam Driedzic
Town Solicitor Date: March 10, 2025

Approved by: Dustin Schinbein
GM of Corporate Services Date: March 12, 2025

Approved by: Scott McKay
Acting Chief Administrative Officer Date: March 25, 2025



BYLAW 2025-16

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO AMEND PROCEDURAL BYLAW 2018-01

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 “Procedural Bylaw Amendment 2025-16 – Conflict of Interest.”

INTERPRETATION

- 2 Words defined in Bylaw 2018-01 shall have the same meaning when used in this bylaw.

PROVISIONS

- 3 Bylaw 2018-01 is amended by this bylaw.
- 4 The following sections are added after section 74:

CONFLICT OF INTEREST

74.1 Any Member who discloses a conflict of interest or perceived conflict of interest must, when disclosing the general nature of the conflict or perceived conflict,

- a) identify the person or employer whose private interest could be affected pursuant to section 170(1)(b) of the Municipal Government Act,
- b) disclose the nature of the affected person’s private interest pursuant to section 170(2)(b) of the Municipal Government Act, and
- c) disclose any consideration of exceptions to conflict of interest as set out in section 170(3) of the Municipal Government Act that were considered, if applicable.

74.2 When a Member discloses a conflict of interest or perceived conflict of interest, any other Member may make a motion that Council direct the Member who disclosed to reconsider their decision; this motion must include at least one question or challenge of the Member’s disclosure under section 74.1(a), (b), and (c).

74.3 When a Member believes another Member has a conflict of interest or perceived conflict of interest that they have not disclosed, that Member may make a motion that Council direct the Member with the suspected conflict to consider to their decision not to disclose; this motion must disclose the general nature of the suspected conflict or perceived conflict as set out in section 74.1(a), (b), and (c).

74.4 A Member who is the subject of a successful motion under section 74.2. or 74.3 may choose to reconsider their disclosure but is not obligated to take any action.

ENACTMENT/TRANSITION

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

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

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Manager of Municipal Clerks Office

Date



BYLAW 2018-01 REDLINE for Council Meeting
Office Consolidation Current as of June 8, 2023

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA,
 TO ESTABLISH PROCEDURES AND CONDUCT OF COUNCIL
 AND MEMBERS OF COUNCIL**

WHEREAS the Municipal Government Act authorizes council to pass bylaws respecting the procedures and conduct of council and council Members,

NOW THEREFORE 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 “Procedural Bylaw 2018-01.”

INTERPRETATION

- 2 The following words and phrases mean:
 - a) “Agenda” means the order of items of business for a meeting and the associated reports, bylaws, and other documents;
 - b) “Agenda Review Committee” means a committee consisting of the mayor, the deputy mayor, and the chief administrative officer;
 - c) “Committee of the Whole” means a committee consisting of all Members of council;
 - d) “Finance Committee” means the committee established by *Finance Committee Bylaw 2016-19* as amended;
 - e) “Member” means an elected member of council;
 - f) “Presiding Officer” means the mayor; or, in the absence of the mayor, the deputy mayor; or in the absence of both the mayor and deputy mayor, the Member chosen by resolution of council;
 - g) “Regular Meeting” means a council meeting scheduled at the annual organizational meeting;
 - h) “Two-Thirds Vote” means a favourable vote made by five of seven, four of six, three of five and three of four Members;
 - i) “Social Media” means websites and applications that enable users to create and share content or to participate in social networking.

- 3 The precedence of rules governing council's procedures is:
 - a) the *Municipal Government Act*,
 - b) other provincial legislation,
 - c) this bylaw, and
 - d) the current edition of *Robert's Rules of Order and Parliamentary Procedure*.
- 4 Where a bylaw references a Town staff position, department or council committee, the reference is deemed to be to the current name that the staff position, department or committee is known by.
- 5 This bylaw applies to Regular Meetings, special meetings, annual organizational meetings, Committee of the Whole meetings, and Finance Committee meetings.

MEETINGS

- 6 The business of the annual organizational meeting shall include
 - a) the schedule of Regular Meetings,
 - b) the schedule of Committee of the Whole meetings,
 - c) the roster of deputy mayor appointments, and
 - d) the appointment of Members and public representatives to council committees and external agencies.

2022-04
- 7 If a Regular Meeting or Committee of the Whole meeting is scheduled to occur on a statutory holiday, that meeting shall be rescheduled or cancelled.

2022-04
- 8 When a special meeting is called, notice of the special meeting is deemed to have been given to the public
 - a) when the time, date, location, and purpose of the meeting has been advertised at least once in the week preceding the meeting in a local newspaper, or
 - b) where advertising in a local paper is not possible, when a notice that specifies the time, date, location, and purpose of the meeting has been posted for at least twenty-four hours on the front door of the Civic Centre and on the Town's website and Social Media.
- 9 Meetings governed by this bylaw shall not exceed nine hours in length unless the Members present unanimously consent to an extension. If an extension is not approved, any remaining Agenda items shall be considered at the next regularly scheduled meeting or at a meeting called specially to complete the business.

2019-08, 2022-04

- 10 The Presiding Officer shall call a recess every two hours, or as near as is practical, unless the Members present unanimously agree to reschedule or cancel the recess.

2019-08

QUORUM

- 11 If quorum, as defined in the *Municipal Government Act*, is not present within fifteen minutes after the time fixed for a meeting, the CAO shall record the names of the Members present and the meeting shall stand adjourned until the next meeting.
- 12 If a meeting is adjourned for failure to constitute a quorum, or for loss of quorum during a meeting, the Agenda for that meeting shall be considered at the next Regular Meeting or at a special meeting called to complete the business.
- 13 If quorum is present within fifteen minutes after the time fixed for a meeting, but the mayor and deputy mayor are absent, the CAO shall call the meeting to order and call for a Presiding Officer to be chosen by resolution of council.
- 14 Notwithstanding sections 11 and 13, if an absent Member provides notice within fifteen minutes after the time fixed for a meeting of their expected arrival time, the Presiding Officer or the CAO may postpone the meeting until the absent Member or Members arrive.

AGENDA

- 15 A committee is hereby established by this Procedural Bylaw and shall be named the Agenda Review Committee; Agendas shall be prepared under the direction of the Agenda Review Committee.
2023-16
- 16 Unless otherwise authorized by this bylaw, submissions for inclusion in an Agenda shall be delivered to the CAO no later than 4:30 p.m. on the twenty-second calendar day prior to the meeting.
2019-08
- 17 When the twenty-second calendar day prior to a meeting falls on a legislated or general holiday, submissions for the Agenda shall be delivered to the CAO no later than 4:30 p.m. on the first business day following the holiday.
2019-08
- 18 The Agenda Review Committee may authorize inclusion on the Agenda of items received after the submission deadline but before the Agenda is published.
- 19 Once an Agenda is published, it is the property of council. Items may only be removed from the Agenda by a unanimous vote or added as urgent business by a Two-Thirds Vote.
- 20 The Agenda shall be made available to Members at least three business days prior to the meeting and made available to the public not less than twenty-four hours later.
- 20.1 If an item added as urgent business in accordance with section 19 contains a written submission, the municipal clerk shall delete the published Agenda and replace it with an Agenda that contains the new item and is clearly marked to show the change.
2023-16
- 21 Failure to meet the deadlines imposed in section 20 does not invalidate the Agenda.

22 The order of business for a Regular Meeting shall be decided by a majority vote.

MEMBER SUBMISSIONS

- 23 A Member wishing to introduce a new matter for consideration may submit a motion and any supporting information, in the form of a request for decision, to the CAO in accordance with section 16.
- 24 If approved for inclusion in the Agenda, a request for decision submitted by a Member will be included as new business at the next Regular Meeting or special meeting called to complete regular business.
- 25 If a request for decision submitted by a Member is not approved for inclusion in the Agenda, the Member may submit a notice of motion. The notice of motion will appear on the Agenda for the next Regular Meeting or special meeting called to complete regular business.
- 26 A notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determined.
- 27 A notice of motion is not debatable, however the Member presenting the notice may speak to the notice for a period not to exceed five minutes.
- 28 The motion for which notice was given and any supporting documents must be submitted to the CAO in the form of a request for decision by 4:30 p.m. on the fourth day following the meeting at which the notice of motion was made.
- 29 The motion on notice shall be added as new business on the Agenda for the subsequent Regular Meeting or special meeting called to complete regular business.
- 30 Council may waive the requirement for notice by a Two-Thirds Vote and add the matter to the Agenda as urgent business.

PUBLIC SUBMISSIONS

- 31 A person other than a Member may submit a request to the CAO to include written material in the Agenda and/or appear as a delegation at a regular council meeting or a Committee of the Whole meeting and the Agenda review committee may, in their unfettered discretion, permit the request provided
- a) the person has submitted their request in accordance with section 16,
 - b) the person has provided a description of the matter they wish to address,
 - c) the person has not addressed council on the same matter within the previous six months,
 - d) the matter pertains to a community event, new initiative or provides an update on an item of council interest or that the Town has funded,

- e) the matter does not pertain to any undecided matter that has been the subject of a public hearing or a matter that is on a proposed future Agenda for a decision of council, and
- f) there are no concerns around procedural fairness.

32 No delegation shall address council for longer than ten minutes, exclusive of the time required to answer questions from council, unless granted a time extension by the Agenda Review Committee or a majority vote of Members present.

2022-04

33 When a delegation or written submission requires a council decision, council shall not make a decision at the same meeting in which the request is received; rather, the request shall appear on the Agenda for the following Regular Meeting as business arising from the minutes, at which time council shall

- a) refer the request to administration or a committee for further research, review and recommendation,
- b) accept the request as information only, or
- c) make a decision on the request.

34 Notwithstanding section 33, council may, by Two-Thirds Vote, immediately add consideration of a request made by a delegation or through a written submission to the current meeting Agenda and, if that motion is successful,

- a) refer the request to administration or a committee for further research, review and recommendation,
- b) accept the request as information only, or
- c) make a decision on the request.

2022-04

35 *Repealed 2023-16*

36 *Repealed 2023-16*

MEETING CONDUCT

37 The Presiding Officer shall

- a) maintain order and decorum and may, if necessary, call a Member to order,
- b) determine who has a right to speak,
- c) ensure all Members who wish to speak to a motion have spoken, ensure that the Members are ready to vote, and subsequently call the vote,

- d) rule when a motion is out of order, and
 - e) ensure persons in the gallery maintain quiet and order and may, if necessary, provide for the removal of those who do not comply.
- 38 A Member wishing to speak at a meeting shall address the Presiding Officer and must be recognized by the Presiding Officer before speaking.
- 39 No Member shall speak for longer than five consecutive minutes.
- 40 Members shall be respectful and attentive, shall avoid distracting themselves and others, and shall not cause disruptions during a meeting.
- 41 When a Member is speaking at a meeting, that Member shall
- a) speak respectfully,
 - b) refrain from using any offensive or disrespectful language when speaking about any Member, administration, council as a whole, or any other parties,
 - c) not shout or use a raised voice, and
 - d) assume personal responsibility for any stated quote, and at the request of council, give the source of the information.
- 42 No person in the public gallery during a meeting shall address council unless invited to do so by the Presiding Officer.
- 43 No person shall use a video recording device during a meeting unless authorized to do so by this bylaw or by a unanimous vote of Members present.
- 44 No Member shall engage in use of Social Media during a meeting.
- 45 When the Presiding Officer calls a Member to order, the Member shall immediately cease to speak. After the Presiding Officer has ruled, the Member may explain their action that resulted in the call to order.
- 46 A Member may
- a) call a point of order, at any time the Member believes that a a rule or customary procedure of council has been incorrectly applied or overlooked during the proceedings,
 - b) call a point of procedure, at any time the Member requires more information about the rules of council or parliamentary law, and

2023-16

- c) call a question of privilege, at any time the Member believes the comfort, dignity, safety or reputation of the organization or an individual is at stake.

46.1 The chief administrative officer, acting chief administrative officer, the municipal clerk, or the deputy municipal clerk may at any time interrupt proceedings to advise the Presiding Officer regarding of a matter of importance to be raised.

47 When any point of order, point of procedure, or question of privilege arises, it shall be immediately taken into consideration and ruled upon by the Presiding Officer.

48 Any decision of the Presiding Officer with respect to meeting conduct or procedure may be appealed through a motion decided by a majority of Members present.

ELECTRONIC MEETING ATTENDANCE

48.01 Members may participate in any meeting to which this bylaw applies by attending in person or by electronic means, including by telephone or by the videoconferencing system approved by the CAO.

2023-16

48.1 Members who are participating in a meeting by electronic means shall, whenever practicable, join using videoconferencing technology and have their face clearly visible in order to be counted towards quorum, to participate in debate, and to vote.

2020-22; 2023-16

48.1.1 Notwithstanding section 48.1, if a Member participating in a meeting by electronic means is unable to make their face clearly visible, the Member shall verbally confirm their identity to the satisfaction of the Presiding Officer after the meeting is called to order, after each break, and at any other time the Presiding Officer requests confirmation of identity in order to be counted towards quorum, to participate in debate, and to vote.

2023-16

48.1.2 A Member must attend no more than 25% of in-person regular council meetings and 25% of in person-Committee of the Whole meetings by electronic means in a calendar year unless otherwise authorized by a council motion.

2023-16

48.2 Persons who are participating in closed sessions (in camera sessions) of council or council committee proceedings by electronic means must prevent any person not authorized to be at the closed session from hearing the proceedings.

2020-22; 2023-16

48.3 Persons other than Members are eligible to participate in council or council committee proceedings by electronic means only upon compliance with relevant sections of *Procedural Bylaw 2018-01* and acceptance of their registration by the municipal clerk.

2020-22; 2023-16

48.4 In the event all Members participate in a meeting by electronic means,

- a) a public notice shall be advertised a least once in a local newspaper, and where that is not possible notice shall be posted for at least twenty-four hours on the front door of the Civic Centre and on the Town's website and Social Media, and

- b) the CAO shall provide a physical location for Members of the public to watch or listen to the meeting and, whenever possible, provide a livestreaming video that can be viewed remotely.

2023-16

MOTIONS

- 49 Members may ask questions of administration through the Presiding Officer before a motion is made, for the purposes of determining what motion should be made in relation to the item.
- 50 All motions shall be presented in writing unless Members present unanimously agree to consider a verbal motion.
- 51 Motions based on recommendations by administration will be moved by the Presiding Officer. Amending motions and subsequent motions on the same topic may be made by any Member.
- 52 The Presiding Officer may speak to a motion at any time after it has been moved.
- 53 All Members speaking to a motion must comply with meeting procedures as stated in this bylaw.
- 54 Any motion substantially the same as a motion voted on in the previous six months, with the exception of a motion to reconsider, is out of order.
- 55 A motion may be withdrawn by the Member that made the motion any time before voting occurs, subject to no objection from any Member present. Motions withdrawn in this manner shall not be recorded in the minutes.
- 56 A friendly amendment, defined as a proposed change in wording that enhances and strengthens the original motion, may be proposed and adopted if the mover of the motion approves. Only the motion as amended by the friendly amendment shall appear in the minutes.
- 57 When a motion contains more than one distinct proposition, council shall vote on each proposition separately if any Member so requests or the Presiding Officer so directs.
- 58 After a motion has been made a Member may request further information. The Presiding Officer shall provide the information or direct the request to administration or to the appropriate Member.
- 59 After a motion for first, second or third reading of a bylaw, Members may
 - a) debate the substance of the bylaw,
 - b) propose and vote on amendments to the bylaw,
 - c) make a motion to postpone the vote on the motion for a reading of the bylaw; and
 - d) vote on the bylaw reading.
- 60 After a motion has been made, no other motion may be made except for

- a) a motion to amend the motion on the floor,
- b) a motion to table the motion until a time later in the meeting, or
- c) a motion to postpone the main motion to a specific date.

2022-04

61 Amending motions shall be made in accordance with the following:

- a) Only one amendment to the main motion and one amendment to that amendment shall be on the floor at any given time.
- b) A Member who moved a motion may not move an amendment to that motion, except the Presiding Officer who moves a motion recommended by administration.
- c) The main motion shall not be debated until all amendments to it have been put to the vote.
- d) Amendments shall be voted on in the reverse order in which they were moved.
- e) When all amendments have been voted on, that main motion shall be put to a vote incorporating all adopted amendments.

62 A Member may not move an amendment which

- a) does not relate to the subject matter of the main motion, or
- b) is contrary to the main motion.

63 A motion to postpone must include the reason for postponement and a specific date when the matter shall be considered. A motion to postpone is debatable and is decided by a majority vote of council.

2022-04

64 A motion to table must include the reason and time within the current meeting to which the matter is to be tabled. A motion to table is not debatable.

65 A motion to reconsider a motion that has already been voted on

- a) must be made by a Member who voted on the prevailing side of the motion in question,
- b) must be made the same day the vote was taken on the motion in question or added to a future Agenda in accordance with the provisions related to Member submissions in this bylaw,
- c) is debatable,
- d) may be postponed,

- e) must be decided by a Two-Thirds Vote, and
- e.1) may not be made if a vote for which the reconsideration sought has caused an irrevocable action.

2022-04

66 A motion to rescind a motion which has been passed

- a) may be added to a future Agenda in accordance with the provisions related to Member submissions in this bylaw,
- b) is debatable,
- c) may be postponed,
- d) must be decided by a Two-Thirds Vote, and
- e) may not be made if a vote for which the rescission is sought has caused an irrevocable action.

2022-04

67 A motion to adjourn may be made by any Member except when

- a) another Member has the floor,
- b) a call for a vote has been made,
- c) the Members are voting,
- d) the meeting is in camera, or
- e) a previous motion to adjourn has been defeated, and no other proceedings have taken place.

68 A motion to adjourn is not debatable and cannot be reconsidered.

69 When considering approval or acceptance of a document

- a) a motion to approve a document provides direction for administration to implement any actions or direction articulated in the document, subject to council approval of actions or directions with unbudgeted financial implications,
- b) a motion to accept a document for planning purposes provides direction for administration to use the document as a guide, and to gain council approval before taking action or establishing a direction, and
- c) a motion to accept as information provides direction for administration to take no action related to the document.

- 70 Any Member may request the motion under consideration to be read at any time, but not so as to interrupt a Member who is speaking.
- 71 Any Member may request that the Presiding Officer call a vote on a motion, and the Presiding Officer shall consider and rule on the request immediately.
- 72 Once the Presiding Officer has called the vote on a motion on the floor, no Member may speak to the motion until after the result of the vote has been declared.
- 73 Unless otherwise provided for in this bylaw, motions will be decided by majority vote of council.
- 74 Motions receiving a unanimous vote shall be recorded in the minutes as “carried unanimously” or “defeated unanimously” and, in the case of a split vote, as “carried” or “defeated,” and the names of those who voted for and against the motion shall be recorded.

CONFLICT OF INTEREST

- 74.1 Any Member who discloses a conflict of interest or perceived conflict of interest must, when disclosing the general nature of the conflict or perceived conflict,
- a) identify the person or employer whose private interest could be affected pursuant to section 170(1)(b) of the Municipal Government Act,
 - b) disclose the nature of the affected person’s private interest pursuant to section 170(2)(b) of the Municipal Government Act, and
 - c) disclose any consideration of exceptions to conflict of interest as set out in section 170(3) of the Municipal Government Act that were considered, if applicable.
- 74.2 When a Member discloses a conflict of interest or perceived conflict of interest, any other Member may make a motion that Council direct the Member who disclosed to reconsider their decision; this motion must include at least one question or challenge of the Member’s disclosure under section 74.1(a), (b), and (c).
- 74.3 When a Member believes another Member has a conflict of interest or perceived conflict of interest that they have not disclosed, that Member may make a motion that Council direct the Member with the suspected conflict to reconsider to their decision not to disclose; this motion must disclose the general nature of the suspected conflict or perceived conflict as set out in section 74.1(a), (b), and (c).
- 74.4 A Member who is the subject of a successful motion under section 74.2. or 74.3 may choose to reconsider their disclosure but is not obligated to do so or to take any action.

MEETING RECORDS

- 75 Unless otherwise authorized by this bylaw, discussion, questions and debate shall not be recorded in the minutes.

- 76 Unless otherwise authorized by this bylaw, a summary of any verbal presentations made and/or a copy of written materials provided by Members of the public will be recorded in the minutes.
- 77 When a meeting is closed to the public to discuss a matter that is within one of the exceptions to disclosure in the Freedom of Information and Protection of Privacy Act, the reason for closing the meeting and the names of persons present other than Members shall be recorded in the minutes.
- 78 Minutes of a meeting other than a Committee of the Whole meeting shall be adopted by motion at the following Regular Meeting, regardless of whether or not the same Members are present.
- 79 Any Member may request a correction to the minutes before they are adopted. Corrections are deemed adopted when the motion to adopt the minutes has carried.
- 80 Approved minutes shall be signed by the Presiding Officer and the recording secretary who were present at the meeting where the minutes were taken, wherever practicable. Where not practicable, the minutes shall be signed by the current Presiding Officer and recording secretary.
- 81 The CAO is authorized to provide for streaming video and video recording of any meeting.
- 82 A video recording provided by the CAO may be used to determine the accuracy of a portion of the minutes.

COMMITTEE OF THE WHOLE

- 83 A committee is hereby established by this Procedural Bylaw and shall be named the Committee of the Whole; the business of a Committee of the Whole meeting shall include
 - a) briefings from Members, administration, and the public, and
 - b) consideration of policies, bylaws, and plans for recommendation to council.
- 84 The Committee of the Whole is authorized only to make recommendations, by motion, to council. Such recommendations will be submitted to a council Agenda in accordance with section 16.
- 85 The following exceptions to this bylaw apply to Committee of the Whole:
 - a) a Member may speak for longer than five minutes,
 - b) Members must be recognized by the chair before speaking, however Members may direct questions and answers to one another and to administration, and
 - c) Members may discuss an issue without a motion on the floor.
- 86 Minutes of a Committee of the Whole meeting shall be adopted by motion at the following Committee of the Whole meeting, regardless of whether or not the same Members are present.

PROCEDURE FOR FIRST READING OF A PLANNING BYLAW

86.1 Before giving first reading to

- a) a proposed bylaw to adopt or amend a municipal development plan,
- b) a proposed bylaw to adopt or amend an area structure plan,
- c) a proposed bylaw to adopt or amend an area redevelopment plan, or
- d) a proposed bylaw amending the Land Use Bylaw,

Council shall, at a regular or special council meeting,

- e) *Repealed 2023-16*
- f) hear a presentation from administration.
- g) *Repealed 2023-16*

2022-04

PUBLIC HEARINGS PROCEDURE

87 Notwithstanding any other section of this bylaw, Sections 88 through 93 apply to public hearings.

88 A public hearing shall include

- a) a brief summary from administration and/or the applicant to provide context,
- b) presentations from the public and questions of clarification from council,
- c) acknowledgment of written submissions received by the municipal clerk,
- c.1) Council questions of the applicant in response to public presentations (if applicable),
- d) closing comments from administration, and
- d.1) Council questions of administration.

2020-28; 2022-04

89 No person shall address council at a public hearing

- a) without the permission of the Presiding Officer, and
- b) unless the person is speaking in accordance with section 88(a), more than once or for more than five minutes, exclusive of the time required to answer questions from council.

2022-04

90 Notwithstanding section 89(b), the Presiding Officer retains the right to limit or extend public presentations in order to ensure the integrity of the public hearing.

91 Any person, group, or representative of a person or group who is providing a verbal presentation at a public hearing

- a) must be present in the council chamber or via electronic attendance, and
- b) must register with the municipal clerk by noon on the business day preceding the hearing.

2022-04

91.1 Notwithstanding section 91(b), a person, group, or representative of a person or group who has not registered may provide a verbal presentation after all registered participants are heard if they are present in the council chamber during the hearing.

2022-04

91.2 A person or group may submit their presentation using a pre-recorded video or audio provided that the recording is shown by a representative who is present in the council chamber or via electronic attendance.

2022-04; 2023-16

91.3 Notwithstanding section 91.2, the Presiding Officer retains the right to stop a pre-recorded video or audio presentation that does not comply with the public hearing procedures set out in this bylaw.

2022-04

91.4 A representative of a person or group referenced in sections 91, 91.1, or 91.2 must be willing and able to speak for and answer questions on behalf of the person or group they represent. If it is determined upon questioning by the Presiding Officer that the representative

- a) will only be reading a written statement of a person or group, and with respect to which they will not be able to answer questions of council, then, notwithstanding sections 91 and 91.2, the Presiding Officer may end the presentation immediately by acknowledging receipt of the written statement without it being read by the representative, or
- b) will only be presenting a pre-recorded video or audio, and with respect to which they will not be able to answer questions of council,

then, notwithstanding section 91.2, the Presiding Officer may end the presentation immediately without the pre-recorded video or audio being shown.

2022-04

92 The Presiding Officer shall ensure all Members of the public present at a public hearing feel safe to participate by requiring those present to

- a) speak respectfully,
- b) refrain from using any offensive or disrespectful language,
- c) directly address the item without repetition or reference to matters irrelevant to the public hearing,
- d) maintain order and quiet,

- e) refrain from interrupting any speech or action of Members of council or any other Member of the public that is addressing council, and
- f) refrain from displaying placards or signs supporting a particular outcome of the topic under discussion.

93 No motions shall be made at a public hearing.

PUBLIC HEARING RECORDS

94 Repealed 2018-18.

95 Repealed 2018-18.

96 A Member of the public wishing to have a written submission included in the record of public submissions shall ensure one copy of the submission is received by the municipal clerk between the time council sets a date for a public hearing and the close of the hearing.

2020-18; 2022-04

96.1 The municipal clerk shall compile written submissions received from Members of the public before 9 a.m. two business days before the hearing into a record of public submissions and publish that record by 5 p.m. two business days before the hearing.

2020-18; 2022-04

96.2 The municipal clerk shall add written submissions received from Members of the public between 9 a.m. two business days before the hearing and the close of the hearing to the published record of public submissions by the end of the next business day after the adjournment of the council meeting during which the public hearing was held.

2020-18; 2022-04

96.3 Anonymous submissions shall not be accepted, and an individual's name must be attached to every submission.

2022-04

97 Where a person provides more than one identical or largely identical written submission, only one shall be included in the record of public submissions.

2022-04

98 The minutes of a public hearing shall record

- a) the names of administration and the applicant, or representatives of the applicant, who presented at the hearing, and
- b) the names of the Members of the public who provided written and/or verbal submissions along with a general indication of support, opposition, or neutrality, but not a summary of the presentations and/or a copy of any written materials provided.

ENACTMENT/TRANSITION

99 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.

100 Bylaws 04-2013, 2015-14, 2016-16, and 2017-35 are repealed.

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

FIRST READING: January 23, 2018

SECOND READING: January 23, 2018

THIRD READING: January 23, 2018

DATE IN FORCE: January 26, 2018

OFFICE CONSOLIDATION

This document is a consolidation of a bylaw with one or more amending bylaws. Anyone making use of this consolidation is reminded that it has no legislative sanction. Amendments have been included for convenience of reference only. The approved bylaws should be consulted for all purposes of interpreting and applying the law.

Bylaws included in this consolidation:

2018-01	Procedural Bylaw
2019-08	Amending Bylaw Meeting Length
2020-18	Amending Bylaw Public Hearing Submissions
2020-22	Amending Bylaw Electronic Meeting Attendance
2022-04	Amending Bylaw Omnibus
2023-16	Amending Bylaw Omnibus



BYLAW 2025-17

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
AMEND COUNCIL CODE OF CONDUCT BYLAW 2024-26**

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 “Council Code of Conduct Bylaw Amendment 2025-05 – Conflict of Interest.”

INTERPRETATION

- 2 Words defined in Bylaw 2024-26 shall have the same meaning when used in this bylaw.

PROVISIONS

- 3 Bylaw 2024-26 is amended by this bylaw.
- 4 Sections 22, 23, and 24 are repealed.

ENACTMENT/TRANSITION

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

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Manager of Municipal Clerks Office

Date



BYLAW 2024-26 – REDLINE for Council Meeting

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR ELECTED OFFICIALS

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 “Council Code of Conduct Bylaw 2024-26”.

SCOPE

- 2 The Council Code of Conduct Bylaw is intended to address matters of conduct not already addressed in the Municipal Government Act or the Local Authorities Election Act.
- 3 In the event of a conflict between this bylaw and provincial legislation, the provincial legislation takes precedence.

REPRESENTING THE MUNICIPALITY

- 4 In addition to the responsibilities established in the Municipal Government Act, the distinct charge of council is to work collaboratively, with the benefit of individual knowledge, experience, and community connections, to make balanced decisions to sustain and uphold community values for the betterment of the Town of Canmore.
- 5 Council members must not attempt to disguise or mislead as to their identity or status as an elected representative of the Town.

COMMUNICATING ON BEHALF OF THE MUNICIPALITY

- 6 Unless Council directs otherwise, the mayor is Council’s official spokesperson.
- 7 Council members must not purport to speak on behalf of Council unless authorized by Council to do so.
- 8 Council’s official spokesperson must ensure their comments accurately reflect the official position of Council as a whole, even when the official spokesperson disagrees with that position.
- 9 Council members must not publish anything that is intentionally dishonest, untrue, unsubstantiated, or misleading in any way.

RESPECT FOR THE DECISION-MAKING PROCESS

- 10 Council members must not purport to bind Council, either by publicly expressing their personal views on behalf of Council when not authorized to do so or by giving direction to employees, agents, contractors, consultants, or other service providers of the Town.

Bylaw approved by: _____

April 1, 2025 Regular Council Meeting 9:00 a.m.

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- 11 Council members shall accept and accurately communicate the decisions of Council even when they disagree with Council's decision.

ADHERENCE TO POLICIES, PROCEDURES, AND BYLAWS

- 12 Council members shall read, understand, and comply with all policies, procedures, and bylaws that apply to their duties as elected officials.

RESPECTFUL INTERACTIONS

- 13 Council members shall demonstrate respect for process, each other, and members of the public.
- 14 Council members must not maliciously or falsely injure the professional or ethical reputation of any Town employee.
- 15 Council members shall read, understand, and comply with Respectful Workplace Policy HR-009.

CONFIDENTIAL INFORMATION

- 16 Confidential information means information that a council member has a legal duty not to disclose.
- 17 Council members will collect, use, retain, and disclose information only for purposes consistent with the use for which it was collected.
- 18 Council members must not disclose confidential information, including to Town employees and members of the public, except as authorized by Council or a Town employee authorized to approve disclosure.
- 19 Council members must protect confidential information from inadvertent disclosure and take reasonable care to prevent examination of confidential information by unauthorized persons.
- 20 Council members must not use confidential information with the intent to cause harm or detriment to Council, the Town, or any other person or body.
- 21 Council members must not take personal advantage of, or use for their own benefit, corporate or financial opportunities learned about through access to confidential information.

CONFLICTS OF INTEREST

- 22 ~~A council member must abstain from voting on a matter before council if the member has a conflict of interest that is a pecuniary interest as set out in the Municipal Government Act. Repealed~~
- 23 ~~A council member is not permitted to abstain from voting on a matter before council if they have a conflict of interest that is not pecuniary; this would be where a member believes a non-pecuniary personal or private interest may influence their vote, or where a member believes another person may perceive that a member's non-pecuniary personal or private interest may influence their vote. Repealed~~
- 24 ~~In the event a council member believes they have a conflict of interest that is not pecuniary, or where they believe another person may perceive them to have a conflict of interest that is not~~

~~pecuniary, the council member may declare the interest before they vote on the matter, and that declared interest will be recorded in the minutes of the meeting. Repealed~~

- 25 Council members will 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.
- 26 Council members may accept a token or gift that is
 - a) part of the normal exchange of hospitality among persons doing business such as a lunch or event ticket,
 - b) a small holiday gift showing appreciation (e.g., cards, cookies, chocolates),
 - c) advertising material (e.g., calendars, note pads, pens, caps),
 - d) a corporate discount available to all Town employees,
 - e) a protocol item (e.g., symbolic or ceremonial gifts), or
 - f) a conference door prize.
- 27 Council members may not accept cash or gift cards/certificates that have a monetary value, with the exception of donations made to support a charitable cause.

IMPROPER USE OF INFLUENCE

- 28 Council members must not use the influence of their office for any purpose other than for the exercise of their official duties.
- 29 Council members must not use, or attempt to use, their authority or influence for the purpose of directing the work of any Town employee.
- 30 Council members must not act as a paid agent to advocate on behalf of any individual, organization, or corporate entity before Council, a committee of Council, or any other body established by Council.
- 31 Council members shall not attempt to influence members of any adjudicative body regarding any matter before it relating to the Town.
- 32 Council members must not ask any Town employee to undertake personal or private work on their behalf or accept such work from a Town employee.

USE OF MUNICIPAL ASSETS AND SERVICES

- 33 Council members are required to care for Town assets, which includes all property, equipment, software, and information.

- 34 Council members must not use, or permit the use of, Town land, facilities, equipment, supplies, services, employees or other resources for activities other than Town business, subject to the following exceptions:
- a) municipal property, equipment, service, supplies, and staff resources that are available to the general public may be used by Council members for personal use under the same terms and conditions as apply to the general public, including booking and payment of fees or charges; and
 - b) electronic communication devices supplied to Council members by the Town, including but not limited to desktop computers, laptops, tablets and smartphones, may be used by Council members for personal use, with the caveat that the devices and all information contained on them remain the property of the Town.
- 35 Council members must not use any facilities, equipment, supplies, services, municipal logo, or any other resources of the Town for any election campaign or campaign-related activity.

ORIENTATION AND OTHER TRAINING ATTENDANCE

- 36 Unless excused by Council, council members must attend
- a) orientation training offered by the municipality in accordance with the Municipal Government Act, and
 - b) any training organized at the direction of Council or mandated by the Province of Alberta.

COMPLAINTS

- 37 Any person who has witnessed or experienced conduct by a council member which they believe to be in contravention of this bylaw may address the contravention by submitting a complaint to the Investigator in accordance with this bylaw.
- 38 Complaints submitted to the Investigator must
- a) be made in writing and include the date and the name and signature of an identifiable individual,
 - b) be addressed to the Town of Canmore Investigator, and
 - c) set out reasonable and probable grounds for the complaint.
- 39 A complaint is considered received when the Investigator personally receives it.

INVESTIGATIONS AND ALTERNATIVE DISPUTE RESOLUTION

- 40 Upon receipt of a complaint, the Investigator shall determine whether the conduct described is within the Investigator's authority to consider and whether the information given in the complaint provides reasonable grounds for believing that a violation of this bylaw may have occurred.

- 41 The Investigator may request further information from the person who submitted the complaint before determining whether or not there are reasonable grounds for believing a violation of this bylaw may have occurred.
- 42 If the Investigator, on receipt of the complaint or at any time thereafter, is of the opinion that
- a) the matter is not within the Investigator's authority to investigate, or
 - b) there are no grounds or insufficient grounds for conducting an investigation, or
 - c) the complaint is frivolous, vexatious, or not made in good faith;
- then the Investigator: shall not conduct an investigation, or shall terminate an investigation that has already started; shall advise the person who submitted the complaint in writing, setting out the reasons; and shall close the file.
- 43 If a complaint is dismissed pursuant to section 42, the fact of the complaint shall not be reported to council, other than in the form of statistics.
- 44 If a complaint is not dismissed pursuant to section 42, the Investigator shall
- a) within 10 days of receiving the complaint, notify the council member who is the subject of the complaint, either personally or by email, that an investigation has been initiated and provide the respondent member of Council with
 - i) the written complaint, and
 - ii) the name of the person who submitted the complaint, and
 - iii) an opportunity to respond to the complaint through the processes enabled by this bylaw;
 - b) notwithstanding any other provisions of this bylaw restricting disclosure of complaints, where the complainant is a member of Council the Investigatory shall provide a copy of the complaint to all members of Council; and
 - c) take such steps as the Investigator considers appropriate to investigate the complaint.
- 45 Notwithstanding section 44, the Investigator will not disclose the name of the person who submitted the complaint if the Investigator determines such disclosure could reasonably be expected to threaten anyone else's safety or mental or physical health or interfere with public safety.
- 46 In the course of an investigation, the Investigator is authorized to speak to anyone, access and examine any records in the custody and control of the Town and enter any Town work location relevant to the complaint.

- 47 When the Investigator is of the opinion there are reasonable grounds to believe a violation of this bylaw has occurred, however that the complaint could be resolved without an investigation, then the Investigator may initiate an alternate resolution dispute (ADR) process as follows:
- a) if the complainant is a member of Council, then the Investigator shall refer the complaint to the mayor to attempt resolution;
 - b) if the complainant is an employee or a member of the public, then the Investigator shall refer the complaint to the chief administrative officer to attempt resolution; and
 - c) if the mayor or chief administrative officer is unsuited, unwilling or unavailable to attempt a resolution of the complaint, then the Investigator may engage a third-party service provider to attempt a resolution of the complaint.
- 48 When engaging third-party service providers to attempt resolution of a complaint, the Investigator shall have discretion on the form of recommended ADR process and service provider and may consider culturally appropriate, transformative or restorative justice processes.
- 49 The Investigator shall not refer a complaint to ADR where any of the following circumstances exist:
- a) where there is a significant power imbalance between the complainant and the respondent,
 - b) where there is a reasonable apprehension of harm,
 - c) issues of financial impropriety,
 - d) sexual harassment,
 - e) physical violence, intimidation or aggression,
 - f) criminality,
 - g) where either party does not consent to ADR, or
 - h) other circumstances that in the Investigator's opinion prevent the success of ADR.
- 50 If a complaint is resolved through ADR, the Investigator shall
- a) terminate the investigation,
 - b) provide written notice of the termination of the investigation to the person who submitted the complaint and the respondent, and
 - c) close the file.

- 51 If a complaint is resolved through ADR, the fact of the complaint shall not be reported to Council, other than in the form of statistics.
- 52 When a complaint cannot be resolved through ADR, the Investigator shall proceed with the investigation.

INVESTIGATION REPORTS

- 53 Where the Investigator finds no violation of this bylaw has occurred, the fact of the investigation shall not be reported to Council, other than in the form of statistics.
- 54 Where the Investigator finds a complaint to be substantiated, in whole or in part, the Investigator shall
 - a) notify the complainant when the investigation is complete and inform the complainant that a report, or a summary thereof, will be released by Council;
 - b) unless determined otherwise by the Investigator, include the name of the person who made the complaint in the investigation report;
 - c) provide the investigation report to the respondent;
 - d) provide the respondent with a deadline of 14 days from receipt of the investigation report to provide any further comment or response to the findings and recommendations of the investigation report, if any; and
 - e) provide all members of Council with a copy of the Investigator report two days after providing the Investigator report to the respondent.
- 55 If the Investigator finds a complaint to be substantiated, in whole or in part, but finds the respondent took all reasonable steps to prevent the contravention, or that the contravention was trivial or committed through inadvertence or genuine error of judgment, then the Investigator shall recommend that no sanction be imposed.

DECISION PROCESS

- 56 Council shall deliberate and decide on the outcome of an investigation in accordance with sections 57, 58, and 59.
- 57 Step 1: The Investigator shall present the investigation report findings and recommendations, the respondent's response to the report findings and recommendations, and any further recommendations to Council; this presentation
 - a) shall occur at a meeting scheduled within the two regularly scheduled meetings following the deadline for the respondent's response to the Investigator on the findings and recommendations of the report;
 - b) shall be made in a meeting closed to the public;

Bylaw approved by: _____

Page 7 of 11

- c) shall take the form of presentation by the Investigator, without Council deliberations or decisions on the investigation outcomes;
 - d) shall provide the respondent with an opportunity to attend; and
 - e) shall occur at a regular or special council meeting or at Committee of the Whole meeting as needed to avoid delay.
- 58 Step 2: After receiving the Investigator's presentation of the investigation report as provided by Step 1, Council shall meet to discuss the investigator's findings and recommendations and any reply to the investigation report made by the respondent; this meeting
- a) shall be closed to the public,
 - b) shall provide the respondent with opportunity to attend,
 - c) shall provide the respondent with an opportunity to be heard by other members of Council,
 - d) shall not involve any decisions of Council, and
 - e) may occur at a regular or special council meeting or at Committee of the Whole meeting as needed to avoid delay.
- 59 Step 3: Council shall meet to deliberate on the outcome of the investigation and decide on any sanctions or remedies; this deliberation and
- a) shall occur at a regular or special meeting that allows Council to vote and act by way of resolution;
 - b) may include deliberation in a meeting closed to the public, however any votes to issue sanctions or remedies shall be decided in public as needed to make valid resolutions of Council; and
 - c) shall be held without the respondent.
- 60 The respondent shall be assumed to have a conflict of interest in the Step 3 meeting to deliberate and decision on sanctions or remedies and shall abstain from attending this meeting to avoid any applicable requirements for councilors to vote on matters in which they participate.
- 61 The meetings required through Step 1 through 3 shall be spread over at least two separate dates and maybe spread over three dates; in scheduling the meetings for these three steps, Council shall consider the value of time to contemplate the outcome of the investigation and the value of a timely resolution of the complaint.

- 62 The Step 3 meeting shall be used for Council to decide whether the investigation report or a summary thereof will be released to the complainant as provided by Section 54(a) if Council has not already made this decision at an earlier date.

SANCTIONS AND OTHER REMEDIES

- 63 If the Investigator finds that a Council member has failed to adhere to this bylaw, Council may impose one or more of the following sanctions or remedies:
- a) a letter of reprimand addressed to the Council member,
 - b) a request that the Council member issue a letter of apology,
 - c) publication of a letter of reprimand or request for apology and the Council member's response,
 - d) a requirement to attend training,
 - e) suspension or removal of the appointment of a Council member as the deputy chief elected official under section 152 of the Municipal Government Act,
 - f) suspension or removal of the chief elected official's presiding duties under section 154 of the Municipal Government Act,
 - g) suspension or removal from some or all council committee and bodies to which council has the right to appoint members,
 - h) reduction or suspension of remuneration as defined in section 275.1 of the Municipal Government Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings,
 - i) any other sanction deemed appropriate or suitable by Council for the nature of the breach, and
 - j) any other remedy recommended by the Investigator, so long as that remedy is within the authority of Council.
- 64 When deliberating sanctions and remedies, Council may consider
- a) the degree and nature of the conduct,
 - b) whether the contravention was a single or repeated act,
 - c) whether the member of council knowingly contravene the bylaw,
 - d) whether the member of council took steps to remedy or mitigate the contravention, and
 - e) the member of council's history of other contraventions.

COMPLAINT PARAMETERS

- 65 In the period ninety days prior to the date of a municipal election, the Investigator may suspend any investigation underway or decline to commence an investigation.
- 66 The Investigator may reject any complaint received
- a) more than 180 days after the date of the alleged bylaw contravention, or
 - b) more than 180 days after the person submitting the complaint became aware of the alleged bylaw contravention, or
 - c) after the date of a municipal election which intervenes between the alleged bylaw contravention and the date the Investigator receives the complaint.

INVESTIGATOR

- 67 Council shall appoint one or more persons to act as the Investigator.
- 68 The following persons are not eligible to act as the Investigator:
- a) a council member, a council member's spouse or adult interdependent partner, a council member's children or the children's spouse or interdependent partner, the parents of a council member, and the parents of a council member's spouse or interdependent partner;
 - b) a Town employee.
- 69 The records in the custody and control of the Investigator are considered property of the Town and so are subject to the *Freedom of Information and Protection of Privacy Act* and Town information governance policies.

ENACTMENT/TRANSITION

- 70 Council shall review this bylaw, at a minimum, once every four years or when relevant legislation is amended.
- 71 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.
- 72 Bylaw 2018-02 is repealed.
- 73 This bylaw comes into force on the day it is passed.

FIRST READING: October 1, 2024

SECOND READING: October 1, 2024

THIRD READING: October 1, 2024

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: April 1, 2025 **AGENDA #:** H 1

TO: Council

SUBJECT: Repeal Vehicle Replacement Policy PW-002

SUBMITTED BY: Geordie Heal, Supervisor of Streets and Roads

RECOMMENDATION: That Council repeal Vehicle Replacement Policy PW-002.

EXECUTIVE SUMMARY

Administration is requesting that Council rescind the Vehicle Replacement Policy PW-002 (Policy). The Policy (Attachment 1) is intended to provide direction to Administration for the replacement of municipal fleet assets. Upon review of the Policy, it has been determined that the Policy lacks a comprehensive approach to fleet management, it is not in alignment with the Climate Emergency Action Plan's (CEAP) implementation measures, and it restricts the ability of Administration to make prudent and timely business decisions without seeking Council approval. As a replacement for the Policy, Administration has created a "Corporate Directive for Fleet Asset Planning, Replacing, and Repurposing" (Attachment 2) to guide fleet asset decision making.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Vehicle Replacement Policy – approved on December 6, 2016

Asset Management Policy (FIN-009) – approved July 6, 2021

Climate Emergency Action Plan – approved on July 2, 2024

DISCUSSION

The Vehicle Replacement Policy was originally intended to formalize decision making parameters (age, repair and maintenance costs, and mechanical condition) for the replacement of fleet assets owned by the Town. After reviewing the Policy, Administration has determined that it lacks alignment in several key areas:

- **The Policy is not comprehensive.** It fails to properly address all of the Town's fleet assets including Fire/Rescue heavy trucks, boats, trailers, bicycles and electric vehicle charging infrastructure. Decision making for these fleet assets is currently guided at an operational level and not by an official governing document. The Policy is also overly restrictive, in that it does not consider acceptable variability in the factors mentioned above.
- **The Policy challenges the ability to efficiently support implementation measures outlined by the Climate Emergency Action Plan.** The CEAP recommends "right-sizing" the fleet to become more efficient through equipment sharing, delaying end of life through improved maintenance, and by integrating bicycles into the operation where possible. This is an effort to reduce waste and the

use of gas or diesel vehicles to help reduce greenhouse gas (GHG) emissions attributed to the municipal fleet. Under the current Policy, Administration is required to seek Council direction for any of these operational actions that are intended support the CEAP goals and targets.

Administration is requesting that Council rescind the Policy and direct Administration to use the corporate directive process to guide fleet planning, replacement and repurposing. The “Corporate Directive for Fleet Asset Planning, Replacing and Repurposing” will guide decision making regarding the Town’s fleet assets and outlines a set of decision-making principles to be used when addressing organizational needs.

ANALYSIS OF ALTERNATIVES

Council could choose to approve the Corporate Directive as a Council policy. This is not recommended as vehicle maintenance and replacement is an operational matter. Council retains decision-making authority over acquiring vehicles through the budget approval process.

FINANCIAL IMPACTS

The financial impact of keeping the current Policy is reflected in the potential for future missed cost saving opportunities. By limiting Administration’s ability to easily adjust maintenance and asset retirement timelines, on a case-by-case basis, it limits the operational capabilities of many assets. Improved preventative maintenance performance has retained equipment values and extended useful life in many situations. Assets can be disposed of less regularly, and aging assets could be repurposed to avoid unnecessary capital and operational expenses.

INTEREST HOLDER ENGAGEMENT

Town business units consulted in the development of this recommendation include Fleet Services, Asset Management, and Environment and Sustainability.

ATTACHMENTS

- 1) Vehicle Replacement Policy PW-002
- 2) Fleet Asset Planning, Replacing, and Repurposing Corporate Directive 2025-04

AUTHORIZATION

Submitted by:	Geordie Heal Supervisor of Streets & Roads	Date: <u>March 10, 2025</u>
Approved by:	Chelsey Gibbons Manager of Finance	Date: <u>March 13, 2025</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>March 13, 2025</u>
Approved by:	Scott McKay Acting Chief Administrative Officer	Date: <u>March 24, 2025</u>



Vehicle Replacement Policy

DATE APPROVED: December 6, 2016

COUNCIL RESOLUTION: 385-2016

1. POLICY STATEMENT

It is the Town's policy to replace Vehicles after they have reached the end of their useful life but before they have become a financial liability.

2. PURPOSE

The purpose of this policy is to set parameters for the replacement of existing Vehicles that address age, use, repair and maintenance costs, and mechanical condition. Vehicles will be replaced before they:

- a) are a financial liability; or
- b) are no longer reliable.

3. DEFINITIONS

3.1. In this policy,

- a) Maintenance and Repair Costs means total expenses associated with the repair of a Vehicle including internal labour, supplies, delivery of supplies, overhead and any contracted repairs.
- b) Vehicle means light fleet vehicles, heavy fleet equipment (for example graders and backhoes), and attachments (for example, sweeper attachments and buckets.). It does not include fire trucks.

4. VEHICLE REPLACEMENT PARAMETERS

4.1. To be eligible for replacement, unless otherwise authorized, a Vehicle must meet the parameters set out for:

- a) Age or Use;
- b) Expense Exceeds a Threshold Amount; and
- c) Mechanical Condition.

Policy approved by:

April 1, 2025 Regular Council Meeting 9:00 a.m.

4.2. Age or Use

a) Vehicles are eligible for replacement when any one of the following three thresholds are met:

Classification	Gross Vehicle Weight (GVW)	Vehicle Type	Years	Total Kilometers	Total Hours
Light Duty Vehicles	6,000 – 9,000 lbs	Sedan, passenger van	8	150,000	n/a
Medium Duty Vehicles	9,200 – 27,000 lbs	½ Ton and ¾ Ton truck	8	150,000	6,000
Heavy Duty Vehicles:	Above 28,000 lbs	1 Ton	8	200,000	4,500
Dump Trucks		Roll off truck	8	200,000	6,000
Waste Collection		3 Ton collection Vehicle	8	200,000	20,000
Backhoes		n/a	12	n/a	6,000
Graders		n/a	12	n/a	4,000
Street Sweepers		n/a	8	70,000	6,000
Pathway / Sidewalk Maintenance		Skid steer or Utility Vehicle	8	n/a	4,000
Ice Resurfacer		n/a	15	n/a	10,000
Tractor		n/a	15	n/a	10,000

4.3. Expense Exceeds a Threshold Amount

- a) Vehicles are eligible for replacement once the annual cost to repair exceeds the residual value by 30%.
- b) For illustrative purposes, the following table is included as a sample based on a \$60,000 Vehicle:

Year	Repair & Maintenance	Residual Value	Percent R&M is of Residual Value
0	\$0	\$60,000	0.0%
1	\$1,500	\$42,000	3.57%
2	\$2,500	\$33,600	7.44%
3	\$2,200	\$26,880	8.18%
4	\$3,200	\$21,504	14.88%
5	\$3,000	\$17,155	17.49%
6	\$3,100	\$12,048	25.73%
7	\$2,900	\$11,010	26.34%
8	\$3,100	\$8,808	35.20%
9	\$6,100	\$7,047	86.56%
10	\$8,200	\$5,620	145.91%

4.4. Mechanical Condition

- a) A Vehicle meeting the criteria set out in sections 4.2 or 4.3 will be inspected by the Town’s mechanic to assess its mechanical condition. The mechanic may:
 - i) recommend the Vehicle for replacement, or
 - ii) defer the decision for one year.

4.5. Early Replacement

- a) Notwithstanding section 4.1, a Vehicle may be eligible for replacement based on mechanical condition alone if approved by the Manager of Public Works.

Policy approved by: CTT JB

4.6. Vehicle Surplus

- a) Once a replacement Vehicle is in service the replaced Vehicle must be discarded within three months in accordance with the Municipal Surplus Guidelines.

5. RESPONSIBILITIES

5.1. The Manager of Public Works must:

- a) Ensure this policy is followed, and
- b) Review the policy at least once every four years and, if necessary, make recommendations for amendments.

6. VISION ALIGNMENT

6.1. This policy meets Council's 2016-2018 vision to deliver services in an effective, innovative, and fiscally responsible manner.

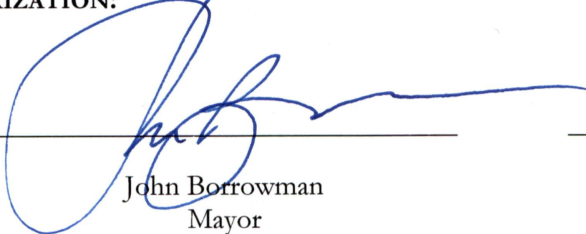
7. RELATED DOCUMENTS

- 7.1. Purchasing Policy
- 7.2. Municipal Surplus Guidelines


8. ATTACHMENTS

None

AUTHORIZATION:



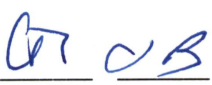
John Borrowman
Mayor



Cheryl Hyde
Municipal Clerk

REVISION HISTORY

Action	Date	Motion
Approved:	December 6, 2016	385-2016

Policy approved by: 

Corporate Directive

Directive Title	Fleet Asset Planning, Replacing, and Repurposing
Directive Number	2025-04
Date in Effect	April 1, 2025

Context

- 1 The Town of Canmore is committed to providing its departments with appropriate fleet equipment to perform tasks. The Town recognizes the need for planning, Replacement and repurposing principals to support effective decision making for its Fleet Assets.

Purpose

- 2 This directive acts as a guide for planning, replacing, and repurposing the Town of Canmore's Fleet Assets.

Definitions

- 3 In this directive,
 - a) "Attachments" mean specialized tools or components that perform a specific task and can be connected to and powered by a vehicle. Attachment power supply is typically hydraulic. Examples include plow blades, sanders, forks, and angle brooms;
 - b) "Disposal" means actions necessary to decommission, dispose, or repurpose Fleet Assets that are no longer required. Fleet Asset Disposal may not always warrant Replacement if the Level Of Service it has provided is no longer required or possible;
 - c) "EV" means electric vehicle;
 - d) "Fleet Assets" means physical equipment managed, maintained, monitored and replaced by Fleet Services. Fleet Assets are used by various departments and may include equipment such as Heavy and Light Duty Vehicles, bicycles, trailers and Attachments, and electric vehicle charging stations;
 - e) "Fleet Electrification" means the process of replacing, upgrading, or implementing an EV as an alternative to an ICE vehicle. Fleet Electrification solutions are typically aligned with Sustainability targets and operational cost effectiveness;
 - f) "Fleet Services" means a Public Works service area that provides oversight for the Town's Fleet Assets;

- g) “Heavy Duty Vehicles” mean vehicles with a gross vehicle weight rating (GVWR) greater than 3,856 kgs typically used for carrying large loads of performing specialized tasks. Examples include a grader, rubber-tired backhoe, garbage trucks, fire trucks, and utility tractors;
- h) “ICE Vehicle” means an internal combustion engine vehicle;
- i) “Interest Holder” means individuals that may include but is not limited to Council, residents, businesses, visitors, the Town of Canmore administration and other internal and external partners (such as utility operators);
- j) “Level of Service” means the defined standard for the provision of a particular service which reflects the social, cultural, financial, economic and environmental outcomes that the Town of Canmore delivers for a particular activity or service area against which service performance is measured. Components of defining these standards include quality, quantity, reliability, responsiveness, safety, community goals, environmental acceptability and cost;
- k) “Light Duty Vehicles” mean vehicles designed for transportation of passengers, typically with a gross vehicle weight rating (GVWR) of 3,856 kgs or less. Examples include cars, light trucks and bicycles;
- l) “Maintenance” means activity which includes actions (excluding rehabilitation or Replacement) to address the deterioration of Fleet Assets. Maintenance serves to retain equipment value, and it supports slowing down the deterioration process and the subsequent need for Replacement;
- m) “Replacement” means a capital budget activity that fully replaces a Fleet Asset to provide similar or agreed alternative Level Of Service;
- n) “Right-Sizing” means the process of optimizing the organization’s fleet size and composition by aligning operational needs with equipment utilization efficiencies, effective solutions, and by controlling costs.
- o) “Service Delivery” means clearly defined levels of services that will responsibly balance Interest Holder expectations, risk, available resources and Council priorities;
- p) “Surplus Equipment” means fleet equipment that has reached the end of its useful life or is no longer needed by the organization due to changes in safety, Sustainability or technology, they become redundant or too costly to maintain, or they fail to meet operational needs.
- q) “Sustainability” means a paradigm of thinking about the future in which environmental, social, financial and economic considerations are balanced in the pursuit of an improved quality of life. Sustainability is the development that meets the needs of the present without compromising the ability of future generations to meet their own needs. There are four dimensions to Sustainability: society, environment, culture and economy - which are intertwined, not separate.

Decision Making Principles

4 Equipment utilization and function is variable across departments. Asset management best practices described below offer principles to guide effective planning, Replacement and repurposing decisions for fleet equipment. Individual fleet assets and organizational needs are assessed annually with intentions to achieve safe and sustainable solutions, optimal usage scenarios, and retain equipment values.

- a) **Safety**
 - (i) Asset can safely perform the work.

- b) **Basic Data**
 - (i) Age, Hours and Kilometers – metrics are acceptable for the work; useful life remains, parts are available, and Maintenance can be performed effectively.

- c) **Organizational Need**
 - (i) Equipment supports strategic direction and service level delivery expectations.

 - (ii) The asset is the correct piece of equipment to perform the work required.

- d) **Efficiency**
 - (i) Operating condition – equipment works well and can perform duties without issue.

 - (ii) Costs – Operating expenses are documented, tracked and acceptable; the cost of keeping and maintaining the equipment outweigh the benefit of Disposal.

 - (iii) Continuous improvement – fleet solutions support a culture that values innovation and continuous improvement; they incorporate feedback and learnings from Interest Holders.

 - (iv) Useful life – equipment life remains and should either be utilized by the organization or be disposed of for cash value.

 - (v) Residual valuations – disposed asset valuations support future planning.

 - (vi) Balanced capital planning – capital forecasting is distributed across multiple years.

- e) **Alternate Solutions**
 - (i) Shared use – equipment be shared seasonally between departments and avoid the need to purchase another asset.

 - (ii) Repurposing – aging equipment be repurposed to another area to extend the life of the asset and avoid purchasing new.

 - (iii) Right Sizing – determination of need for the asset; rent versus ownership.

 - (iv) Electrification – determining if electric options available.

- (v) Mode – the same work be performed by a different mode such as bicycles.
- (vi) Funding sources – unique funding sources available (i.e. Fleet Electrification grants).
- f) **Sustainability and resiliency**
 - (i) Fleet Asset decisions are aligned with the Climate Emergency Action Plan.
 - (ii) Fleet Asset decisions are socially, culturally, environmentally, and economically sustainable and resilient into the future.
 - (iii) Appropriate, long-term decisions regarding Fleet Assets incorporates the impacts to Interest Holder expectations, legislative requirements, society and culture, Service Delivery, climate change and the environment, fiduciary responsibility and technology.

Surplus Equipment

- 5 The Town will maintain fairness and transparency for the sale of equipment no longer needed by the organization by disposing it using guidance from the Municipal Government Act. Equipment will be sold through public auction or tender to achieve fair market value. On occasion, and at the Town’s discretion, a direct sale may be arranged with another municipality or non-profit organization at fair market value.

Roles and Responsibilities

- 6 Streets and Roads Supervisor
 - a) Responsible for aligning organizational needs with the Town’s Fleet Asset inventory; identifies Fleet Asset opportunities and coordination capital budgets and forecasting.
- 7 Fleet Coordinator
 - a) Responsible for Fleet Asset Maintenance, tracking and documentation
 - b) Analyzes and reviews Fleet Asset inventory, and supports planning, Replacement, and repurposing decisions
- 8 Heavy Duty Technicians
 - a) Responsible for providing technical insights for Fleet Asset decision making
- 9 Asset Manager
 - a) Responsible for providing asset management best practice insight and ensuring Fleet Asset planning, Replacement, and repurposing practices are aligned
- 10 Public Works Manager
 - a) Responsible for development support for fleet capital projects

Document Management

- 11 Changes to this directive may be requested by contacting the Manager of Public Works.

- 12 The municipal clerk is responsible for maintaining the record copy of this directive.

Related Documents

- Climate Emergency Action Plan
- Asset Management Policy
- Purchasing Policy
- Long Term Financial Strategy: Funding the Capital Asset Plans
- Health and Safety Directive
- Municipal Government Act
- Traffic Safety Act

Authorization

Approved by: Scott McKay
 Acting Chief Administrative Officer /
 GM of Municipal Services Date: _____

Revision History

Action	Date	Notes
		New Directive



Request for Decision

DATE OF MEETING: April 1, 2025 **AGENDA #:** H 2

TO: Council

SUBJECT: Repeal Three Sisters Resort Core and Stewart Creek Municipal Reserves Policy PD-011

SUBMITTED BY: Harry Shnider, Manager, Planning and Development

RECOMMENDATION: That Council repeal Three Sisters Resort Core and Stewart Creek Municipal Reserves Policy PD-011.

EXECUTIVE SUMMARY

Inclusion of the undeveloped portion of the Resort Core Plan Area into the Three Sisters Village Area Structure Plan (ASP), plus the completion of subdivision development within the Stewart Creek ASP, has rendered this policy redundant.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

On October 24, 2023 Council adopted the Three Sisters Village ASP.

On July 31, 2023, the Subdivision Authority approved the subdivision application for TSMV Gateway Commercial Subdivision, which was the final undeveloped area within the Stewart Creek ASP plan area.

DISCUSSION

Lands captioned within the former Resort Core Plan Area are now part of the Three Sisters Village ASP and are subject to Conceptual Scheme and Subdivision approvals conforming with the ASP. These processes will identify municipal and environmental reserve dedications, to occur as the plan area develops.

With all of the Stewart Creek ASP plan area now approved by subdivision, reserve lands have been identified, and overall, the policy is now redundant.

ANALYSIS OF ALTERNATIVES

N/A

FINANCIAL IMPACTS

There are no financial implications anticipated in association with the proposed revisions.

INTEREST HOLDER ENGAGEMENT

The proposed rescission of this policy has been discussed with Three Sisters Mountain Village Properties Ltd., and has their support.

ATTACHMENTS

- 1) Three Sisters Resort Core and Stewart Creek Municipal Reserves Policy PD-011

AUTHORIZATION

Submitted by: Harry Shnider, RPP, MCIP
Manager of Planning and Development
Date: March 3, 2025

Approved by: Whitney Smithers
General Manager of Municipal Infrastructure
Date: March 12, 2025

Approved by: Scott McKay
Acting Chief Administrative Officer
Date: March 24, 2025



TOWN OF CANMORE POLICY

EFFECTIVE DATE: April 17, 2007

ADOPTED BY RESOLUTION: # 216 - 2007

POLICY TITLE: Three Sisters Resort Core and Stewart Creek
Commercial Village Municipal Reserves Policy

BACKGROUND

The following Policy refers to the dedication of municipal reserve lands and parcels within parts of the Three Sisters Mountain Village Resort Core and the Stewart Creek commercial village.

Three Sisters Mountain Village (TSMV) has, in recent years, as part of residential subdivisions in reasonable proximity to the Resort Core and the Stewart Creek commercial village, dedicated municipal reserve parcels in amounts exceeding the requirements of the Municipal Government Act and the Municipal Development Plan.

As part of six subdivision in Cairns on the Bow, various phases of Three Sisters Creek and Stewart Creek (outside of the Homesteads and Peaks of Grassi subdivisions), TSMV has dedicated 23.7 hectares of land for municipal reserve parcels, for which they have received credit for slightly over 19.1 hectares (the remainder being lands that were deemed unsuitable for municipal reserve purposes but accepted by the Town from the developer - which amount to slightly over 4.6 hectares). These dedications amount to a 28% dedication of total municipal reserves, and a 22.6% dedication of credited municipal reserves. This is in excess of the 10% requirement of the Municipal Government Act.

TSMV has also invested in excess of \$900,000 on improvements to these municipal reserve parcels. TSMV has constructed improvements to municipal reserve parcels that are not ordinarily seen in many communities.

TSMV has also left undeveloped large open spaces that amount roughly to a further 10 hectares of land. While not altogether suited to development as formal park spaces, these lands have seen improvements installed, including the commuter trail, the riverside trail, Three Sisters Creek bridge, a boat launch facility and rest areas that do provide community recreational opportunities.

In summary, TSMV has provided municipal reserve parcels in excess of what is required by the Municipal Government Act, has left open spaces in addition to municipal reserve parcels and has spent substantial amounts in developing both types of spaces for public use.

Three Sisters Mountain Village intends to develop the Resort Core and the Stewart Creek commercial village, including developing public open spaces that will be available for public

use. The cost of constructing and maintaining these open spaces will be borne by Three Sisters or other developers into the future. Provided that there can be adequate reassurances that the public will have continued access to these open spaces; through methods such as public access easements, the benefit to the Town and the larger community of not dedicating municipal reserves within these areas, is that construction and maintenance costs can be minimized or eliminated, and the public will still be able to access open space and similar facilities.

Given the background of municipal reserve dedications in TSMV, it is reasonable to review the requirements for municipal reserve dedications in the commercial and resort development areas.

POLICY

1. This policy is limited geographically to include only certain areas contained within the boundaries of the Resort Core Area Structure Plan (Bylaw 23-2004) and the Stewart Creek Area Structure Plan (Bylaw 24-2004).
 - (a) Specifically within the Resort Centre ASP (Bylaw 23-2004) the following areas are included within this Policy:
 - (i) Lands within the "GRD" - Golf Resort and Recreation Area Direct Control land use district; and
 - (ii) Lands within the "TS-RC-DC" - Three Sisters Resort Core Direct Control land use district; and
 - (iii) Lands within the "TS-RA1" Three Sisters Resort Accommodation land use district; and
 - (iv) Lands within areas shown as "Open Space" in the Land Use Concept shown in the Resort Centre ASP (Bylaw 23-2004).
 - (b) Specifically within the Stewart Creek ASP (Bylaw 24-2004) the following areas are included within this Policy:
 - (i) Lands within the TS-GD - Three Sisters Gateway Commercial land use district.
 - (i) Lands within areas shown as "Open Space" in the Land Use Concept shown in the Stewart Creek ASP (Bylaw 24-2004).
2. All residential lands within the Stewart Creek Area Structure Plan (Bylaw 24-2004) are specifically excluded from the provisions of this Policy and subdivisions within these areas shall dedicate and provide municipal reserves in accordance with the requirements of the Municipal Government Act, the Municipal Development Plan and any other of the Town's relevant statutory planning documents.
3. The Town of Canmore Subdivision Approval authority may waive the requirements for the dedication of municipal reserves as part of the approval of any subdivision application contained within the lands subject to this policy.

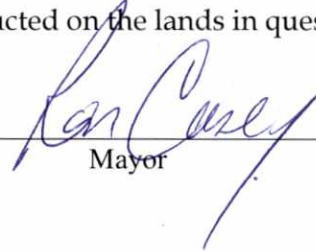
4. The Subdivision Approval Authority may waive the municipal reserve requirements either in part or in total, at its discretion, including waiving in part or in whole any deferral of municipal reserves to other lands owned by Three Sisters Mountain Village.
5. The Subdivision Approval Authority may authorize the discharge of Deferred Reserve Caveats registered on Three Sisters Mountain Village lands in exchange for the provision of private open spaces provided in lieu of the dedication of municipal reserves.
6. At the time of considering a subdivision application, Three Sisters Mountain Village or the developer (which ever is applicable), shall present an open space plan indicating what private open spaces are to be provided in lieu of the dedication of municipal reserves. Such open space plans may indicate such items as:
 - Private parks and soft landscaped areas;
 - Hard landscaped areas;
 - Plazas and pedestrian areas;
 - Well designed pedestrian streets;
 - Indoor recreational facilities; and
 - Other such facilities agreeable to Three Sisters Mountain Village or the applicable developer (where relevant), and the Town.
7. Where such private open spaces or facilities are indicated in a plan submitted as part of a subdivision application, Three Sisters Mountain Village or the developer (where applicable) shall provide such reassurances to the Town (including written agreements) as are required to ensure that Three Sisters Mountain Village or the developer (where applicable) shall be responsible for the ongoing maintenance of the private open spaces or facilities.
8. Where such private open spaces or facilities are indicated in a plan submitted as part of a subdivision application, Three Sisters Mountain Village or the developer (where applicable) shall provide such reassurances to the Town (including written agreements) as are required to ensure that there will be continued and unrestricted public access to these open spaces and facilities.
9. Where such private open spaces or facilities are indicated in a plan submitted as part of a subdivision application, and fees are to be charged for access to any of the private open spaces and facilities, Three Sisters Mountain Village or the developer (where applicable) shall provide such reassurances to the Town (including written agreements) as are required to ensure that fees do not unduly prohibit public use of the private open spaces or facilities.
10. The Subdivision Approval Authority also may accept the transfer to the Town or dedication of open space lands outside of the Resort Core or the Stewart Creek commercial village by Three Sisters Mountain Village, in lieu of the dedication of municipal reserves as part of the approval of any subdivision application contained within the lands subject to this policy. Where such transfers or dedications are proposed by Three Sisters Mountain Village, the amount to be credited against the municipal

reserve requirements shall be negotiated between the Town and Three Sisters Mountain Village prior to the approval of the subdivision, and should be based on criteria including:

- The area of the parcel or lands in question;
- The ability to which the lands in question can be utilized by the public for active or passive recreational purposes;
- The linear length of any trails already constructed within the lands in question;
- Improvements that have been constructed on the lands in question.



Chief Administrative Officer



Mayor

TOWN OF CANMORE

WHERE THERE IS ANY CONFLICT BETWEEN THE POLICIES ADOPTED BY THE TOWN OF CANMORE AND THE POLICIES SET FORTH IN A COLLECTIVE AGREEMENT ADOPTED BY CUPE LOCAL #37, OR POLICIES SET FORTH IN A STATUTE OF THE PROVINCIAL OR FEDERAL GOVERNMENT, THE COLLECTIVE AGREEMENT OR THE PROVINCIAL OR FEDERAL STATUTE SHALL SUPERCEDE SUCH OTHER POLICIES.

T.M. Registered Trade Mark